

Student Employment: Timecard Validations

Purpose

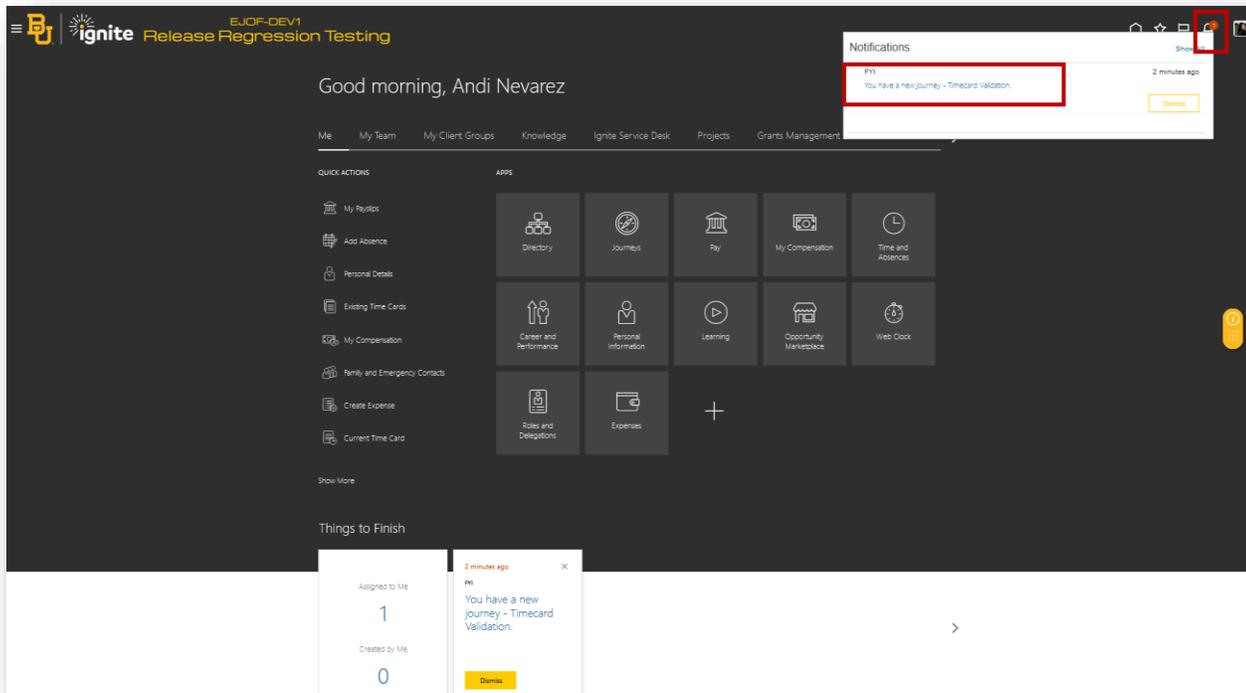
The purpose of this aid is to outline the steps of the Timecard Validation process within Ignite.

Contents

CONTENTS	1
1. REVIEWING TIMECARD VALIDATION IN BELL NOTIFICATIONS	1
2. COMPLETING THE TIMECARD VALIDATION JOURNEY	3
Understanding the Why	3
Review Student Reported Hours	4
Timecard Sign Off	7
3. REVIEWING COMPLETED TIMECARD VALIDATION DOCUMENTS	10

