

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.

Late timesheets will be processed with the next payroll. 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?](#)

Make this my homepage.

[Click here](#) for instructions on how to make your browser load this page on startup.

What's Inside?

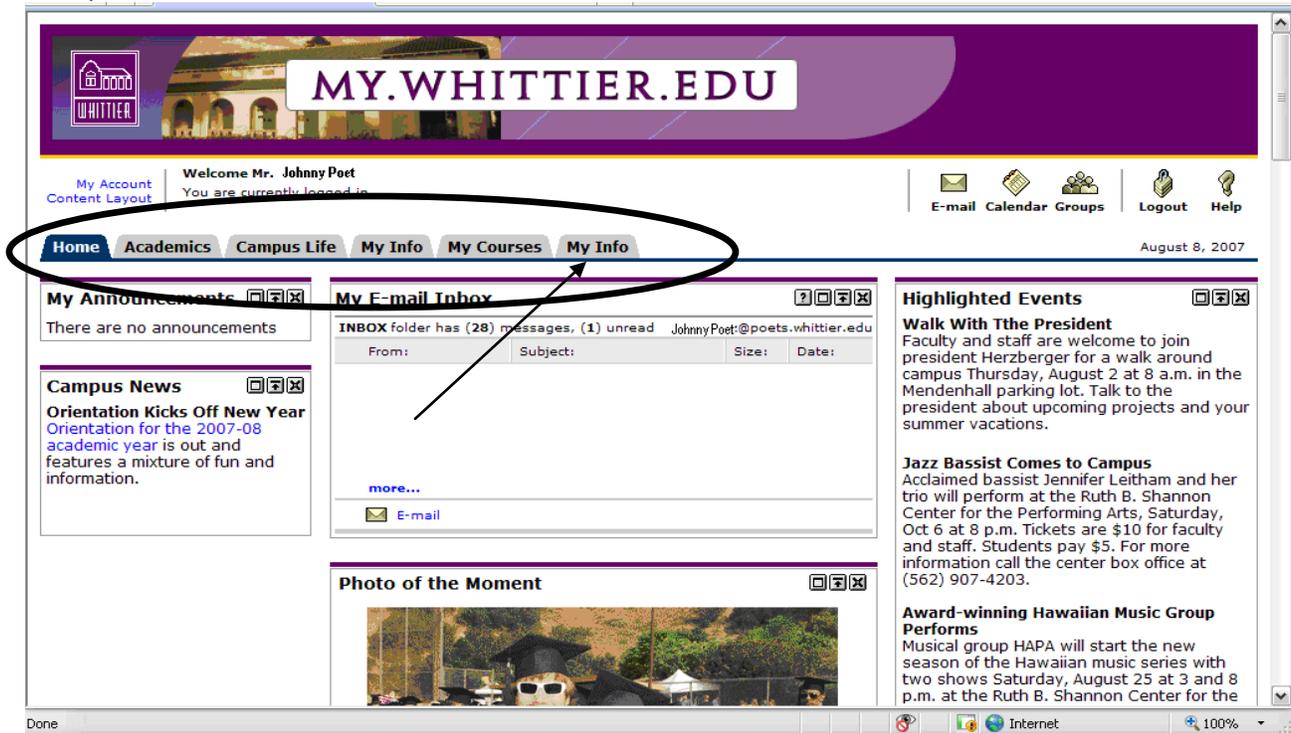
- E-mail:** Send and receive e-mail, and create your own personal address book.
- Calendar:** Access and manage your personal, course and school calendars.
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

and much more...

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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.

