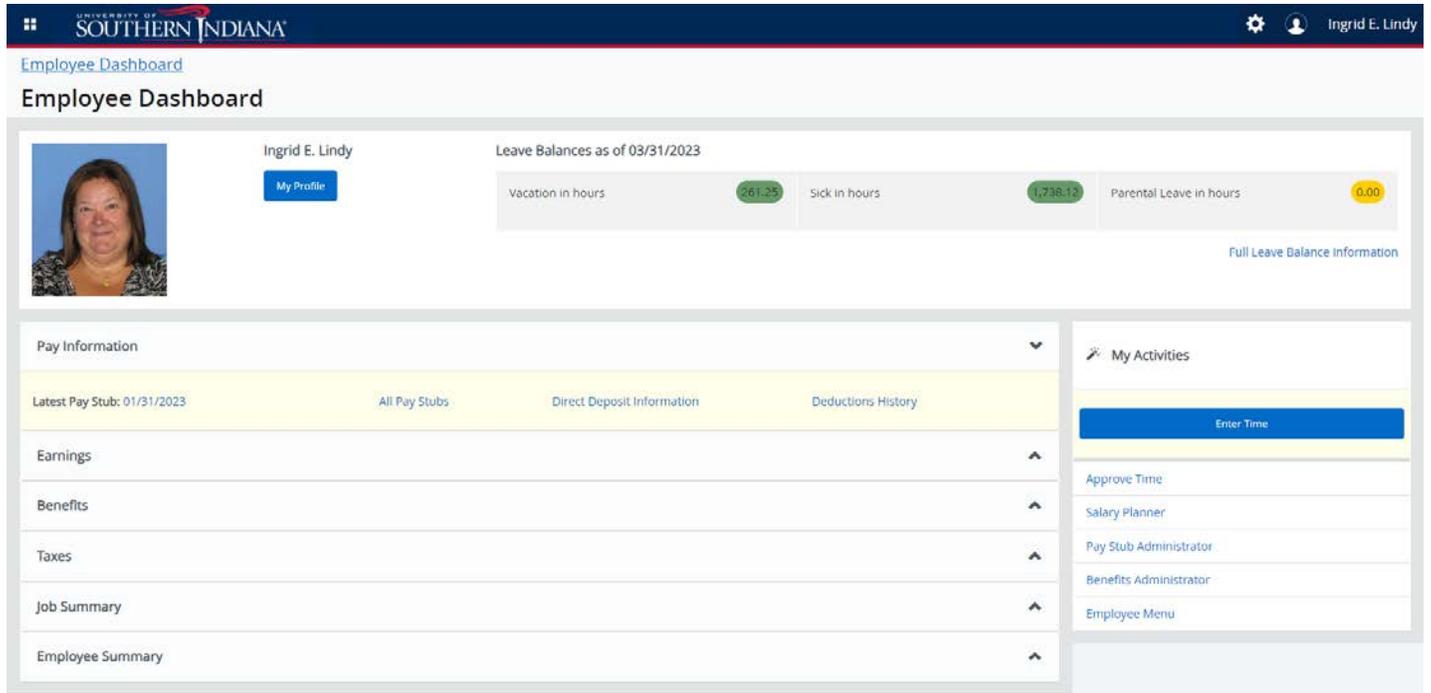


Student WTE Instructions for Approving Time

Navigate to myUSI.

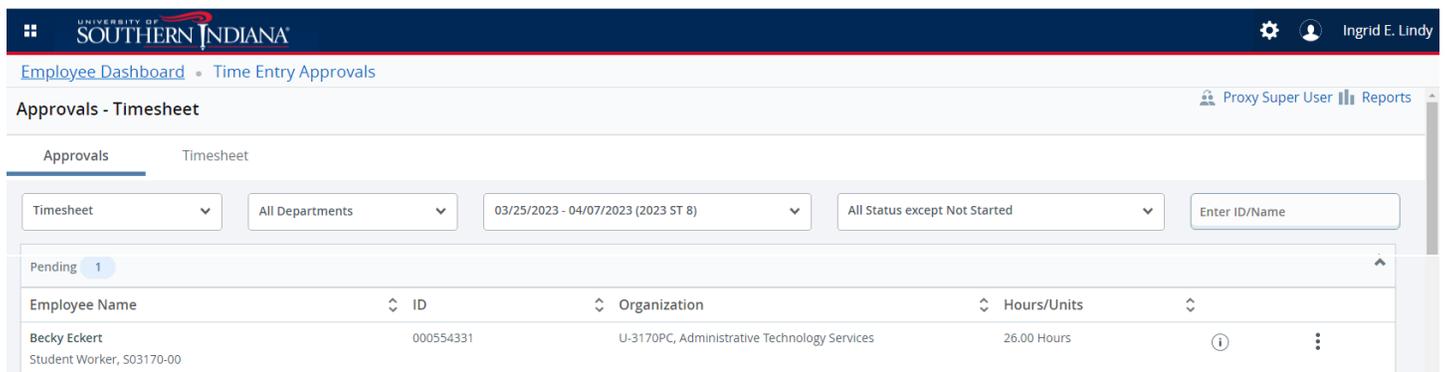
Enter your normal MyUSI login credentials – Username and Password. Click on the  icon under Eagle Apps. Click on the Employee (New!) tab. You will land on the Employee Dashboard:



The screenshot shows the Employee Dashboard for Ingrid E. Lindy. At the top, there's a navigation bar with the University of Southern Indiana logo and the user's name. Below that, the 'Employee Dashboard' title is followed by a profile picture and a 'My Profile' button. To the right, 'Leave Balances as of 03/31/2023' are displayed: Vacation in hours (261.25), Sick in hours (1,738.12), and Parental Leave in hours (0.00). A 'Full Leave Balance Information' link is also present. The main content area is divided into two columns. The left column contains sections for 'Pay Information' (with sub-links for Latest Pay Stub, All Pay Stubs, Direct Deposit Information, and Deductions History), 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column is titled 'My Activities' and features a prominent blue 'Enter Time' button, followed by links for 'Approve Time', 'Salary Planner', 'Pay Stub Administrator', 'Benefits Administrator', and 'Employee Menu'.

