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

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

≡ 🛃 📲 Release Regression	on Testing					Notifications		
	Good morning, A	ndi Nevarez				FYI You have a new journ	ey - Timecard Validation.	2 minutes ago Dismits
	Me My Team My Client	Groups Knowledge	Ignite Service Desk		Grants Management		- ´	
	QUICK ACTIONS							
	My Payalps ➡ Add Absence	D D Directory	Ø Journeys	俞 **	My Compensation	Time and Absences		
	Personal Details Existing Time Cards Source And American Ameri	Career and Performance	Personal	(b) Learning		Web Clock		8
	Hamily and Emergency Contacts	Roles and	Expenses	+				
		Delegations						
	Things to Finish							
	Assgned to Me 1 Created by Me 0	2 minutes ago X mi You have a new journey - Timecard Validation.					>	

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

📦 You have a new journey - Timecard Validation. — Mozilla Firefox —		\times
○ A == https://ejof-dev1.fa.us2.oraclecloud.com/hcmUI/faces/adf.task-flow?tz=America%2FChicago&df=r 80%	☆	≡
Baylor University		Dismiss
Hello, Andi Nevarez		
You have a new journey to complete.		
<u>Start journey</u>		
Thank you.		

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.

 Baylor Line Manager of Student Employees Timecard Validation Wappense you constants and construct to nutrating the element of their University student employmere. 	WLO ROLL	R	
Tasks	Tasks completed	0 of 3	
Understanding the Why		···	
Review Student Reported Hours. Restate once task Understanding the Why is completed	Regulard		8
Journey Highlights Federal Student FSA Handbook Student Enployment Policy (BU-PP 121)			

Understanding the Why

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

<page-header></page-header>	 Instanting the Way Instanting the Way Instanting the Mark is th	Tasks	Tasks completed	0 of 3
Subdrate simplayee timescards, must be certified by the student's direct supervisor. Bayler University must maintain Federal Work Study student. The folse certified timescards, to maintain compliance with the Department of Education. The bolies of Suddrate Employment requires ments/weer fulficiations of all student employmers, not just Federal Work Study student. The bolies of Suddrate Employment and Payroll partness accts and resolute Work Study student. Image: Complexity of the payrone with all all the necessary steps to certify your student employee's timecard). Image: Complexity of Complexity of Complexity of Complexity of Complexity of Complexity of Complexity. Image: Complexity of Complexity. Image: Complexity of Complexity. Image: Complexity of Complexity of Complexity of Complexity of Complexity of Complexity. Image: Complexity of Complexity of Complexity. Image: Complexity of Complexity. Image: Complexity of Complexity. Image: Complexity of Complexity. Image: Complexity of Complexity. Image: Co	Subdret employee timecards, must be certified by the student's direct supervisor. Bayler University must maintain Federal Work Study ruther: The completing this journey, you will accompliant all the necessary steps to certify your student employee's timecard. The completing this journey, you will accompliant all the necessary steps to certify your student employee's timecard. The completing this journey, you will accompliant all the necessary steps to certify your student employee's timecard. The completing this journey. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active the supervisor. The completing the purperse of the structure and payoe to active to active to active the superv	Understanding the Why		
Proceeding large to the Maximum and the second	 Nexted Series of Mail Meterination of Mail Series Serie	Student employee timecards must be certified by the student's direct supervisor. Baylor Un records, including certified timecards, to maintain <u>compliance</u> with the Department of Educ. The Office of Student Employment requires monthly certifications for all student employee employees. This equitable approach will allow Student Employment and Payroll partners to By completing this journey, you will accomplish all the necessary steps to certify your stude to the student employment and the student employment approach will allow Student employment and the student employment approach will allow student employment approach and the student employment approach approach and the student employment and the student employment approach approa	iversity must maintain Federal Work Study ation. es, not just Federal Work Study student catch and resolve timecard/payroll issues quickly int employee's timecard.	W.
Thereard Sign Off Reported Theorem Student Reported Hours is completed Journey Highlights Student Employment Point Student Fish Handbook Student Employment Point	Decread Sign (ff) Name Image: Sign (ff) Journey Highlights Student Employment Policy (BU-PP 121) Image: Sign (ff)	Review Student Reported Hours Available ance lask Understanding the Why is completed	Required	(
Journey Highlights Foderal Student FSA Handbook Student Employment Policy (BU-PP 121)	Journey Highlights Federal Student FSA Handbook Student Employment Policy (BU-PP 121)	Timecard Sign Off Available once task Review Student Reported Hours to completed	Required	···· •
		Journey Highlights Federal Student FSA Handbook Student Employment Policy (BU-PP 121)		