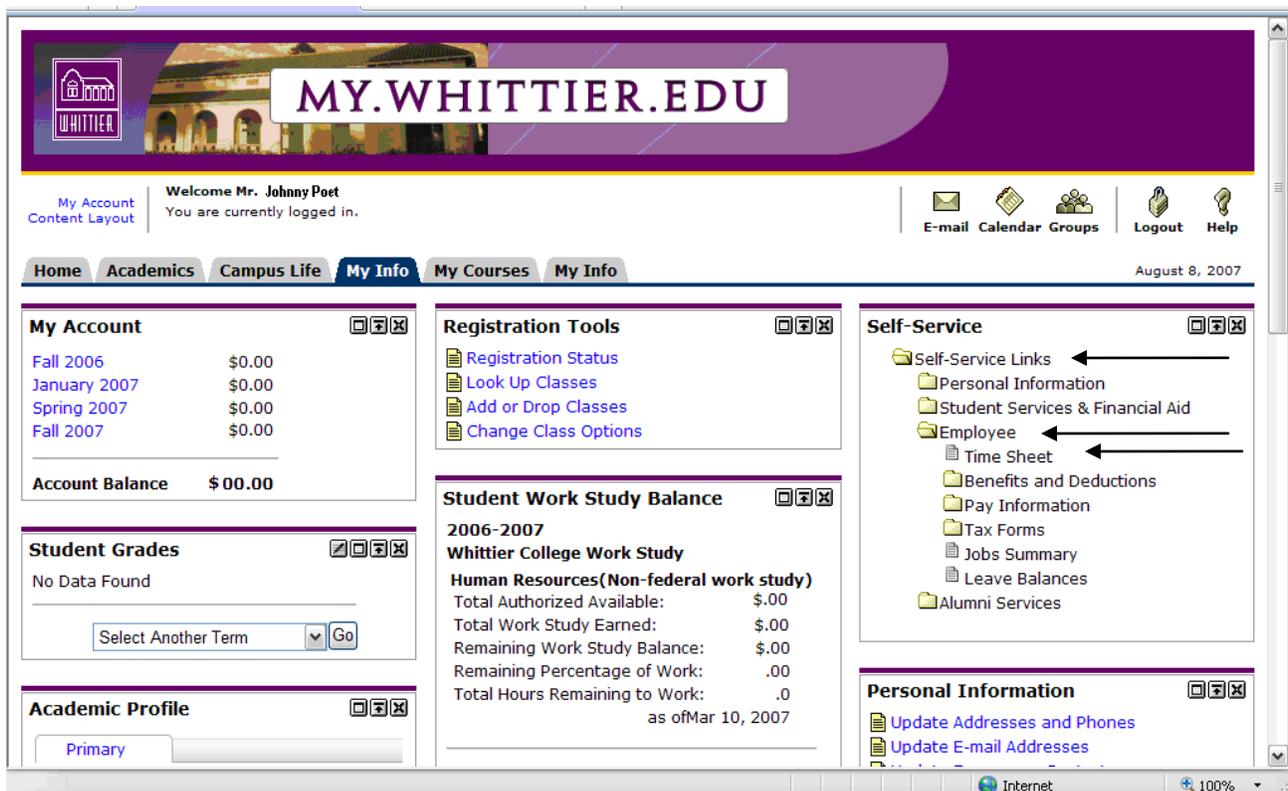
Click the "My Info" tab.



Select "Self-Service Links"

Select "Employee"

