SUPERVISOR’S ONLINE WORK STUDY TIME SHEET INSTRUCTIONS

Supervisors have until 1pm to enter hours for students and approve time sheets for payroll processing.

2. Click on the “EWS” icon.
3. Click on “College Work Study Time Sheet Manager Approval” link.
4. A list of all employees in the Timekeeping Location (TKL) will appear. If the employee has entered their time, the date and time stamp will be reflected. If there are no changes necessary, click on the “Approve Timesheet” button.

**College Work Study Time Manager Approval**

Select Another Timekeeping Location

Printer Friendly Time Manager List

The Printer Friendly Time Manager List will open in new window. Select File > Print, CTRL+P, or click on the Printer icon on your browser toolbar. Click on the “X” on the tab or “Close Window” link at the bottom of the page to exit.

<table>
<thead>
<tr>
<th>Timekeeping List</th>
<th>Dept Name</th>
<th>Dept Num</th>
<th>Pay Period</th>
<th>Pay Begin Date</th>
<th>Pay End Date</th>
<th>Time Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>280</td>
<td>Philosophy</td>
<td>1R10</td>
<td></td>
<td>04/21/2019</td>
<td>04/30/2019</td>
<td>06/20/2019</td>
</tr>
</tbody>
</table>

Name | CWID | View/Update Emp Time | Message | Job/Asgn Position | Time Description | Time Hours | Total Hours | Emp Upd Stamp | Mgr Upd Stamp | Mgr Appr Stamp | Hrs Bal |
---|-----|----------------------|---------|-------------------|------------------|------------|-------------|---------------|---------------|----------------|---------|
|     | View/Update Time     | Employee did not enter time. | W 004 0000001 |                   |                 | 0.00       |             |               |               |                | 70.18   |
|     | View/Update Time     | Employee did not enter time. | W 004 0000001 |                   |                 | 0.00       |             |               |               |                | 46.68   |
|     | View/Update Time     | Employee did not enter time. | W 004 0000001 |                   |                 | 0.00       |             |               |               |                | 12.18   |
|     | View/Update Time     | Employee did not enter time. | W 004 0000001 |                   |                 | 0.00       |             |               |               |                | 122.93  |

Please note that this is test system and is to be used for demonstration purposes only. When your EWS Time records become available in the production system, Please go to:

https://news.loyno.edu
to post your time.

Approve Timesheets

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5. If changes are required or the employee missed their 10am deadline, the manager must enter their time by clicking on the “View/Update Time” link for that employee. The link will open that employee’s time sheet.
6. All hours must be entered by the manager before clicking on the “Update Time” button.
7. A date and time stamp with your name indicates that you viewed or updated the employee’s time sheet.
8. This will post the approval time stamp and lock the employees from updating their time. If no time is entered on a time sheet, no approval stamp will be entered and you will get a message at the top of the page that some employees did not enter time.
9. When completed, click “EXIT” to close EWS.
10. Once the supervisors’ deadline is reached, all time sheets will be locked for processing and students and supervisors will have view only access.
11. Hours not entered by the supervisor’s 1pm deadline must be submitted using a paper time sheet and **DELIVERED IN PERSON** by 3PM on the deadline day to the Payroll Department located in Mercy Hall, Room 102. This paper time sheet must be signed by the supervisor!
12. After payroll processing, time sheets may be viewed by clicking on the “Time Sheet History” link.
13. A new time sheet for the next pay period will be available the day after payroll has been processed.
14. A “friendly email reminder” will be sent to students “my.loyno.edu” and approving supervisors’ email address about 3 days prior to the time sheet deadline.
1. Access the Online time sheet via [https://sso.loyno.edu](https://sso.loyno.edu).
2. Click on the “EWS” icon.
3. Click on the “College Work Study Time Sheet Entry” link.
4. Record your hours by rounding the minutes to quarter hour using decimal amounts. For Example: 15 minutes = 0.25, 30 minutes = 0.50, 45 minutes = 0.75 hour.

5. All time must be entered in the appropriate row for each day worked and by the deadline noted above your name.
6. When all time is entered, click on the “Update Time” button.
7. You should see a message that says “Your time has been successfully updated”
8. Click “Exit” to close EWS.

NOTE: If you have hours to submit and you miss the deadline OR you see a message saying “Your manager has already approved your time sheet,” you should immediately contact your supervisor or manager. They will need to enter your missing hours and approve your time sheet.

9. Supervisors have until 1pm to enter hours and approve time sheets before payroll is processed. After this 1pm deadline, all time sheets will be locked for processing and students and supervisors will have view only access.
10. Hours not entered by the supervisor’s 1pm deadline must be submitted using a paper time sheet and **DELIVERED IN PERSON** by 3PM on the deadline day to the Payroll Department located in Mercy Hall, Room 102. This paper time sheet must be signed by the supervisor!
11. After payroll processing, time sheets may be viewed by clicking on the “Time Sheet History” link.
12. A new time sheet for the next pay period will be available the day after payroll has been processed.
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