1. Reviewing Timecard Validation in Bell Notifications

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



Student Employment: Timecard Validations

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

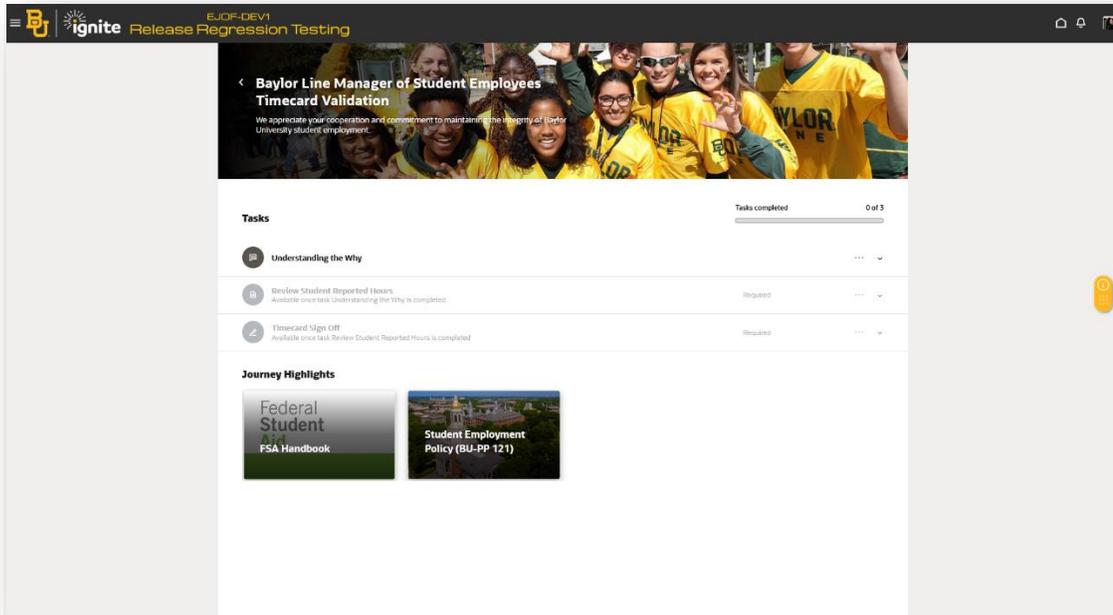


Note: If a window does not appear, please ensure that pop-up windows are allowed.

Student Employment: Timecard Validations

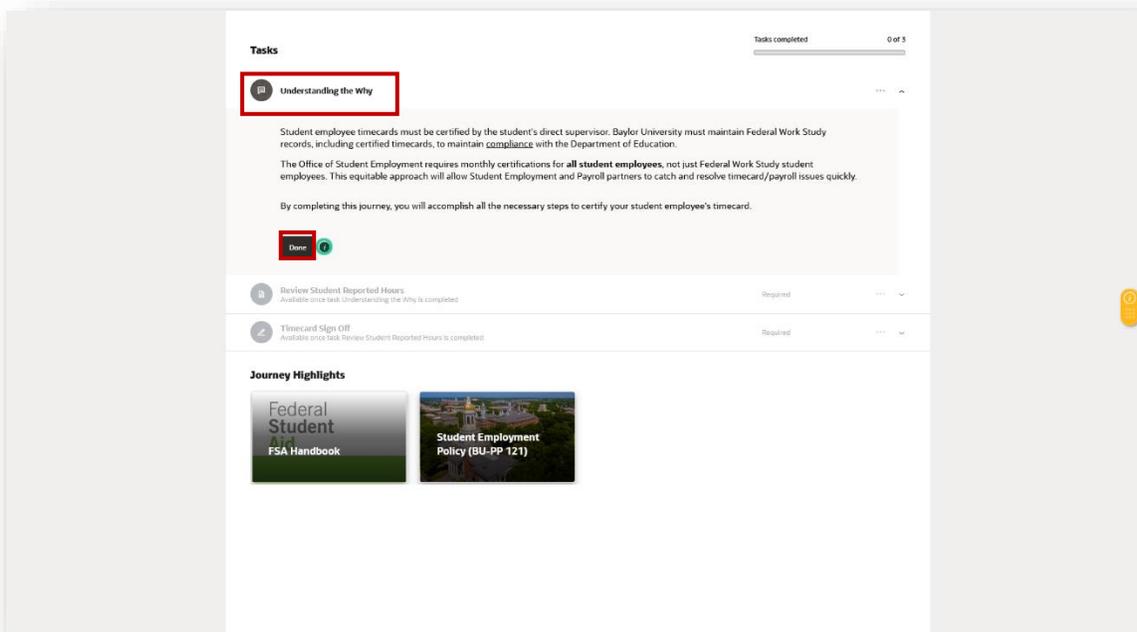
2. Completing the Timecard Validation Journey

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.



