

APPROVING STUDENT TIMECARDS OFF-CAMPUS

1. Go to <https://secure.truman.edu/businessoffice-s/payroll/icclearances3/timecard/supervisor/>
2. Log in with your email address and password

TRUMAN STATE UNIVERSITY

Online Time Cards - Supervisor Interface

Please Login

Truman Faculty & Staff

Truman Username:

Password:

Login

[Login with CAS](#)

OR

Off-Campus Supervisors

Email:

Password:

Login

[Forget your password?](#)

3. Select a month

TRUMAN STATE UNIVERSITY

Online Time Cards - Supervisor Interface

Select a Month:

Previous Month May 2016 Next Month

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				

4. Select a student by clicking their name

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Online Time Cards - Supervisor Interface

Select a Month:

Previous Month May 2016 Next Month

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	

Indicates a pending timecard for this month

[Logout](#)

5. Click on each day that has hours entered to verify the times worked

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Click or drag to highlight the times you worked for each position below. The highlighted cells mark the times you are finished, click "Update".

5/24/2016 - Tuesday

10 hours for

Time

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**

Total: 2.00 hours

Click to lock timecard and prevent the student from making changes to the day's hours

Daily Comments

10 hours for

[Add](#)

Click to add comments

- To add or remove time for this day, select or deselect the appropriate time intervals.
- Once you have reviewed the timecard for the day, click “Update” to return to the monthly timecard.

6. Click “Approve.” If a student is working more than one job under your supervision; i.e. scholarship or work-study, you will need to approve each of the timecards separately.

- S = Scholarship, W=Work-Study

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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 timecard.

Timecards should be submitted at the end of each month.

6 hours for (W) 10 hours for

Supervisor: [redacted]
 Department: [redacted]
 Student: [redacted]

May Interim 2016 (5/8/2016 - 5/28/2016) You are cleared for 10 hours per week.

has submitted this timecard 5/31/2016 8:26:06 AM

May, 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 2.00	10 2.00	11 2.00	12 3.00	13 3.00	14
15	16 2.00	17 2.00	18 2.00	19 3.00	20 3.00	21
22	23 2.00	24 2.00	25 2.00	26 3.00	27 3.00	28
29	30	31	1	2	3	4

May, 2016 Total: 25.00 \$191.25
 May Interim 2016 Total for this Position: 25.00 \$191.25
 May Interim 2016 Total for all Positions: 25.00 \$191.25

You need to approve 1 timecard(s)