

Online Timecard Approval

1. Log in to MyDrury
2. Select Employee tab on the top of the screen.
3. Select Timecard Approval on the left-hand side.
4. Select the appropriate pay period. Note that students who are coded as Work Study will be in a different "Pay Group" than students that do not have a work study award. **Note: this does not necessarily mean the students wages are being charged to work study.**

Your Pay Groups		
Active Periods For Your Pay Groups		Current ▾
Pay Group	Active Periods	Status
Student-Staff/Federal Wrk Stdy	3/1/2014 - 3/31/2014	Overdue
	4/1/2014 - 4/30/2014	Past
	5/1/2014 - 5/31/2014	Closed
	6/1/2014 - 6/30/2014	Current

5. You will see a summary of the total number of hours entered for the month. Select the student's name to review the detail.

Pay Period Ending: 6/30/2014 (Current)							
Employee Info				Hours			
<input type="checkbox"/> Name	Position		Regular	Other	Off	Total	Final Status ?
<input type="checkbox"/> Katelyn Elizabeth Dougherty	Human Resources Office Assistant		13.75	--	--	13.75	Saved

[Contact Selected Employees](#)

[Submit Selected Timecards To Payroll](#)

Time Entry for this pay period closes: 7/3/2014 - Please submit all timecards before: 7/6/2014

When you select the student's name, you will see this screen. If you see an error prior to the end of the pay period, have the student correct it. If you see the error and there is no time for corrections, you may make the change yourself. **Please note that the student will no longer be able to edit his/her timecard once you make changes.**

Period Ending 6/30/2014 (Current)				
Total Period Hours:				
Regular Hours:	13.75			
Other Hours:	0.00			
Time Off Hours:	0.00			
Total:	13.75			
Warning: When an employee's time entries are modified by an approver, the employee will no longer be able to enter any other time entries for that pay period. Any additional time entry changes for the pay period will need to be made by the approver.				
Edit Hours / Add Comments				
Katelyn Elizabeth Dougherty's timecard for this period:				
	Clock In	Clock Out	Hours Type	Subtotal
Sun 6/1	-- --	-- --	--	--
Mon 6/2	9:00 AM	2:30 PM	Regular	5.50
Tue 6/3	9:00 AM	11:30 AM	Regular	2.50
Wed 6/4	9:15 AM	3:00 PM	Regular	5.75

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At the end of the month after the student has entered all the time he/she has worked, they should mark the timecard as "Final". This is reflected in the Status column.

Pay Period Ending: 6/30/2014 (Current)

Employee Info			Hours					Status
<input type="checkbox"/>	Name	Position	Regular	Other	Off	Total	Final	Status
<input type="checkbox"/>	Katelyn Elizabeth Dougherty	Human Resources Office Assistant	13.75	--	--	13.75		Saved

Contact Selected Employees

Submit Selected Timecards To Payroll

Time Entry for this pay period closes: 7/3/2014 - Please submit all timecards before: 7/6/2014

6. Once all of your students have finalized their timecards, check the box on the left side of their names and select "Submit Selected Timecards to Payroll". Please do this only once for each group (work study and non-work study student employees.) Note: Once you select "Submit Selected Timecards to Payroll" you will no longer be able to edit the timecard. This step is FINAL. If you have submitted a timecard with an error, you will need to email Julia Sandwell at jsandwell@drury.edu right away with the correct information.

Additional Notes:

- Students working in more than one department will need to select the appropriate timecard for the position for which they are entering time. Each position will have a tab at the top for the student to select. **Supervisors will only be able to see the time for the timesheet they are authorized to approve.**
- Supervisors may need to have an alternate approver in the event they are not available to approve their student's timecards. Email Crystal Ponder at cponder@drury.edu to add an alternate approver.
- While it is permissible to continue to also record time on a paper timesheet, **DO NOT** submit the paper timesheet to payroll in addition to the online timecard.
- Students have 3 days after the pay period ends to finalize their timecards. Once this date passes, students will no longer be able to edit their time. You will need to make any necessary changes prior to submitting the timecard to payroll. Please document why you edited a timecard in the comments section.
- Supervisors **ARE** able to submit timecards after the submission deadline. **HOWEVER**, they may not be processed if they are not submitted by the deadline. It is critical that you contact Julie Sandwell via email for instructions on proceeding if you have missed the submission deadline. You can see the status of each pay period as soon as you select "Timecard Approval".

Active Periods	Status
3/1/2014 - 3/31/2014	Overdue
4/1/2014 - 4/30/2014	Past
5/1/2014 - 5/31/2014	Closed
6/1/2014 - 6/30/2014	Current

Questions? Email Julie Sandwell at jsandwel@drury.edu

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