# Supervisor – Grad Students EmpCenter Quick Reference Card | March 2016

## Approving Timesheets

You can review your employees' timesheets at any point in the pay period, but you must approve timesheets at the end of the period. You will receive notification emails from EmpCenter when approvals are due.

Note: Grad Students only record sick leave and sub hours worked in EmpCenter, not regular hours worked. If the student did not use sick leave or work substitute hours, the timesheet will be blank. You are still required to approve blank timesheets for Grad Students.

1. Select Approve Time Sheets from the Dashboard.
2. On the Approve Time Sheets page, select your name to view your employees.
   Note: if another supervisor delegated their employees to you, you will see their name listed.
3. Click on an employee's row to view their timesheet.
4. The timesheet will open in a new window. You can edit the timesheet from this screen if needed. The process and functions are the same as changes made when viewing the timesheet from the Edit Employee Time page or Enter My Hours. See Editing Employee Time for more information.
   Note: Sub Hours Worked require comments that include the name of the person that was subbed for and the index to be charged.
5. If no changes were needed, select Close Time Sheet to close the window and return to the Approve Time Sheet page.

   If changes were made, select Save and Close to save your changes and close the window to return to the Approve Time Sheet page.
6. To approve the timesheet, check the box next to Approve in the Approval column.
7. Click Save Approvals to save your changes.
8. You'll receive confirmation that your changes have been save.

## Editing Employee Time

Supervisors have access to make changes on their employees' timesheets.

Please note EmpCenter will track all changes made on the timesheet, including the user id of the person making the change. In addition, EmpCenter will send an email notification to the employee when a change is made and an exception will display on the timesheet.

1. Select Edit Employee Time from the Dashboard.
2. Select your name to view your employees.
   Note: if another supervisor delegated their employees to you, you will see their name listed.
3. Select the employee from the list to view their timesheet.
4. Make any changes necessary to the timesheet – the function is the same as time entry using the Enter My Hours process (see the appropriate employee user guide for more details).
5. Save your changes.
6. You'll receive confirmation that the data was saved and you'll see the informational exception that someone other than the employee saved the timesheet.

**Training:**

http://mytime.oregonstate.edu/empcenter-training/supervisor-training

**Overview of Sick Leave and Substitute Hour Policy:**

http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/student-employment/graduate-sick-leave-faq.pdf