

Student Employment: Timecard Validations

Purpose

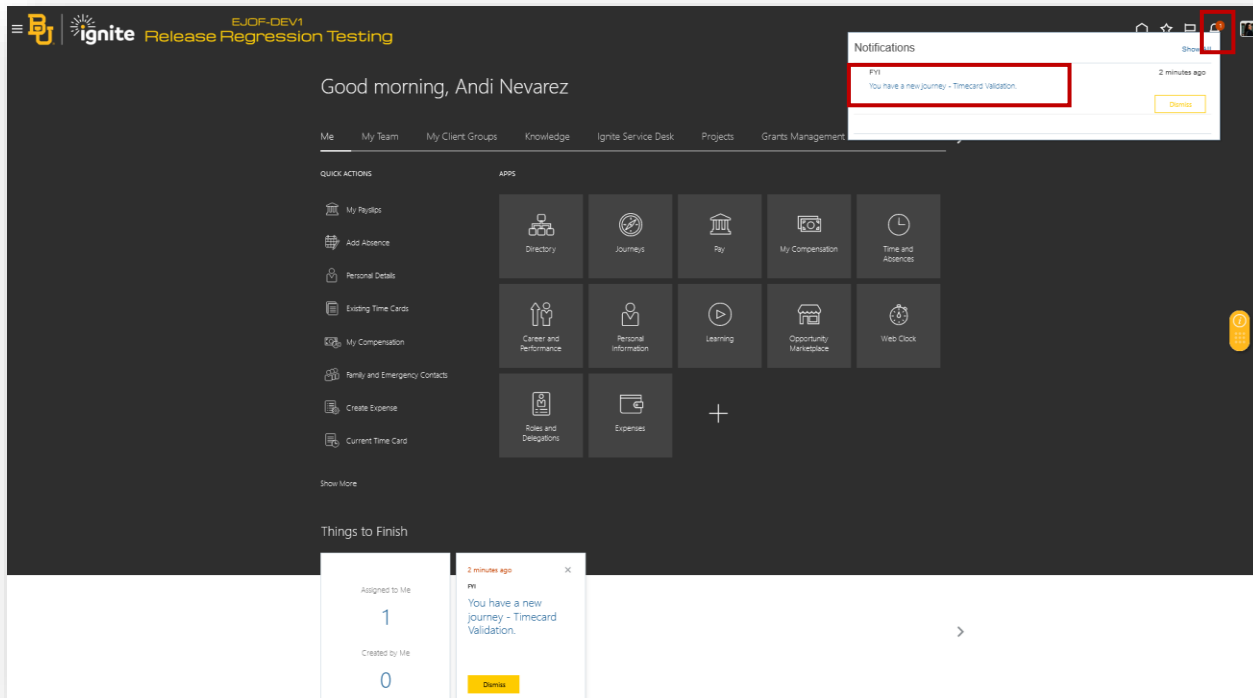
The purpose of this aid is to outline the steps of the Timecard Validation process within Ignite.

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1. Reviewing Timecard Validation in Bell Notifications

- Go to your Bell Notifications in the top right corner.
- Select the **Timecard Validation** Journey Notification.



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- c. A pop-up window will appear. Select **Start Journey**

