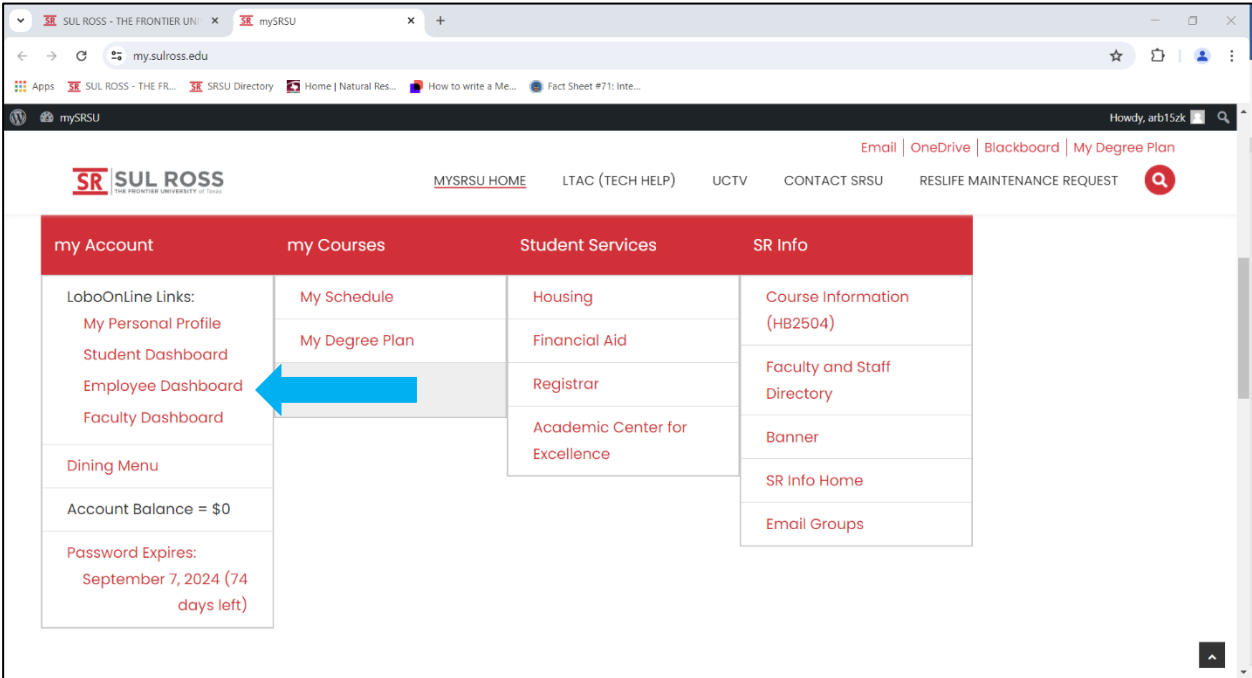


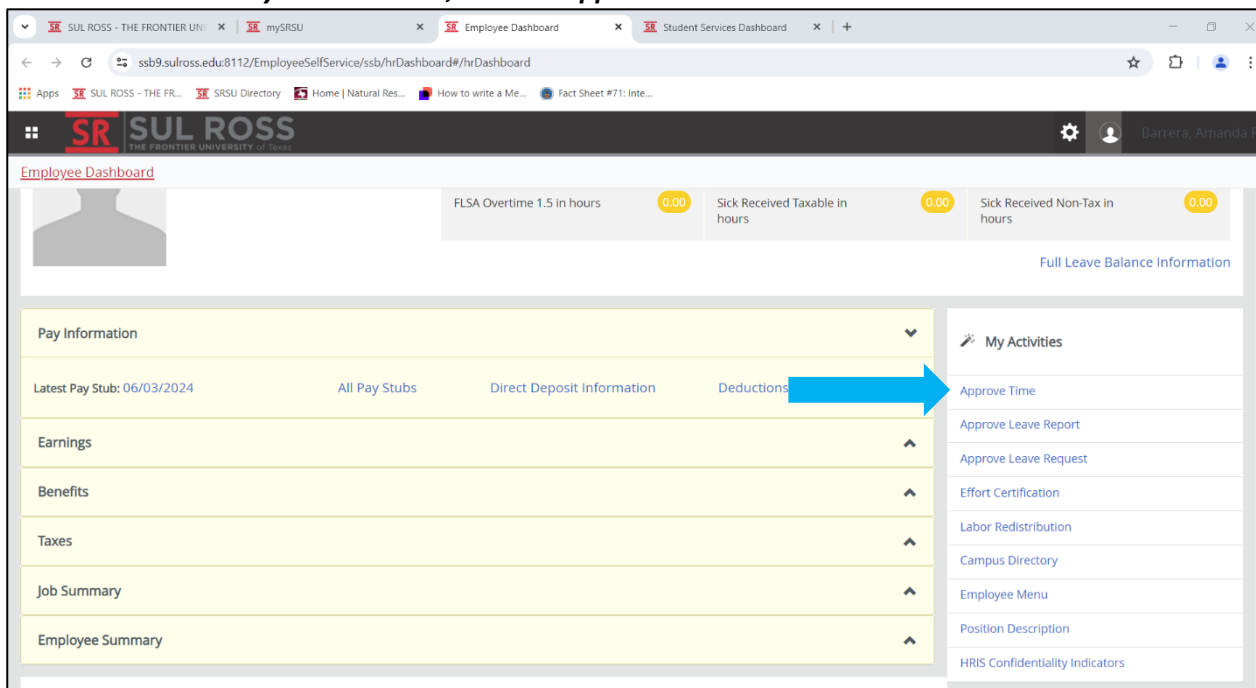
Timesheet Reference Guide for Approvers

Supervisor/Proxy Approval Process

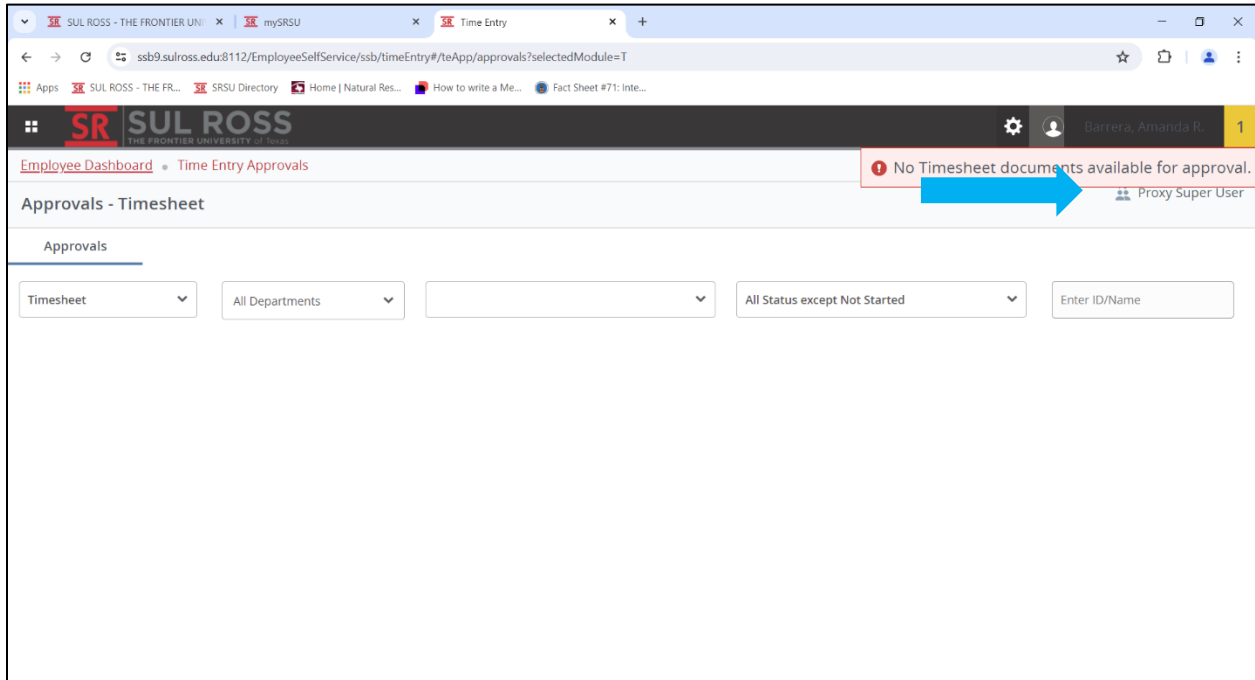
1. Access the Web Time Entry System through the mySRSU portal, accessible from any computer with access to the internet.
 - Access the “mySRSU” portal at <https://my.sulross.edu/>.
 - Enter your username and password. This is the same username and password you use to access your email.
 - Scroll to “My Account” and select “Employee Dashboard”.



