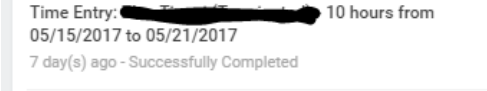


## Approving Student Time Sheets in Workday

On payroll Mondays (biweekly pays) students must submit time sheets by 10AM and approvers must approve by 12PM (noon). Students must submit each individual week that has reported time. They may submit time at the end of each week, or they may wait until the end of the two week pay period to submit both. Regardless, it is up to the supervisor as to whether you want to approve when it is submitted, or wait until the end of the payroll period to approve.

Approving time sheets through your Workday "In Box" is recommended as all submitted time sheets will show including late hours from a previous pay and students in more than one job.

Approving student time sheet in Workday:

- 1) Log in to [Workday](#)  
Enter your Vassar email and password
  - 2) Click on your Inbox in the upper right corner
  - 3) Select Inbox from the dropdown menu
  - 4) Timesheet approvals will display by employee within the "Actions" tab on the left side of your screen. Click on the Action item to display the timesheet to the right side of your screen.
- 
- 5) Review hours. At the bottom of the screen you can either approve the time sheet, send it back to the employee with an explanation or close to review/approve later.
  - 6) To Approve, click the green "APPROVE" for each week, then select "DONE" (Students must submit weekly time sheets and you can wait to approve all on the second week, if student worked both weeks, there will be two time sheets for you to approve.

## Send back a time sheet for student to correct

Instead of approving, you can return the time sheet for the student to correct, click "Send Back." Email the student directly for them to correct and resubmit in time as they are only notified through their Workday Inbox.

## How to change or add hours to your student's time sheet

If you choose to add or change hours for a student be sure to submit and approve each week. Hours can be added on a previously paid time sheet and up to three past pay cycles.

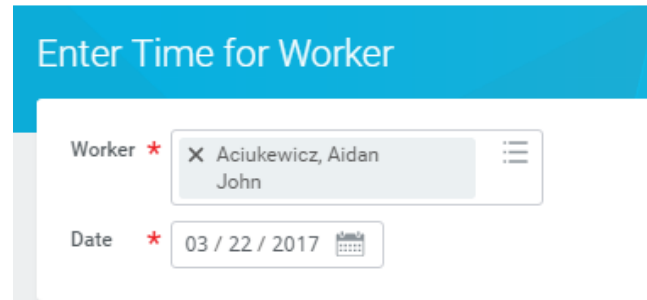
Click: Team Time Worklet

Click: Enter Time for Worker

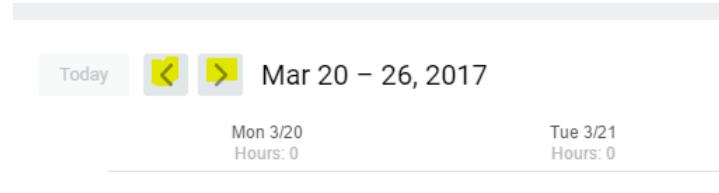
Enter the student's name or search under My Team from drop down

Enter a date in the pay cycle you are entering hours

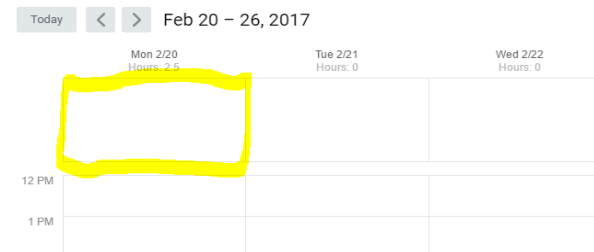
Click OK



Toggle between the weeks by clicking the arrows next to the week dates. Be sure to add the hours onto the correct week.



Click In the first time block under the date that you would like to add or change hours.



A pop-up screen will appear for you to enter the hours - Click and enter the hour in the In and hour Out boxes. Choose the reason from the Out Reason box (meal or Out for remainder of day)

If the student is in another job, from the drop down menu you will need to choose the correct job in the time block.

Out Reason \* Out

Hours \* 0

Position URSI Social Helper

Details select one

Comment DIR Peer Mentor Asprey (+)  
URSI Social Helper

Continue entering time worked for each day for the week. To change hours, click on the time block and make your corrections before approving. You can also choose to “Delete” the time block, if student did not work.

Enter Time 02/20/2017

Status Not Submitted

Time Type \* Regular

In \* 02:00 PM

Out \* 04:30 PM

Out Reason \* Out

Hours 2.5

Details

Comment

View Details

OK Delete Cancel

When timesheet has been updated with all hours for the week, click SUBMIT to review the hours.

