

# TIME ENTRY USER GUIDE (SUPERVISOR)

**AUGSBURG**  
UNIVERSITY

## Sign In

1. Log in to <https://inside.augsburg.edu/> and enter your username and password.
2. Click the “**Administrative Tasks**” in the AUGNET SERVICES menu.
3. Click “**Time Entry**” to open the Time Entry system (Kronos).

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**Racial Justice Initiatives**  
 Find information about community events and resources dedicated to the memory of George Floyd and the fight for racial justice. [More >](#)



**Augsburg COVID-19 Planning**  
 Augsburg University's COVID-19 task force is tracking the outbreak and making contingency plans. [More >](#)


**CampusClear App**  
 Daily COVID-19 symptom screening

**Daily A-mail**  
 News and Announcements


**All Hands**  
 2020-21 Materials. Login Required

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**Augsburg University**  
 @AugsburgU



Earlier this month, Augsburg President [@PaulPribbenow](#) joined [@metropolitanu](#) in a live, virtual discussion on anti-racism efforts and creating lasting change to combat

Search... Go

## CALENDAR

See all events on the  
University Calendar

Timesheet

Click the **My Time > Timesheet > Current Timesheet** or Click the **My Timesheet** widget to open the timesheet.

JP

Search

MY INFO

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Web Time Entry - Augsburg University

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My Dashboard

My Timesheet

Wednesday, Mar 30

02:37 PM

[ CDT ]

Clock Out

Clock In

My Schedule / My Time Off

MAR 2022

MON

TUE

WED

THU

FRI

SAT

SUN

Self Service Tools

Faculty/Staff Payslips, W2 History

Agresso Web > Login - Choose Documents

Student Payslips, Tax Forms

Records & Registration > Student Employee Records

Timesheet Corrections - Past Pay Periods

Company Short Name: 6092704

Log in with your Augnet Credentials

Announcements

Hourly staff and Student employees have Clock In/Out icons. Time is entered directly into the timesheet by clicking "Clock out" and "Clock in".

## Accrual

Click the **My Accrual Balances** widget.

The screenshot shows the 'My Time' dashboard with the following components:

- Supervisor Tools** | **My Time** | **My Dashboard** | Settings icon
- My Accrual Balances** widget (highlighted with a red box) containing:
  - Community Service**: 16.00 hours available (Jan 1, 2022 - Jan 1, 2023)
  - Float Holiday**: 16.00 hours available (Jan 1, 2022 - Jan 1, 2023)
  - Personal**: 24.00 hours available (Jan 1, 2022 - Jan 1, 2023)
  - Sick**: 16.00 hours available (Jan 1, 2022 - Jan 1, 2023)
- My Timesheet** widget showing:
  - Wednesday, Mar 30
  - 02:31 PM
- My Schedule / My Time Off** widget showing a calendar for March 2022:
 

MON	TUE	WED	THU	FRI	SAT	SUN
28	1	2	3	4	5	6
7	8	9	10	11	12	13
- Self Service Tools** widget:
  - Faculty/Staff Payslips, W2 History
  - Student Payslips, Tax Forms
  - Timesheet Corrections - Past Pay Periods
  - Direct Deposit / Pay Card Authorization
  - Payroll Schedule
  - Time Entry Guides
  - UKG Ready App
- Announcements** widget:
  - Time Entry User Guide
  - Employee: TIME ENTRY USER GUIDE
  - Student Employee: TIME ENTRY USER GUIDE (Student Employee)
  - Supervisor: TIME ENTRY USER GUIDE

A callout bubble points to the 'My Accrual Balances' widget with the text: "In the 'My Accrual Balances' widget, You may review and request Time Off."

## Mobile App

Punch in/out, time management and timesheet submission from the mobile app

From the App Store or Play store install the UKG Ready app.