Student Employment: Timecard Validations

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.' This is followed by a paragraph explaining that if there is an error in the Student Reported Hours validation, the user should contact Student Employment (student_employment@baylor.edu) and the Payroll Office (payroll_office@baylor.edu). A blue URL for the 'Review Validation Report' is provided, and it is noted that this report will be included in the Hour Monitors Report. An example date range is given: '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 / Reset' button. The 'Review Validation Report' button is also highlighted with a red box. 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 featuring a 'Federal Student' card and a small image of a building.

Student Employment: Timecard Validations

- 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.*

The screenshot shows the Baylor University logo at the top left. Below it is a navigation bar with several dropdown menus: Name, Person Number, Assignment Status, Payroll Time Type, and Time Card End Date. The Time Card End Date is set to 'Between 08/01/2024' and '08/31/2024'. There are 'Apply' and 'Reset' buttons on the right. Below the navigation bar is the title 'Student Reported Hours Monitor Analysis'. Underneath is a table with the following data:

Person Number	Name	Assignment Number	Business Title	Assignment Status	Reported Hours	Payroll Time Type	Time Card End Date
1000123456	Parker, Peter	E1000123456	Administrative and Office Services, Student	Active - Payroll Eligible	18.33	Regular Hourly Earnings	08/03/2024
1000123456			Administrative and Office Services, Student	Active - Payroll Eligible	5.08	Regular Hourly Earnings	08/17/2024
1000123456		E1000123456	Administrative and Office Services, Student - Internship	Suspended - Payroll Eligible	32.75	Regular Hourly Earnings	08/03/2024
1000123456			Administrative and Office Services, Student - Internship	Suspended - Payroll Eligible	16	Regular Hourly Earnings	08/17/2024
1000123456		E1000123456	Administrative and Office Services, Student-2	Active - Payroll Eligible	14	Regular Hourly Earnings	08/17/2024
1000123456			Administrative and Office Services, Student-2	Active - Payroll Eligible	20	Regular Hourly Earnings	08/31/2024

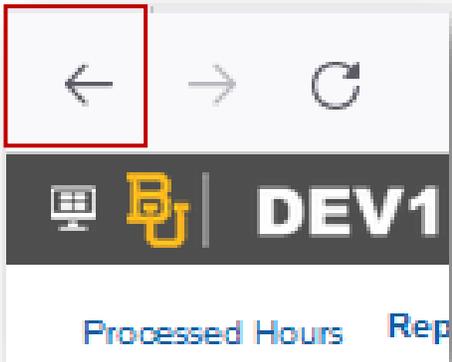
At the bottom left of the table area, there are links for 'Refresh' and 'Export'.

- 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**

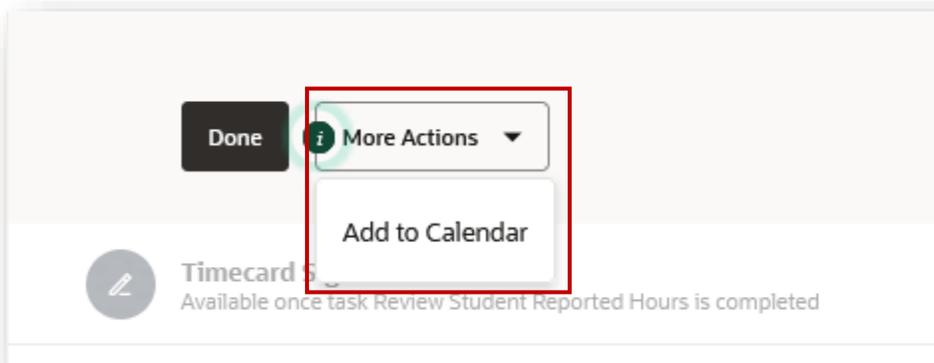
The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Catalog', 'Favorites', 'Dashboards', 'Create', and 'Open'. A settings gear icon in the top right corner is highlighted with a red box. A dropdown menu is open, showing several options. The 'Export Current Page' and 'Export Entire Dashboard' options are highlighted with red boxes. Other options in the menu include 'Print', 'Export to Excel', 'Refresh', 'Add To Briefing Book', 'Create Bookmark Link', 'Create Prompted Link', 'Apply Saved Customization', 'Save Current Customization...', 'Edit Saved Customizations...', and 'Clear My Customization'.

