

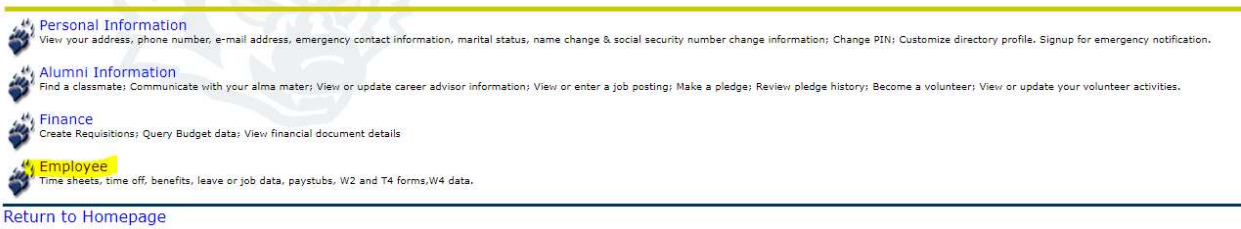
Hourly Supervisor - Time Entry Approvals

Approval Deadline: 3rd day following the end of the pay period before 12:00 noon (3rd or 18th of each month)

Go to badgerweb.snow.edu or my.snow.edu and log in.

Badgerweb:

Click on the Employee button:

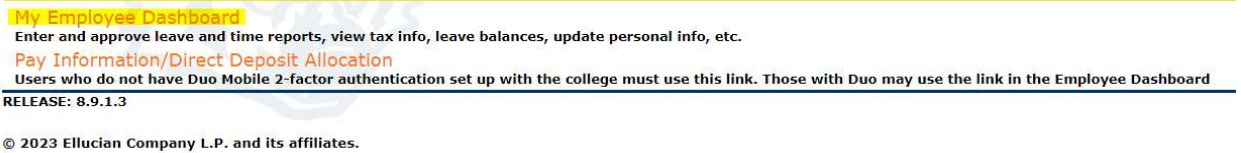


The screenshot shows a navigation menu with the following items:

- Personal Information**: View your address, phone number, e-mail address, emergency contact information, marital status, name change & social security number change information; Change PIN; Customize directory profile, Signup for emergency notification.
- Alumni Information**: Find a classmate; Communicate with your alma mater; View or update career advisor information; View or enter a job posting; Make a pledge; Review pledge history; Become a volunteer; View or update your volunteer activities.
- Finance**: Create Requisitions; Query Budget data; View financial document details
- Employee**: Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Below the menu is a link: [Return to Homepage](#)

Click on My Employee Dashboard:

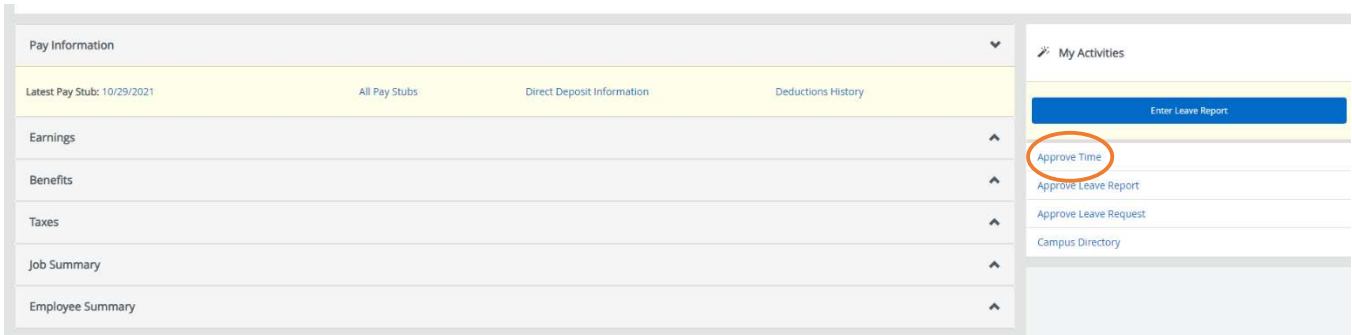


The screenshot shows the My Employee Dashboard with the following content:

- My Employee Dashboard**: Enter and approve leave and time reports, view tax info, leave balances, update personal info, etc.
- Pay Information/Direct Deposit Allocation**: Users who do not have Duo Mobile 2-factor authentication set up with the college must use this link. Those with Duo may use the link in the Employee Dashboard
- RELEASE: 8.9.1.3
- © 2023 Ellucian Company L.P. and its affiliates.

