

Approve Student Timesheets




Students must enter the hours worked on a timesheet in SOLAR **every day that they work.**

**Authorizers** must “approve” or “deny” time sheet entries. It is recommended that this be done on the Thursday, immediately following the end of the pay period. This will afford the department 24 hours to reconcile any discrepancies with the student. Time sheet approvals submitted after Friday at 5:00 PM will be included in the next pay period, not in the current one.

You must be listed as an “Authorizer” on the assignment in order to approve timesheets for the student in that assignment. You will only have access to the student timesheets that you are authorized to approve.

When you are assigned as an “Authorizer” on an assignment(s) you are automatically given access to the **Student Time Sheets** links in SOLAR.



[Student Time Sheets](#)

[Approve Timesheets](#), [View FWS Balance](#), [List Not Approved Timesheets](#), [Timesheet History By Dept](#), [SA/FWS Payroll Period](#)

- Click the **Approve Timesheets** link

If you have a lot of students, it is recommended that you generate the **List Not Approved Timesheets** report so that you can see a list of all of the students that have timesheets waiting to be approved (this is explained in the **Reports** section of this manual).

**Approve Timesheets**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:

Department:

Assignment Number:

Account Code:

Job Type:

Name:

Department:

Case Sensitive

[Basic Search](#)

**Search Results**  
View All First

EmpID	Department	Assignment Number	Account Code	Job Type	Name
<a href="#">105043238</a>	<a href="#">84083500</a>	<a href="#">30012169</a>	<a href="#">84083500</a>	<a href="#">SA</a>	<a href="#">Salomon, Melissa A</a>
<a href="#">106126501</a>	<a href="#">84083500</a>	<a href="#">30021464</a>	<a href="#">84083500</a>	<a href="#">SA</a>	<a href="#">Kaufman, Elizabeth</a>

Enter your **Department ID** and click **Search**.

You will see a list of all students that you are authorized to approve timesheets for.

Select the student from the list by clicking it.

If the student is not listed either no time sheet exists or you are not an “authorizer” for this student.

**Note:** If you prefer you can pull up the timesheet for a specific student by entering the **EmpID** (Stony Brook ID) in this search box.

Each work date that has **not** yet been extracted by Student Payroll will be displayed:

Approve Time Sheet

DeptID: 86040300 General Library Public Service Assignment #: 30007797

EmpID: 100205019 Romero, Jean

Account to:  Max Hours/Week When Classes In Session: 40.00000

First  1-12 of 12  Last

	Time In Date MMDD/YYYY	Hour & Min In HH:MMAM	Hour & Min Out HH:MMAM	Entry From	Entry Date	Work Hours	Aprv Sts	Aprv Date	
1	04/12/2004	8:30AM	11:00AM	Web		2.50	A	07/08/2004	+
2	04/11/2004	5:00PM	10:00PM	Web		5.00	A	07/08/2004	+
3	04/09/2004	11:30AM	5:00PM	Web		5.50	A	07/08/2004	+
4	04/09/2004	8:15AM	11:15AM	Web		3.00	A	07/08/2004	+
5	04/08/2004	11:15AM	5:00PM	Web		5.75	A	07/08/2004	+
6	04/08/2004	8:30AM	11:00AM	Web		2.50	A	04/08/2004	+
7	03/31/2004	8:30AM	11:00AM	Web		2.50	A	04/08/2004	+
8	03/30/2004	8:30AM	11:00AM	Web		2.50	A	04/08/2004	+
9	03/28/2004	6:15PM	10:00PM	Web		3.75	A	04/08/2004	+
10	03/28/2004	2:00PM	5:45PM	Web		3.75	A	04/08/2004	+
11	03/27/2004	2:00PM	6:00PM	Web		4.00	A	04/08/2004	+
12	03/25/2004	8:30AM	1:00PM	Web		4.50	A	03/25/2004	+

Total Hours in Time Sheet: 45.25 Approve Whole Time Sheet:

For each row enter “A” to approve the time or “D” to deny the time.

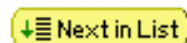
Or, at the bottom of the page, enter “A” to **Approve Whole Timesheet**.

At this point you can also make any necessary changes - edit the hours, change the approval status for a particular row, etc.

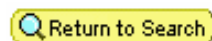
To insert a row and add an additional block of time click the “+”. To delete a row click the “-”.

Click **Save**.

Remember...if you deny or edit an entry you should speak to the student about it. The time sheet will not be processed by Payroll until all entries are approved.



To approve the next student’s timesheet (in the department list when you did the search) click the **Next in List** button



Or, click the **Return to Search** button to return to the *Find an Existing Value* page and search for a specific student.