Student Employment: Timecard Validations

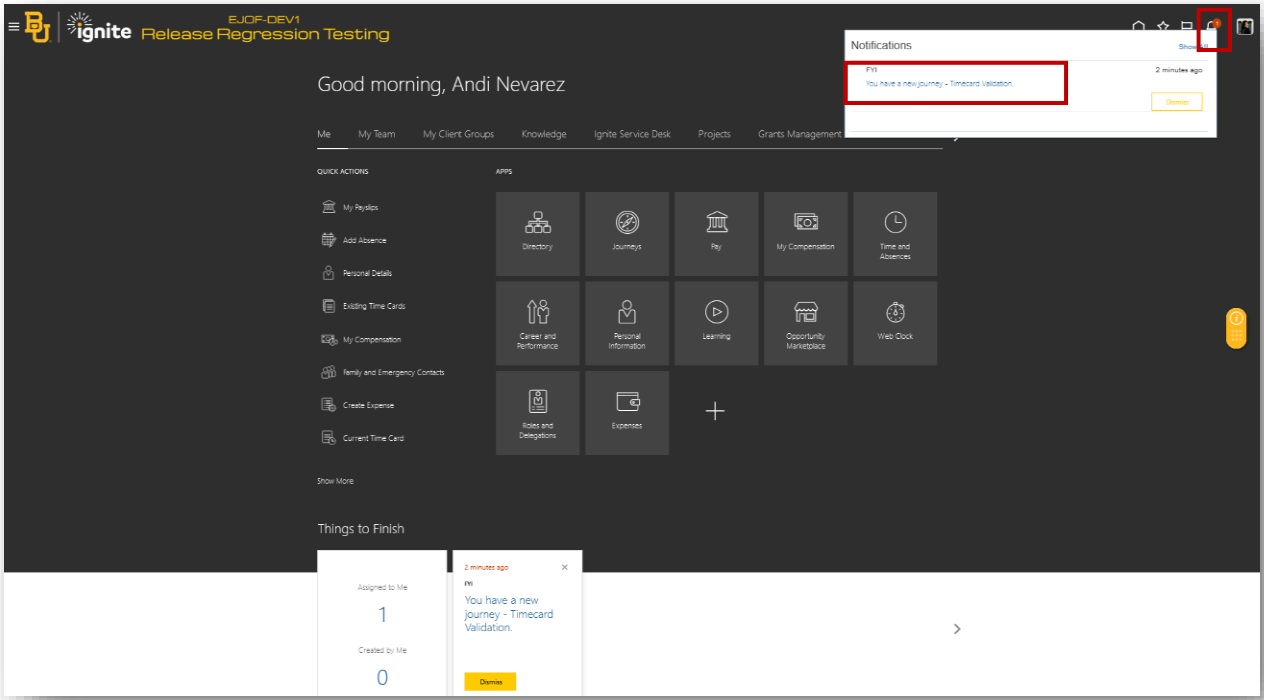
Purpose

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

Contents

1. Reviewing Timecard Validation in Bell Notifications

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