The 'Approve Time' link in the 'My Activities' sidebar is circled in red.

Click on Approve Time

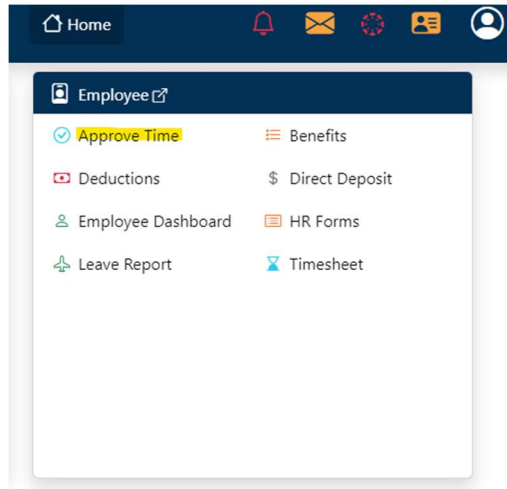


The screenshot shows the Snow Portal interface with the following elements:

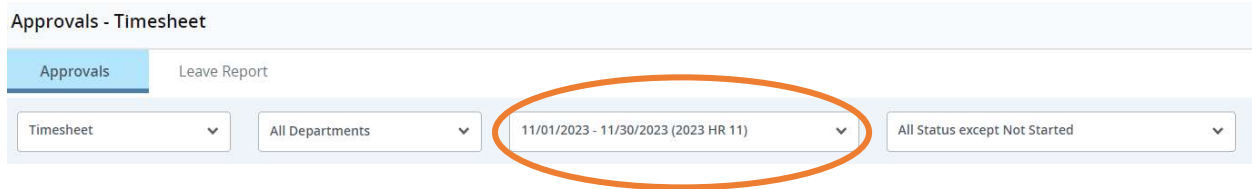
- Pay Information**: Latest Pay Stub: 10/29/2021, All Pay Stubs, Direct Deposit Information, Deductions History
- Earnings**, **Benefits**, **Taxes**, **Job Summary**, **Employee Summary**
- My Activities**: Enter Leave Report, Approve Time (circled), Approve Leave Report, Approve Leave Request, Campus Directory

Snow Portal (my.snow.edu)

Find the “Employee” box and click on “Approve Time”



Select Pay Period (default is current month, you may need to select prior month from dropdown menu)



Statuses:

Pending (time sheets that have been submitted for approval)

Employee Name	ID	Organization	Hours/Units	
<input type="checkbox"/> [Redacted] Intern - Tech Crew, STU000-01	[Redacted]	A-2550, Music	34.65 Hours	? 1 ⋮
<input type="checkbox"/> [Redacted] Student Assistant - Badger Beat, STU000-02	[Redacted]	A-2550, Music	15.00 Hours	? 1 ⋮
<input type="checkbox"/> [Redacted] Student Assistant - Badger Beat, STU000-04	[Redacted]	A-2550, Music	5.00 Hours	? ⋮

- Click on each employee line to see breakdown of hours – **Preview** box will pop up

- Scroll down to see weekly summary of hours. If over 40 hours, was overtime authorized? Please note that **the Snow College work week goes from Saturday through Friday at midnight**. At this time, the Preview summary of hours reflects a Sunday through Saturday work week.

