NORTHWESTERN
COLLEGE

New Time Entry System for Student Employees

The following will provide you with information regarding the new time entry system for on-campus student employees and step-by-step instructions on how to navigate this new system.

This new system will include the following features:

- Online submission of hours.
- Ability to easily see hours worked by students for the month.
- Access to reports to get more detailed information regarding student's hours.
- Easy editing of hours for the entire month (by students and supervisors) and ability to make comments on time card entries.

This summer, some students and departments have been using this new system to help us work through any kinks or bugs that are present. This new system will be utilized campus-wide starting Fall 2020.

Look through the next several pages for more information and details about this new system and how to utilize the features in this new system.

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Supervisors Guide to NEW Timecard Approval System

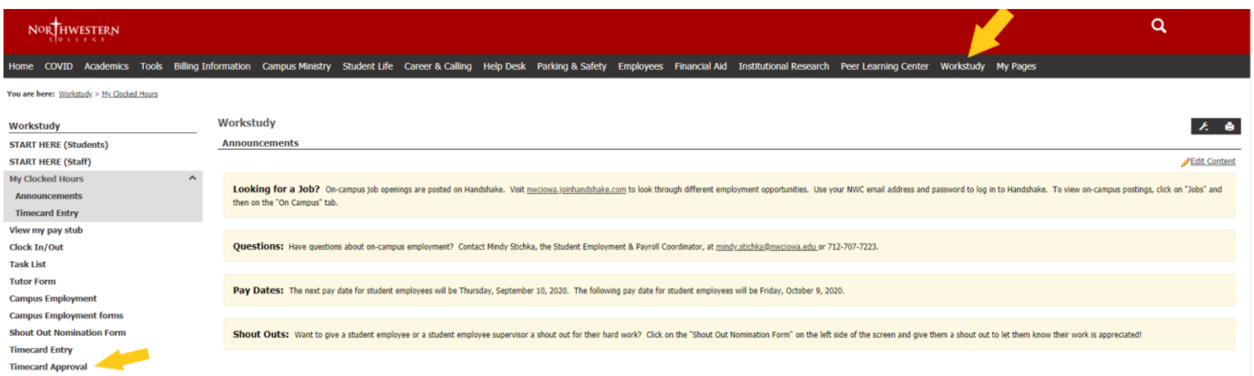
The following is a guide of how to use the new timecard system for on-campus student employees. At the end of this guide is also instructions that were given to students on how to use the new timecard entry system.

Of Important Note:

1. Students will be loaded into this new timecard system only (1) after a contract has been submitted to HR, or (2) after information for non-contract work has been submitted to HR.
2. Pre-employment forms must be submitted before a student can work on campus. Students will not be loaded into the student payroll system without a contract (or non-contract information being provided) and completed pre-employment forms.