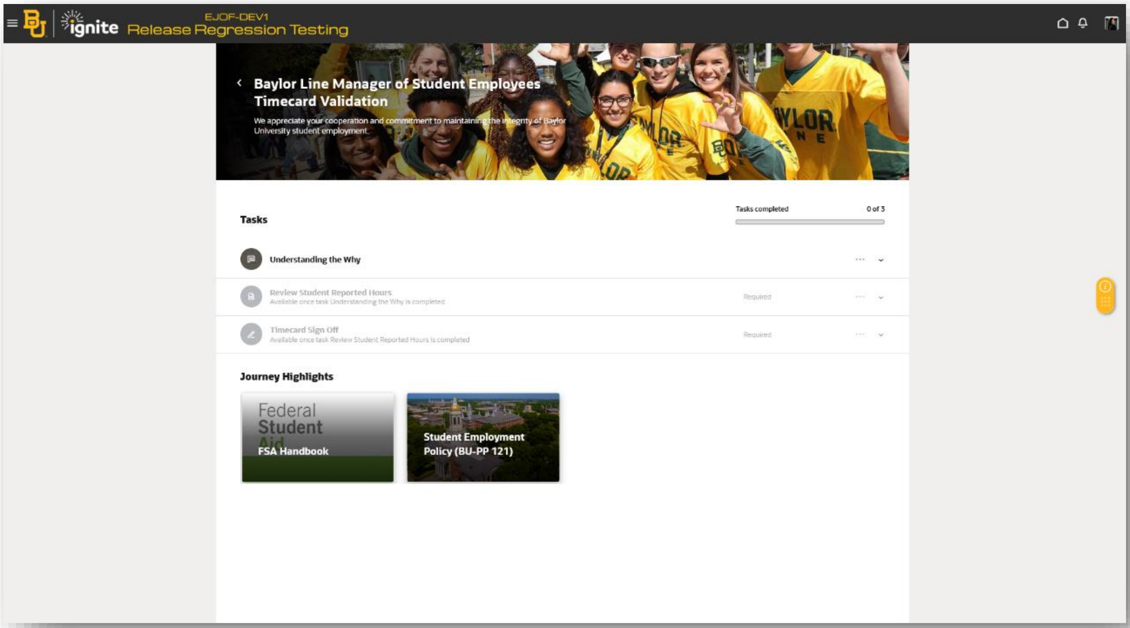


c. A pop-up window will appear. Select **Start Journey**

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

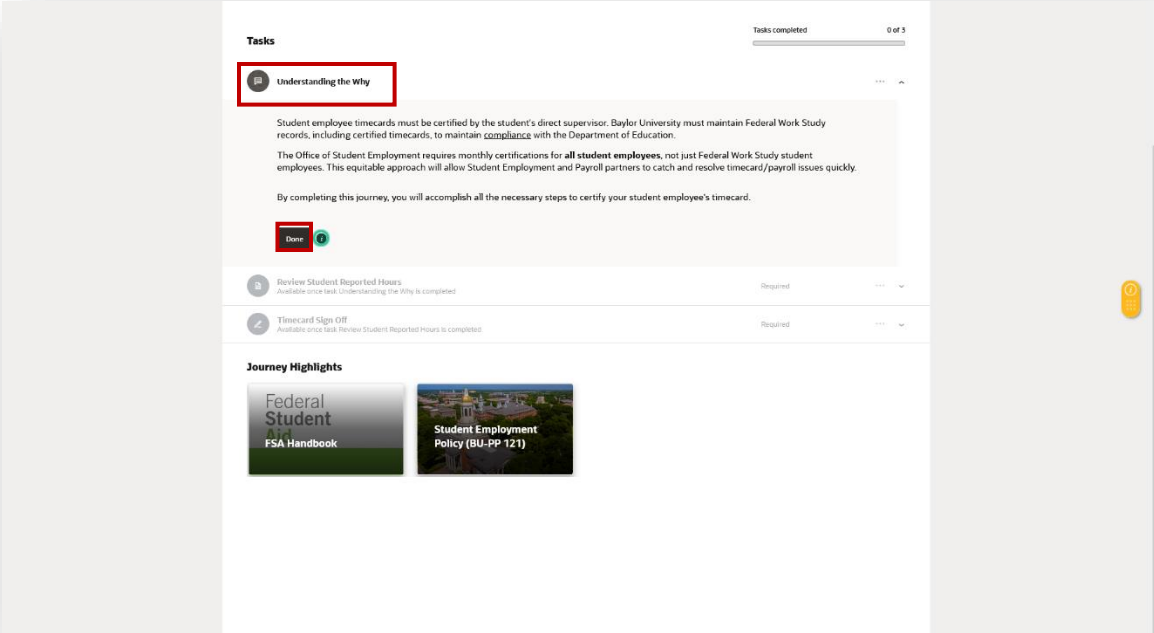
2. Completing the Timecard Validation Journey

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.



