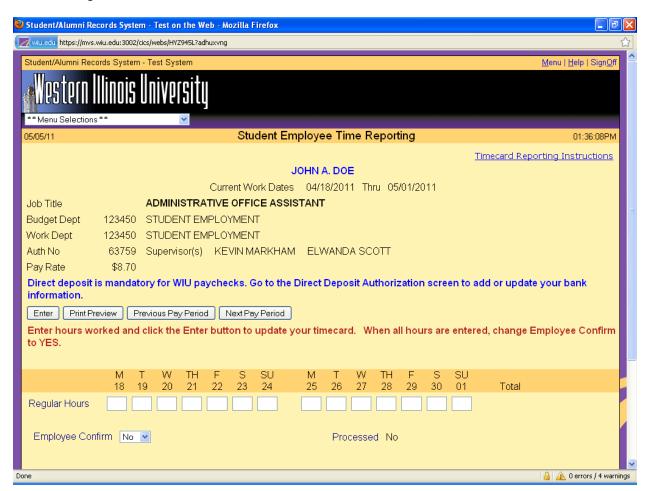
STUDENT EMPLOYEE TIME REPORTING SCREENS

The University has implemented an on-line Time Reporting system for student employees. Student employees may access this screen through the **STARS** system by selecting STUDENT EMPLOYEE TIME REPORTING under MENU SELECTIONS.

The TIME REPORTING screen will display the user's name and the current work period. Below the work period, the budget and work departments will display along with the supervisor(s).

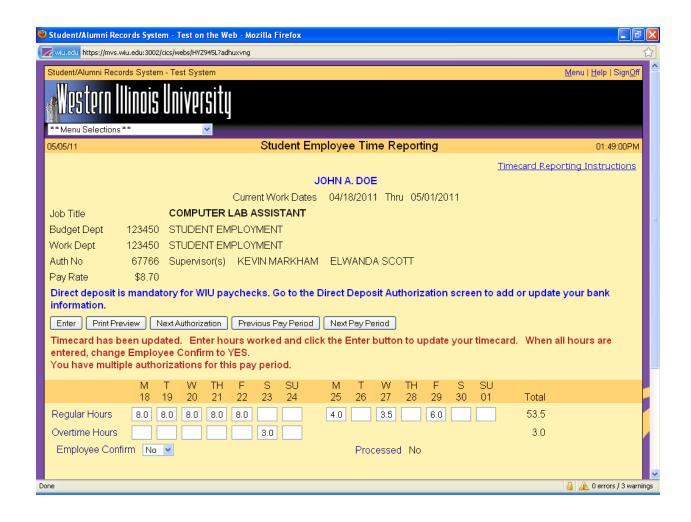
Entering Hours on Time Card

The student should enter the hours worked in the box under the date. The time worked should be entered to the nearest tenth of an hour (1/10 = 6 minutes). For example, if a student works 3 3/4 hours, the time should be entered as 3.8 on the screen. A student should work no more than 8 hours in one day and 20 hours per week (Monday – Sunday) during the semester. Students should work no more than 40 hours a week during breaks and during summer sessions if enrolled for less than six hours during the current summer session.



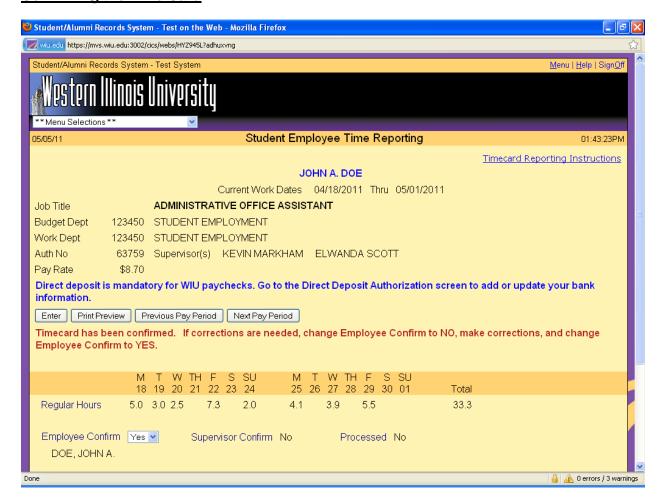
Overtime Reporting

Overtime hours are any hours worked over and above a total of 40 hours in a work week (Monday – Sunday). Although working overtime is normally not permitted, situations may arise where it cannot be avoided.