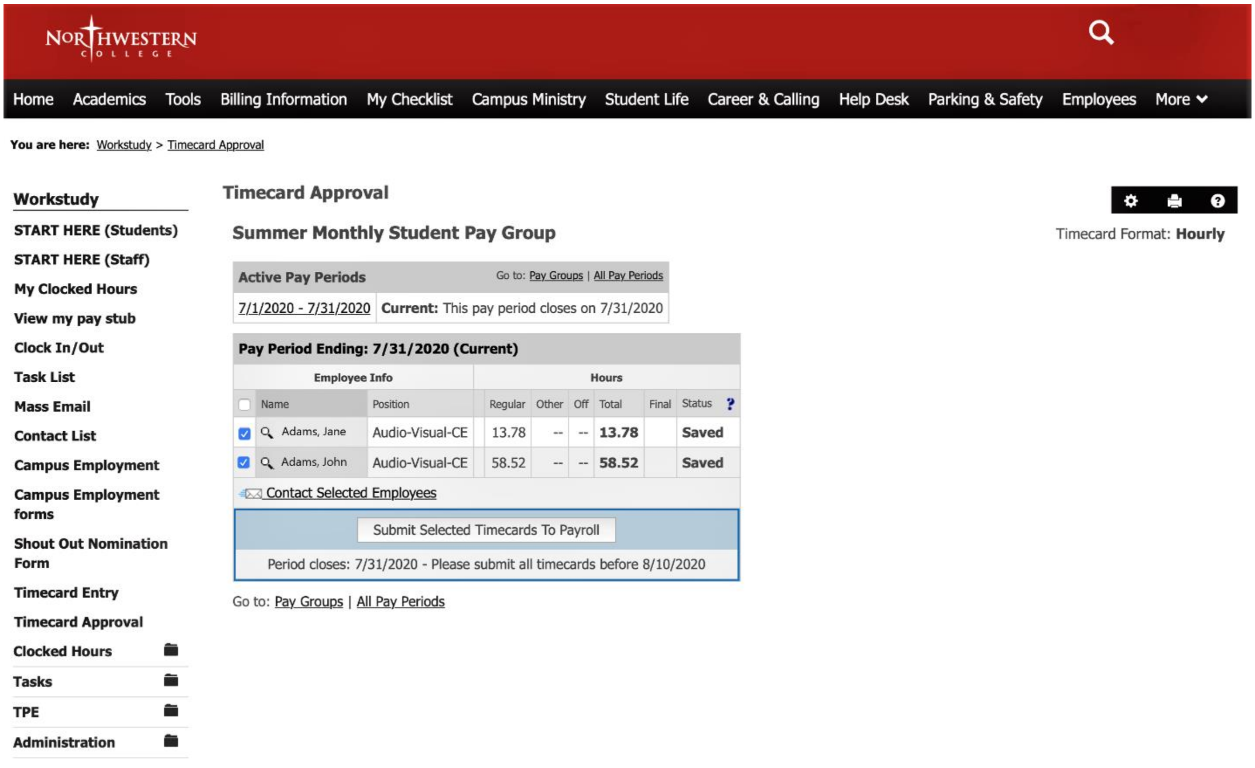
Step 1: Accessing Timecard Approval System

1. Log into your MyNWC portal using your NWC log in ID and password.
2. Click on **Workstudy** tab.
3. Click on **Timecard Approval** on left hand side of screen.

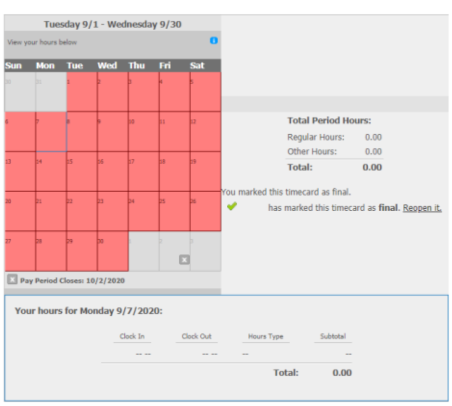


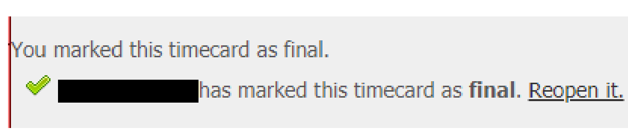
Step 2: Utilizing Timecard Approval Screen