Student Employment: Timecard Validations

- 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.

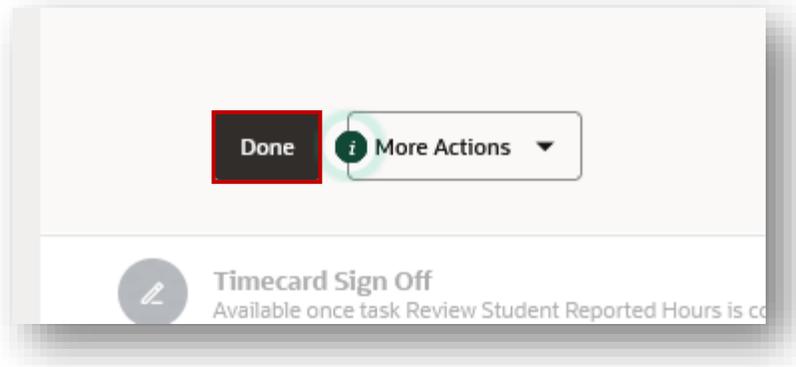


- i. After reviewing the hours monitor report, please do one of the following:
 - i. If meeting with a delegate prior to certifying the report is necessary, select **More Actions**, then **Add to Calendar** to set up a meeting. If an exported report is necessary for the meeting, please refer to steps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



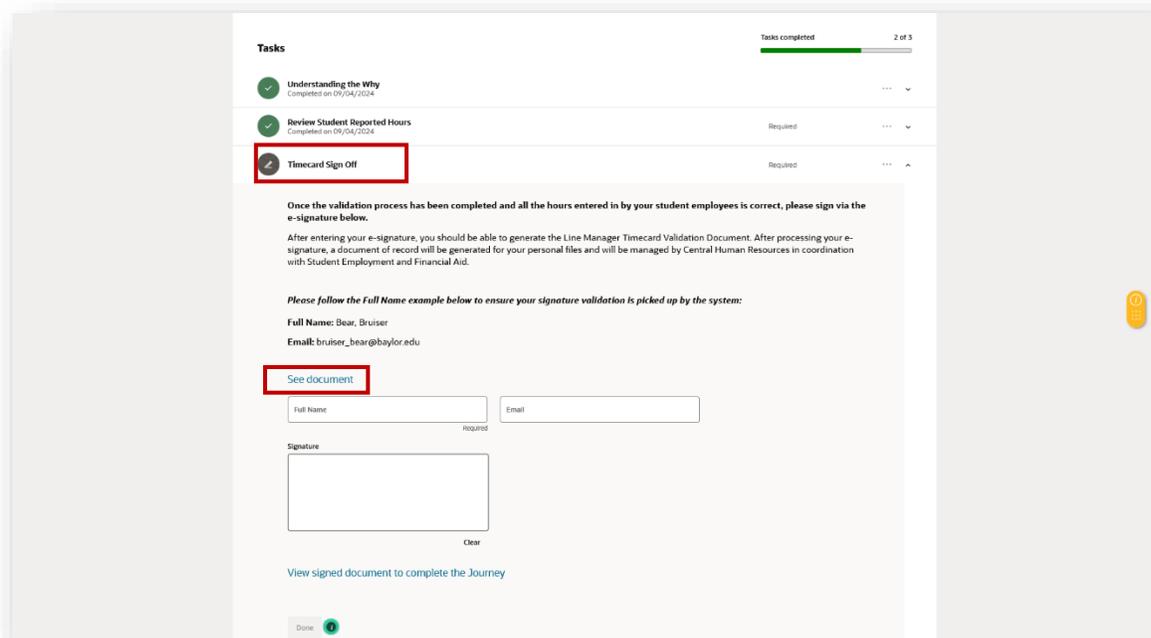
Student Employment: Timecard Validations

- 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**.