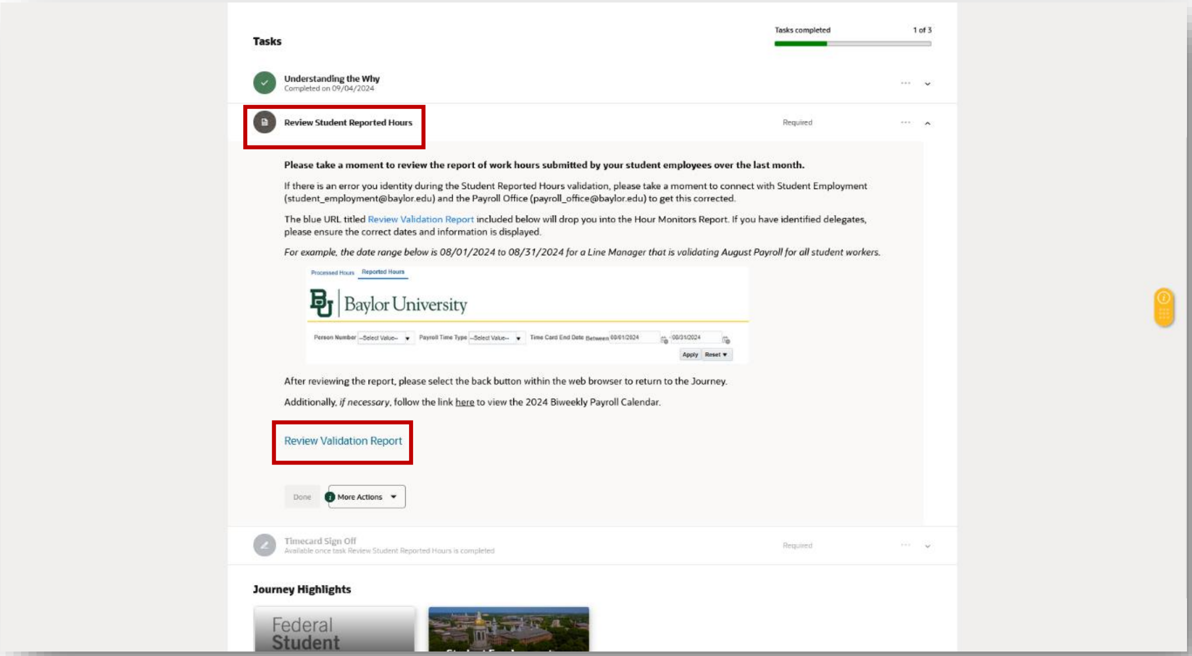
Understanding the Why

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



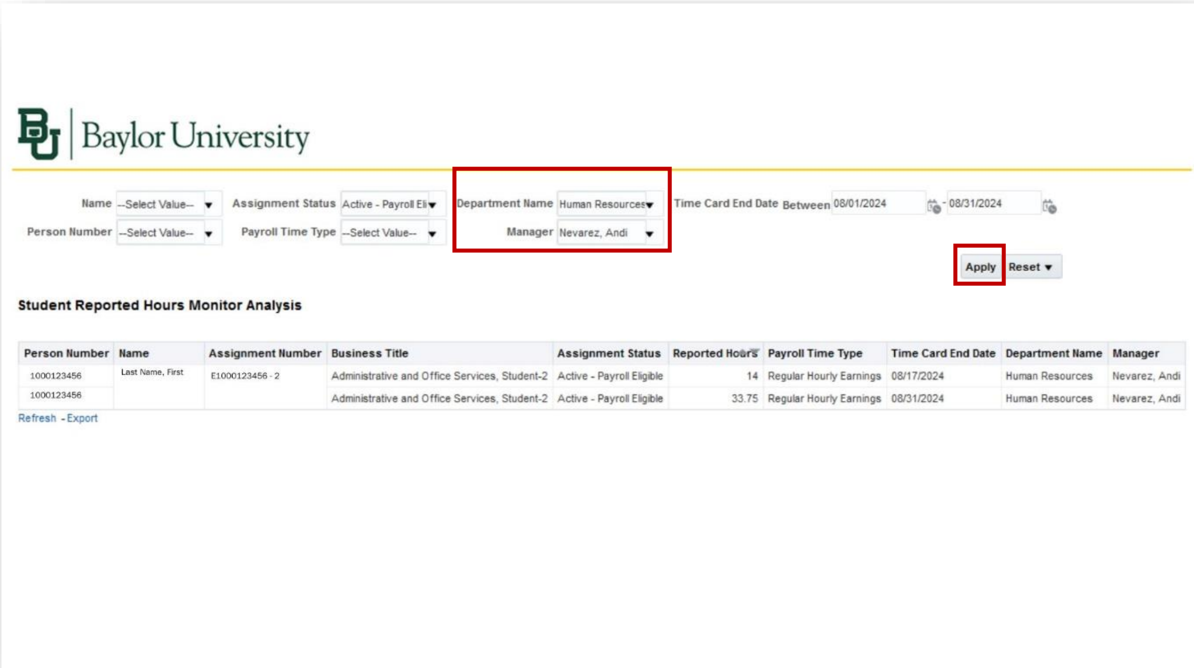
Review Student Reported Hours

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

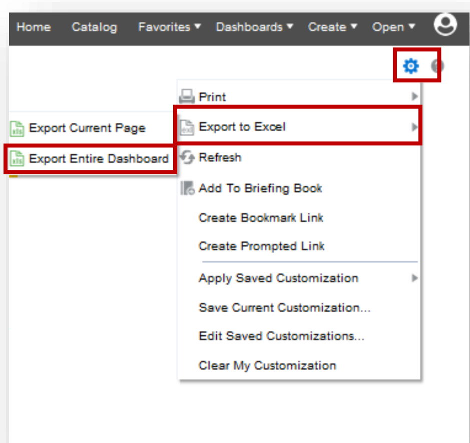


The report will direct you to a new page where you can review your student working hours submitted for the month.