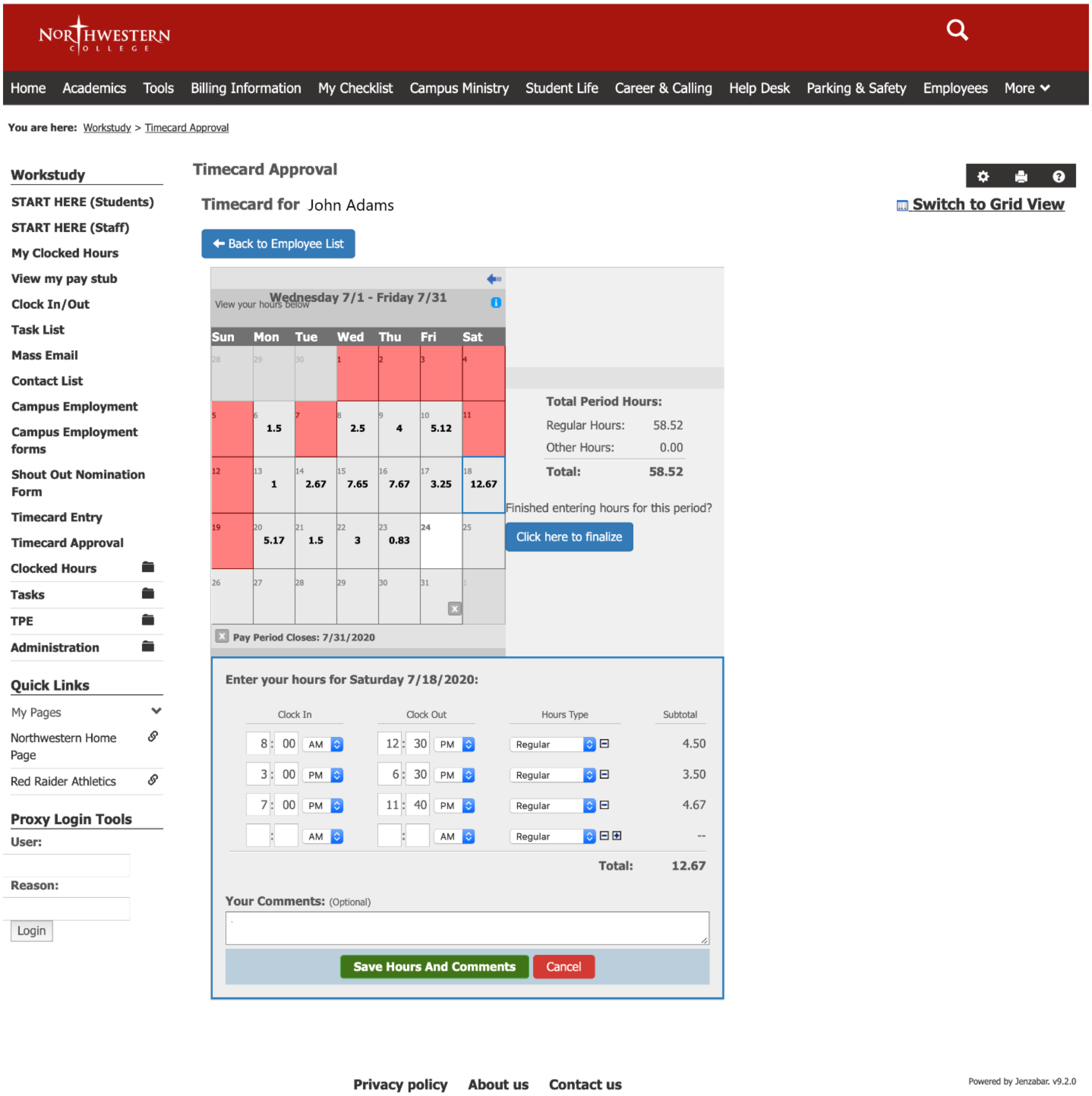
1. Once on the **Timecard Approval** screen, you may have to choose what period you want to view depending on the day/time of the month. Just simply click whichever month or period you want to look at. Your "home" screen will look like the snip below. You will see your department along with the students who are currently working in your department.
   a. This "home" screen will show you the names of the students in your department, and the total amount of hours they have logged for the month so far.
   b. You can also verify (by looking at the top of the screen) that you are looking at the correct pay period as it will state **Active Pay Period** and will show you the date range. The current pay period screen is the one that will automatically load.
   c. From this screen, you will be able to do a variety of things which will be reviewed in more detail below.



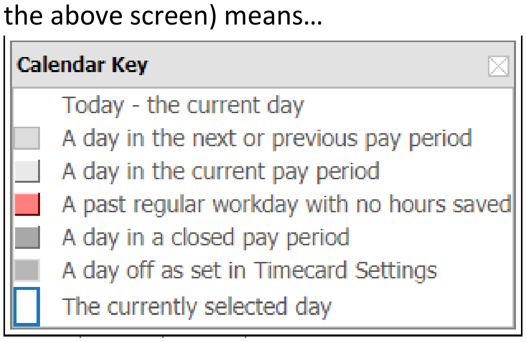
2. If you want to look at the hours a specific student has logged so far for the month, just simply click on their name. The snip below (on the next page) will show you then what that screen will look like. A few things of note regarding this screen:
   a. You will now see a snapshot of the hours the student has logged for the whole month.
   b. The numbers displayed on the specific days of the month are the total hours the student worked that day.
   c. You can click on any day to see the actual times the student clocked in and out (which will show on that bottom portion of the screen).
   d. You or your student can make comments, if necessary, regarding any time entry or time entry correction.
   e. On this screen you will also see the button **Click here to finalize.** The goal is that students will finalize their hours once they are finished logging hours for the month. This will then be an indication to you, as their supervisor, that they have reviewed their hours and they are ready for you to review them and then submit them.
      i. If a student accidentally finalizes their hours before they are ready, there is a way to reverse this. You can simply hit **Reopen it** when on their individual timecard and they will be able to continue to log hours for the rest of the month.