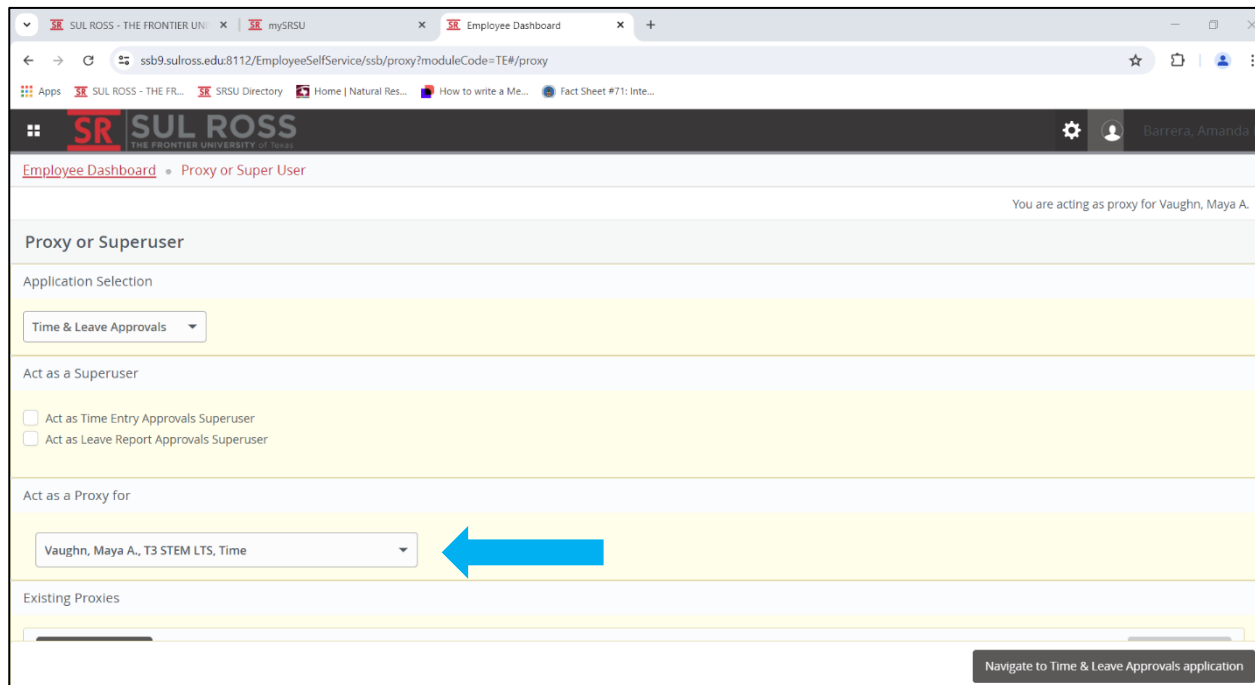
2. Under the “My Activities Tab,” select “Approve Time” to access the timesheets.