Today < > Feb 20 - 26, 2017

Mon 2/20 Hours: 2.5 Tue 2/21 Hours: 0 Wed 2/22 Hours: 0 Thu 2/23 Hours: 2.5 Fri 2/24 Hours: 0

12 PM

1 PM

2 PM Regular 2:00pm - 4:30pm 2.5 hours Not Submitted

3 PM Regular 2:00pm - 4:30pm 2.5 hours Not Submitted

4 PM

5 PM

6 PM

7 PM

8 PM

Submit Enter Time

Then click SUBMIT again to approve the hours.

Submit Time

Below is a summary of the hours you are submitting. Review them for accuracy before continuing. By clicking "Submit", you are certifying that these hours are correct to the best of your knowledge.

Following date range will be submitted for approval:

February 20 - February 26, 2017: 5 Hours Total

Total for February 20 - February 26, 2017

|                          |   |
|--------------------------|---|
| Institutional Work Study | 0 |
| Federal Work Study       | 0 |
| Non Work Study           | 5 |
| Total Hours              | 5 |

enter your comment

Submit Cancel

If you need to add or change hours for another week, continue as above for each week.

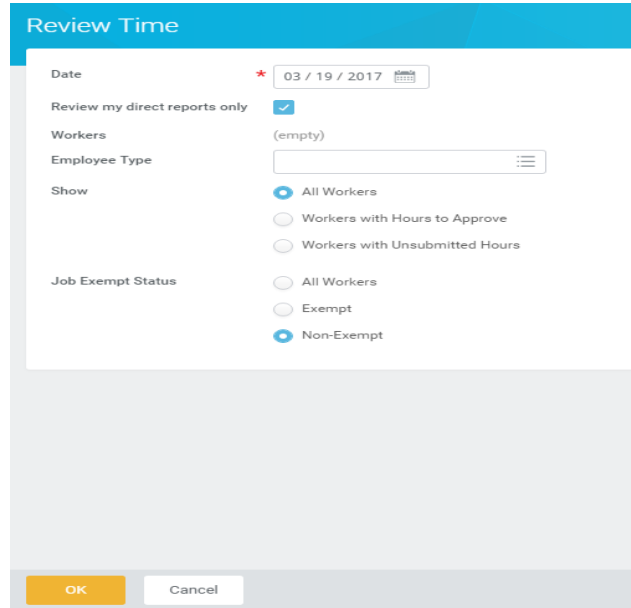
## Listing of time sheet status in Workday

To see the status of your student's time sheets (submitted/not submitted/approved), click on TEAM TIME Worklet

Click "Review Time" under Actions

Date – \*use the correct end date for the week you are approving.

Click OK



A list of student workers, hours, time sheet status will be listed.

You can toggle between Previous Period and Next Period (weeks)

- You can enter hours for student by clicking on student's name then click "Enter time for worker"
- You can also approve from here, *although it is not the preferred method*, by clicking box next to each student's name to approve **each week**.
  - Only "submitted" hours can be approved.
  - If student submitted late hours from previous pays, you would need to click "Previous Period" on each student to go back and check
  - *You will not be able to approve hours for students in more than one job this method, you need to approve from your Workday "Inbox."*

## How to correct time on an approved time sheet

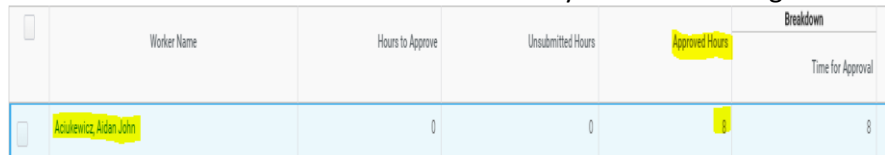
Click on TEAM TIME Worklet

Click "Review Time" under Actions

Date – \*use the correct end date for the week you are approving.

Click OK

Click on the student's name whose time sheet you need to change



| Worker Name           | Hours to Approve | Unsubmitted Hours | Approved Hours | Breakdown         |
|-----------------------|------------------|-------------------|----------------|-------------------|
|                       |                  |                   |                | Time for Approval |
| Aculewicz, Adam, John | 0                | 0                 | 8              | 8                 |

Click Add Time

This will bring you to the hours you approved during the week, make changes.

Click Submit and Submit again to approve.

---

## Guidelines for submitting late or additional hours from a past pay cycle

Students can record missed hours from previous pays either through Workday or on late paper time sheets following the below guidelines

- Un-submitted/late hours worked in the past THREE prior pay periods (6 weeks) must be reported in Workday. *If a student adds hours on to an already paid pay cycle, only the unpaid hours will appear for approval.*
- Un-submitted/late hours later than three prior pay periods (6 weeks) must be recorded on a paper time sheet, available from the Student Employment
  - Student will complete time sheet and bring to Supervisor will sign. Student will bring completed late time sheet to the Student Employment Office to be processed on the next pay cycle.