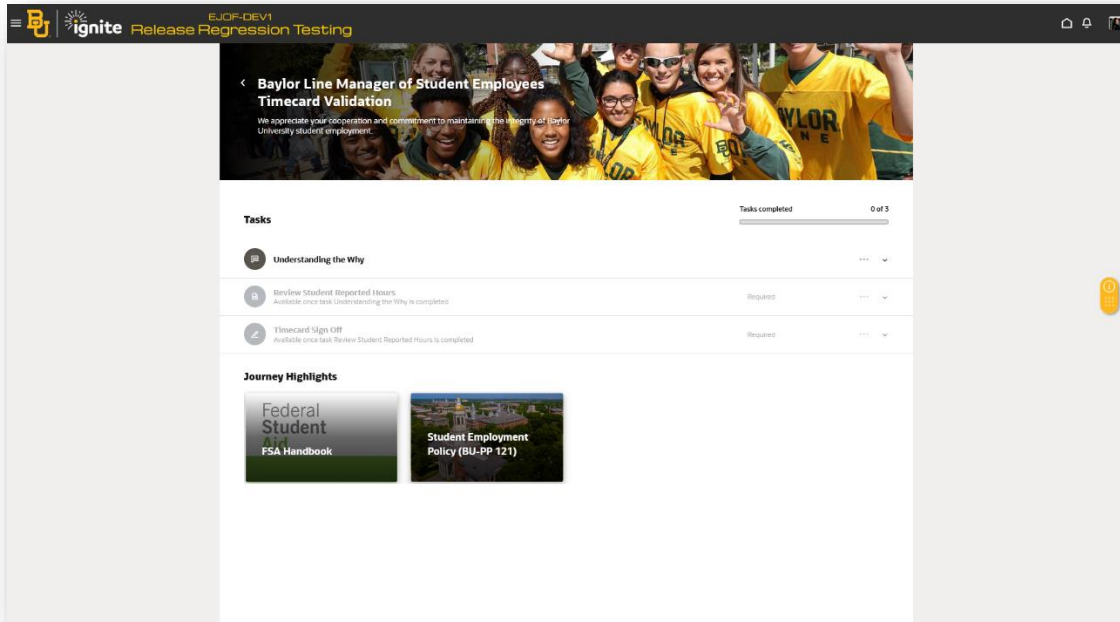


Note: If a window does not appear, please ensure that pop-up windows are allowed.

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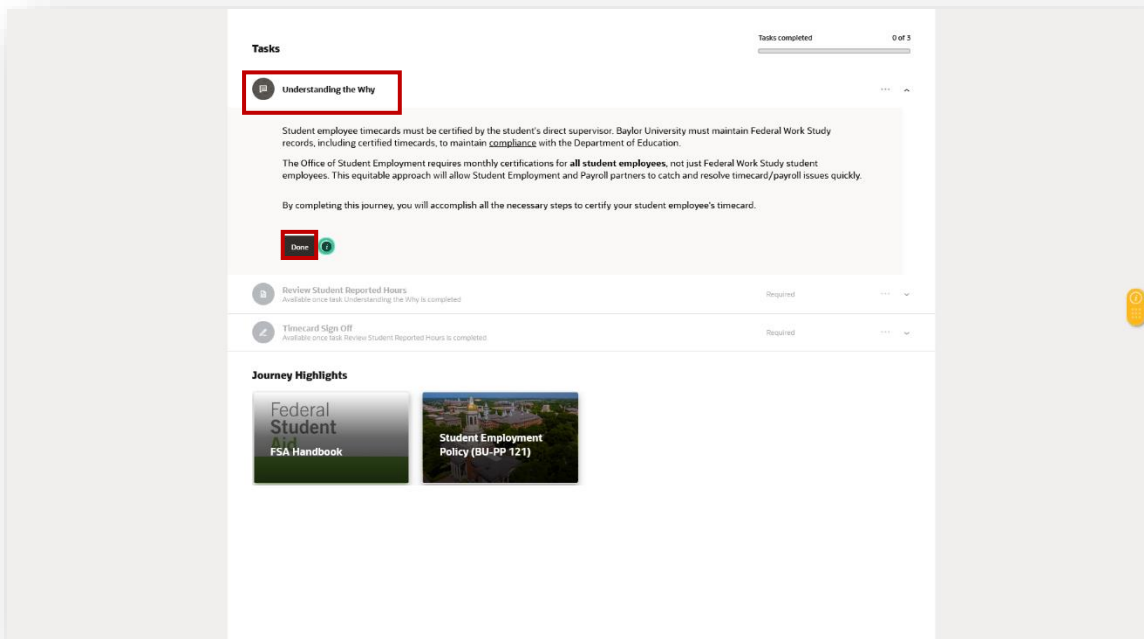
2. Completing the Timecard Validation Journey

Overview: Notice that there will be three tasks required to complete the Journey. The Tasks completed bar will fill as you complete each task. Once all three tasks are completed. The Journey is completed.



Understanding the Why

- Select **Understanding the Why** to expand the task.
- Read thoroughly and select **Done** to complete the task.



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Review Student Reported Hours

- Select **Review Student Reported Hours** to expand the task.
- Read the information provided.
- Select **Review Validation Report**.

