Online Timecard Information

How do I access my timecard?

To access your online timecard, log in to TruView and click on the Student tab. In the Student Employment box, click "Student Timecard." Be sure to click on the appropriate tab if you are cleared for more than one job; scholarship jobs will have an "S" listed after the supervisor name, "I" represents Institutional, and "W" means work-study.

How do I add my hours to my online timecard?

Once you have accessed your timecard, click on the appropriate day and highlight the hours you worked. When you are finished entering hours, click submit. If you are working more than one job, there will be more than one column, so be sure that you are adding the hours under the correct timecard.

Do I have to submit my timecard online?

All students must submit their timecards electronically.

When should I submit my timecard?

Timecards should be submitted at the end of each month. If you are working more than one job, you must submit each timecard individually.

How long do I have to enter my hours online?

Although it is recommended that you enter your hours at the end of each shift, you will have access to enter hours on a timecard that has not been submitted for 30 days. If you need to add hours older than 30 days, your supervisor will have to add the time for you and then you will need to go back in and submit your timecard for that month.

How do I access a previous month's timecard?

To access a previous month's calendar, click the previous month link on the top left of the timecard.

How do I check the status of my timecard?

To check the status of a timecard, simply log in and view that month's timecard. On the month view, you can see if the timecard has been submitted by you and/or approved by your supervisor. We do recommend that you check the status of each timecard at the end of the semester. *Hours will not count towards your scholarship service requirement if they are still pending your supervisor's approval, so it is very important that you take care of any problems prior to the end of the semester.*

Who should I contact if I have a problem with my timecard?

If you have a problem regarding your online timecard for Scholarship or Work-Study, you should contact the Financial Aid Office. If you have a problem regarding your online timecard for Institutional pay, you should contact the Payroll Office.