Overtime hours worked must be entered in the overtime entry fields on the Time Reporting screen. To access the overtime entry fields, first enter the 40 regular hours worked where appropriate and click or press Enter. The overtime fields will then appear on the Time Reporting screen and the overtime hours worked can be recorded where appropriate.

Confirming the Time Card



The Time Reporting screen must be confirmed by clicking on Yes in the box next to Employee Confirm. The message will say "Time card has been confirmed." The screen may now be confirmed by the student employee's supervisor.

The supervisor cannot change any hours on the screen. If an hour's correction is required, the student must select No in the Employee Confirm box, enter any changes necessary, and then reconfirm the time screen.

If a student makes changes to the Time Reporting screen after the supervisor confirms, the supervisor must reconfirm the screen. It is the student's responsibility to notify the supervisor that reconfirmation is required to ensure the student will be paid on time.

The hours must be confirmed by both the student and supervisor before the time card can be processed. If the hours are not confirmed by the due date, the student will not be paid on the next pay date.

A reminder email will be sent to the employee and the employee's primary supervisor the Friday before the time card is due if the screen has not already been confirmed. A second reminder message will be sent on Monday, the day the Time Card is due if the time card is still unconfirmed. The student *must* confirm the time card in order to be paid on the next pay date.

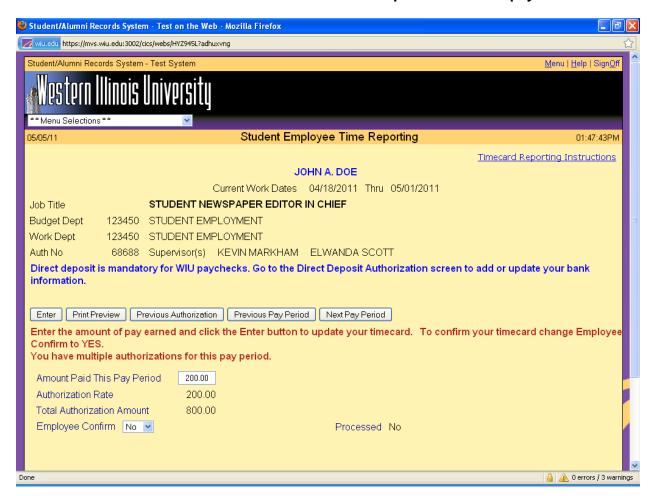
Instructions for students paid on a salaried basis

The Time Reporting screen for salaried students is shown below and displays the gross amount to be paid for the current pay period. The student must confirm this screen by clicking on Yes in the box next to Employee Confirm. The message will say "Time card has been confirmed." The screen may now be confirmed by the student employee's supervisor.

The student or the supervisor has the option to reduce the total dollars to be paid in this pay period by changing the amount paid in the Pay Period field. The new amount cannot exceed the authorization rate listed on the screen. Type in the new amount to be paid, then click enter.

If the supervisor changes the amount, an email will automatically be sent to the student to confirm the time card. Once the student has confirmed the card, the supervisor must confirm.

A reminder email will be sent to the employee and the employee's primary supervisor the Friday before the time card is due if the screen has not already been confirmed. A second reminder message will be sent on Monday, the day the time card is due if the time card is still unconfirmed. The student *must* confirm the time card in order to be paid on the next pay date.



Any questions regarding the use of this system may be directed to Christie Eyler in the Payroll Office at 298-1867 or Elwanda Scott the Student Employment Office at 298-1996.

05/26/2011