



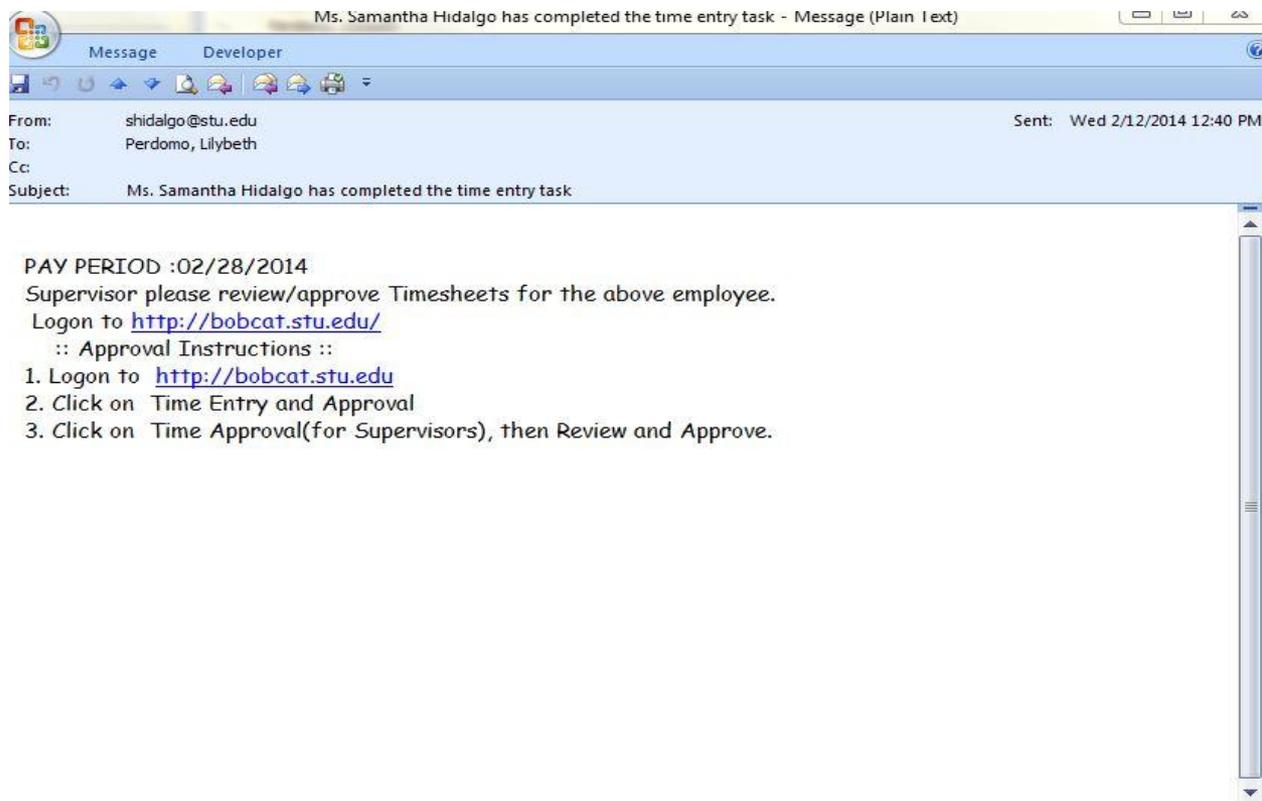
My Bobcat
SUPERVISOR
TIME SHEET APPROVAL
INSTRUCTIONS

Supervisor Responsibilities

- ▶ Supervisors must ensure that all student workers create and follow a pre-arranged work schedule that is acceptable to their employer and themselves. The work schedule may not conflict with the students class schedule and will not exceed 7 hours a day (with at least a half hour lunch break). Also, the work schedule may not exceed 15 hours a week (for STU and FWS funded students) or 20 hours a week (all other student workers) on a Sunday through Saturday basis.
 - Example: If the pay period ended on a Wednesday and you had already worked 10 hours from Sunday to that Wednesday, you will only be able to work 5 more hours between Thursday and Saturday.
- ▶ Student Workers may not work when the University is closed/holidays.
- ▶ Timesheets are due every 15th and last day of every month.
- ▶ Student workers have until 11:59 pm to submit timesheets. As the supervisor, you have until 11:59 am the following day, to approve hours submitted.
- ▶ Any timesheets that are not approved by supervisors will not be approved by the Office of Financial Aid.

