

# Overview of Hourly/Student Timesheets

## *Resources and Instructions for Access, Use, and Certification of Timesheets*

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- All Hourly and Student employees are required to complete online timesheets through [my.evergreen.edu](https://my.evergreen.edu).  
[See Help Wiki: Time Sheets - Student and Temporary Employee](#)
- Timesheets will be available to employees after hiring paperwork is submitted and entered, and account access is acquired.
- Access to timesheets for temporary non-student employees must be obtained through the Client Services Help Desk.  
[See Help Wiki: Account Activation](#)
- All employees should be trained by their approver or department on the use of the timesheet.
- Approver certifications are the first in many business processes performed to generate pay.

When planning for your certification tasks: please consider planned vacations, the short cutoffs caused by upcoming holidays, and possible inclement weather. Please mark your calendars to certify student and temporary hours on the business day following the end of the pay period. The pay periods are the 1st-15<sup>th</sup> of the month, and the 16<sup>th</sup>-end of the month. If you will not be available on one of these days, please make arrangements to have your supervisor complete your certifications. If there are extenuating circumstances that are preventing a timely certification, please email the [payrolldl@evergreen.edu](mailto:payrolldl@evergreen.edu) before the deadline to explain the issue and to find out how much additional time you may have to complete the certification.

1. Each employee is expected to certify their hours at the end of their last shift of the pay period, and approvers are expected to certify on the following work day. It is recommended that all employees certify each pay period even if they are certifying that they did not work (zero hours).
2. The approver is expected to make corrections and certify all hours worked by the deadlines, even for employees who did not certify their own hours, because it is the employer's responsibility to see that employees are paid on payday for all hours worked, and Payroll cannot process timesheets that are not certified.
3. If you need any assistance, please email the [Timesheetdl@evergreen.edu](mailto:Timesheetdl@evergreen.edu).

Approvers can monitor the certification process through the Hourly Summary tab in their timesheet view.

Time Sheets		Hourly Summary		Thompson, Christopher P ▶						
Work Area	Employee	Position	Type	NOV 1-15			NOV 16-30			
				Hrs	Emp	App	Hrs	Emp	App	
Recreation & Athletics Hourly A	Game Day T	And	Gameday Table Asst	S	4.5	11/13	11/15			
Recreation & Athletics Hourly A	Game Day T	Bar	Gameday Table Asst	S	4	11/14	11/15			
Recreation & Athletics Hourly A	Game Day T	Bur	Gameday Table Asst	S	15.2	11/15				
Recreation & Athletics Hourly A	Game Day T	Har	Sports Info Dir Asst	H	4.5		11/15			
Recreation & Athletics Hourly A	Game Day T	Har	Gameday Table Assistant	H	0					

Employees are listed alphabetically, but the report can be re-sorted by clicking on the column headers. This may make it easier to spot missing certifications.

Time Sheets		Hourly Summary		Thompson, Christopher P ▶						
Work Area	Employee	Position	Type	NOV 1-15			NOV 16-30			
				Hrs	Emp	App	Hrs	Emp	App	
Recreation & Athletics Hourly A	Game Day T	Jo	Gameday Table Asst	S	0		A. 1 A			
Recreation & Athletics Hourly A	Game Day T	W	Gameday Table Asst	S	0					
Recreation & Athletics Hourly A	Game Day T	Bu	Gameday Table Asst	S	15.2	11/15				
Recreation & Athletics Hourly A	Game Day T	Si	Sports Info Director Assistar	H						
Recreation & Athletics Hourly A	Game Day T	Ha	Gameday Table Assistant	H	0					
Recreation & Athletics Hourly A	Game Day T	W	Gameday Table Assistant	H						
Recreation & Athletics Hourly A	Game Day T	Ha	Gameday Table Asst	S	0					
Recreation & Athletics Hourly A	Game Day T	Z	Gameday Table Assistant	H	0					
Recreation & Athletics Hourly A	Game Day T	Lu	Temp Sports Info Dir Asst	H						
Recreation & Athletics Hourly A	Game Day T	Pe	Gameday Table Assistant	H	0					
Recreation & Athletics Hourly A	Game Day T	Ha	Gameday Table Asst	S	5.25	11/13	11/15			
Recreation & Athletics Hourly A	Game Day T	Be	Gameday Table Asst	S	4	11/14	11/15			
Recreation & Athletics Hourly A	Game Day T	Ha	Sports Info Dir Asst	H	4.5		11/15			
Recreation & Athletics Hourly A	Game Day T	Ar	Gameday Table Asst	S	4.5	11/13	11/15			
Recreation & Athletics Hourly A	Game Day T	Ko	Gameday Table Assistant	H	8.75	11/13	11/15			
Recreation & Athletics Hourly A	Game Day T	Ye	Gameday Table Asst	S	15.2	11/13	11/15			
Recreation & Athletics Hourly A	Game Day T	Pi	Gameday Table Assistant	H	13.5		11/16			

Approvers should also be aware of any asterisks on their drop down list. This indicates that there is a timesheet that needs certification. It may be an old timesheet that does not show in the Hourly Summary tab. You always need to click on the employee's timesheet to see what needs approval.