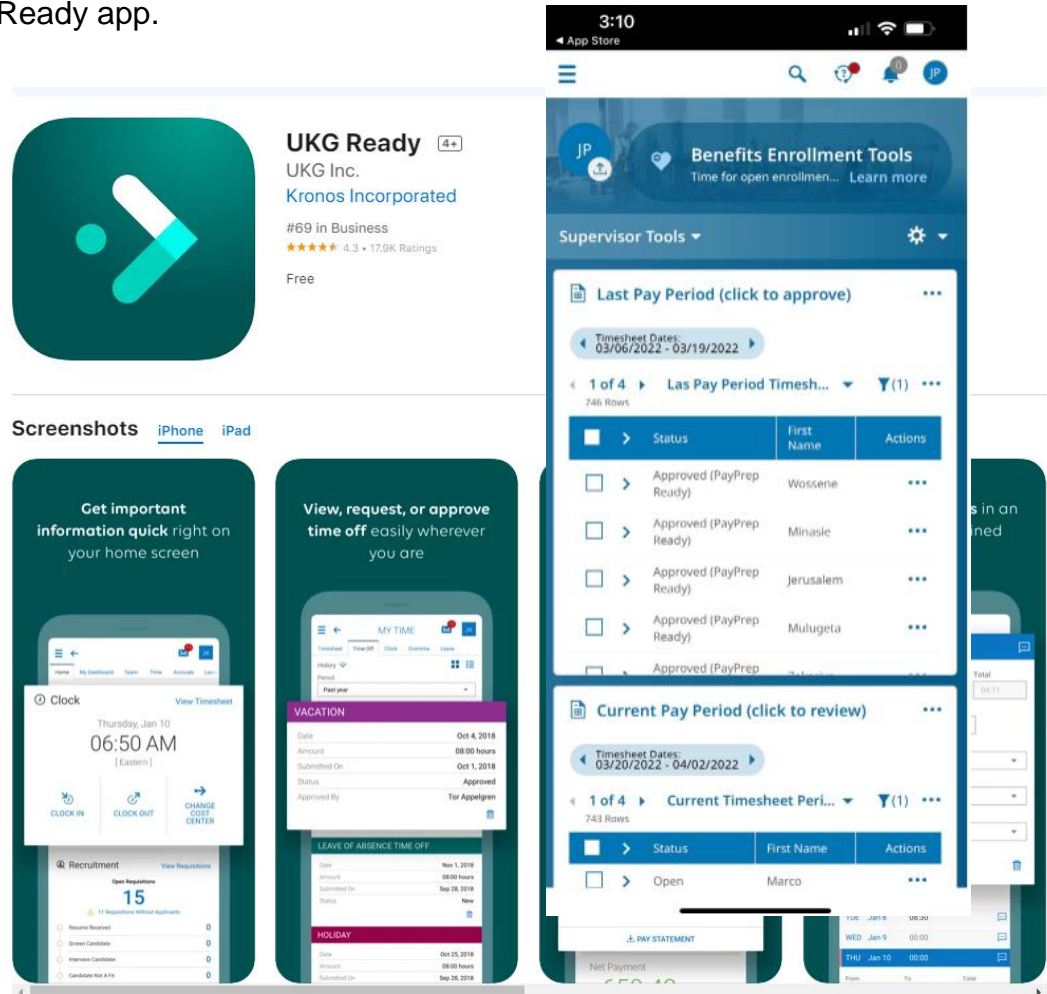
### UKG Ready (Kronos) App

In the initial configuration choose

Region: *North America*

Company Short Name: **6092704**

Log in with your Augnet Credentials



## Time Entry – Hourly Staff

- Hourly staff should record all time worked and time off taken in increments of 15 minutes.
- Enter the hours each day/shift rather than recording time at the end of the pay period or in advance.
- Staff who work more than six (6) consecutive hours are expected to take a meal break. Meal break is unpaid thirty (30) minutes, and the time entry system automatically deducts a 30-minute of meal break.
- Payment is calculated based on Calc. Total.

<a href="#">Time Entry</a> <a href="#">Exceptions</a> <a href="#">Calc Detail</a> <a href="#">Calc Summary</a> <a href="#">Summary By Day</a>								
					41.67 hrs Raw Total	39.75 hrs Calc. Total		
> Date		From	To	Raw Total	Calc. Total	In Date	Time Off/Other Pay	Position
> SUN Mar 20	+			0.00 hrs	0.00 hrs			
✓ MON Mar 21	...	08:00 am	04:30 pm	8.50	8.00	MON Mar 21 ▾	▾	Human Resources ▾
	+			8.50 hrs	8.00 hrs			
✓ TUE Mar 22	...	07:50 am	04:00 pm	8.17	7.75	TUE Mar 22 ▾	▾	Human Resources ▾
	+			8.17 hrs	7.75 hrs			
✓ WED Mar 23	...	08:00 am	04:30 pm	8.50	8.00	WED Mar 23 ▾	▾	Human Resources ▾
	+			8.50 hrs	8.00 hrs			
✓ THU Mar 24	...	08:00 am	04:30 pm	8.50	8.00	THU Mar 24 ▾	▾	Human Resources ▾
	+			8.50 hrs	8.00 hrs			
✓ FRI Mar 25	...	From am	To am	8.00	8.00	FRI Mar 25 ▾	Vacation ▾	Human Resources ▾
	+			8.00 hrs	8.00 hrs			
> SAT Mar 26	+			0.00 hrs	0.00 hrs			