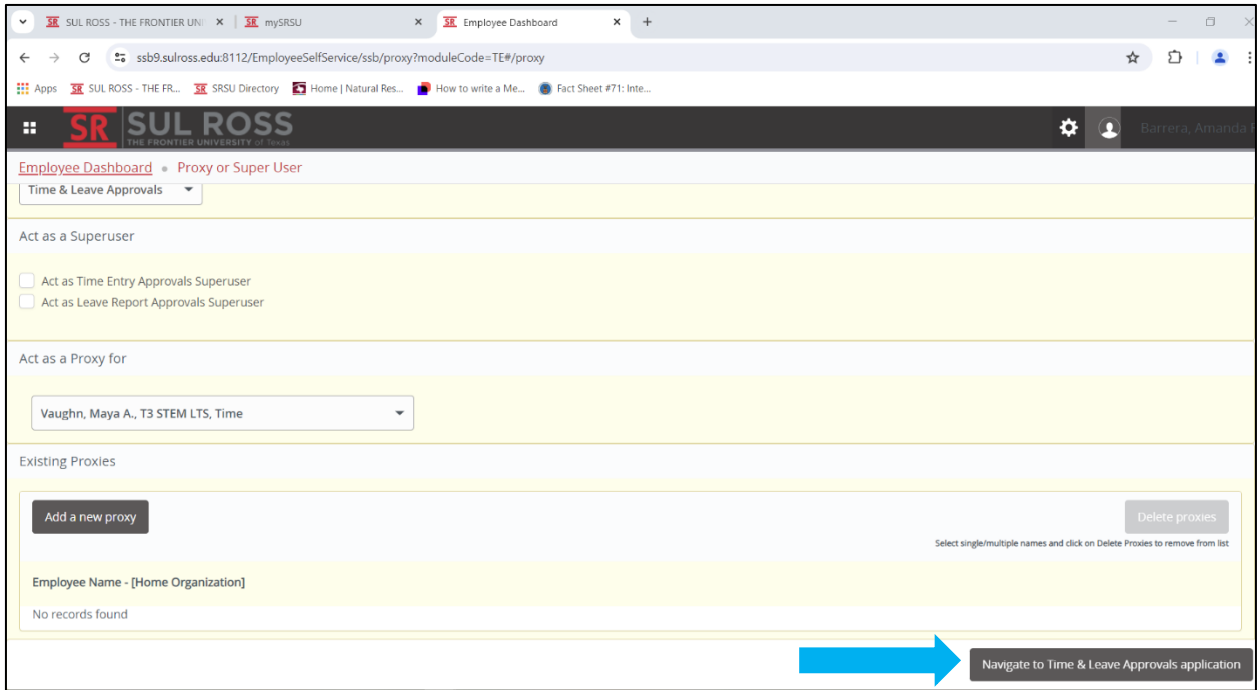
3. On the Employee Dashboard home screen, select **“Proxy Super User.”**



4. With the Proxy or Super User Dashboard open, underneath **“Act as a Proxy for,”** click the drop-down and select **“Vaughn, Maya A., T3 STEM LTS, Time.”**