Notifications / Email.

Supervisors will receive the following notification via email after each student worker has submitted their timesheet for the pay period. You will need to log in to your Bobcat account in order to review the hours that have been submitted.

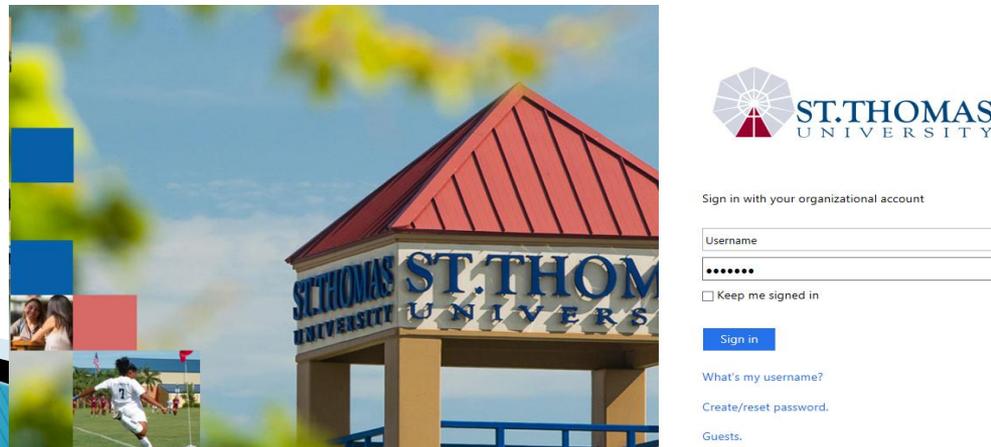


Reviewing /Approving Student Employee Time Sheet

Step 1. Go to www.stu.edu and click on the MyBobcat link.