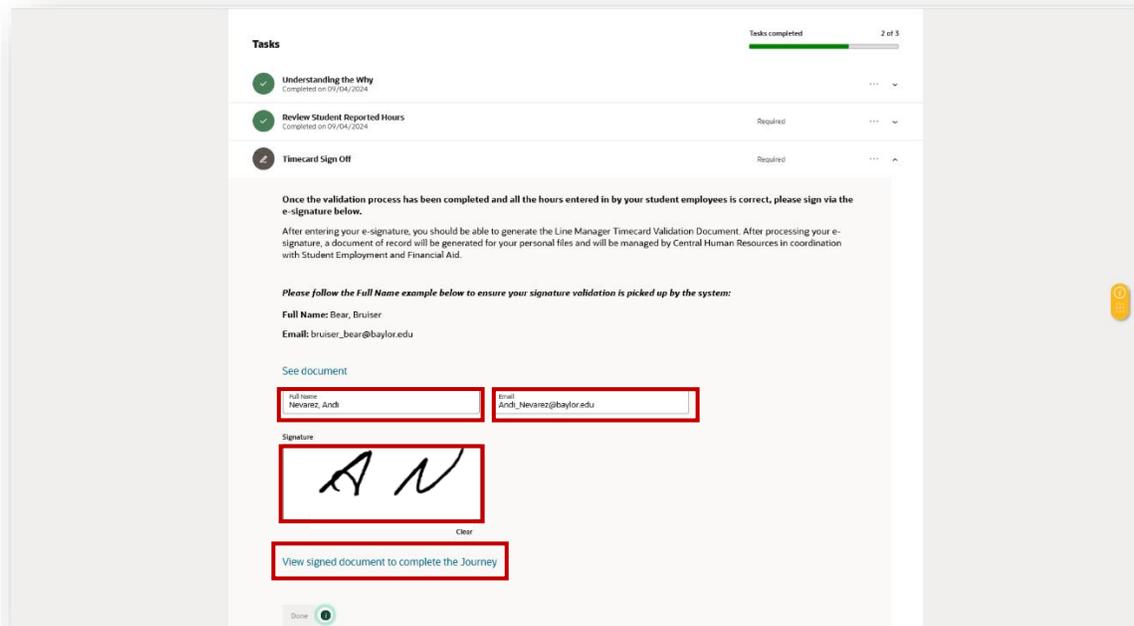
Timecard Sign Off

- 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.