The screenshot shows a task management interface with a progress bar at the top right indicating 'Tasks completed 1 of 3'. The main task is 'Review Student Reported Hours', which is highlighted with a red box. Below the task title, there is a detailed instruction: 'Please take a moment to review the report of work hours submitted by your student employees over the last month. If there is an error you identify during the Student Reported Hours validation, please take a moment to connect with Student Employment (student_employment@baylor.edu) and the Payroll Office (payroll_office@baylor.edu) to get this corrected. The blue URL titled Review Validation Report included below will drop you into the Hour Monitors Report. If you have identified delegates, please ensure the correct dates and information is displayed. For example, the date range below is 08/01/2024 to 08/31/2024 for a Line Manager that is validating August Payroll for all student workers.' Below this text is a screenshot of the Baylor University 'Reported Hours' page, which includes a search bar with fields for 'Person Number', 'Payroll Time Type', and 'Time Card End Date', and an 'Apply' button. Below the screenshot, there is a red box around the 'Review Validation Report' link. At the bottom of the task area, there is a 'Done' button and a 'More Actions' dropdown menu. Below the task area, there is a 'Timecard Sign Off' section and a 'Journey Highlights' section with a 'Federal Student' card and a small image of a building.

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The report will direct you to a new page where you can review your student working hours submitted for the month.

- d. Utilize both the **Manager** and **Department Name** filters to match your criteria.
- e. Select **Apply**
- f. Verify hours are all accurate.

Student Reported Hours Monitor Analysis

Person Number	Name	Assignment Number	Business Title	Assignment Status	Reported Hours	Payroll Time Type	Time Card End Date	Department Name	Manager
1000123456	Last Name, First	E1000123456 - 2	Administrative and Office Services, Student-2	Active - Payroll Eligible	14	Regular Hourly Earnings	08/17/2024	Human Resources	Nevarez, Andi
1000123456			Administrative and Office Services, Student-2	Active - Payroll Eligible	33.75	Regular Hourly Earnings	08/31/2024	Human Resources	Nevarez, Andi

[Refresh - Export](#)

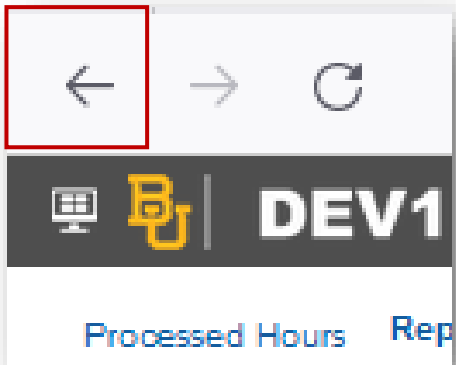
- g. If necessary, export the results of the report by clicking the **Page Options** icon in the top right corner. If not necessary, proceed to step h below.
- h. Select **Export to Excel**
- i. Select **Export Entire Dashboard**

Home Catalog Favorites Dashboards Create Open

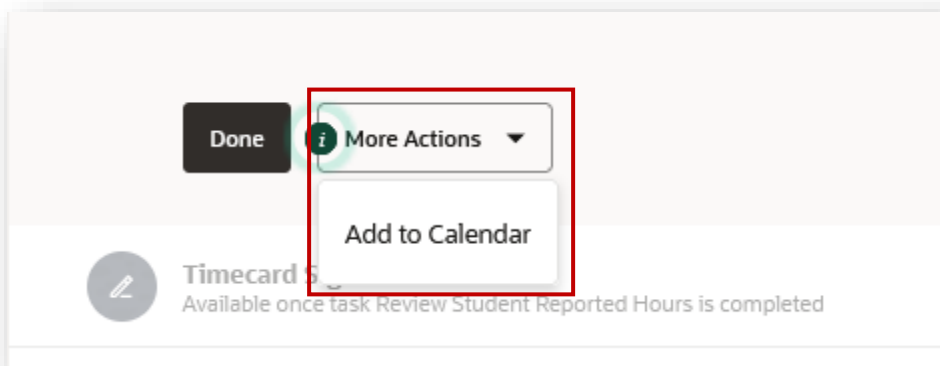
- Print
- Export to Excel
- Export Current Page
- Export Entire Dashboard
- Refresh
- Add To Briefing Book
- Create Bookmark Link
- Create Prompted Link
- Apply Saved Customization
- Save Current Customization...
- Edit Saved Customizations...
- Clear My Customization

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- j. Once hours are validated, use the back button on your window to return to the Journeys Task. Or, if a new window was opened, return to the Journeys window.