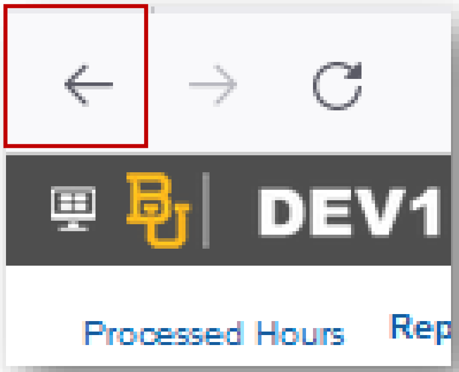
d. Utilize both the **Manager** and **Department Name** filters to match your criteria.
e. Select **Apply**
f. Verify hours are all accurate.



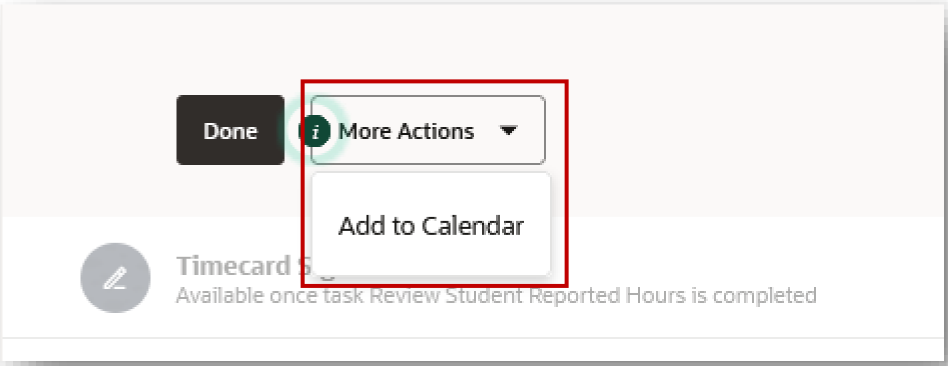
g. If necessary, export the results of the report by clicking the **Page Options icon** in the top right corner. If not necessary, proceed to step h below.
h. Select **Export to Excel**
i. Select **Export Entire Dashboard**



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.

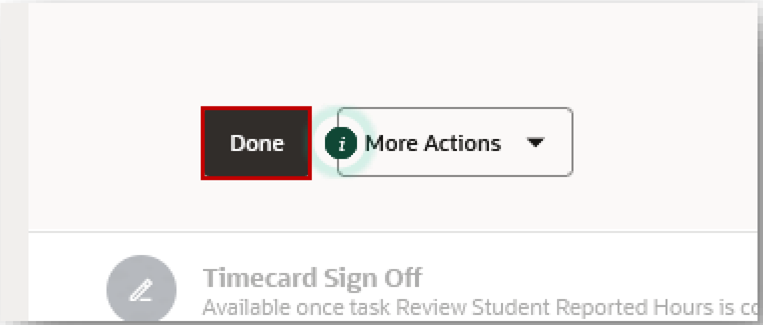


k. After reviewing the hours monitor report, please do one of the following:
   i. If meeting with a delegate prior to certifying the report is necessary, select **More Actions**, then **Add to Calendar** to set up a meeting. If an exported report is necessary for the meeting, please refer to steps e-g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