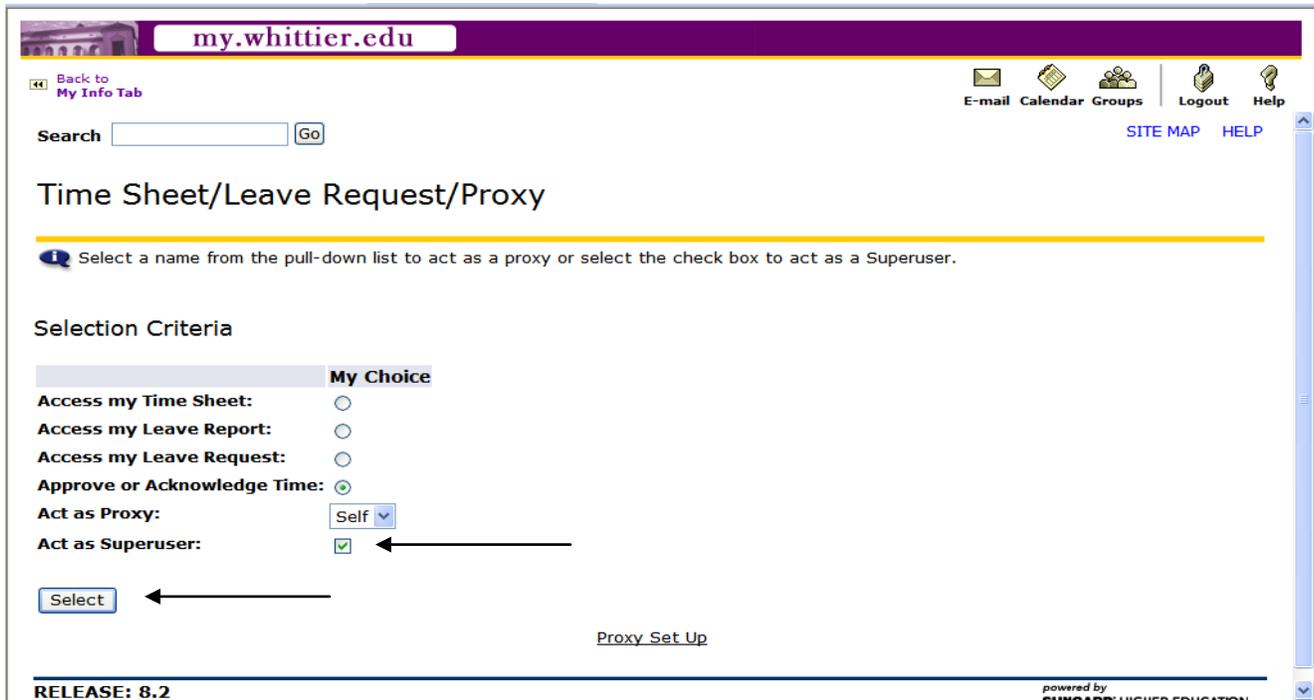
Select "Timesheet"



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