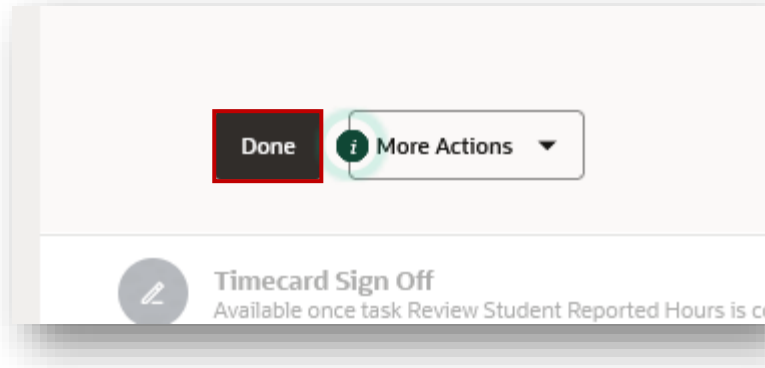


- k. After reviewing the hours monitor report, please do one of the following:
 - i. If meeting with a delegate prior to certifying the report is necessary, select **More Actions**, then **Add to Calendar** to set up a meeting. If an exported report is necessary for the meeting, please refer to steps e-g above.



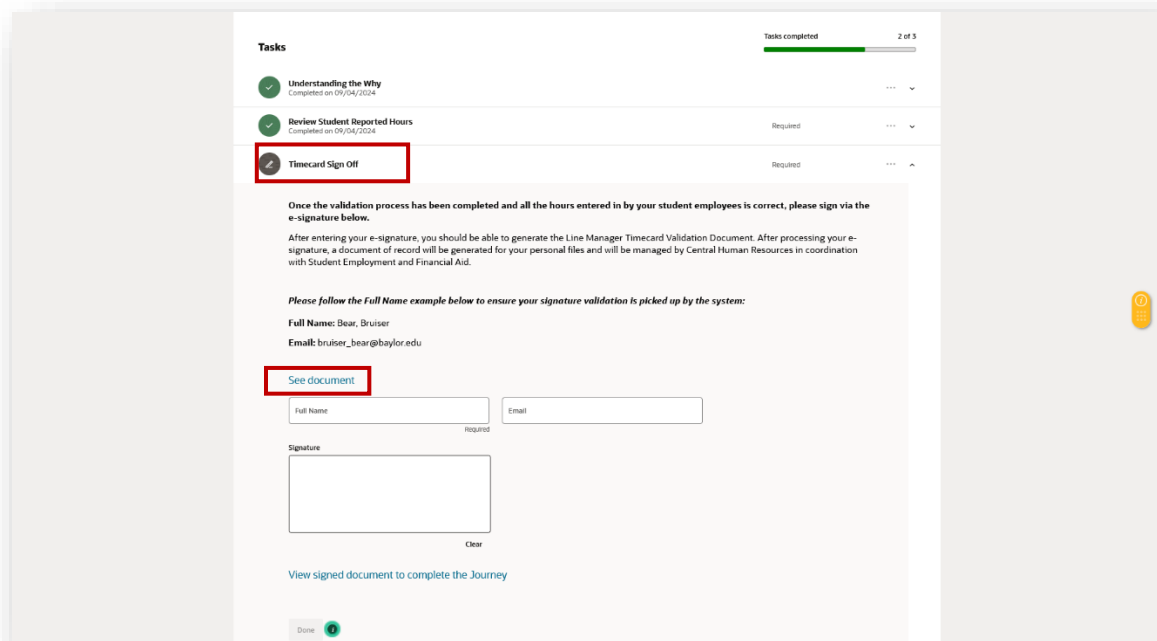
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- ii. If the hours appear to be incorrect, please email Student_Employment@baylor.edu to assist with getting the timecard(s) corrected. You may leave the task and come back to Journeys once the timecard(s) are corrected.
- iii. If meeting with a delegate is not needed and the hours appear to be accurate, select **Done**.