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.**

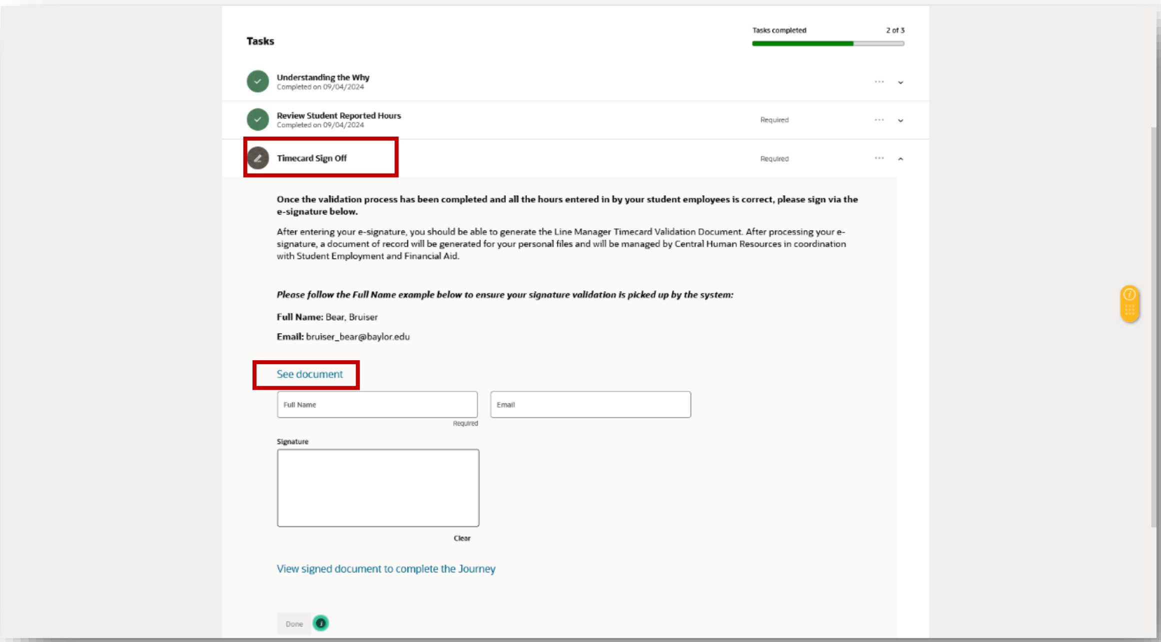


Timecard Sign Off

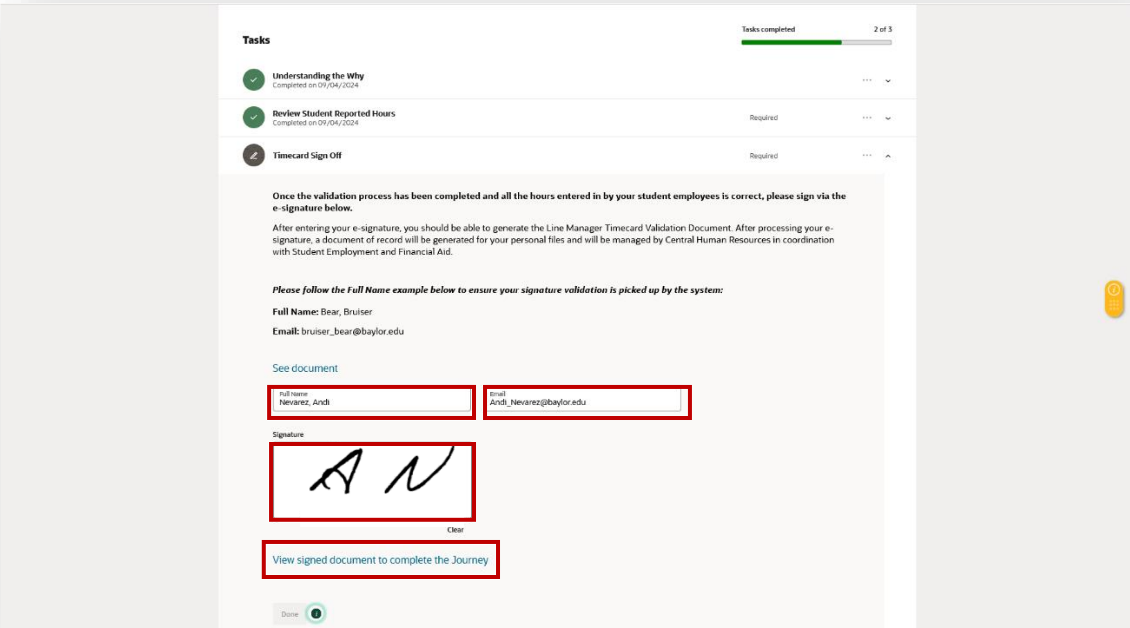
a. Select **Timecard Sign Off** to expand the task.

b. Read the information provided.