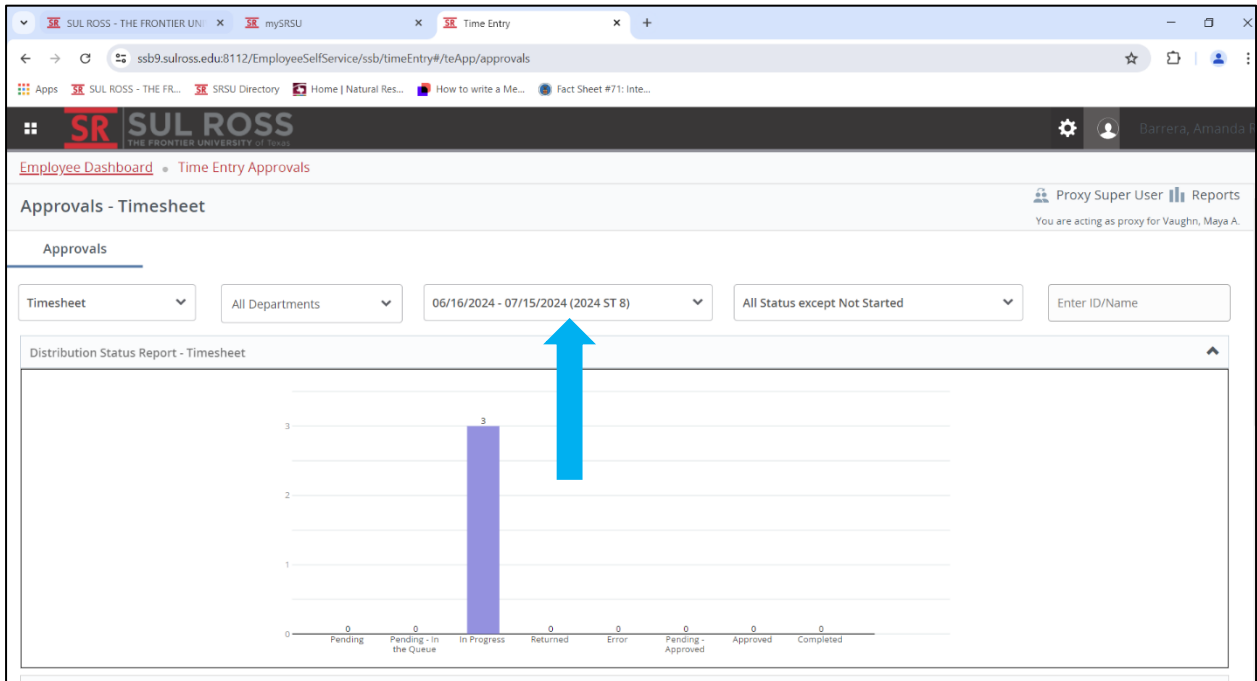


5. After making this selection, click **“Navigate to Time & Leave Approvals application.”**



6. You should now see the Time Entry Approvals dashboard. This screen will show the status of your students' timesheets.

- Select the proper cycle date (Remember: The hourly/student employment pay period begins on the sixteenth of each month and ends on the fifteenth of the following month).
- You can either click on the bar graph to pull up the list of Timesheets ready for you to approve or scroll down until you see the names of employees who have Timesheets “pending.”



7. After selecting an employee, the Timesheet Detail Summary will display.
 - Scroll down and select “**Details**” in the bottom right-hand corner of the webpage to see daily entries and comments.
 - You can review all messages and submitted hours for each day here.
8. The supervisor can either return the Timesheet for correction or approve it. A comment is required to “**Return for Correction**”.
 - Prior to approving a Timesheet, a confidential comment can be added for Payroll to view, but will not be visible to the employee. This is optional.
 - If you noticed an error in the Timesheet, enter a comment indicating what needs to be corrected, and click “**Return for Correction**”
 - The Timesheet status will change to Returned for Correction and it will then be returned to the employee to correct.
 - The employee will receive an email notification and your comments will be viewable to the employee.
 - To approve the Timesheet, click on “**Approve**”.
9. Once the Timesheet is approved, a message will display indicating it was successfully approved and the status of the Timesheet will change to Approved.
10. the cycle date, and multiple fields will populate below the bar graph. Let’s scroll down to the first header, the **Pending** section. The pending cache will display all intern timesheets pending approval. Please ONLY approve YOUR INTERN’s timesheet. On the day of timesheet approvals, you will need to visit the pending section to access the approval button that will appear once you select the student’s name.

Note: Please be sure to pay close attention when approving timesheets. We highly encourage you to keep up with your intern’s working hours to compare with the submitted timesheets.

11. Student names who have not submitted timesheets will appear underneath the **In Progress** section. Please remember that students must submit their timesheets no later than the end of the work day on the 15th of every month.

The hourly/student employment pay period begins on the sixteenth of each month and ends on the fifteenth of the following month (example: 1/16 - 2/15).

Students must have their timesheets submitted for approval by the 15th of every month

Troubleshooting:

All time reported on the 15th should be paid on the 1st of the following month as long as these actions have been completed:

1. Student has fully onboarded with Human Resources as an employee, including supplying original I-9 documents
2. Department has submitted a student Employment Authorization or other pay form before mid-month
3. Student has submitted their timecard on the 15th
4. Department has signed timecard (and scanned any paper timecards to payroll@sulross.edu) by the 16th close of business.