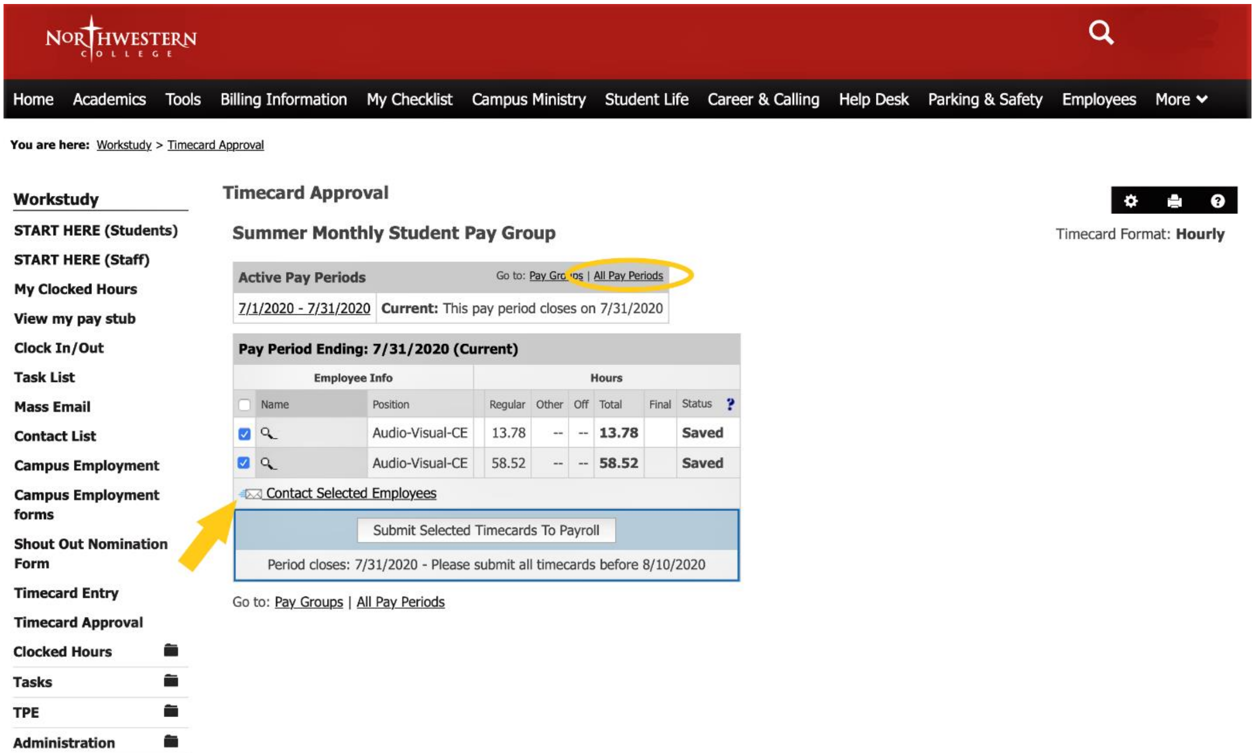


3. The following is the calendar key which helps to decipher what everything on the calendar (in the above screen) means…