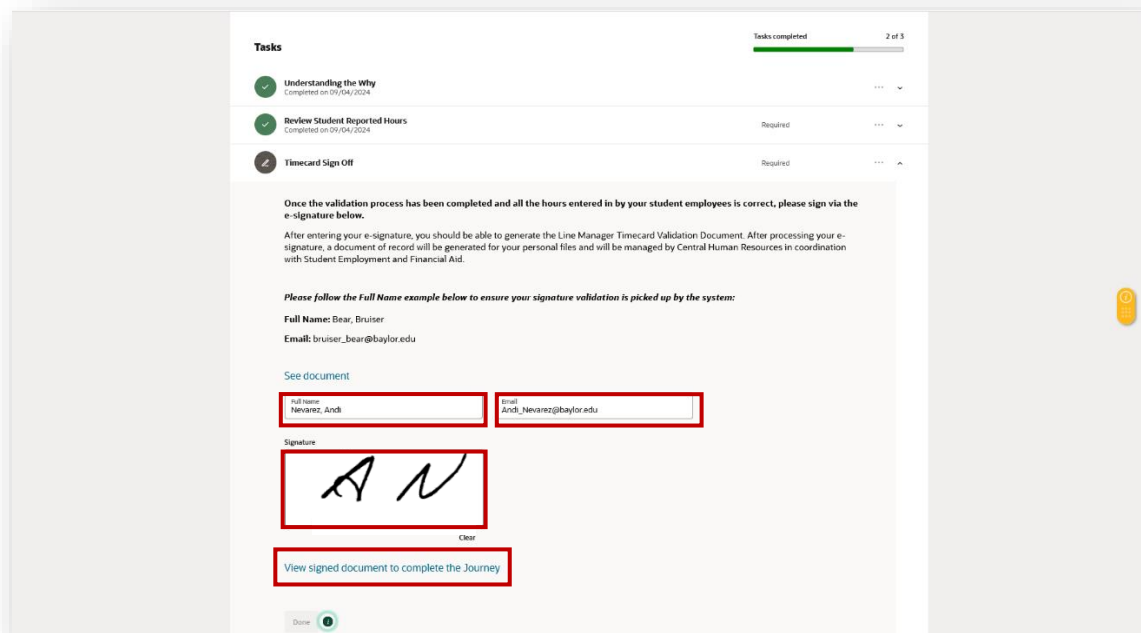
Timecard Sign Off

- a. Select **Timecard Sign Off** to expand the task.
- b. Read the information provided.
- c. Select **See Document** to review the document prior to signing.

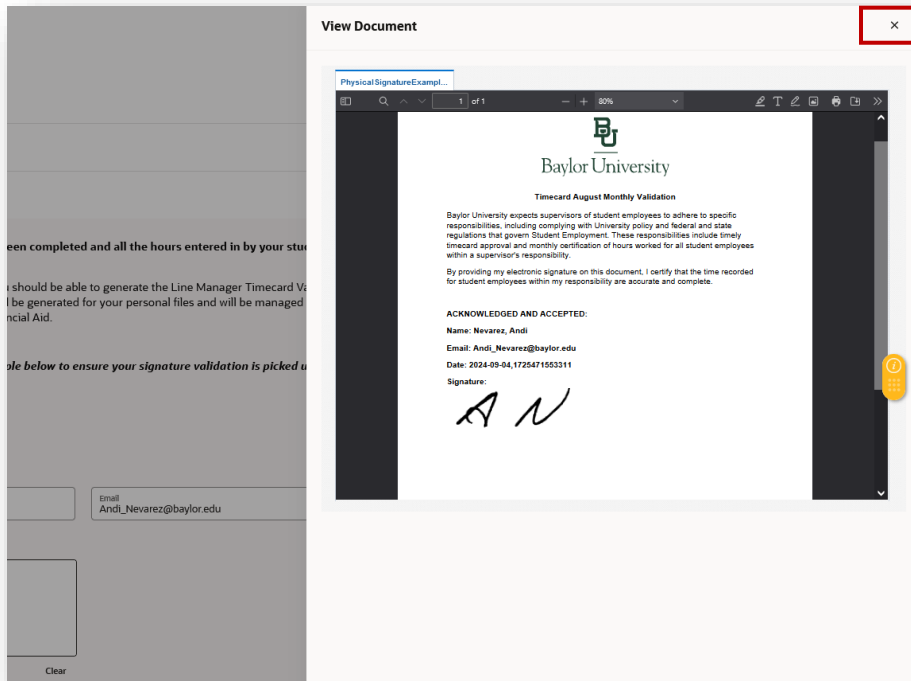


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- d. Sign **Full Name**, **Email**, and **Signature** in their respective boxes.
- e. Select **View Signed Document**.