.

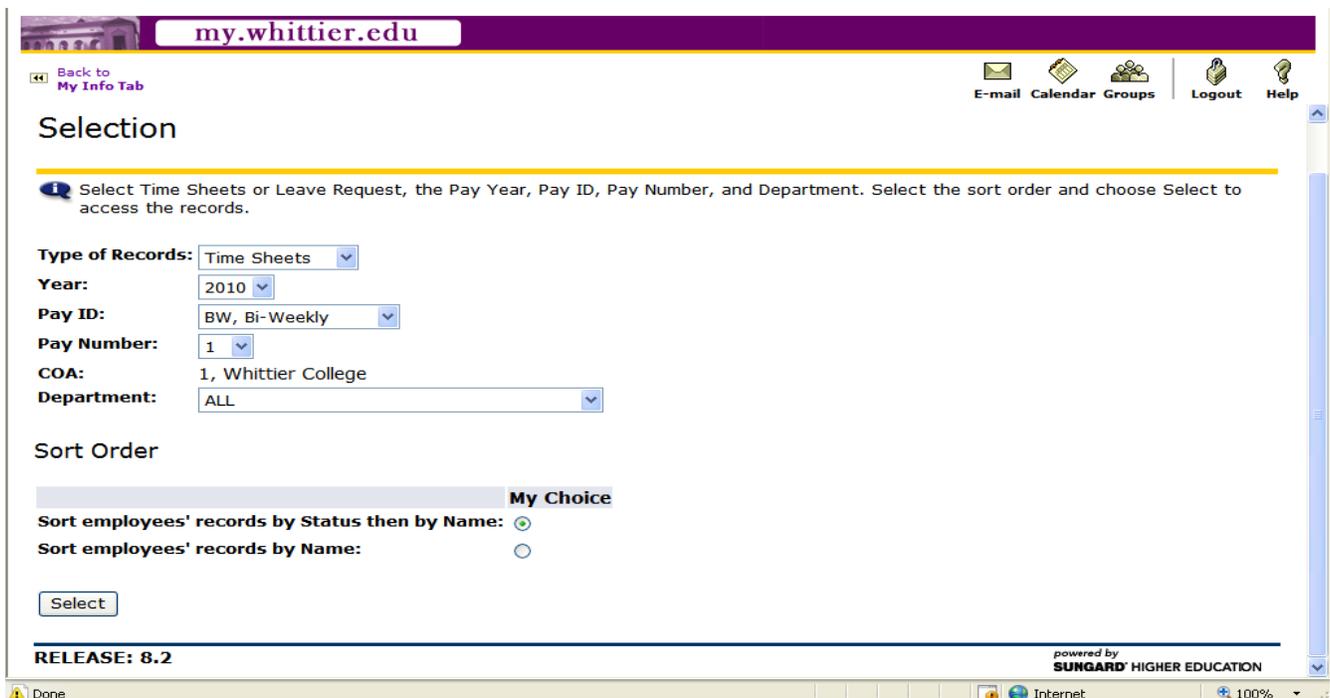
Click "Act as SuperUser."