Review Student Reported Hours

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

Tasks	-	
Understanding the Why Completed on 09/04/2024		··· v
Review Student Reported Hours	Required	~ •
Please take a moment to review the report of work hours submitted by your student employees over	er the last month.	
If there is an error you identity during the Student Reported Hours validation, please take a moment to co (student_employment@baylor.edu) and the Payroll Office (payroll_office@baylor.edu) to get this correcte	onnect with Student Employment d.	
The blue URL titled Review Validation Report included below will drop you into the Hour Monitors Report	If you have identified delegates,	
For example, the date range below is 08/01/2024 to 08/31/2024 for a Line Manager that is validating A	ugust Payroll for all student workers	i.
Processed Hours		
Baylor University		
Person Number -Select Value- Physioli Time Type -Select Value- Time Card End Date Between 6061/2024		
Appty Reset •		
After reviewing the report, please select the back button within the web browser to return to the Journey.		
Additionally, if necessary, follow the link here to view the 2024 Biweekly Payroll Calendar.		
Review Validation Report		
Done More Actions 👻		
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Journey Highlights		
Federal		
Student		

d. The report will direct you to a new page where you can review your student working hours submitted for the month. Verify hours are all accurate. *If you need to filter out suspended students, use the Active Status filter and click Apply.*

lameSelect	Value Pe	erson NumberSelect Va	alue V Assignment StatusSelect Value V	Payroll Time Type -Sele	ct Value- 🔻 1	ime Card End Date Betv	veen 08/01/2024	-08/31/2024	50
								Apply	Reset v
udent Rep	orted Hours	Monitor Analysis							
		•							
erson Number	Name	Assignment Number	Business Title	Assignment Status	Reported Hours	Payroll Time Type	Time Card End Date		
000123456	Parker, Peter	E1000123456	Administrative and Office Services, Student	Active - Payroll Eligible	18.33	Regular Hourly Earnings	08/03/2024		
000123456			Administrative and Office Services, Student	Active - Payroll Eligible	5.08	Regular Hourly Earnings	08/17/2024		
000123456		E1000123456	Administrative and Office Services, Student - Internship	Suspended - Payroll Eligible	32.75	Regular Hourly Earnings	08/03/2024		
000123456			Administrative and Office Services, Student - Internship	Suspended - Payroll Eligible	16	Regular Hourly Earnings	08/17/2024		
000123456		E1000123456	Administrative and Office Services, Student-2	Active - Payroll Eligible	14	Regular Hourly Earnings	08/17/2024		
000123456			Administrative and Office Services, Student-2	Active - Payroll Eligible	20	Regular Hourly Earnings	08/31/2024		
resh - Export									

- e. 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.
- f. Select Export to Excel
- g. Select Export Entire Dashboard



h. 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.



- i. 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.

Done	More Actions 💌	
Timecard S	Add to Calendar	

- ii. If the hours appear to be incorrect, please email <u>Student Employment@baylor.edu</u> 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.

