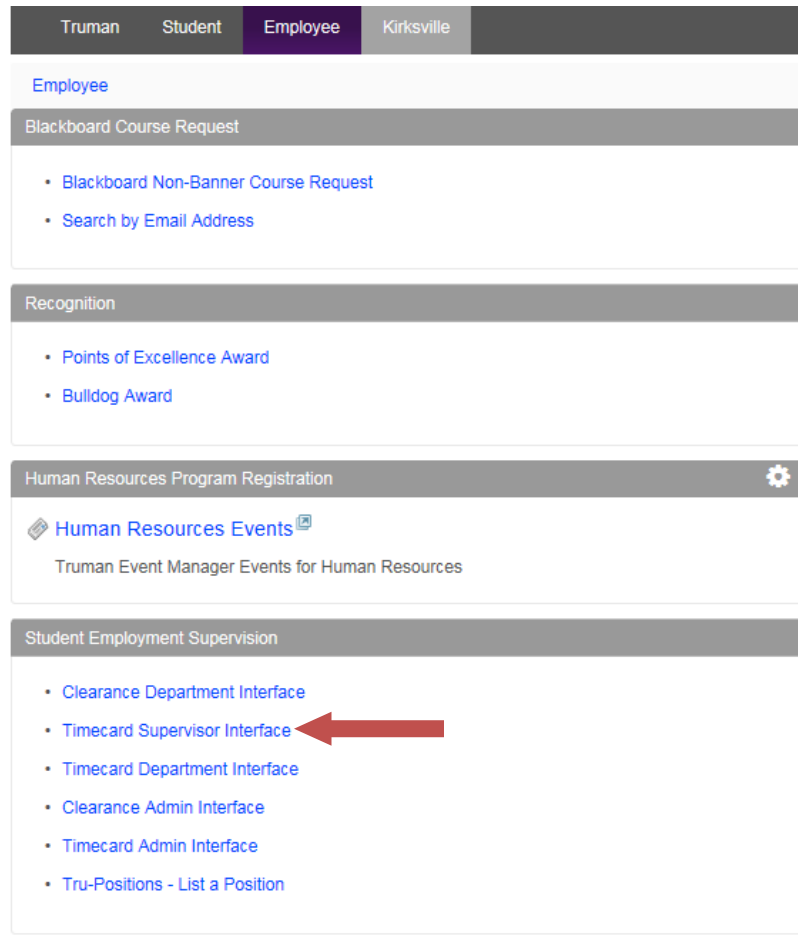


HOW TO ADD HOURS AFTER 30 DAYS ON-CAMPUS

The iClearance timecard system prevents students from entering hours for dates older than 30 days. If a student fails to enter their hours within 30 days, the supervisor will have to enter them on the student's behalf.

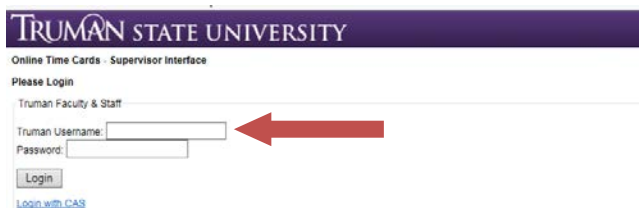
1. Log in to TruView
2. Click "Employee" Tab
3. Click "Timecard Supervisor Interface"



The screenshot shows the TruView interface with the 'Employee' tab selected. The navigation bar includes 'Truman', 'Student', 'Employee', and 'Kirksville'. The main content area is divided into several sections:

- Employee**
- Blackboard Course Request**
 - [Blackboard Non-Banner Course Request](#)
 - [Search by Email Address](#)
- Recognition**
 - [Points of Excellence Award](#)
 - [Bulldog Award](#)
- Human Resources Program Registration** (with a gear icon)
 - [Human Resources Events](#) (with a calendar icon)
Truman Event Manager Events for Human Resources
- Student Employment Supervision**
 - [Clearance Department Interface](#)
 - [Timecard Supervisor Interface](#) (indicated by a red arrow)
 - [Timecard Department Interface](#)
 - [Clearance Admin Interface](#)
 - [Timecard Admin Interface](#)
 - [Tru-Positions - List a Position](#)

4. Log in with your Truman username and password. Be sure to use your username, not your email address.




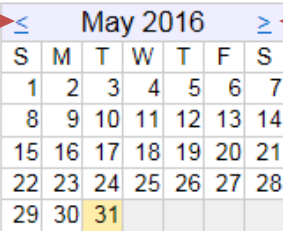

The screenshot shows the login page for the Truman State University Online Time Cards - Supervisor Interface. The page title is "TRUMAN STATE UNIVERSITY Online Time Cards - Supervisor Interface". Below the title, it says "Please Login". There are two input fields: "Truman Faculty & Staff" and "Truman Username:". A red arrow points to the "Truman Username:" field. Below the input fields is a "Login" button and a link for "Login with CAS".

5. Select a month



Online Time Cards - Supervisor Interface

Select a Month:

Previous Month    Next Month

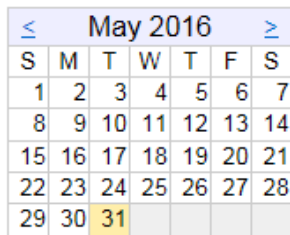
May 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6. Select a student by clicking their name




Online Time Cards - Supervisor Interface

Select a Month:



May 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select a Student:



Name	ID	Budget	# Jobs	# Submitted	# Approved
			2	1	0

[Logout](#)

7. Select the appropriate month and day



To enter hours, click on the appropriate day, highlight the hours you worked, then click submit.

If you are working more than one job, there will be more than one column, so be sure that you are adding hours under the correct t

Timecards should be submitted at the end of each month.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8		10	11	12	13	14
15		17	18	19	20	21
22		24	25	26	27	28
29		31	1	2	3	4

May, 2016 Total:	0.00	\$0.00
Spring 2016 Total for this Position:	57.25	\$437.96
Spring 2016 Total for all Positions:	57.25	\$437.96

has not yet submitted this timecard

8. Highlight the hours worked and click the “Update” button

5/24/2016 - Tuesday

10 hours for (I)

7:15 AM - 7:30 AM

7:30 AM - 7:45 AM

7:45 AM - 8:00 AM

8:00 AM - 8:15 AM

8:15 AM - 8:30 AM

8:30 AM - 8:45 AM

8:45 AM - 9:00 AM

9:00 AM - 9:15 AM

9:15 AM - 9:30 AM

9:30 AM - 9:45 AM

9:45 AM - 10:00 AM

10:00 AM - 10:15 AM

10:15 AM - 10:30 AM

10:30 AM - 10:45 AM

10:45 AM - 11:00 AM

11:00 AM - 11:15 AM

11:15 AM - 11:30 AM

11:30 AM - 11:45 AM

11:45 AM - 12:00 PM

12:00 PM - 12:15 PM

Position Totals: 2.00 hours

Update Cancel

9. Once you have entered all the hours for each month, the student will need to log in and submit each month’s timecard. After the student submits the timecard(s), you will need to log back in and approve each month before Financial Aid/Payroll will receive the hours.