Click "Select"



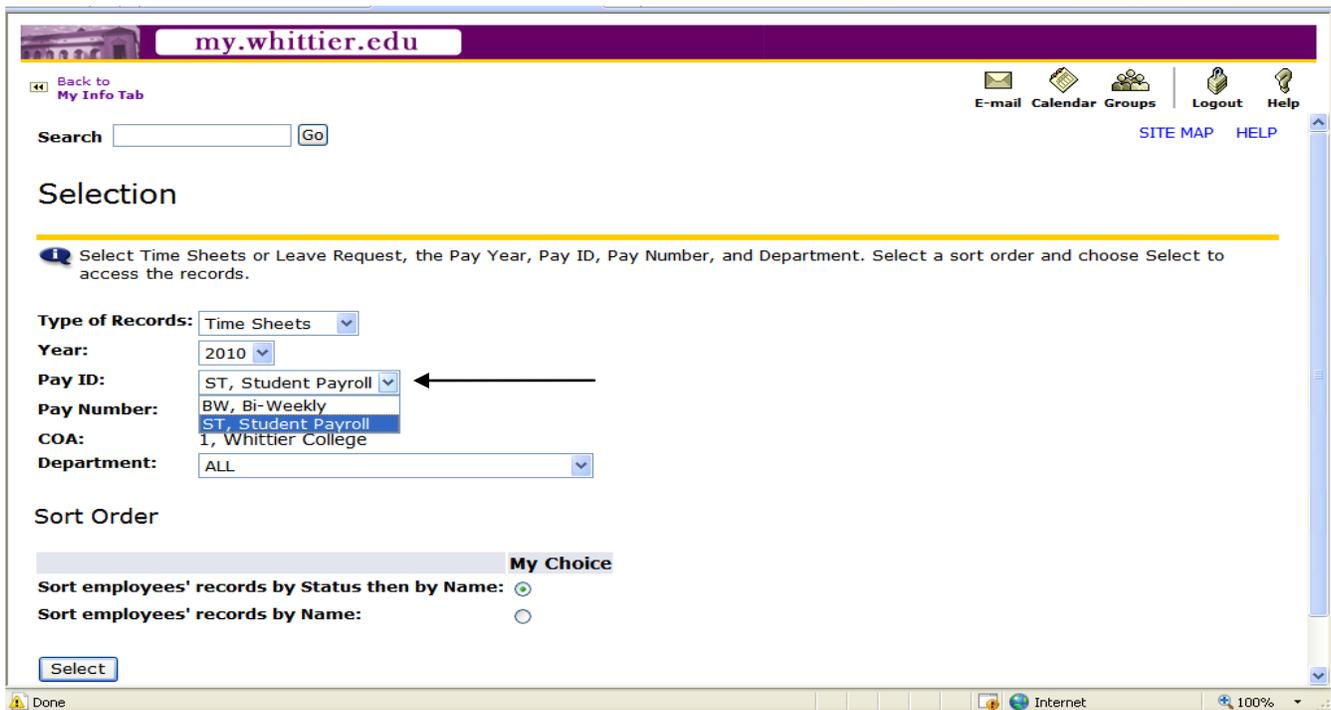
The screenshot shows the 'Time Sheet/Leave Request/Proxy' page on my.whittier.edu. At the top, there is a search bar and navigation links for E-mail, Calendar, Groups, Logout, and Help. Below the search bar, a message states: 'Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.' The 'Selection Criteria' section includes: 'Access my Time Sheet:' (radio button), 'Access my Leave Report:' (radio button), 'Access my Leave Request:' (radio button), 'Approve or Acknowledge Time:' (radio button), 'Act as Proxy:' (dropdown menu set to 'Self'), and 'Act as Superuser:' (checkbox checked). A 'Select' button is located below these options, with an arrow pointing to it. A 'Proxy Set Up' link is also visible. The footer shows 'RELEASE: 8.2' and 'powered by SUNGARD HIGHER EDUCATION'.

