

Elon University Student Supervisor Web Time Entry Instructions

Elon University OnTrack: <https://ontrack.elon.edu>

Beginning March 12, 2010, students employed by Elon University will enter time worked and submit their timesheet for supervisor approval by using a web based process called Web Time Entry. This replaces the existing online student timesheet system. Paper timesheets should not be used.

Overview of web time entry:

- Students enter their hours worked throughout the pay period in OnTrack.
- When the pay period is complete, the student will 'electronically sign' and submit their time for supervisor approval (an email is sent to the **primary** supervisor telling them there is time that needs to be approved).
- The supervisor will review the student's time and either approve or reject it.
- If time is electronically signed **AND** approved, it is automatically submitted to the Payroll Office for processing.
- If time is rejected, the student will get an email from the supervisor with instructions to correct and resubmit.
- Supervisors can see and approve timesheets at any point during the payroll cycle. However, the student must electronically sign the timesheet in order to be paid.
- Once the deadline for student submission has passed, no changes can be made to the timesheet by the student.
- Student employees will have both a primary and alternate supervisor listed in the system. Either or both supervisors may review, edit, approve, or reject a timesheet. It is the **responsibility of the primary supervisor** to communicate to the alternate supervisor when the alternate supervisor should be approving timesheets in the primary supervisor's absence.
- For more information on how students should enter time, see the Student Web Time Entry Instructions document.



Note: Due to the move to a bi-weekly pay period, deadlines associated with submitting student timesheets to the payroll department have been tightened. The 14 day pay cycle begins on Thursday and ends on Wednesday.



Note: Once the pay cycle has ended, the student has until 11:59 pm on Thursday to submit their timesheet to their supervisor. **The supervisor has until the following Monday at noon to approve the timesheet.** For example, the pay period ends on Wednesday, April 7, the student has until 11:59 pm on Thursday, April 8 to complete the timesheet and submit it to their supervisor. The supervisor has until noon on Monday, April 12 to approve the timesheet.

Instructions for Approving Timesheets Using Web Time Entry

1 – Access student timesheets: Student time for positions you supervise as a primary or alternate supervisor can be accessed for review and approval through OnTrack at <https://ontrack.elon.edu>. Once logged in, click on **OnTrack for Employees**. Under the section labeled **Time Entry and Approval**, select **Time approval (for supervisors)** to access the student timesheets.



Financial Information

[My Budgets](#)
[Phone Billing Summary](#)

Time Entry and Approval

[Time entry](#)
[Time history](#)
[Time approval \(for supervisors\)](#)
[Employee history \(for supervisors\)](#)

Student employees will have both a primary and alternate supervisor listed in the system. Either or both supervisors may review, edit, approve, or reject a timesheet. Alternate supervisors will need to make a selection under “**Approve time entries on behalf of**” before the list of students will display.

Time approval (for supervisors)

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/20/10	03/05/10	03/08/10 12:00PM	[REDACTED]		Administrative Assistant/Accounts Payable Analyst	Accounting Administrative		83.00

Security Access Messages

None

Approve time entries on behalf of

Mrs. M. [REDACTED] ▼


SUBMIT

2 – Choosing a student timesheet to review: The **Time approval (for supervisors)** screen will display the students and positions for which you are listed as the supervisor.

Select the particular student for which you want to review time by clicking on the box in the column labeled “**Review Entry**” and then click on **SUBMIT**. You are strongly discouraged from checking the boxes in the “Approve” column on this screen without reviewing the detail time entry first. After you have reviewed and approved time for each student, the “**Approve**” column box on this screen should be checked for all students. This will allow you to see at a glance students you have not reviewed.

Note the pay period dates. You may view the time only for the pay periods that are open, which will usually consist of the last pay period, if it recently ended, and the current pay period.

Time approval (for supervisors)



Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	02/03/10	02/28/10	03/04/10 11:59PM			IWSP ST Accounting Administrative	Accounting Administrative		0.00
<input type="checkbox"/>	<input type="checkbox"/>	03/01/10	03/24/10	03/28/10 11:59PM			IWSP ST Accounting Administrative	Accounting Administrative		22.00

Security Access Messages

None

Approve time entries on behalf of

SUBMIT

3 – Reviewing time: After selecting the student for which you want to review time, the **Time Entry** screen will be displayed. Note the student and position information is displayed at the top of the screen. The review screen is a summary for each day worked during the pay period.

Notice the message “**Employee has electronically signed the time entry as complete**”. The message will change from No to Yes when the employee has electronically signed the timesheet.

You can change the hours entered by the employee, although we strongly suggest that be done in consultation with the employee, or at the least, that notice is provided to the employee of any changes with text in the “**Supervisor Comments**” box.

Time Entry

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
	IWSP ST Accounting Administrative	03/24/10	Student - Monthly Pay Cycle	Accounting Administrative		03/28/10 11:59PM

Date	Day	Regular Hours
03/01/10	Monday	2.00
03/02/10	Tuesday	
03/03/10	Wednesday	2.00
03/04/10	Thursday	
03/05/10	Friday	2.00
03/06/10	Saturday	
03/07/10	Sunday	
03/08/10	Monday	2.00
03/09/10	Tuesday	
03/10/10	Wednesday	2.00
03/11/10	Thursday	
03/12/10	Friday	2.00
03/13/10	Saturday	
03/14/10	Sunday	
03/15/10	Monday	2.00
03/16/10	Tuesday	
03/17/10	Wednesday	2.00
03/18/10	Thursday	
03/19/10	Friday	2.00
03/20/10	Saturday	
03/21/10	Sunday	
03/22/10	Monday	2.00
03/23/10	Tuesday	
03/24/10	Wednesday	2.00

Employee has electronically signed the time entry as complete: Yes

Supervisor Decision:

Enter E-mail Subject:

Supervisor Comments:

Employee's E-mail Address:

SUBMIT

4 – Approve time: From the review screen, choose from the drop down menu on the “**Supervisor Decision**” line to approve or reject the timesheet and then click on **SUBMIT**. You need to approve the hours to automatically send the timesheet to payroll for payment.

Employee has electronically signed the time entry as complete Yes

Supervisor Decision **Approve** ▾

Enter E-mail Subject

Supervisor Comments

Employee's E-mail Address

SUBMIT

If you choose to reject the timesheet, you must enter text in the “**E-mail Subject**” box and/or the “**Supervisor Comments**” box and an email will be automatically sent to the student employee with this information. Once the student has corrected the timesheet, electronically signed and re-submitted the timesheet, the supervisor will need to approve the timesheet.

Employee has electronically signed the time entry as complete Yes

Supervisor Decision **Reject** ▾

Enter E-mail Subject

Supervisor Comments

Employee's E-mail Address

SUBMIT