## Time Entry – Hourly Staff

- To enter time off, use the drop-down menu to select from the Time Off/Other Pay column and enter the hours.
- To record personal time, use “Sick/Personal 1”. Personal time is deducted from the sick time balance.
- If you have more than one position, please be sure to use the correct position code for recording hours worked.

Time Entry   Exceptions   Calc Detail   Calc Summary   Summary By Day									
						41.67 hrs Raw Total	39.75 hrs Calc. Total		
> Date		From	To	In Date	Time Off/Other Pay	Position			
> SUN Mar 20	+								
✓ MON Mar 21	...	08:00 am		MON Mar 21		Human Resources			
✓ TUE Mar 22	...	07:50 am		TUE Mar 22		Human Resources			
✓ WED Mar 23	...	08:00 am		WED Mar 23					
✓ THU Mar 24	...	08:00 am		THU Mar 24		Human Resources			
✓ FRI Mar 25	...	From am	To am	FRI Mar 25	Vacation	Human Resources			
> SAT Mar 26	+								

Browse...  
 Unpaid Time  
 Sick/Personal 1  
 Vacation/FMLA Vacation  
 Vacation  
 Holiday  
 Sick/FMLA Sick  
 FMLA STD  
 Sick  
 Float Holiday  
 Float Holiday/FMLA Float Holiday

• Click the drop down menu  
 • Browse  
 • **Select the correct position.**

## Time Entry – Hourly Staff

- When you have recorded all the times, click the **SAVE** and **SUBMIT FOR APPROVAL** in the upper right corner.

*\*We encourage you to submit the timesheet on Friday of the pay period end unless you work on Saturday.*

The deadline of timesheet approval is 12:00 noon on Monday of the payroll week. All timesheet submissions should be completed before the deadline so that supervisor can timely review and approve them.

- If the timesheet needs correction, request your supervisor to reject the timesheet. Rejected timesheet will be sent back to you for review and/or editing. Corrected timesheet should be resubmitted for approval.
- If you have any questions about payroll and time entry, please email [payroll@ausburg.edu](mailto:payroll@ausburg.edu).



March 20, 2022 - April 02, 2022 Open

Calc Detail Calc Summary Summary By Day

20.38 hrs 20.25 hrs  
Raw Total Calc. Total

From	To	Raw Total	Calc. Total	In Date	Time Off/Other Pay	Position	Notes
		0.00 hrs	0.00 hrs				
		0.00 hrs	0.00 hrs				



## Time Entry – Salaried (Exempt) Staff

- Salaried staff do not record individual work hours, but should record the paid-time off on the timesheet.
- Record all time off taken in increments of 4 hours.
- **Even if there are no time off during the pay period, the timesheet (blank timesheet) should be submitted before the deadline.**

◀ March 20, 2022 - April 02, 2022 ▶ Open

Time Entry   Calc Detail   Calc Summary   Summary By Day

20.00 hrs   0.00 hrs  
Raw Total   Calc. Total

Time Off/Other Pay	SUN Mar 20	MON Mar 21	TUE Mar 22	WED Mar 23	THU Mar 24	FRI Mar 25	SAT Mar 26	SUN Mar 27	MON Mar 28	TUE Mar 29	WED Mar 30	THU Mar 31	FRI Apr 1	SAT Apr 2	Raw Total	
Vacation				8.00											8.00	
Sick/Personal 1						4.00									4.00	
Sick									8.00						8.00	
	0.00			8.00	0.00	4.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	20.00	

+ Add Rows

1

Browse...  
Unpaid Time  
Sick/Personal 1  
Vacation/FMLA Vacation  
Vacation  
Holiday  
Sick/FMLA Sick  
FMLA STD  
Sick  
Float Holiday  
Float Holiday/FMLA Float Holiday

- Click the drop-down menu.
- Select the correct time off from the category and enter the hours.
- To record personal time, use "Sick/Personal 1".  
Personal time is deducted from the sick time balance.
- If you need to add a different time off, click the **ADD ROWS**.