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.



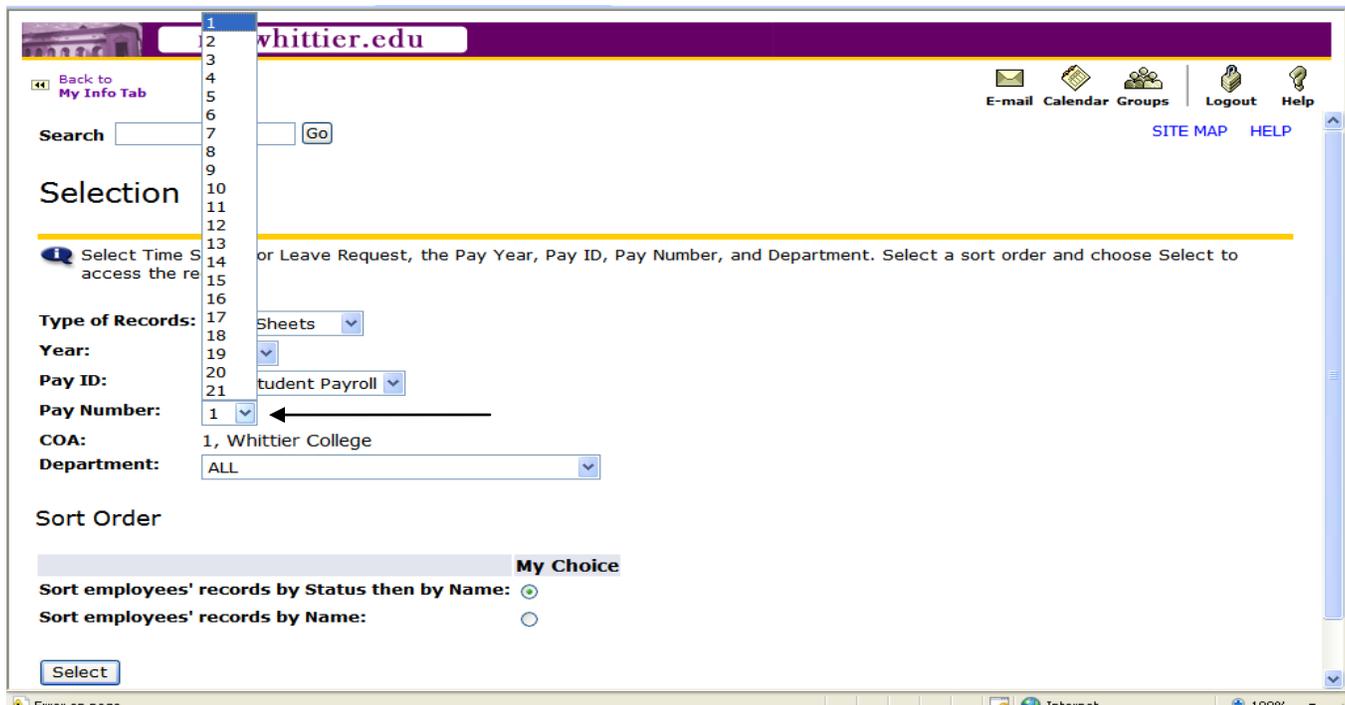
The screenshot shows the 'Selection' page on my.whittier.edu. At the top, there is a search bar and navigation links for E-mail, Calendar, Groups, Logout, and Help. Below the search bar, a message states: 'Select Time Sheets or Leave Request, the Pay Year, Pay ID, Pay Number, and Department. Select the sort order and choose Select to access the records.' The 'Type of Records:' dropdown is set to 'Time Sheets'. The 'Year:' dropdown is set to '2010'. The 'Pay ID:' dropdown is set to 'BW, Bi-Weekly'. The 'Pay Number:' dropdown is set to '1'. The 'COA:' dropdown is set to '1, Whittier College'. The 'Department:' dropdown is set to 'ALL'. The 'Sort Order' section includes: 'Sort employees' records by Status then by Name:' (radio button) and 'Sort employees' records by Name:' (radio button). A 'Select' button is located below these options. The footer shows 'RELEASE: 8.2' and 'powered by SUNGARD HIGHER EDUCATION'. The browser's taskbar at the bottom shows 'Done', 'Internet', and '100%' zoom.

