ADELPHI
U N I V E R S I T Y

How to Complete a Time Card - Student Employees

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SAMPLE STUDENT

You have accessed *CLASS* - the website where you can retreive your information, from wherever you have internet access.

Please make sure you exit out of your browser before leaving your workstation. This will protect the confidentiality of your records.

Click on the menu to the left, to access the desired information.

1. To view, update, or submit time cards, first log into CLASS through eCampus.

2. On the left-hand side menu, click on the My Time Cards link.

3. The next screen displays a **Time Card Summary**. The top of the screen displays your **Total WS Eligibility** (Federal Work Study eligibility) and **Total WS Earned** so far (if any) as well as the **Remaining Balance**, and **Total Non-WS wages Earned**. Please note: Federal Work Study calculations are based on the current *academic year*, while wages earned calculations are based on the current *calendar year*.

Time Card Summary

Printer-friendly page

*Federal Work Study amounts reflected are for the current academic year
*Campus employment amounts reflected are for the current calendar year

*Federal Work Study figures for the upcoming 2018-2019 academic year will be made available on September 28, 2018

Total WS Eligibility	$5,000.00
Total WS Earned	$5,000.00
Remaining Balance	
Total Non-WS Earned	$1,806.25

4. Time cards are automatically created and sorted by department and pay period. All **Unpaid Time Cards** will be displayed. The student below worked for one department, but if you have more than one job, each department will be listed as separate line items.

Unpaid Time Cards				
Department	**Pay Period**	**Timecard**	**Status**	**Notes**
HUMAN RESOURCES	07/22/2024 - 08/04/2024	849684	Approved	
HUMAN RESOURCES	08/05/2024 - 08/18/2024	852199	Open	

5. To enter hours worked, click on the Timecard number you wish to adjust, such as number 852199 in the example above. You can only update time cards whose status is "Open". Once a time card has been submitted to your supervisor, it can be viewed but cannot be changed. Possible statuses for unpaid time cards are:

   a. Open – You will be able to enter time and make edits to this time card.
   b. Submitted – This time card has been submitted to your supervisor for review, and you can view, but no longer make changes.
   c. Approved – This time card has been approved by your supervisor, and has been sent to the Payroll Department. No changes can be made to this time card.
   d. Rejected – This time card has been rejected by your supervisor, and you will need to make any needed changes and resubmit the time card.
   e. In Process – This time card has been received by the Payroll Department who is processing your payment.

6. After selecting a time card to update, the **Time Card** entry screen is displayed with detailed instructions on how to enter your data. The bottom half of the screen displays the actual time card as shown here with your supervisor's name, the department and the current base rate.

Supervisor: JANE FISHER | Department: HUMAN RESOURCES | Base Rate: $16.00

Click on name to email your supervisor

Date ⌄		Start Hour ⌄	00 ⌄	AM ⌄	End Hour ⌄	00 ⌄	AM ⌄	ADD

Date	Time In	Time Out	Hours	Rate		Date	Time In	Time Out	Hours	Rate	
08/05/2024	09:00am	02:00pm	5.00	16.00	Edit	08/06/2024	09:00am	02:00pm	5.00	16.00	Edit
			Total: 10.00								

Submit to Supervisor | CONFIRM SUBMIT ☐

7. The new entry is located directly under the Supervisor's name. To add a new entry, click on the **Date** drop-down, and select the date worked. Only dates in the corresponding pay period will be displayed. Select the **Start Hour** and minutes, and **End Hour** and minutes, making sure you correctly select **AM** or **PM** for each. When you are done with your selections, click the **ADD** button. The new entry will appear in the time card grid, with your hours and base rate.

8. If you need to edit or delete a current entry, click on the **Edit** button next to the entry you need to modify.

9. The next screen displays the detail of the time card and allows you to change the **Date**, **Time In**, and **Time Out**. Once you are done, click the **Save** button. To undo your changes, click the **Reset** button.

You can delete the entry by checking the confirm delete box, and then clicking on the Delete button.

Please note: *Once a time card has been submitted it CANNOT be changed.*

10. At the end of the pay period, the last step is to submit your completed time card. Once you are satisfied with your entries for the pay period, check the **CONFIRM SUBMIT** box, and click the **Submit to Supervisor** button.

Date	Time In	Time Out	Hours	Rate		Date	Time In	Time Out	Hours	Rate	
08/05/2024	09:00am	02:00pm	5.00	16.00	Edit	08/06/2024	09:00am	02:00pm	5.00	16.00	Edit

Total: 10.00

Submit to Supervisor | CONFIRM SUBMIT ☑

11. Once your time card is submitted, your supervisor has the ability to approve or reject it. If your supervisor rejects your time card for any reason, the status will change to "Rejected" and you will have the opportunity to resubmit the time card. Any notes entered by your supervisor will also display.