

Timesheet Detail Summary

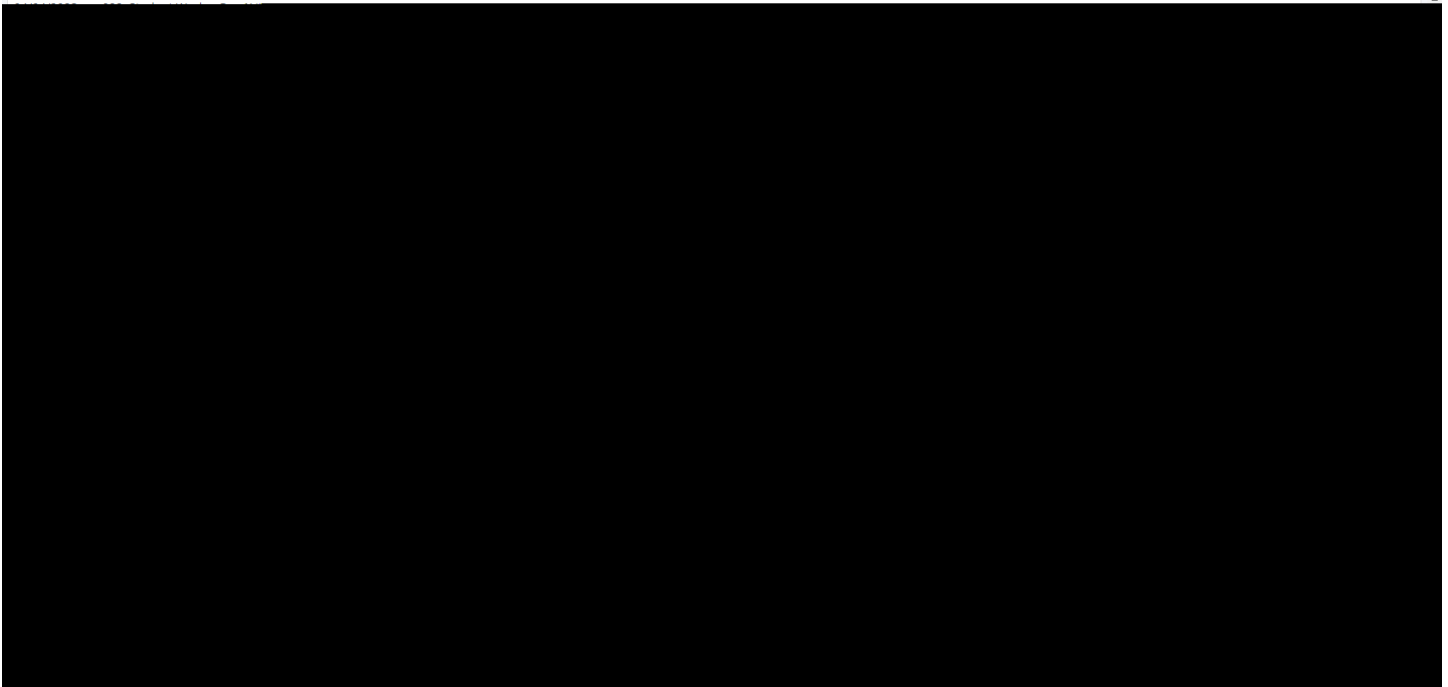
000554331, Becky Eckert

Student Technology Services, Rate: \$7,500,000

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

Time Entry Detail			
Date	Shift	Hours/Units	Rate
03/28/2023	022, Student Worker Pay	3.00	7,500.00
03/29/2023	022, Student Worker Pay	3.00	7,500.00
03/30/2023	022, Student Worker Pay	2.00	7,500.00
04/04/2023	022, Student Worker Pay	3.00	7,500.00
04/05/2023	022, Student Worker Pay	3.00	7,500.00
04/06/2023	022, Student Worker Pay	5.00	7,500.00

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					
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		



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):

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 view the timesheet only if you are the approver. If you are not the approver, you will not be able to view the timesheet.