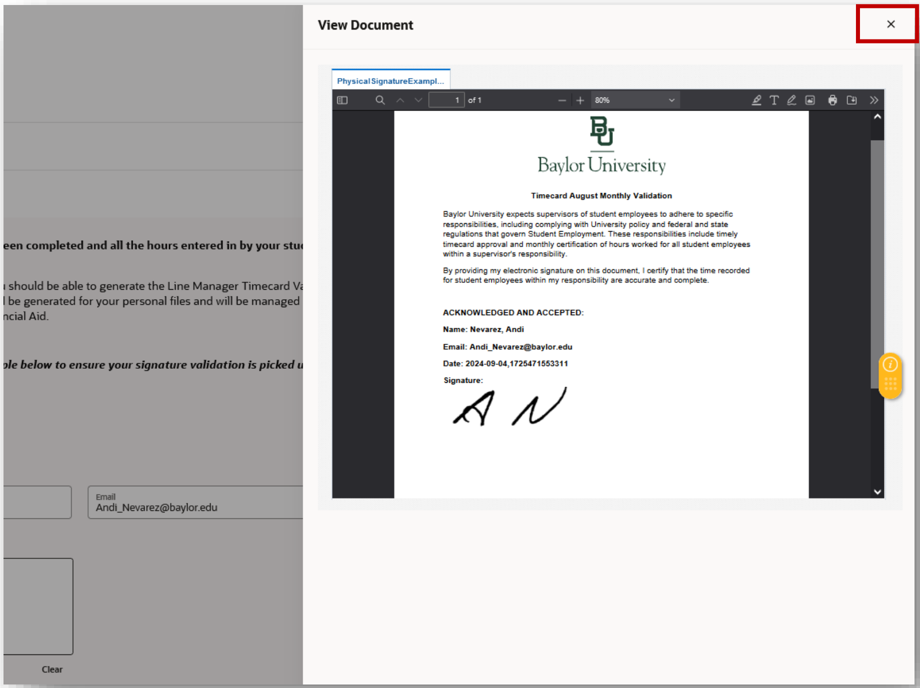
c. Select **See Document** to review the document prior to signing.



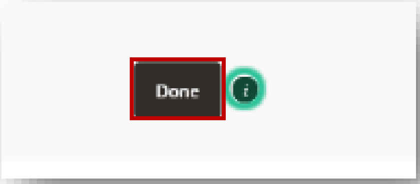
d. Sign **Full Name**, **Email**, and **Signature** in their respective boxes.
e. Select **View Signed Document.**



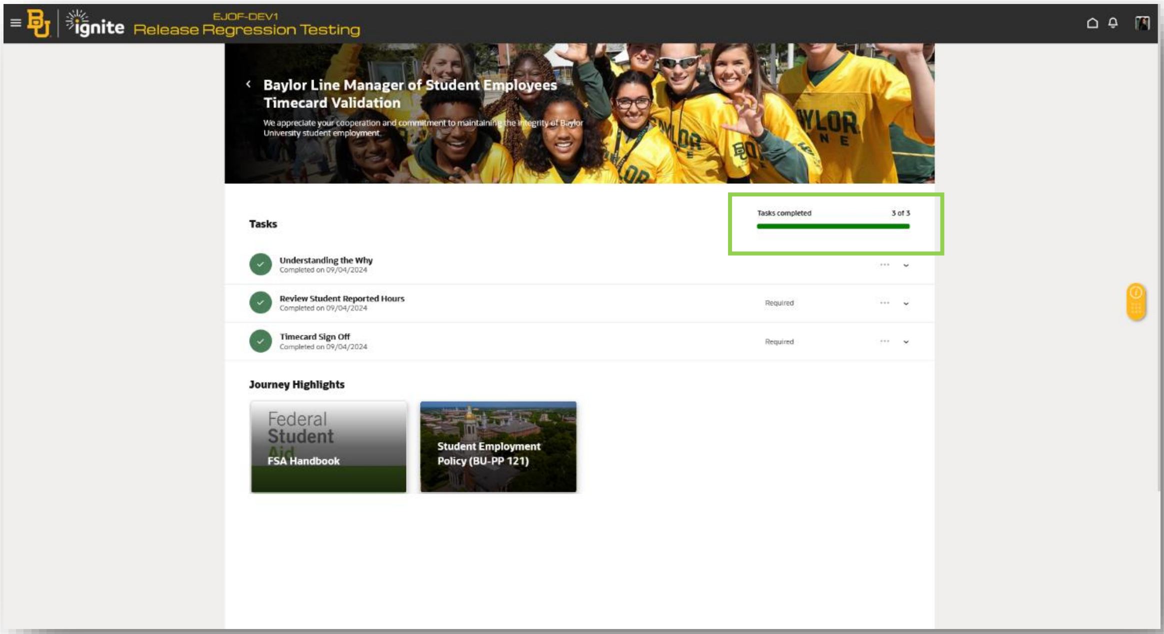
f. The signed document will appear on the right side of your screen.
g. Select the X once finished reviewing the document.