## Time Entry – Salaried (Exempt) Staff

- When you have recorded all the times, click the **SAVE** and **SUBMIT FOR APPROVAL** in the upper right corner.

*\*We encourage you to submit the timesheet on Friday of the pay period end unless you work on Saturday.*

The deadline of timesheet approval is 12:00 noon on Monday of the payroll week. All timesheet submissions should be completed before the deadline so that supervisor can timely review and approve them.

- If the timesheet needs correction, request your supervisor to reject the timesheet. Rejected timesheet will be sent back to you for review and/or editing. Corrected timesheet should be resubmitted for approval.
- If you have any questions about payroll and time entry, please email [payroll@ausburg.edu](mailto:payroll@ausburg.edu).

← Timesheet Edit



1

SAVE

2

SUBMIT

APPROVE



March 20, 2022 - April 02, 2022 Open

Time Entry Calc Detail Calc Summary Summary By Day

20.00 hrs 0.00 hrs  
Raw Total Calc. Total

Time Off/Other Pay	SUN Mar 20	MON Mar 21	TUE Mar 22	WED Mar 23	THU Mar 24	FRI Mar 25	SAT Mar 26	SUN Mar 27	MON Mar 28	TUE Mar 29	WED Mar 30	THU Mar 31	FRI Apr 1	SAT Apr 2	Raw Total	
Vacation				8.00											8.00	
Sick/Personal 1						4.00									4.00	
Sick									8.00						8.00	
	0.00	0.00	0.00	8.00	0.00	4.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	20.00	

+ Add Rows 1

## Time Entry – Student Employee

- Student employees who work four (4) or more consecutive hours are entitled to a paid 15-minute break. The 15-minute break is intended for taking a step away from the desk or workload.
- Student employees who work more than six (6) consecutive hours, the time entry system automatically deducts a 30-minute unpaid meal break.
- If student employees who work more than six (6) hours without a break, add another row for 30 minutes to be paid in full amount. Since payroll is calculated based on calculated hours, not raw hours, please make sure to record calculated hours equal to the total hours worked.
- Student employees who work at least 80 hours per year are covered by the Minneapolis/St. Paul Sick and Safe Time Ordinance. Student employees will accrue one (1) hour of paid sick time for every 30 hours worked, up to a maximum of 48 hours per year.
- Student employees may use sick time for scheduled hours missed due to illness or doctor appointments (e.g. getting vaccinated). Unused sick time is not paid out.

**The deadline of timesheet approval is 12:00 noon on Monday of the payroll week. All timesheet submissions should be completed before the deadline so that supervisor can timely review and approve them.**

## Time Entry – Student Employee

If student employee has more than one student job on campus, please be sure to use the correct position code.

Time > Timesheets

← Timesheet Edit



SAVE

TS Test Student (12341234) | March 20, 2022 - April 02, 2022 | Open

Time Entry | Exceptions | Calc Detail | Calc Summary | Summary By Day

20.38 hrs  
Raw Total

20.25 hrs  
Calc. Total

✓ Timesheet saved

Date		From	To	Raw Total	Calc. Total	In Date	Time Off/Other Pay	Position	Notes
SUN Mar 20	+			0.00 hrs	0.00 hrs				
MON Mar 21	+			0.00 hrs	0.00 hrs				
✓ TUE Mar 22	...	08:08 am	02:01 pm	5.88	5.75	TUE Mar 22		Student Dispatcher	
	+			5.88 hrs	5.75 hrs				
WED Mar 23	...	08:07		5.00	5.00	WED Mar 23		Student Lead Dispatcher	
					5.00 hrs				
					5.50	THU Mar 24		Student Dispatcher	
					5.50 hrs				
				4.00	4.00	FRI Mar 25	Student Sick	Student Dispatcher	
					4.00 hrs				
					0.00 hrs				
SUN Mar 27	+			0.00 hrs	0.00 hrs				

- Enter **From** and **To** time.
- Check the **Raw Total** and **Calc. Total**.
- Student employees who work more than six (6) consecutive hours are expected to take an unpaid meal break. Time entry system automatically deducts a 30-minute.
- **Payroll is calculated based on Calc. Total.**

- Click the drop down menu
- Browse
- **Select the correct position.**

When you have taken “**Student Sick time**”, please click the drop down menu to select it and enter the hours.