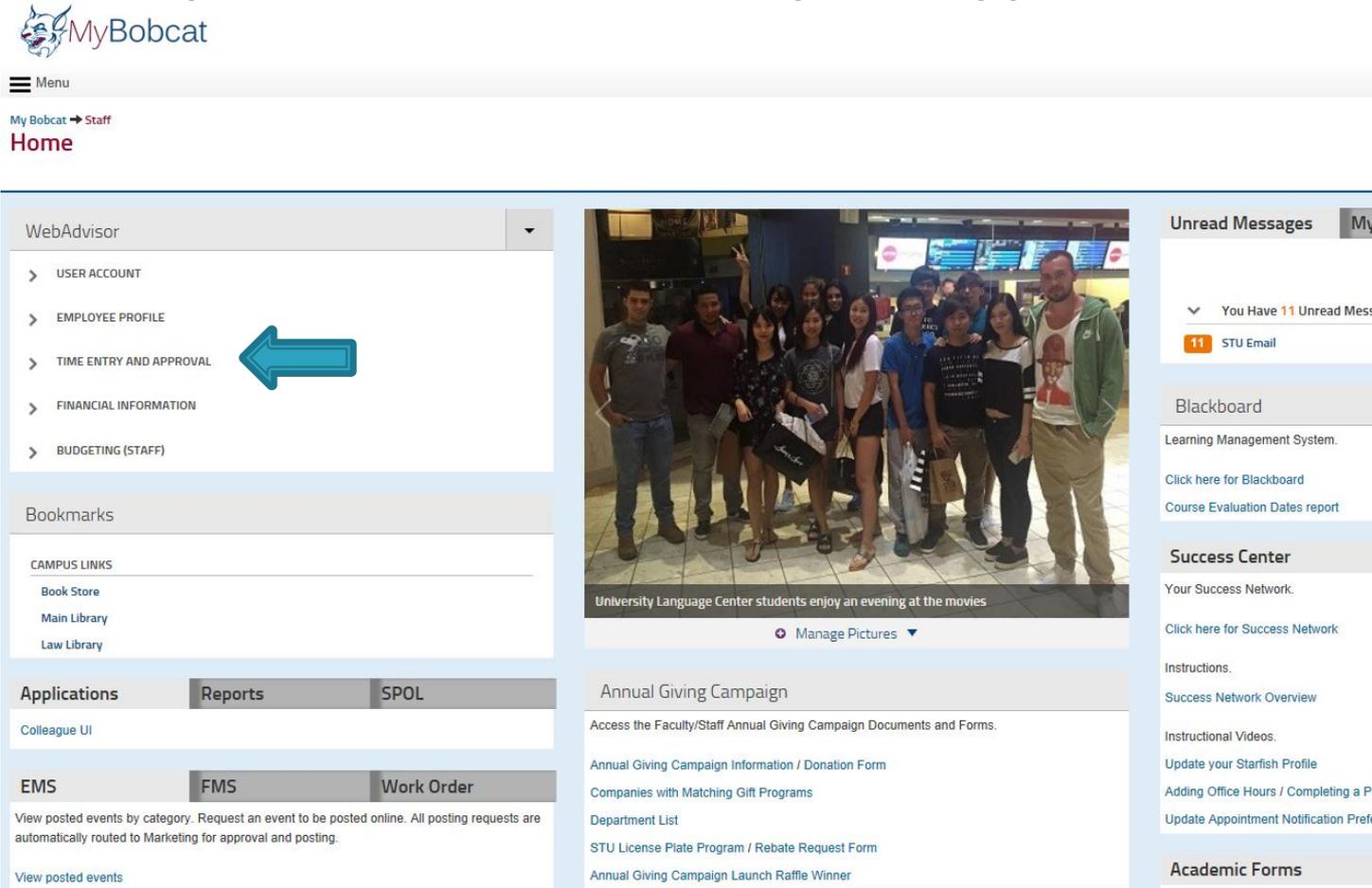


Step 2. Login to My Bobcat using your STU Network/Email user ID (first Initial+7 digit student) and STU PIN number.



Reviewing / Approving Student Employee Time Sheet

Step 3. Select the Time Entry and Approval Link.



MyBobcat

Menu

My Bobcat → Staff

Home

WebAdvisor

- > USER ACCOUNT
- > EMPLOYEE PROFILE
- > **TIME ENTRY AND APPROVAL**
- > FINANCIAL INFORMATION
- > BUDGETING (STAFF)

Bookmarks

CAMPUS LINKS

- Book Store
- Main Library
- Law Library

Applications | Reports | SPOL

Colleague UI

EMS | FMS | Work Order

View posted events by category. Request an event to be posted online. All posting requests are automatically routed to Marketing for approval and posting.

View posted events

University Language Center students enjoy an evening at the movies

Manage Pictures

Annual Giving Campaign

Access the Faculty/Staff Annual Giving Campaign Documents and Forms.

- Annual Giving Campaign Information / Donation Form
- Companies with Matching Gift Programs
- Department List
- STU License Plate Program / Rebate Request Form
- Annual Giving Campaign Launch Raffle Winner

Unread Messages My

You Have 11 Unread Messages

11 STU Email

Blackboard

Learning Management System.

Click here for Blackboard

Course Evaluation Dates report

Success Center

Your Success Network.

Click here for Success Network

Instructions.

Success Network Overview

Instructional Videos.