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



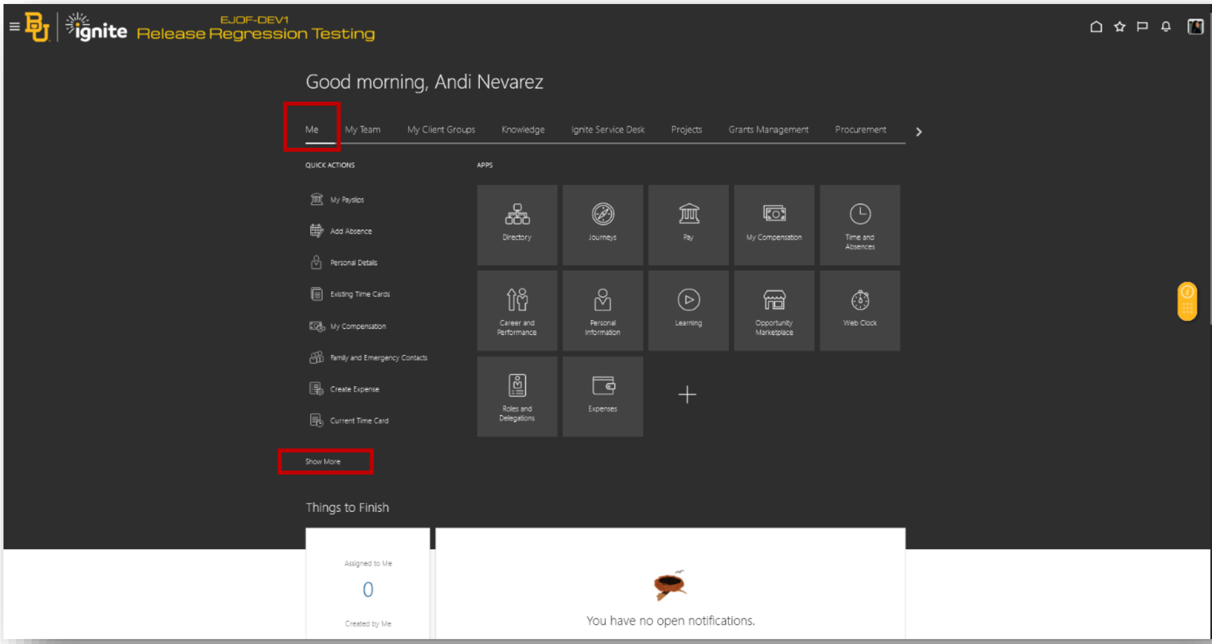
i. Once selecting Done, the tasks bar will show 3 of 3 completed, signaling the completion of the Timecard Validation.



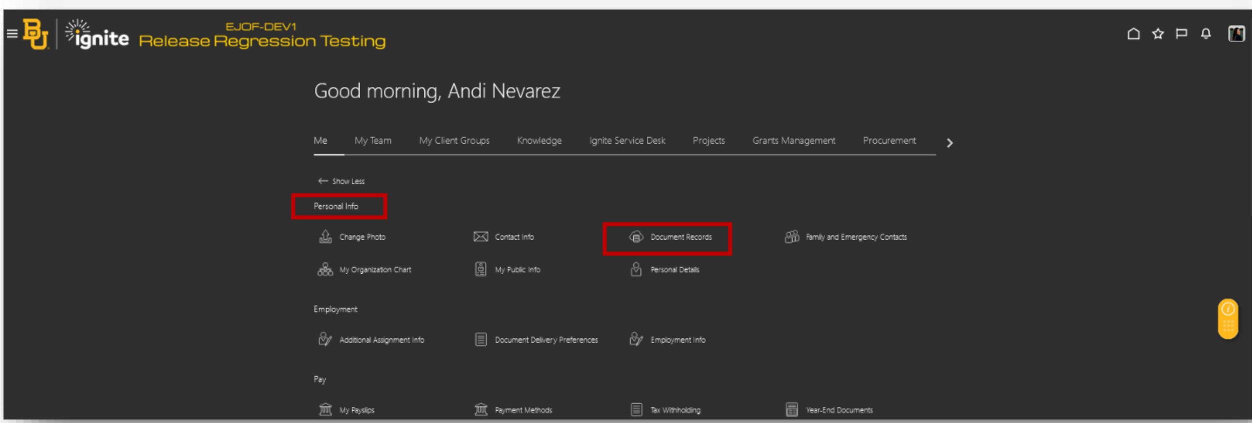
3. Reviewing Completed Timecard Validation Documents

a. On the Ignite Homepage, select the **Me** tab.