## Timesheet Corrections – Past Pay Periods

The Timesheet Corrections Form is designed to record any missed hours that were not paid on the past payment.

***Timesheet Corrections should not be used except on rare occasions.***

The image shows two screenshots from a web application. The left screenshot is a form titled "You've been invited to sign *EMPLOYEE Timesheet Correction*." It contains fields for "Rename Document" (EMPLOYEE Timesheet Correction), "Your E-mail Address\*" (Your Email Address), and "Supervisor" (Signer Email Address). It also has sections for "Signing Step 2" and "Signing Step 3" with a "Payroll" field. A "Sign Now" button is at the bottom right. The right screenshot shows the "Self Service Tools" widget with a list of links. The link "Timesheet Corrections - Past Pay Periods" is highlighted with a red box. A yellow callout bubble points to this link with the text: "Timesheet Corrections form is available on the **Self Service Tools** widget or on the **HR website**: [sites.augsburg.edu/hr](https://sites.augsburg.edu/hr)."

**My Time**

You've been invited to sign *EMPLOYEE Timesheet Correction*.

Fill out the information below to get started.

Rename Document: EMPLOYEE Timesheet Correction

Enter your information below:

Your E-mail Address\*  
Employee: Your Email Address

Signing Step 2  
Supervisor: Signer Email Address

Show Custom Email Message Settings

Signing Step 3  
E-mail Address Set By Template  
Payroll

Show Custom Email Message Settings

\* Required Fields

Sign Now

**Self Service Tools**

- Faculty/Staff Payslips, W2 History
- Aggresso Web > Login - Choose Documents
- Student Payslips, Tax Forms
- Records & Registration > Student Employee Records
- Timesheet Corrections - Past Pay Periods**
- Direct Deposit / Pay Card Authorization
- Payroll Schedule
- Time Entry Guides
- Student Employees
- Ready App
- Configuration:
- Region: North America
- Company Short Name: 6092704
- Log in with your Augnet
- Identicals

Timesheet Corrections form is available on the **Self Service Tools** widget or on the **HR website**: [sites.augsburg.edu/hr](https://sites.augsburg.edu/hr).

- ***Timesheet Corrections/Changes***

- ☐ Supervisors should review all timesheets for accuracy **before** approving.
- ☐ If changes are needed, supervisors should “Reject” the timesheet.
  - o The timesheet is returned to the staff/student employees to make changes.
  - o The staff/student employees should re-submit the corrected timesheet for approval.
  - o Supervisors should approve the corrected timesheet.
- ☐ Supervisors should contact payroll to make changes to timesheets **only** if they have already approved it and changes are needed.

- ***Timesheet Deadlines***

- ☐ **All timesheets must be approved by 12:00 noon on Monday of the payroll week.**
- ☐ Supervisors may establish an earlier deadline for staff/student employees.
  - => Communicate with your employees
    - o Ask staff/student employees who don't work weekends to submit timesheets on Friday.
    - o Set expectations and deadline that works for you. *\*Earlier is better!*
    - o Send reminders to your employees to submit timesheets with time for you to approve.

- ***Approving Time Off***

- ☐ May use Time Off Request menu (not required) or can be entered directly into the timesheet.
- ☐ “Student Sick” time - health related, only used if shift missed was scheduled/planned.  
*\*Not vacation for students*

- ***Delegate Alternate Approver ahead of time***

- ☐ When supervisors are unable to respond to approvals, it is necessary to set a delegated approver who is the current supervisor and can fulfill the approvals in your absence.
- ☐ To set up a delegated approver, go to “Supervisor Tools”> “Supervisor Help” widget> “Delegate Timesheet Approval”.

## Supervisor Tools

Supervisors can review and approve timesheets / time off requests in the “Supervisor Tools” tab.

Supervisor Tools

My Time

My Dashboard

⚙️

Edit Mode

Last Pay Period (click to approve)

1 of 4 745 Rows Last Pay Period Timesheet...

	↓1 Sta...	First...	↑2 Last Name	Emp...
<input type="checkbox"/>	Approved...	Aali		'80
<input type="checkbox"/>	Approved...	Haf		'90
<input type="checkbox"/>	Approved...	Mif		'57
<input type="checkbox"/>	Approved...	Zak		'92
<input type="checkbox"/>	Approved...	Wo		'45
<input type="checkbox"/>	Approved...	Sus		'56
<input type="checkbox"/>	Approved...	Mai		'94
<input type="checkbox"/>	Approved...	Nac		'72

Current Pay Period (click to review)

1 of 4 737 Rows Current Timesheet Per...