Time Sheets		Hourly Summary		Thompson, Christopher P ▶						
Work Area	Employee	Position	Type	NOV 1-15			NOV 16-30			
				Hrs	Emp	App	Hrs	Emp	App	
Recreation & Athletics Hourly 7										
Recreation & Athletics Hourly A ...										
Gameday Table Asst										
Gameday Table Assistant	H									
Gameday Table Asst	S	15.2	11/15							
Sports Info Director Assistar	H									
Gameday Table Assistant	H	0								
Gameday Table Asst	S	0								
Gameday Table Asst	S	0								
Gameday Table Assistant	H	0								
Temp Sports Info Dir Asst	H									

Department Heads can monitor the certification process through the Hourly Summary tab as described above, or through the [Work Certifications – Hourly](#) report. (Note: There is an equivalent [Work Certifications - Classified](#) report.)

## Work Certifications - Hourly

View Edit

Parameters

Pay Period Beginning: \*

2012-11-01

Work Area Code:

Filter by work area code (eg 2C1000 or 2C%)

4F%

Uncertified Only: \*

Y/N Show only uncertified work periods.

Y

Submit

Name	ID	Emp Type	Posn	Work Area	Lead	Hrs	Emp Cert	Lead Cert
Ab	A00156417	S	8302S1	4F5000 Recreation & Athletics Hourly 5 Stud Inst/Outdoor Prog	Ertman, Christopher	0		
Bu	A00270050	S	8258S1	4FA000 Recreation & Athletics Hourly A Game Day Tables	Thompson, Christopher	15.25	2012-11-19	
Ha	A00283381	H	8258T4	4FA000 Recreation & Athletics Hourly A Game Day Tables	Thompson, Christopher	0		
Ha	A00239245	S	8258S1	4FA000 Recreation & Athletics Hourly A Game Day Tables	Thompson, Christopher	0		
Jo	A00239809	S	8258S1	4FA000 Recreation & Athletics Hourly A Game Day Tables	Thompson, Christopher	0		
Ko	A00131326	S	8115S1	4F5000 Recreation & Athletics Hourly 5 Stud Inst/Outdoor Prog	Ertman, Christopher	0		
Ko	A00131326	S	8115S6	4F5000 Recreation & Athletics Hourly 5 Stud Inst/Outdoor Prog	Ertman, Christopher	0		
Le	A00138274	H	8113T4	4F5000 Recreation & Athletics Hourly 5 Stud Inst/Outdoor Prog	Ertman, Christopher	0		
Pe	A00297400	H	8258T4	4FA000 Recreation & Athletics Hourly A Game Day Tables	Thompson, Christopher	0		
Qu	A00135932	S	8408S1	4F5000 Recreation & Athletics Hourly 5 Stud Inst/Outdoor Prog	Ertman, Christopher	0		
Ro	A00213161	S	8180S1	4F5000 Recreation & Athletics Hourly 5 Stud Inst/Outdoor Prog	Ertman, Christopher	0		
Sh	A00100885	H	8187T4	4F5000 Recreation & Athletics Hourly 5 Stud Inst/Outdoor Prog	Ertman, Christopher	0		
St	A00258347	S	8302S1	4F5000 Recreation & Athletics Hourly 5 Stud Inst/Outdoor Prog	Ertman, Christopher	0		
We	A00276533	S	8313S1	4F6000 Recreation & Athletics Hourly 6 Promotions/Mascot	Mosley, Arvin	0		
We	A00268101	S	9820S1	4F2000 Recreation & Athletics Hourly 2 Events	Beattie, Andrew	0		
We	A00268101	S	8258S1	4FA000 Recreation & Athletics Hourly A Game Day Tables	Thompson, Christopher	0		
Wi	A00269036	H	8187T4	4F5000 Recreation & Athletics Hourly 5 Stud Inst/Outdoor Prog	Ertman, Christopher	0		
Zo	A00051483	H	8258T4	4FA000 Recreation & Athletics Hourly A Game Day Tables	Thompson, Christopher	0		

Non-zero Work Periods

1

Required Cert Missing

1

The parameters for the Divisions are as follows:

Pay Period	Select the one you would like to review	
Work Area Codes	1%	President
	2%	Academics
	3%	Finance
	4%	SASS
	5%	Advancement
Uncertified Only	Y	report shows only timesheets that have not been certified
	N	report shows all active timesheets with or without certifications

You can change the Work Area Code parameters to narrow the results by Work Areas. The “%” is a wildcard, so 2% shows all work areas beginning with 2, and 2C% shows only work areas beginning with 2C. The list of work areas can be found in the [EPAF Work Areas](#) report. To re-sort the results of the report, simply click on the arrows next to the column header that you would like to sort by.



If you have any questions about the reports, or how to use them, please contact Payroll or HR. You are strongly encouraged to share this information with approvers in your area.