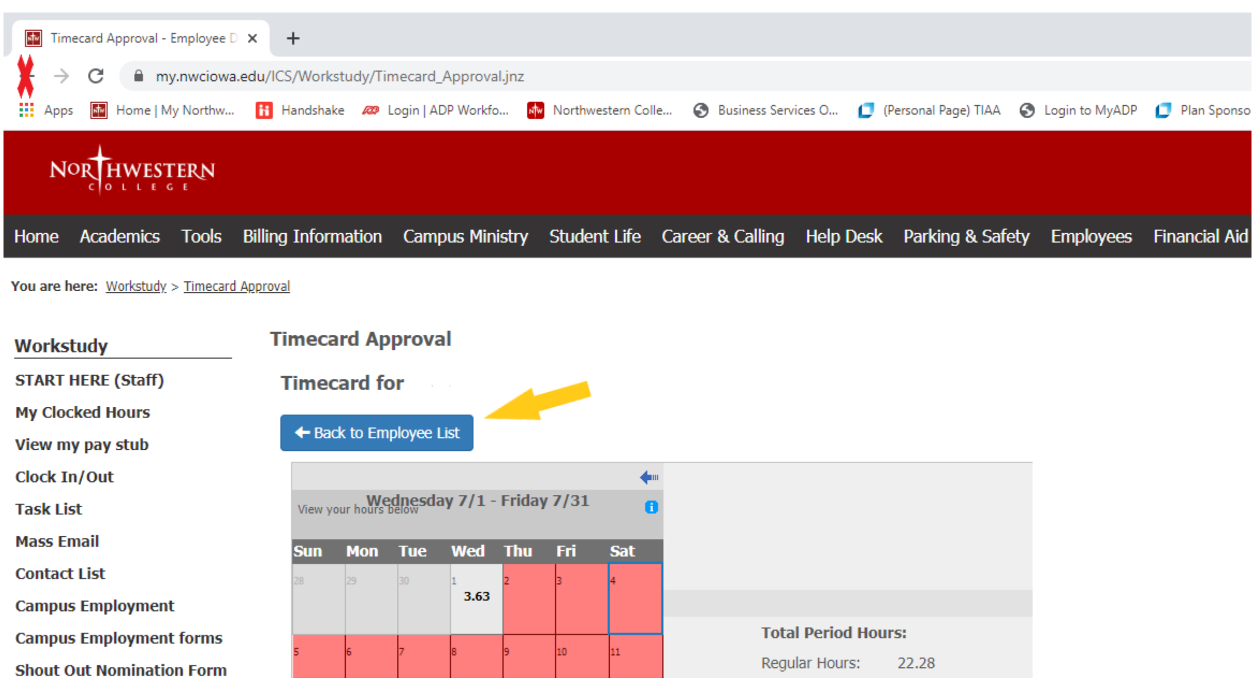


4. Back on the "home" screen, there are a couple more things I want to point out.
    a. If you want to send an email to one, a couple, or all of your student employees you can select the employees you want to email and then select **Contact Selected Employees** which is noted underneath your student employee's names.

b. If you want/need to, you will be able to toggle through different pay periods (i.e. look at past pay periods). You would just click on **All Pay Periods** to go back to a past pay period that you want to look at.