	↓1 Sta...	First...	↑2 Last Name	Emp...
<input type="checkbox"/>	Submitted	Ai		'571
<input type="checkbox"/>	Submitted	Ly		'177
<input type="checkbox"/>	Submitted	El		'148
<input type="checkbox"/>	Submitted	Ki		'060
<input type="checkbox"/>	Submitted	Jo		'912
<input type="checkbox"/>	Submitted	Ju		'398
<input type="checkbox"/>	Submitted	Be		'563
<input type="checkbox"/>	Submitted	Pr		551

Supervisor Help

- Delegate Timesheet Approval**  
Click Add new. Select another supervisor. Workflow Type: All Workflows. Choose Date from/to. Click Add
- Approving on behalf of someone else?**  
Their employees will show up in your list of timesheets needing approval.
- Employees with Multiple Positions:**  
Approve by [Time Entry](#) or [Timesheet](#) > [Calc Details](#)
- Timesheet Corrections after payroll submitted**

Last Pay Period Time Entries - Students with Multiple Positions (click to approve)

1 of 2 375 Rows Approving Time Entries

Timesheet Dates: 03/20/2022 - 04/02/2022 Columns (1)

Grouped By	↑2 Date	Start	End
Employee N: le			
Position LEAD Fellow Student Intern			
	03/22/2022	10:30a	
	03/24/2022	10:30a	
	03/28/2022	09:00a	

Time Off Requests (click to review)

Expression: 03/18/2022 - 01/26/2023

1 of 1 42 Rows Open Time Off Requests

	Date Requested	Requested Weekday	Actions
Employee Aa di			
	03/24/22 (17)	Thursday	...
Employee M...k...k...k...			

My Sticky Notes

Note 1

## Supervisor Tools – Last Pay Period

Supervisor Tools | My Time | My Dashboard | ⚙️

**Last Pay Period (click to approve)**

1 of 4 | 745 Rows | Last Pay Period Times... | (1) | ...

	↓ Sta...	First...	↑ Last Name	Emp...
<input type="checkbox"/>		Approved...	Aal	'80
<input type="checkbox"/>		Approved...	Hal	190
<input type="checkbox"/>		Approved...	Mif	157
<input type="checkbox"/>		Approved...	Zak	192
<input type="checkbox"/>		Approved...	Wo	145

Current Pay I

1 of 4 | 737 Ro

	↓ Sta...	First...	↑ Last Name	Emp...
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

- Click the name of the widget “Last Pay Period” to approve timesheets.
- Review hours worked, time off, overtime and total hours before approval.
- To view details, click the pencil icon (Edit Timesheet).
- All times are correct, check the employee and click Approve or Reject.
- ***If there is an open timesheet, communicate with your employees.***

Time > Timesheets

← All Timesheets

Page 1 of 4 | 1 - 200 of 737 Rows | Current view

Timesheet Dates: 03/20/2022 - 04/02/2022 | (1) | ...

	↓ Sta...	First...	↑ Last Name	Emp...	Hours Worked	Time Off	Overtime Hours	Total Hours	Timesheet Pr...
<input type="checkbox"/>		=	starts with	starts with	=	=	=	=	starts with
<input type="checkbox"/>									
<input checked="" type="checkbox"/>		Submitted	Aa	Aitk	4 1	21.25	-	21.25	Student
<input checked="" type="checkbox"/>		Submitted	Ly	And	4 7	20.00	-	20.00	Student
<input checked="" type="checkbox"/>		Submitted	Eli	Ayal	4 8	20.00	-	20.00	Student
<input checked="" type="checkbox"/>		Submitted	Ke	Bat	1 0	-	-	-	Salaried
<input type="checkbox"/>		Submitted	Jol	Bau	4 2	39.50	-	39.50	Student
<input type="checkbox"/>		Submitted	Jul	Becl	2 8	-	-	-	Salaried
<input type="checkbox"/>		Submitted	Be	Bel	4 3	10.50	-	10.50	Student
<input type="checkbox"/>		Submitted	Pri	Bho	4 1	40.00	-	40.00	Student
<input type="checkbox"/>		Submitted	Br	Bier	4 2	72.50	16.00	88.50	Hourly Staff
<input checked="" type="checkbox"/>		Submitted	Ch	Bog	3 8	-	4.00	4.00	Salaried
<input type="checkbox"/>		Open	As	Broi se	4 9	7.00	-	7.00	Student
<input type="checkbox"/>		Open	Jes	Broi	2 16	-	16.00	16.00	Salaried
<input type="checkbox"/>		Open	Rik	Dah	4 2	10.00	-	10.00	Student
<input type="checkbox"/>		Open	Be	Don III	4 5	24.50	-	24.50	Student
<input checked="" type="checkbox"/>		Submitted	Is	Duk	4 2	80.00	-	80.00	Hourly Staff
<input type="checkbox"/>		Submitted	Sa	Em	2 2	-	4.00	4.00	Salaried
<input type="checkbox"/>		Submitted	Sa	Erk	2 2	-	4.00	4.00	Salaried