Update your Starfish Profile

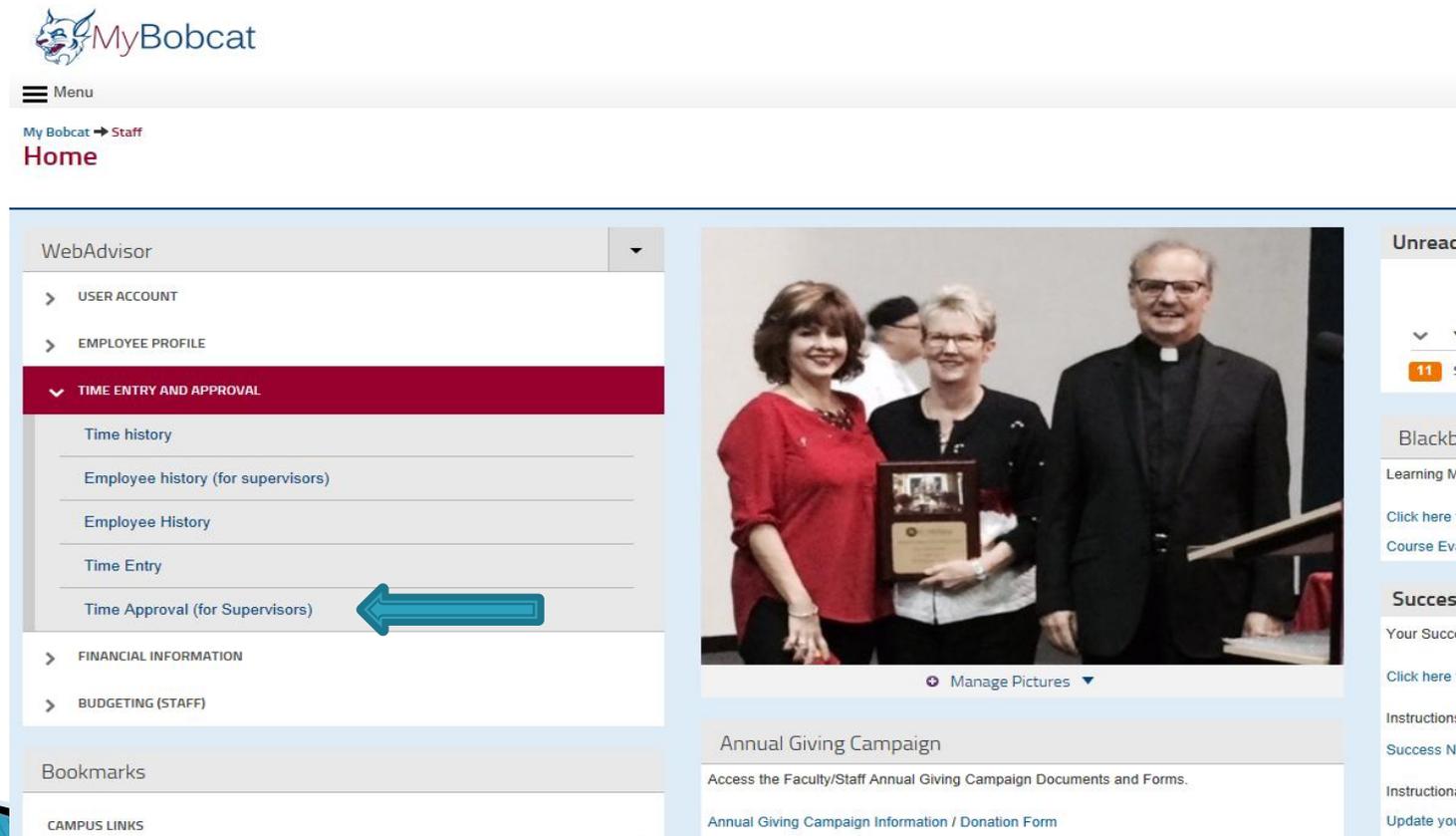
Adding Office Hours / Completing a Pr

Update Appointment Notification Prefer

Academic Forms

Reviewing / Approving Employee Time Sheet

Step 4. Select the Time Approval for Supervisor Link



The screenshot displays the MyBobcat WebAdvisor interface. At the top left is the MyBobcat logo. Below it is a 'Menu' icon and the text 'My Bobcat → Staff Home'. The main content area is divided into several sections. On the left, a 'WebAdvisor' sidebar contains a list of menu items: 'USER ACCOUNT', 'EMPLOYEE PROFILE', 'TIME ENTRY AND APPROVAL' (highlighted in red), 'FINANCIAL INFORMATION', and 'BUDGETING (STAFF)'. Under 'TIME ENTRY AND APPROVAL', there are links for 'Time history', 'Employee history (for supervisors)', 'Employee History', 'Time Entry', and 'Time Approval (for Supervisors)'. A blue arrow points to the 'Time Approval (for Supervisors)' link. Below the sidebar are 'Bookmarks' and 'CAMPUS LINKS' sections. The main content area features a large photograph of three people, with a 'Manage Pictures' link below it. To the right of the photo is an 'Unread' notification area with a dropdown arrow, a '11' badge, and a 'Success' notification area with a 'Click here f' link. At the bottom, there is an 'Annual Giving Campaign' section with a link to 'Annual Giving Campaign Information / Donation Form'.

Reviewing / Submitting Student Employee Time Sheet

Step 5. Select time sheet to Approve.

Timesheets that are ready for approval will have a check mark on the left hand side. Click "Submit". This will open students timesheet and will allow you to make any necessary adjustments and either approve or reject the timesheet.

The screenshot displays the MyBobcat WebAdvisor interface. At the top left is the MyBobcat logo and a menu icon. The top right shows the user name 'Perdomo, Lilybeth' and a help icon. Below the header, there are links for 'FOLLOW' and 'Notifications', and a search bar. The main content area is divided into a left sidebar and a main panel. The sidebar has a red header 'TIME ENTRY AND APPROVAL' and lists various options like 'Time history', 'Employee history (for supervisors)', 'Employee History', 