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



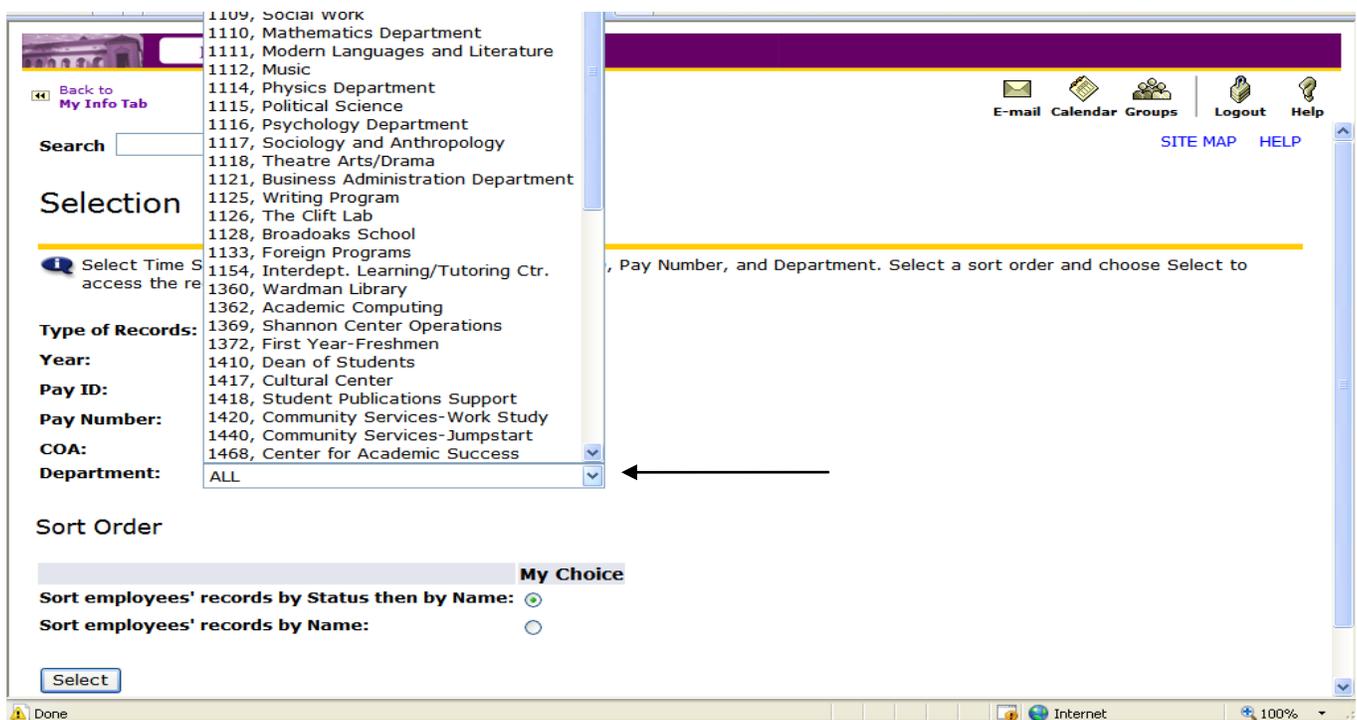
The screenshot shows the 'my.whittier.edu' website interface. At the top, there is a navigation bar with 'Back to My Info Tab' and utility icons for E-mail, Calendar, Groups, Logout, and Help. A search bar is located below the navigation. The main heading is 'Selection'. Below this, an information icon and text instruct the user to select Time Sheets or Leave Request, the Pay Year, Pay ID, Pay Number, and Department, and to choose a sort order and click 'Select' to access records. The form contains several dropdown menus: 'Type of Records' is set to 'Time Sheets'; 'Year' is set to '2010'; 'Pay ID' is set to 'ST, Student Payroll' with a black arrow pointing to the dropdown arrow; 'Pay Number' is set to 'ST, Student Payroll'; 'COA' is set to '1, Whittier College'; and 'Department' is set to 'ALL'. Below the form, there is a 'Sort Order' section with two radio button options: 'Sort employees' records by Status then by Name' (which is selected) and 'Sort employees' records by Name'. A 'Select' button is at the bottom left of the form area. The browser's address bar shows 'Done' and the status bar shows 'Internet' and '100%' zoom.