## Supervisor Tools – Current Pay Period

- Click the name of the widget “Current Pay Period” to review timesheets.
- To view details, click the pencil icon (Edit Timesheet).
- When an employee who is not working for the remaining days and submit a current timesheet, the supervisor may approve the timesheet from this widget.

Current Pay Period (click to review)

1 of 4 737 Rows Current Timesheet Per... ▼

▼ (1) [Icon] [Icon] [Icon]

		⚙️ Sta...	First...	⚙️ Last Name	Emp...	
<input type="checkbox"/>			Submitted	Aa	071	
<input type="checkbox"/>			Submitted	Ly	177	
<input type="checkbox"/>			Submitted	Eli	148	
<input type="checkbox"/>			Submitted	Ke	060	
<input type="checkbox"/>			Submitted	Jol	912	
<input type="checkbox"/>			Submitted	Jul	398	
<input type="checkbox"/>			Submitted	Be	063	
<input type="checkbox"/>			Submitted	Pr	551	

← All Timesheets

Page 1 of 4 ▶ 1 - 200 of 737 Rows

Current view ▼

📅

Timesheet Dates: 03/20/2022 - 04/02/2022

📄 (1)

		↓1 Sta...	First...	↑2 Last Name	Emp...	Hours Worked	Time Off	Overtime Hours	Total H...	Timesheet Pr...	
		= ▾	starts with ▾	starts with ▾	starts with ▾	= ▾	= ▾	= ▾	= ▾	starts with ▾	
<input type="checkbox"/>		Open	M...	Bro	4	18	-	-	-	Salaried	
<input type="checkbox"/>		Open	Ja	Bro	4	39	-	-	-	Student	
<input type="checkbox"/>		Open	N	Bru	4	32	-	-	-	Salaried	
<input type="checkbox"/>		Open	Al	Bur	1	57	-	8.00	-	8.00	Salaried
<input type="checkbox"/>		Open	Tj	Bur	4	30	11.75	-	-	11.75	Student
<input type="checkbox"/>		Open	Bi	Car	1	33	-	-	-	-	Salaried
<input type="checkbox"/>		Open	Er	Car	4	39	4.00	-	-	4.00	Student
<input type="checkbox"/>		Open	H	Car	4	10	6.50	-	-	6.50	Student
<input type="checkbox"/>		Open	Al	Car	4	49	27.00	-	-	27.00	Student
<input type="checkbox"/>		Open	D	Car rry	2	58	48.25	-	0.25	48.25	Hourly Staff
<input type="checkbox"/>		Open	Ki	Car loran	4	39	-	-	-	-	Student
<input type="checkbox"/>		Open	Si	Cas ell	2	32	-	-	-	-	Salaried
<input type="checkbox"/>		Open	Ala	Cas	4	40	-	-	-	-	Student
<input type="checkbox"/>		Open	N	Cas	4	78	19.50	-	-	19.50	Student
<input type="checkbox"/>		Open	G	Cas rgas	4	30	-	-	-	-	Student
<input type="checkbox"/>		Open	O	Cec	4	39	38.00	-	-	38.00	Student
<input type="checkbox"/>		Open	H	Cer	4	39	26.50	-	-	26.50	Student

## Supervisor Tools – Students with Multiple Positions

**Last Pay Period Time Entries - Students with Multiple Positions (click to approve)**

1 of 2 375 Rows Approving Time Entries Timesheet Dates: 03/20/2022 - 04/02/2022 Columns (1) (2)

Grouped By	Date	Start	End
Employee Ni...le			
Position LEAD Fellow Student Intern			
	03/22/2022	10:30a	
	03/24/2022	10:30a	
	03/28/2022	09:00a	

- To review student employees with multiple positions click the name of the widget.
- Click the icon (Edit Timesheet) to view details.
- Supervisors should only approve time for the position you supervise.***
- All times are correct, check only supervised position and click Approve or Reject.