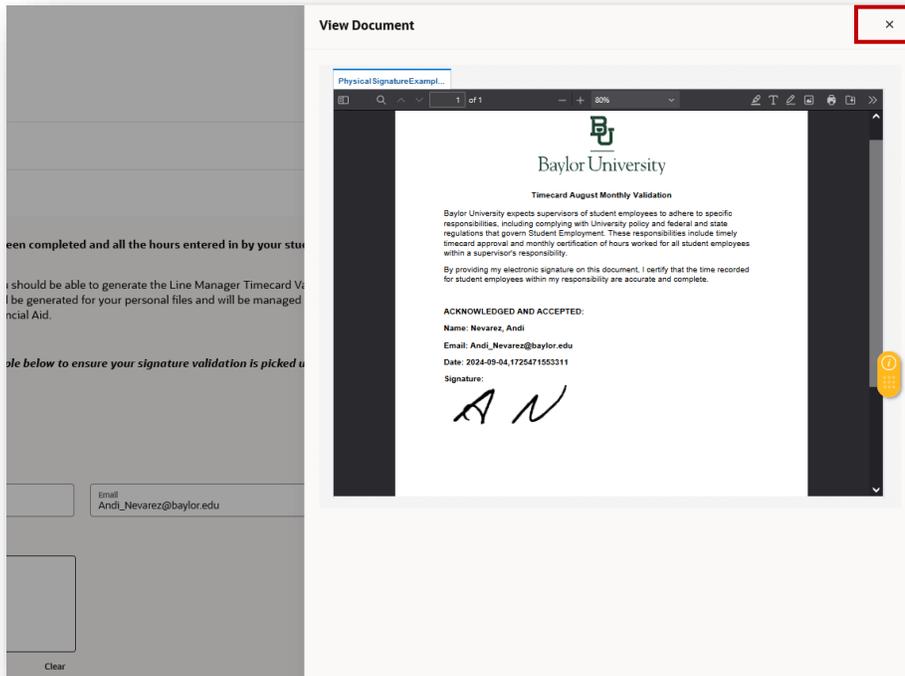


Student Employment: Timecard Validations

- 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.