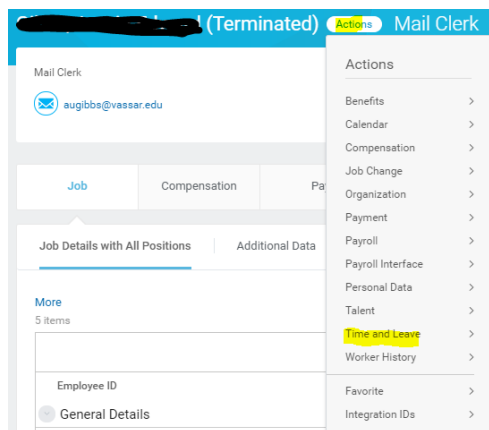
## Adding hours for a terminated student in Workday

When a student is terminated, they no longer have access to the time sheet from their former department. To ensure the student is paid, they will need to contact their Workday Supervisor and give them the days and hours to record and approve on their behalf. To enter these hours:

Search the student's name in upper left search bar

If the search does not bring up the student, Click "Staffing" from list on left

Student's name with "Terminated" comes up, click on it



Choose the week you need to record the hours.

If the student is not in another job, enter hours as in the instructions on "enter/change hours a student did not submit."

If the student is in another job, from the drop down menu you will need to choose the correct job in the time block.

A screenshot of the Workday time entry form. The "Out Reason" is set to "Out". The "Hours" is set to "0". The "Position" is set to "URSI Social Helper". The "Details" section has a dropdown menu with "select one" and "DIR Peer Mentor Asprey (+)" (highlighted in yellow). The "Comment" section has a text area with "URSI Social Helper" (highlighted in yellow).

## How to check a student's hours

You can check a student's hours to view their status: (Un-submitted, Submitted, Approved and Paid) Each set of hours is a "Time block."

Type in student name from search bar

Click on student's name

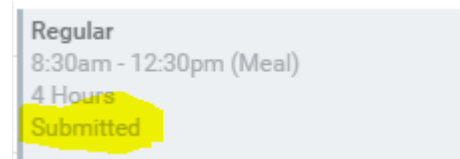
Click "Actions" next to student name

Click "Time and Leave" and "Enter Time"

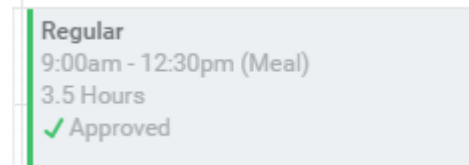
Use the date of the beginning pay week and click arrows to get to other week

Read each time block to determine status (Un-submitted, Submitted, Approved and Paid)

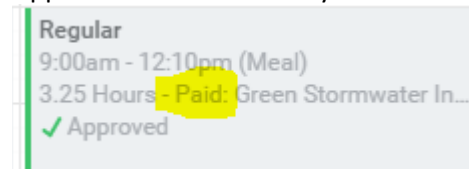
Un-submitted hours/time block will be all grey with either Submitted or Un-submitted



Approved hours/time block will have a green outline and check mark:



Approved and Paid will say both:



## Assign a delegate in Workday to approve your student time sheets when you can't

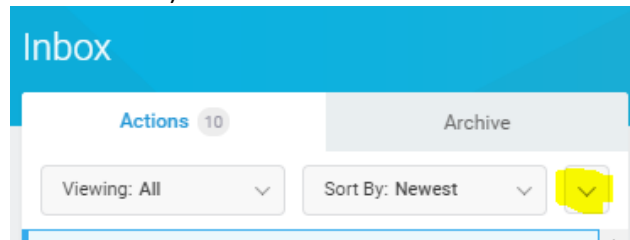
Assign a delegate to approve your time sheets for a specific time when you will be out – for the specific time, set the dates. Do not set up a delegate for continual access (as we did in Banner) as the delegate will receive all your inbox notices to approve your time sheets.

In Workday, upper right corner, click on your Cloud to access your Inbox.



Click to open your Inbox

On the left side of your screen, under “Inbox” - Click the down arrow (as shown below)



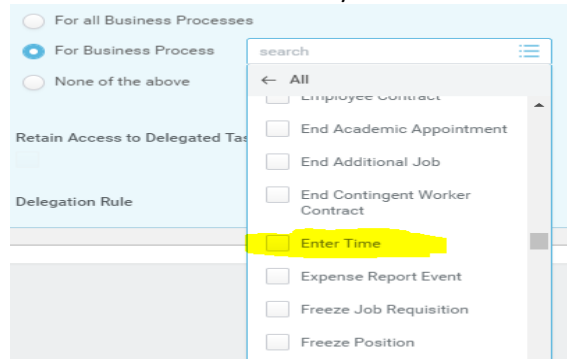
Click – My Delegations

Click – Manage Delegations and follow prompts to add a delegate.