Timesheet Detail Summary

Pay Period: 11/01/2021 - 11/30/2021 | 1.00 Hours | Pending | Submitted On 11/01/2021, 05:41 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
11/01/2021	HRG, Hourly Regular Wages	1	1.00 Hours

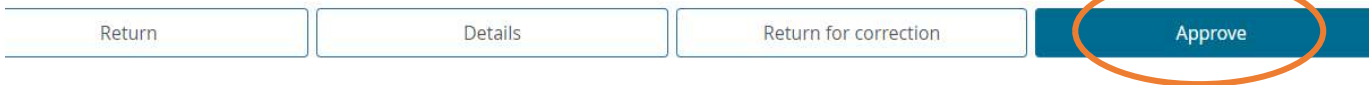
Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
HRG, Hourly Regular Wages	1	1.00					1.00 Hours
Total Hours		1.00					

Routing and Status		
Name	Action	Date & Time
	Originated	11/01/2021, 05:41 PM
	Submitted	11/01/2021, 05:41 PM
	Pending Approval	

Comment (Optional):

Add Comment

- Click on **Approve**



In Progress (employee has opened time sheet, but has not yet submitted it for approval)

- Request employee to submit time sheet so that you may approve it
- **If it is after the employee deadline, you can submit an employee timesheet by clicking Submit:**



Returned (Time sheet was returned to employee by supervisor for a fix or other issue)

- Request employee to submit time sheet so that you may approve it
- **If it is after the employee deadline, you can submit an employee timesheet by clicking Submit (see above image)**

Error (employee only, no action can be taken by supervisor)

Approved (Time sheet was approved)

Completed (Time sheet that has been approved)

Adding/Adjusting Employee Hours

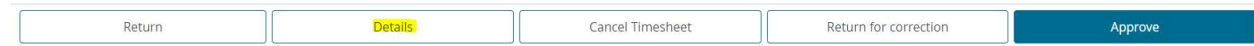
If an employee submitted incorrect hours, couldn't submit their hours, or needs changes made to their hours, you can edit their hours **if the timesheet is in "Pending" status**. If the timesheet is not in "Pending" status, you'll need to submit it by clicking the Submit button:



Return Details **Submit** Cancel Timesheet

If no timesheet has been opened for the pay period and it is past the employee deadline, you will be unable to open the timesheet or make changes. Please contact the payroll office for assistance in opening the timesheet.

To view/edit employee hours, click Details:



Return **Details** Cancel Timesheet Return for correction Approve

To change hours entered by employee, select the day that needs to be corrected and click on the pencil icon and type in the correct hours. You may need to use the arrows on either side of the week to move earlier or later in the month.



SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

26 27 28 29 30 31 1

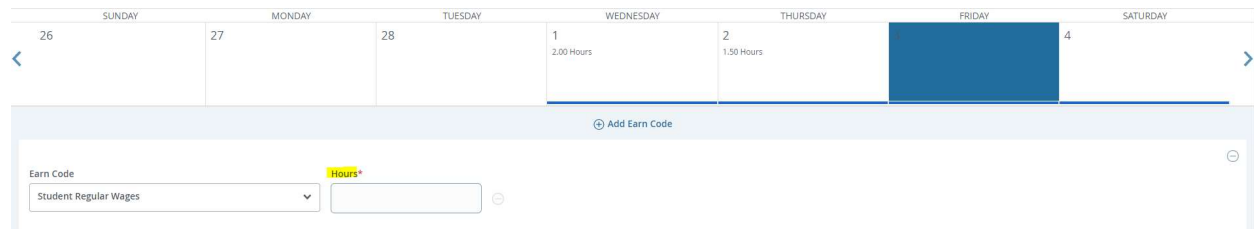
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⊕ Add Earn Code

Student Regular Wages 2.00 Hours ✎ 📄 ⌵

Total: 2.00 Hours Account Distribution

To add hours that were not entered by the employee, select the day and enter hours in the Hours box:



SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

26 27 28 29 30 31 1

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⊕ Add Earn Code

Earn Code

Student Regular Wages **Hours** ⌵ ⌵

Once the hours look correct, click on Preview at the bottom of the screen then approve:

Cancel

Save

Preview

Return

Details

Return for correction

Approve