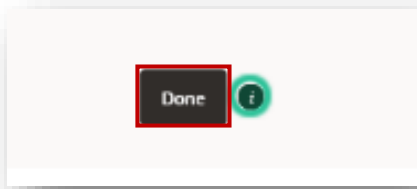


- f. The signed document will appear on the right side of your screen.
- g. Select the X once finished reviewing the document.

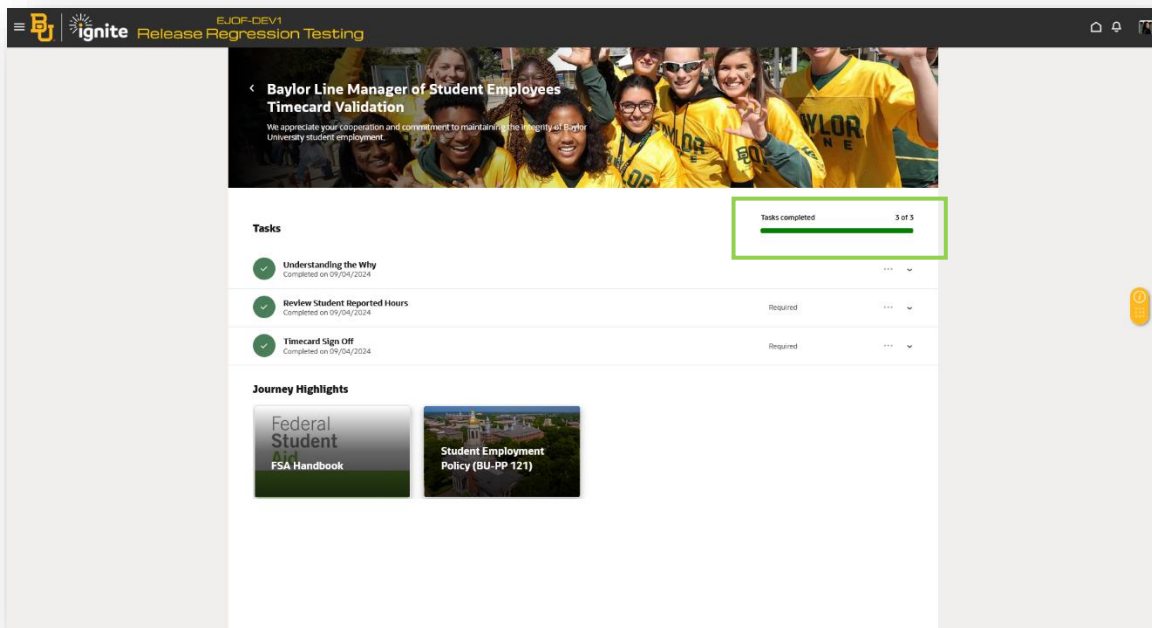


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h. Select **Done** to complete the task.



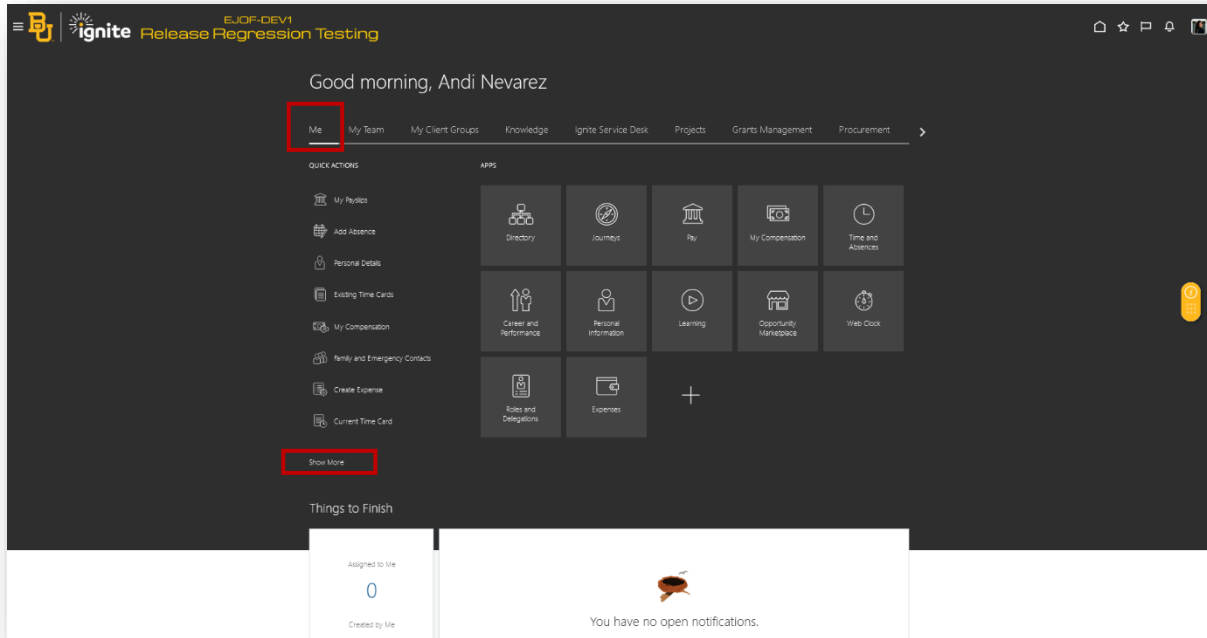
i. Once selecting Done, the tasks bar will show 3 of 3 completed, signaling the completion of the Timecard Validation.



