

SUPERVISOR'S ONLINE WORK STUDY TIME SHEET INSTRUCTIONS

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

1. Access the Online time sheet via <https://sso.loyno.edu>.
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

 Please approve all timesheets before 01:00 PM on 06/05/2019.

[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.

Timekeeping Loc	Dept Name	Dept Num	Pay Period	Pay Begin Date	Pay End Date	Time Due Date
280	Philosophy	11350	1R10	04/21/2019	05/18/2019	05/20/2019

Name	CWID	View/Update Emp Time	Message	Job/AsgID 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 000001			0.00				70.18
		View/Update Time	Employee did not enter time.	W 004 000001			0.00				46.68
		View/Update Time	Employee did not enter time.	W 004 000001			0.00				12.18
		View/Update Time	Employee did not enter time.	W 004 000001			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://hnews.loyno.edu>

to post your time.

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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 directly to the payroll department at payroll @loyno.edu.
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.

STUDENT ONLINE WORK STUDY TIME SHEET INSTRUCTIONS

1. Access the Online time sheet via <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.

College Work Study Employee Time and Attendance Record

 Please complete this timesheet before 06/05/2019 at 10:00 AM.

Employee Name:

Dept: 11350 - Philosophy

Location Code: 280

Job Title:

Total Hours Remaining to Work: 70.18

Start Date 04/21/2019 **End Date** 05/18/2019

Description	Total Hours	Sun.	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.
Week 1	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 2	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 3	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 4	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0.00							

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 directly to payroll at payroll@loyno.edu
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.
13. A "friendly email reminder" will be sent to your "my.loyno.edu" email address about 3 days prior to the time sheet deadline.