**← Approve Time Entries**

Page 1 of 2 1 - 200 of 379 Rows Current view Timesheet Dates: 03/20/2022 - 04/02/2022 Columns (1) (2)

Grouped By	Date	Start	End	Hours	Day ...	Manager 1 Name	Manager 2 Name
Employee Be...yneh				10.50			
Position Student Human Resources Assistant				6.50			
	03/23/2022	12:30p	03:00p	2.50	2.50	Rii 281)	Bet 20001...
	03/29/2022	12:30p	04:30p	4.00	6.00	Rii 281)	Bet 20001...
Position Student Tutor, Math, Statistics, Computer Science				4.00			
	03/22/2022	09:40a	11:40a	2.00	2.00	Rii 281)	Bet 20001...
	03/29/2022	09:40a	11:40a	2.00	6.00	Rii 281)	Bet 20001...

# Supervisor Tools – Time Off Requests

- Click the name of the widget to review Time Off requests.
- Click the hand icon (View Time Off Counts) to view balance details.
- Check the employee to Approve or Reject.

Time Off Requests (click to review)

Expression: 03/18/2022 - 01/26/2023

1 of 1 Open Time Off Requests (1)

42 Rows

Date Requested	Requested Weekday	Actions
03/24/22 (17)	Thursday	...

All Open

Page 1 of 1 1 - 42 of 42 Rows Saved: Open Time Off Requests

Expression: 03/18/2022 - 01/26/2023 (1)

Grouped By	Date Request...	Requested W...	Time Off	Com.	From	To	Hours	Workflow Sta...	Submitted
Employee li	03/24/22 (18)	Thursday	Student Sick		03/24/2022 07:00p	03/24/2022 10:00p	3.00	Created	03/28/2022 09:30a
Employee ie	04/02/22 (2)	Saturday	Vacation		-	-	8.00	Created	03/31/2022 03:36p
Employee ISR	04/27/22 (1)	Wednesday	Float Holiday/FMLA Float Holiday		-	-	8.00	Created	03/09/2022 02:38p
	04/18/22 (1)	Monday	Vacation/FMLA Vacation		-	-	8.00	Created	03/09/2022 02:38p
Employee Fey	04/25/22 (2)	Monday	Vacation		-	-	8.00	Created	03/28/2022 05:15a
	04/24/22 (2)	Sunday	Vacation		-	-	8.00	Created	03/28/2022 05:13a
Employee s	04/01/22 (17)	Friday	Vacation		-	-	8.00	Created	03/24/2022 09:38p
	04/02/22 (2)	Saturday	Vacation		-	-	8.00	Created	03/24/2022 09:38p
Employee Ro	05/27/22 (1)	Friday	Float Holiday		-	-	8.00	Created	03/28/2022 02:42p

## Supervisor Tools – Supervisor Help

?

Supervisor Help

• **Delegate Timesheet Approval**  
Click Add new. Select another supervisor. Workflow Type: All Workflows. Choose Date from/to. Click Add

• **Approving on behalf of someone else?**

• When you are unable to respond to approvals (e.g. vacation, out of office, leave), you need to set up a delegated approver.

• A delegated approver should be current supervisor and can fulfill the approvals in your absence.

← Delegations

Page 1 of 1 0 Rows Saved: [System]

Columns (1) (1)

Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	Date From	Date To
starts with	=	starts with	starts with	=	=	=	=

No Data to Display

Workflow Delegation

Delegate To \*

Juirk

Workflow Type \*

All Workflows

Date From \*

04/01/2022

Date To \*

04/15/2022

Workflow Group

Choose...

CANCEL

ADD

20

## Questions

- **HR Website:** [sites.augsburg.edu/hr](https://sites.augsburg.edu/hr) *\*Check here first!*
- [payroll@augsborg.edu](mailto:payroll@augsborg.edu)  
Time entry, Payroll issues (payment, tax, direct deposit, etc.)
- [hr@augsborg.edu](mailto:hr@augsborg.edu)  
Benefits questions, Forms, Hiring, General HR issues
- [studentemployment@augsborg.edu](mailto:studentemployment@augsborg.edu) (Non-payroll issues)