Supervisor Web Time Approval Guide

To approve student timesheets, begin by logging on to your my.whittier. Students must submit their timesheets online by noon on the Monday following the end of the pay period. As a supervisor, you must approve your students' timesheets by 5 pm Monday.

<u>Late timesheets will be proessesed with the next payroll</u>. Please refer to the Supervisor Handbook for further instructions.

Note: the back and forward buttons do not work well in my.whittier.edu. Every page on the time sheet has buttons to move from one page to the next, please use these buttons to navigate through my.whittier.

To begin log into: "my.whittier.edu" Enter your username and password. Click "Login"

Secure Access Login User Name: JohnnyPoet Password: ••••••• Login Cancel Having problems logging in? Click here. Forget Password?	HITTIE Welcome to This secure world-class and a wide	R.EDU DU EXAMPLE A College and Whittier Law School. Site provides Whittier College and Whittier Law School students, faculty and administrative staff with Intranet and Internet services. This is where you can access e-mail, news and events information, variety of academic and administrative services.
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Once you have logged in, tabs will appear at the top of the page: Home, Academics, Campus Life, My Info, and My Courses.

Click the "My Info" tab.

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My Announcements There are no announcements Campus News Orientation Kicks Off New Year Orientation for the 2007-08 academic year is out and features a mixture of fun and information.	My E-mail Inbox Image: Comparison of the second	Highlighted Events Image: State
	Photo of the Moment	 (562) 907-4203. Award-winning Hawaiian Music Group Performs Musical group HAPA will start the new season of the Hawaiian music series with two shows Saturday, August 25 at 3 and 8 p.m. at the Ruth B. Shannon Center for the

Select "Self-Service Links" Select "Employee" Select "Timesheet"

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Once you have selected "Timesheet," you will be taken to the below screen. If your screen does not look like the image below, or if you do not have the option to select "Act as Superuser" contact Human Resources at ext. 4208.

Click "Act as SuperUser."

Click "Select"

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You will now need to select the criteria desired. You will always need to select the Pay ID, Pay Number, and Department. If you supervise more than one department, you will have the option to select a department number. If you only supervise one department, you will only have one option.

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Click on the down arrow beside Pay ID to select "Student Payroll."

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Click on the down arrow beside "Pay ID" to select which pay period you are approving.

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Click the down arrow beside "Department" to select which department you will be approving timesheets for.

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	1362, Academic Computing	
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	1372, First Year-Freshmen	
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Pay ID:	1417, Cultural Center	
	1418, Student Publications Support	
Pay Number:	1420, Community Services-Work Study	
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All timesheets will be grouped as "In Progress," "Pending," "Approved," and "Not Started." If your student has completed and submitted their timesheet, they will be located in the "Pending" category. If the student started his timesheet but never submitted it, it will be in the "In Progress" category. If the hours are correct you may submit the timesheet for your student, but you must contact HR to approve it. **You may not submit and approve a timesheet for your student.**

To approve a student's timesheet click on the student's name (blue).

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The student's timesheet will appear. If the hours are correct click the "Approve" button. If the hours are incorrect, click "Return for Correction" to send the timesheet back to the student. However, if this is after 12 pm, the student will not be able to make changes or access the timesheet. Use caution when approving student timesheets.

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