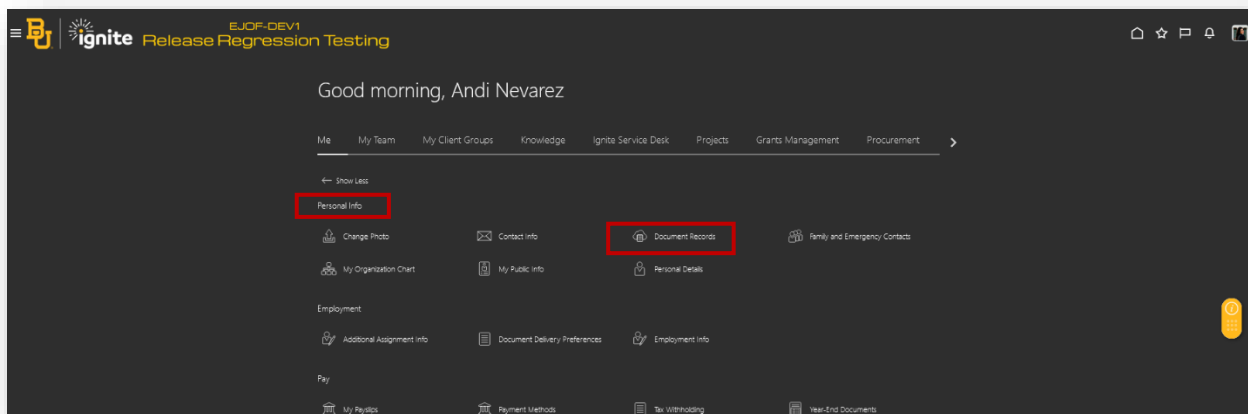
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3. Reviewing Completed Timecard Validation Documents

- a. On the Ignite Homepage, select the **Me** tab.
- b. Under Quick Actions, select **Show More**.



- c. Under **Personal Info**, select **Document Records**.



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- d. Apply filters (if necessary).
- e. Select the **icon** on the far-right side of the document.

The screenshot shows the 'Document Records' interface. At the top right, there are 'Download' and '+ Add' buttons. Below is a search bar and filter tabs: 'Hide Filters', 'Excluded', 'Payroll', 'Expired', 'Last Updated', and 'Today'. A 'Saved Search' section includes a dropdown for 'All Documents' and a 'Save' button. A 'Sort By' dropdown is set to 'Last Updated - Descending'. The main table has columns for 'Document Type', 'Name', and 'Last Updated Date'. The first row shows 'Timecard Agreement' for 'Timecard Sign Off' with a last updated date of '09/04/2024'. A red box highlights a small icon in the rightmost column of this row.

- f. Under **Attachments**, select the **pdf**.

The screenshot shows the 'Document Details' page. It displays metadata for the document: 'Document Type' (Timecard Agreement), 'Country' (All Countries), 'Category' (Compensation), 'Created From' (Allocated checklist tasks), 'Name' (Timecard Sign Off), 'Issued On' (09/04/2024), and 'Context Value'. Below this is an 'Attachments' section with a 'Preview' button and a link to 'Timecard Sign Off.pdf'. At the bottom, a file entry shows 'Timecard Sign Off.pdf (14.35 KB)' with a download icon and the text 'By Andi Nevarez on 09/04/2024 12:40 PM'.

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- g. The document will appear for viewing.