Tasks		Tasks completed	2 of 3	
Understanding the Why Completed on 09/04/2024			··· •	
Review Student Reported Hours Completed on 09/04/2024		Required	··· v	
Timecard Sign Off		Required	~ ^	
Once the validation process e-signature below.	has been completed and all the hours entered in by your student em	ployees is correct, please sign via the		
After entering your e-signature signature, a document of reco with Student Employment and	e, you should be able to generate the Line Manager Timecard Validation rd will be generated for your personal files and will be managed by Centr Financial Aid.	Document. After processing your e- ral Human Resources in coordination		
Please follow the Full Name of	example below to ensure your signature validation is picked up by the	e system:		<u>0</u>
Full Name: Bear, Bruiser Email: bruiser_bear@baylor.e	du			u
See document				
Full Name	Email			
Emature	Required			
agaitore				
	Clear			
view signed document to c	ompiete the Journey			

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

Ta	ks	Tasks completed	2 of 3	
e	Understanding the Why Completed on DV/04/3024		··· •	
C	Review Student Reported Hours Completed on 09/04/2024	Required	v	
C	Timecard Sign Off	Required	··· •	
	Conce the validation process has been completed and all the hours entered in by your student employees is a cignature below. An other the read of which all the base to generate the Line Marager Timeard Validation Document is generated for your personal files and will be managed by Central Human is used one for Hour and the complete the Jone read will be managed by Central Human is used on the full Mane example below to ensure your signature evolution is picked up by the system: Tents: Bruiser, Bruiser: Bruis: Bruiser, Bruiser: Bruis: Bruiser, Bruiser: Bruis: Bruis: Support: Corr Tents: Corr Corr Correst: Corr Correst: Correst: Corr Correst: Correst	orrect, please sign via the After processing your e- esources in coordination		8

- 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.

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Tasks	Tasks completed	3 of 3
Understanding the Why Completed on 097/04/2024		
Review Student Reported Hours Completed on DryDat/2024	Required	
Complete on OF/DA/2024	Required	··· •
Journey Highlights Federal Student FSA Handbook FSA Handbook		

3. Reviewing Completed Timecard Validation Documents

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

EJOF-DEVI	on Testing						
	Good morning, Andi I	Nevarez					
	Me My Team My Client Groups	Knowledge	Igrite Service Desk	Projects	Grants Management		
-		PPS					
		<u> </u>			F	\bigcirc	
	Add Absence	000 Directory	Journeys	<u>Juur</u> ™	He Call	Time and	
	Existing Time Cards	îĉ	Ř	\triangleright	6		<u></u>
		Career and Performance	Personal Information		Opportunity Marketplace		· · · ·
			_				
			E .	+			
		Delegations					
C							
	Things to Finish						
	Assigned to Me			-			
	U			*			
	Created by Me		You have n	o open notifica	tions.		

c. Under Personal Info, select Document Records.

EJOF-DEV1	on Testing				
	Good morning, A				
	Me My Team My Client	Groups Knowledge Ignit		Grants Management Procurement	
	Personal Info				
	🔬 Change Photo		Document Records	Brilly and Emergency Contacts	
	8 Ny Organization Chart		Personal Details		
					<u>o</u>
	Additional Assignment Info	Document Delivery Preferences			•
	前 My Reyslips	III Ryment Methods	Tax Withholding	Year-End Documents	

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

Search by type, name, or number 0	Hide Filters Excluded Payroll × Expired >	× Last Updated Today ×	
aved Search			Sort By Last Updated - Descendir 🗸
All Documents V Save	Document Type Timecard Agreement	Name Timecard Sign Off	60
ilters Reset 🔅	Category Compensation	Last Updated Date 09/04/2024	~
Document Type			
~			

f. Under Attachments, select the pdf.

Document Type Timecard Agreement		Country All Countries		
Category Compensation		Created From Allocated checklist tasks		
Name Timecard Sign Off	li.	Issued On 09/04/2024		
		Context Value		
Attachments Preview Timecard Sign Off.pdf				
Timecard Sign Off pdf (14.35 KB	+	By Andi Nevarez on 09/04/2024 12:40 PM		

g. The document will appear for viewing.

Andi Nevarez	Image: Internet int