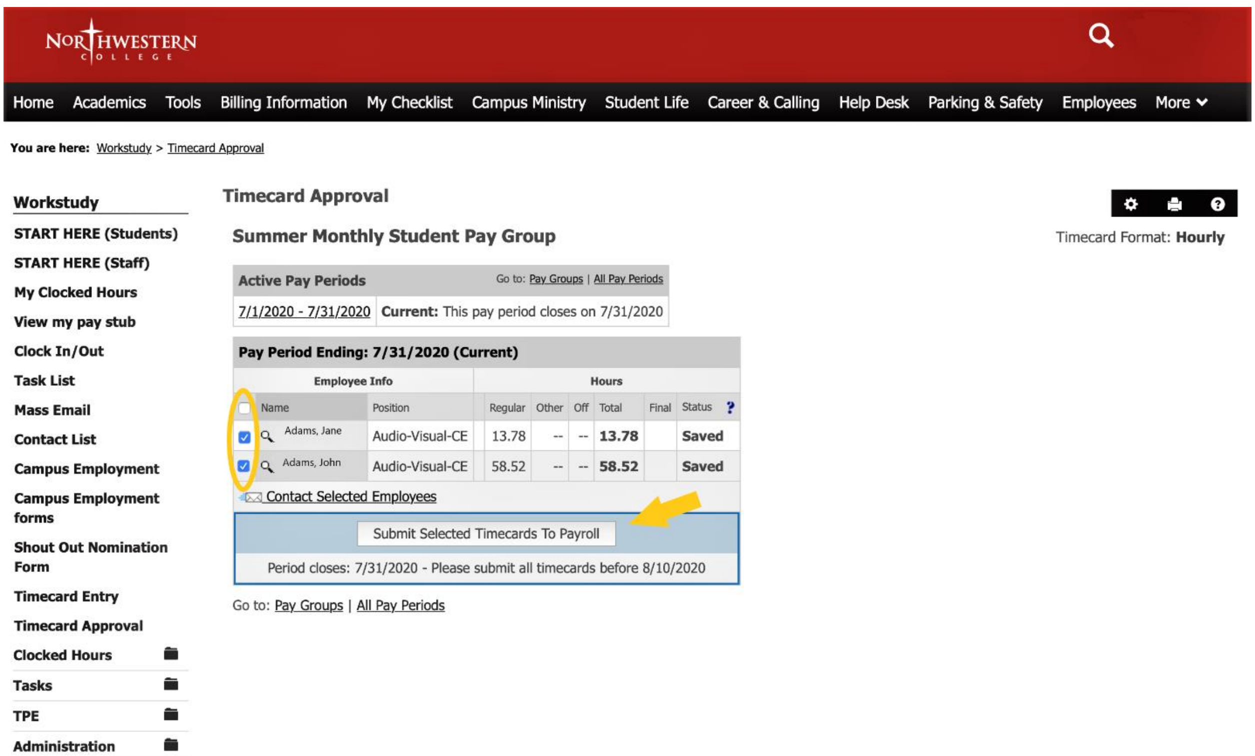


5. Of note: If there is a blue button to go back to a previous page, you will have to use that blue button. Using the "back" button on the browser window does not work --- you will be given an error message and will have to reload from the **Workstudy** tab.



Step 3: Submitting Timecards

1. At the end of the month, you will have to submit timecards for the student employees working in your department.
    a. Timecards should be submitted by the end of the day on the 1st working day of the month. For example, if your student employees logged hours in September, timecards should be submitted by the end of the day on October 1st.
2. To submit time cards, you will select all of your student employees (by checking the box in front of their names) and hit **Submit Selected Timecards to Payroll.** This system will submit the timecard information directly into our CARS system.
    a. Please remember before submitting timecards to check through the times logged of all of your student employees to ensure there are no questions or errors in their times logged.
    b. You can ask your students to finalize their hours at the end of the month. I would recommend you telling your students this is necessary as it gives them responsibility to look over what they are logging and "submitting" to you. *However, students do not have to finalize their hours in order for you (their supervisor) to submit their hours.*



3. The snip below is what your screen will look like once timecards are submitted. If you look at the bottom section of the screen under **Previously Submitted Timecards for this Period,** you will see a list of students who you have already submitted time cards for.
4. If there is a student employee who you did not submit a timecard for, you would see that as they would still show up in the **Pay Period Ending (Current)** section and you would have the option still to click on "Submit Selected Timecards to Payroll" button for them.

Workstudy

START HERE (Students)
START HERE (Staff)
My Clocked Hours
View my pay stub
Clock In/Out
Task List
Mass Email
Contact List
Campus Employment
Campus Employment forms
Shout Out Nomination Form
Timecard Entry
Timecard Approval
Clocked Hours
Tasks
TPE
Administration

Quick Links

My Pages
Northwestern Home Page
Red Raider Athletics

Proxy Login Tools

User:

Reason:

Login

Timecard Approval

All timecard hours were successfully submitted.

Summer Monthly Student Pay Group

Timecard Format: **Hourly**

Active Pay Periods Go to: Pay Groups | All Pay Periods

7/1/2020 - 7/31/2020 **Current:** This pay period closes on 7/31/2020

Pay Period Ending: 7/31/2020 (Current)

Employee Info		Hours					
Name	Position	Regular	Other	Off	Total	Final	Status
Adams, John	Audio-Visual-CE	58.52	--	--	**58.52**		**Saved**

Contact Selected Employees

Submit Selected Timecards To Payroll

Period closes: 7/31/2020 - Please submit all timecards before 8/10/2020

Previously Submitted Timecards for this Period:

Employee Info		Hours					
Name	Position	Regular	Other	Off	Total	Final	Status
Adams, Jane	Audio-Visual-CE	13.78	--	--	**13.78**		**Submitted**

Recall Selected Timecards

Go to: Pay Groups | All Pay Periods