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

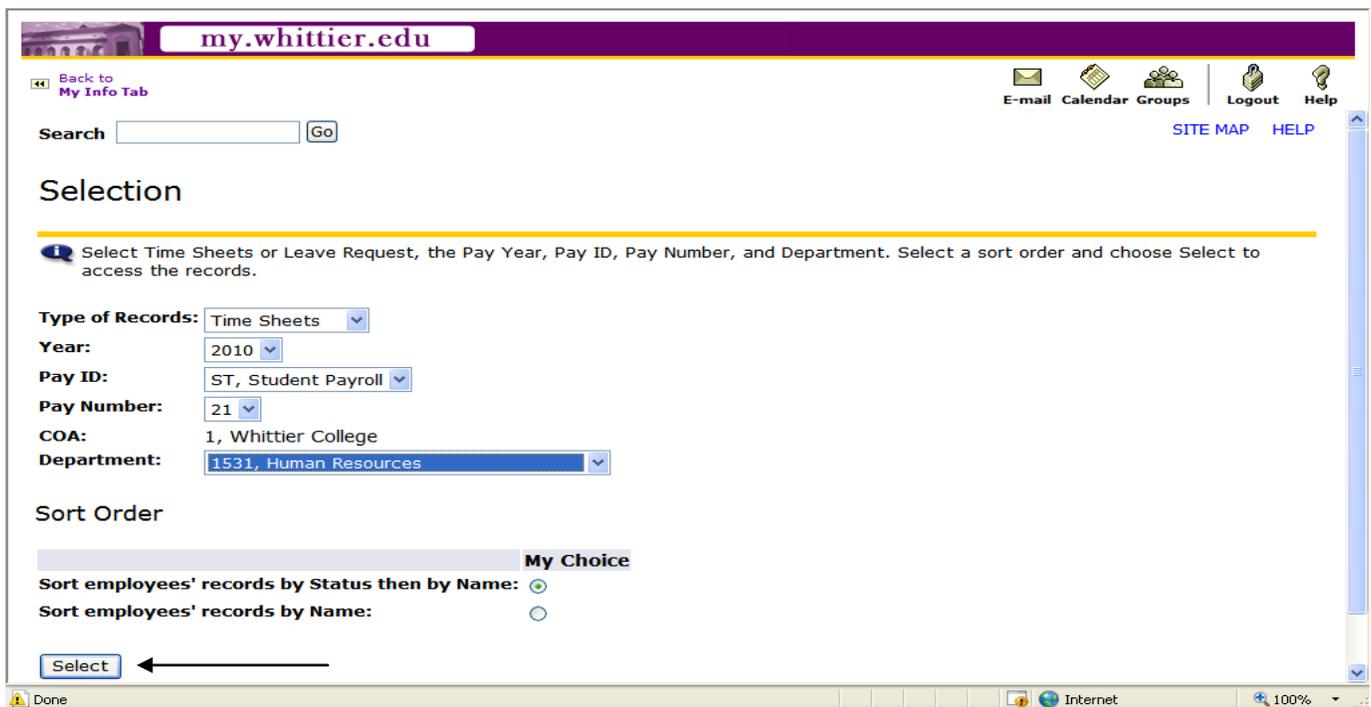


This screenshot shows the same 'my.whittier.edu' Selection page, but with the 'Pay ID' and 'Pay Number' dropdown menus open. The 'Pay ID' dropdown menu is open, showing options 'ST, Student Payroll' and 'BW, Bi-Weekly'. The 'Pay Number' dropdown menu is also open, showing options '1' and '2'. A black arrow points to the dropdown arrow of the 'Pay Number' menu. The rest of the page content, including the navigation bar, search bar, and sort order options, remains the same as in the previous screenshot. The browser's address bar shows 'Done' and the status bar shows 'Internet' and '100%' zoom.

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



Click “Select.”



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).

my.whittier.edu

Back to My Info Tab

E-mail Calendar Groups Logout Help

Pay ID: S1, Student Payroll
 Pay Period: Sep 19, 2010 to Oct 02, 2010
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Oct 04, 2010, 12:00 P.M.

Select New Department Select All, Approve or FYI Reset Save

Pending								
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel Other Information
20321090	Lissett Barron ST0300 - 00 Exception or Summer	Override	15.50	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Leave Balance

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
20359385	Emily Daria Myers ST0100 - 00 Federal Work Study		9.00	.00	Leave Balances

Not Started		
ID	Name, Position and Title	Other Information
20357812	Belinda Doris Franco Sandoval ST0100 - 00 Federal Work Study	Extract

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.

my.whittier.edu

Back to My Info Tab

E-mail Calendar Groups Logout Help

Employee ID and Name: 20321090 Lissett Barron
 Title: ST0300-00 Exception or Summer
 Department and Description: 1 1531 Human Resources
 Transaction Status: Pending

Previous Menu **Approve** Return for Correction Change Record Delete Add Comment Next

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Sep 19, 2010	Monday, Sep 20, 2010	Tuesday, Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday, Sep 23, 2010	Friday, Sep 24, 2010	Saturday, Sep 25, 2010	Sunday, Sep 26, 2010	Monday, Sep 27, 2010	Tuesday, Sep 28, 2010
Fall/Spring 1 Pay - Student			15.5			1.75	6.25	1.75	5.75					
Total Hours:			15.5			1.75	6.25	1.75	5.75					
Total Units:				0										

Time In and Out

Earnings	Sunday, Sep 19, 2010	Monday, Sep 20, 2010	Tuesday, Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday, Sep 23, 2010	Friday, Sep 24, 2010	Saturday, Sep 25, 2010	Sunday, Sep 26, 2010	Monday, Sep 27, 2010	Tuesday, Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday, Sep 30, 2010
Fall/Spring 1 Pay - Student		01:30 PM	09:00 AM	01:30 PM	09:45 AM							
		03:15 PM	12:30 PM	12:30 PM	12:30 PM							