Click on Approve time under My Activities

Click on the Approvals Tab.



The screenshot displays the 'Approvals - Timesheet' page. At the top, there's a navigation bar with the University of Southern Indiana logo and the user's name. Below that, the 'Employee Dashboard' title is followed by 'Time Entry Approvals'. The main content area has a 'Proxy Super User' and 'Reports' link. The page is divided into two tabs: 'Approvals' (selected) and 'Timesheet'. Below the tabs, there are several filters: 'Timesheet' (dropdown), 'All Departments' (dropdown), '03/25/2023 - 04/07/2023 (2023 ST 8)' (dropdown), 'All Status except Not Started' (dropdown), and 'Enter ID/Name' (text input). A 'Pending 1' indicator is shown. Below the filters is a table with the following data:

Employee Name	ID	Organization	Hours/Units
Becky Eckert Student Worker, 503170-00	000554331	U-3170PC, Administrative Technology Services	26.00 Hours

This view shows you the status of all timesheets under your approval umbrella. You can use the drop down lists to limit the time information you see. By entering an ID or name in the box to the right of the drop downs to search for a certain employee.

To view and/or approve a timesheet, click on the employee's name.

Timesheet Detail Summary

000554331, Becky Eckert

Student Worker, S03170-00, U, 3170PC, Administrative Technology Services, Rate: \$7.500000

Pay Period: 03/25/2023 - 04/07/2023 | 26.00 Hours | Pending Submitted On 04/03/2023, 04:05 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
03/28/2023	022, Student Worker Pay	1	5.00 Hours
03/29/2023	022, Student Worker Pay	1	3.00 Hours
03/30/2023	022, Student Worker Pay	1	5.00 Hours
04/04/2023	022, Student Worker Pay	1	5.00 Hours
04/05/2023	022, Student Worker Pay	1	3.00 Hours
04/06/2023	022, Student Worker Pay	1	5.00 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
03/28/2023	022, Student Worker Pay	1	3.00	10:00 AM			01:00 PM		
03/28/2023	022, Student Worker Pay	1	2.00	02:00 PM			04:00 PM		
03/29/2023	022, Student Worker Pay	1	3.00	09:00 AM			12:00 PM		
03/30/2023	022, Student Worker Pay	1	3.00	10:00 AM			01:00 PM		
03/30/2023	022, Student Worker Pay	1	2.00	02:00 PM			04:00 PM		
04/04/2023	022, Student Worker Pay	1	3.00	10:00 AM			01:00 PM		
04/04/2023	022, Student Worker Pay	1	2.00	02:00 PM			04:00 PM		
04/05/2023	022, Student Worker Pay	1	3.00	09:00 AM			12:00 PM		
04/06/2023	022, Student Worker Pay	1	3.00	10:00 AM			01:00 PM		
04/06/2023	022, Student Worker Pay	1	2.00	02:00 PM			04:00 PM		

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
022, Student Worker Pay	1		13.00	13.00	26.00 Hours
Total Hours			13.00	13.00	

Routing and Status		
Name	Action	Date & Time
Becky Eckert	Originated	04/03/2023, 03:59 PM
Becky Eckert	Submitted	04/03/2023, 04:05 PM
Lisa G. Wulff	Approved	04/04/2023, 11:23 AM
Ingrid E. Lindy	Pending Approval	

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Return
Details
Return for correction
Approve

This will display a preview of their timesheet. Review the workdays and the time in/out information. If it is correct, you can scroll to the bottom and click the approve button.

If you think corrections are needed, you can type a comment in the appropriate box and click the Return for Correction button. This will return the timesheet to the employee to review your comments and correct as needed.

Comment (Optional):

Becky - I think you also worked 8-9 on 4/6. Please review and correct your timesheet and resubmit to me.

When the student corrects the timesheet to your satisfaction and re-submits it, you will have to review and approve the corrected timesheet.

FAQ

Can I keep a copy of my students' timesheet?

Yes! After approving the e-timesheet, in the upper right-hand corner, you will see a printer icon. Click on it and a print dialog box will pop up for you to select a printer and print or save as a PDF document the current e-timesheets. HOWEVER, you will be able to see the previous 24 months of e-timesheets online thru myUSI.

What if my student forgets to submit an e-timesheet by the deadline?

It is your responsibility to ensure all students working for you complete a timesheet. In the very rare situation your student is unable to complete their e-timesheet, they will complete a paper timesheet and turn it in to you, their supervisor. You will approve the paper timesheet and send it to Payroll (FA166). Your student will be paid on the next pay cycle.

My student tells me their e-timesheet shows in incorrect rate for their assignment. What should I do?

Contact Payroll via email usi.payroll@usi.edu or 812-464-1988 for further instructions.

Help! My student doesn't see an e-timesheet for their assignment in my area.

Contact Human Resources via email at HumanRes@usi.edu or 812-464-1815.