Enter the Begin and End dates

Choose the delegate from your choices in the drop down menu

Click “For Business Process”/All – Choose “Enter Time” Click **SUBMIT**



## Student employee roster through Workday

**\*Allow 24hrs after hiring or terminating in JobX for the hire/termination to integrate to Workday (it is an overnight process)**

**\*Hired students will only appear in Workday on their start date (not before)**

**\*Use JobX only for all student hiring and terminating (Do not use Workday)**

- **Complete the Termination Request in JobX listed under (Additional Forms and Resources)** Once we terminate in Workday, it takes over night for the opening to appear in JobX for you to hire another student.

### Student Roster:

Click: My Team Worklet

Click: Headcount

Choose date

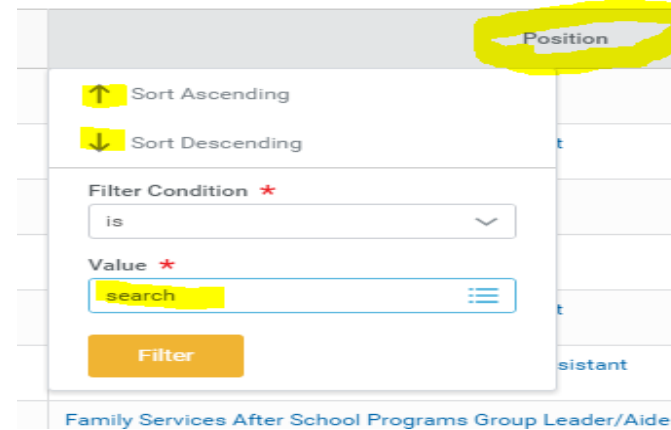
Choose the Organization (if you supervise multiple departments)

Click OK on bottom of screen

Click your Organization's roster you would like to see

On the Members tab your list of students will come up alphabetically. If you want to sort by position title, click POSITION box, then sort how you want. You can also search a job title by typing in the search box.

Print/Export to Excel: click the Export symbol in the far right side



The Staffing tab will bring up the positions not yet filled

The Filled Job Requisitions tab will list all job requisitions that are filled.

Click on the Job Requisition for the hire information

Unavailable to fill tab lists jobs that are in the future (like future breaks) or frozen or closed by our department.

Ex: Research Assistant is listed 5 times = each listing will designate the hired student in the position.

\* A job requisition is a form that **allows** an opening (called a "position" in Workday) to be filled. The form includes recruitment information for the position, such as the date when the position can be staffed. A position can't be filled unless it has an active job requisition. Each Requisition has an associated Req number (Ex: R00000534). Unfilled job vacancies state (unfilled) after the job title.

### Hired student information – where to find in Workday:

- Search the student's name in the search box (upper left corner)
- Click "Actions" next to student's name and choose what information you need
- To see if a student has Work Study, choose Additional Data from the list
  - Choose "View All"
  - There you will see either
  - Federal or Institutional Work study listed

## Creating a New Job

There are now several steps to create a new campus job.

1) First decide who will be funding the position, then complete the correct form in JobX ([Additional Forms and Resources](#)). Enter the complete Workday budget string on the form.

- For Student Employment or department jobs: Choose "Create A New Job" *\*If requesting SEO to fund the new job, discuss your needs with the Sr Officer who oversees your organization. If agreed, have them forward to [stuemp@vassar.edu](mailto:stuemp@vassar.edu) an approval. For department funded jobs we will need an approval email from the department director.*
- For Grant and endowment jobs: Choose "Gifts, Grants and Grant Internal Award Form." Contact the grants office with your request and have them send us a verification email which confirms the budget number and available funds.
- Ensure all fields are completed and the Workday budget string is accurate on both of these forms.

Once Student Employment approves, the newly requested position will be created in Workday and you will be notified in your Vassar email. Please allow an hour for the new position to integrate to JobX where you will finish competing the job set up.

2) To complete on JobX - Log in to [JobX](#)

In your Control Panel - Click on **Add a New Job** button

Choose "On Campus Job" or "On Campus Break Job" (depending on time) from the job type drop down menu - then click "Go to next step"

### Please Choose a Job Type

On Campus Jobs ▼

Go to next step

Select the "Workday title" – from the drop down menu, click/choose the job title you are adding

Complete all information for the job that has the red asterisks.

Do not update the hourly rates, this has to be approved prior to this step

Click SUBMIT

3) Update or Approve the job application. Click Submit/Done

The finished job will now come to Student Employment to approve.

4) Upon approval, you will see the position listed in your Job Control Panel under the requested Job Status. If this is a job you do not want students to see on the job board, once you are notified of the job approval move the job into Review Status.

## Create additional Openings

- 1) Follow step 1 for Creating a New Job, however choose the Create Additional Openings(s) for an Existing Job Form
- 2) Once updated in Workday, the opening will appear in JobX, allow 1 hour.