'Time Entry', and 'Time Approval (for Supervisors)'. The main panel has a red header 'Time Approval (for Supervisors)' and a message: '* The records with check marks signifies that the employee(s) have completed their timesheets, and their timesheets are ready for your Review and Approval.' Below this is a table with columns: 'Approve', 'Review Entry', 'Pay Period Start Date', 'Pay Period End Date', 'Approve By Date', 'Name', 'Access', 'Position Title', 'Department', 'Location', and 'Total Leave Hours'. A row is shown with a checked box in the 'Approve' column, indicating a ready-to-approve timesheet. Below the table, there is a 'Security Access Messages' section with 'None' listed, and a field to 'Approve time entries on behalf of' with a dropdown menu. A 'SUBMIT' button is located at the bottom right of the main panel. A blue arrow points from the 'Time Approval (for Supervisors)' option in the sidebar to the table in the main panel.

MyBobcat

Perdomo, Lilybeth

Menu

FOLLOW

Notifications

MyBobcat Staff

WebAdvisor

Search this site

Time Approval (for Supervisors)

* The records with check marks signifies that the employee(s) have completed their timesheets, and their timesheets are ready for your Review and Approval.

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Leave Hours
<input checked="" type="checkbox"/>		01/01/16	01/15/16	01/17/16 12:00PM	Ms. Diana Clavijo		Federal Work Study	Financial Aid	Main Campus	0.00

Security Access Messages

None

Approve time entries on behalf of

SUBMIT

Reviewing / Approving Employee Time Sheet

Step 6. Approve/Reject

In the section below, you may choose to approve or reject the students timesheet. You also have the option of entering comments or any additional hours that must be entered for the student. Once you click “Submit” on this screen, you will no longer have access to that students timesheet for that pay period.

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee Email Address



Questions or Concerns?

The Work Study Coordinator will be available Tuesdays and Thursdays from 2:30pm to 4:30PM by appointments only.

To schedule an appointment, please visit the Office of Financial Aid located in Kennedy Hall, Room 101.