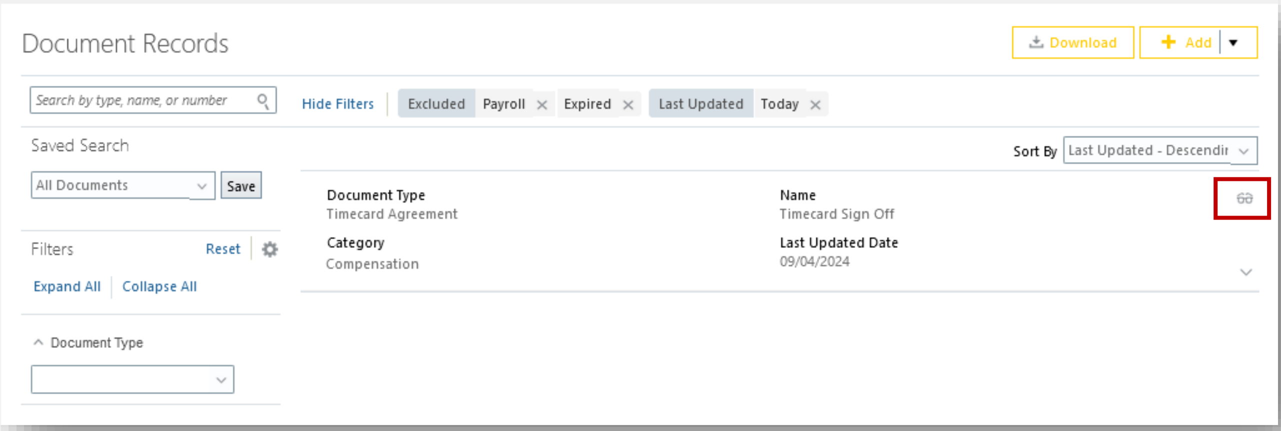
b. Under Quick Actions, select **Show More**.



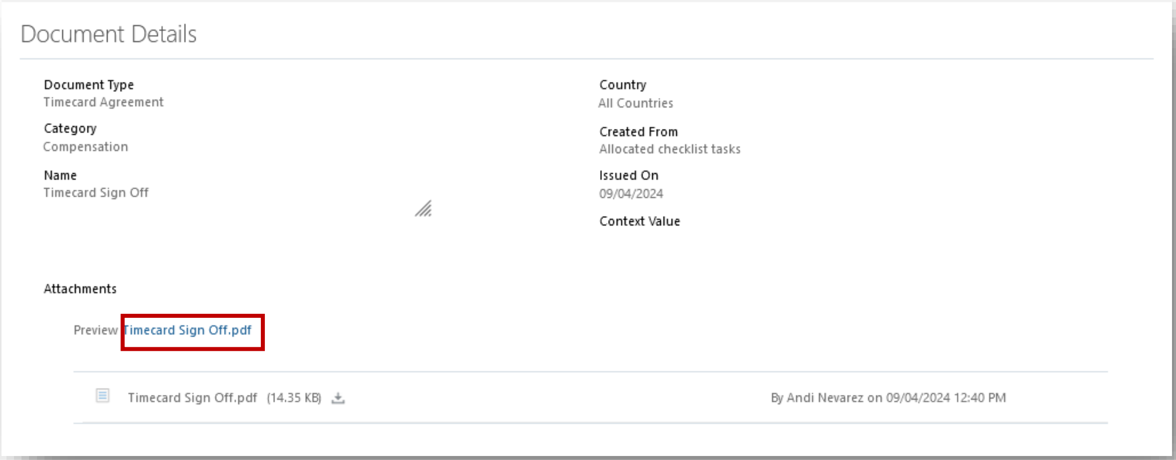
c. Under **Personal Info**, select **Document Records.**



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



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



g. The document will appear for viewing.