Overview
This Process Documentation is to assist with supervisor and alternate supervisor time card approval.

Step 1
1. Watch email for an indication that your student(s) have submitted their time card

View 1
Email Inbox

```
Date: 01/15/2017 01:35 AM
2:617
Joseph C. Floyd has completed the time entry task.
```

Email body of text when opened

From: tj@aggnesscotti.com
Subject: Joseph C. Floyd has completed the time entry task

Joseph C. Floyd has completed the time entry task. Please review the time entry to verify that it is correct.

Step 2
2a. In a Browser go to 2b. Log into AscAgnes 2c. Click on Staff

https://ascagnes.agnesscott.edu/

View 2a

View 2b

View 2c

View 2d

**Time Entry and Approval**

- Time entry
- Time history
- Time approval (for supervisors)
- Employee history (for supervisors)

View 2e

2d. Click on Time approval (for supervisors)

2e. Alternate Supervisors Only

Select the supervisor’s name for whom you are approving time. When you have selected the name of the supervisor, you’ll see the students for that supervisor.
### WTE Supervisor Approval

#### Step 3
3a. The following in View 3a. will be displayed.

![View 3a](image)

3b. Click on “Review Entry” for the position you are Approving/entering time for.

![View 3b](image)

3c. Click on “Submit” to access student’s time card.

![View 3c](image)

#### Step 4
4a. The following in View 4a will be displayed.

As the supervisor or alternate supervisor you have edit privileges to change the student’s time.

![View 4a](image)
4b. Click in the box to review Time In and Time Out for the employee.

4c. The following in view 4c displays if you select to view the time in and time out detail for the student.

As the supervisor or alternate supervisor you have edit privileges to change the student’s time.

4c. (OPTIONAL) Insert line if needed.

Two lines for each day appear automatically. To enter more than two lines for a day, you may insert another line by clicking on Insert Line. This may be necessary if your student worked in the same job three times in one day. Example1: The student worked in the morning, went to lunch, worked in the afternoon, student worker left to go to class, worked again in the afternoon. Example2: The student worked in the morning, left for lunch, worked in afternoon, left for dinner/supper, but returned in the evening to cover a shift or work on a special project.
WTE Supervisor Approval

Step 5

5. Verify that the student has signed their time card.

Step 6

6. Approve or Reject the time card.

Drop down the Supervisor Decision box and select Approve to approve the time card. Select Reject to reject the time sheet.

Step 7

7. OPTIONAL Complete an email Subject Line and enter comments.

This is especially important if rejecting the time card. It provides an opportunity to direct the employee how to best make a correction. If you do not enter a subject line or make comments a generic email text will be sent to the employee. If you need to reject a timesheet because the student submitted it before it was complete, simply put “unlocking timesheet” in the comment field.

Step 8

8a. Submit.

8b. Logout.
8c. Confirmation appears.

View 8c

Confirmation

Thank you for reviewing the time entry

OK

Step 9

9. An email is sent to the student.

If the time was rejected, watch for another email as in Step 1 indicating that the student completed the time entry process. Repeat the approval process, this time marking the time as approved. If the student has not made the correction before their cut off, please make the correction for them in the review stage. This will make sure we have accurate payroll records.

View 9 – The Email Received by the Employee

Email Inbox

Email text when opened

From: tje@datatech.com
Subject: Please redo your time for Monday

Your supervisor has rejected your timesheet for Student Worker, BU/Payroll with period ending on 03/31/07.

Below are comments entered by your supervisor:

You worked an extra hour that isn't reported. Remember covering the office while we were at a meeting.