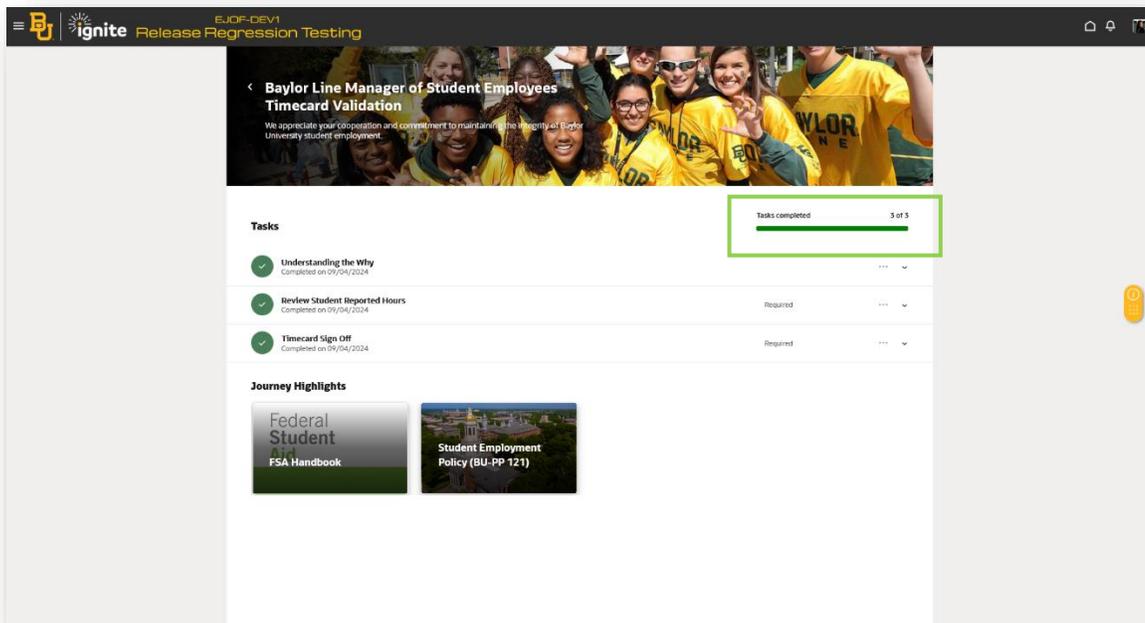


Student Employment: Timecard Validations

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



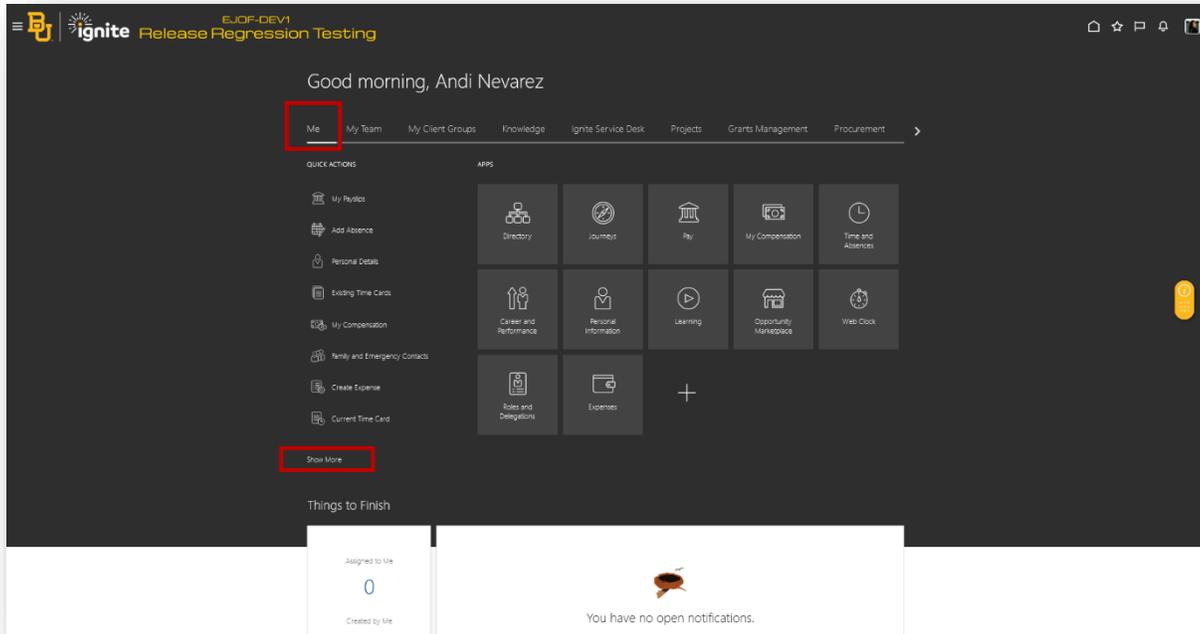
i. Once selecting Done, the tasks bar will show 3 of 3 completed, signaling the completion of the Timecard Validation.



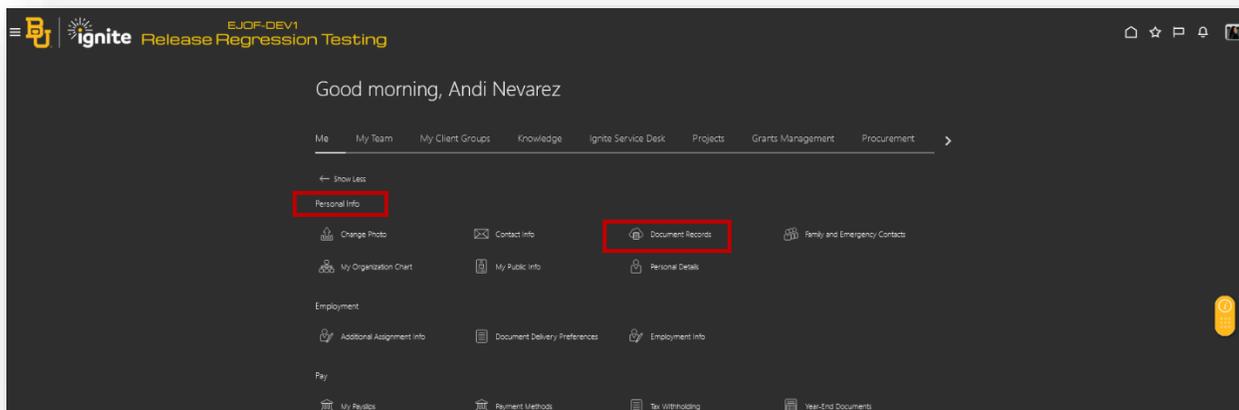
Student Employment: Timecard Validations

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**.



Student Employment: Timecard Validations

- 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: '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', 'Timecard Sign Off', and '09/04/2024'. A red box highlights a gear icon in the rightmost column of the first row. Below the table are 'Filters' and 'Expand All'/'Collapse All' options.

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

The screenshot shows the 'Document Details' interface. 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 of 'Timecard Sign Off.pdf'. A red box highlights the filename in the preview. At the bottom, there is a list of attachments: 'Timecard Sign Off.pdf (14.35 KB)' with a download icon, and the text 'By Andi Nevarez on 09/04/2024 12:40 PM'.

Student Employment: Timecard Validations

- g. The document will appear for viewing.

