

Electronic Time Sheets

Student Entered Timesheet

If student workers have access to a computer and the Internet they may start the time sheet process themselves. Each student knows that he/she should log in at sis.cristoreytc.org or through cristoreytc.org by clicking on “Student Timesheets”.

The student will then fill out his/her part of the time sheet and hit submit.

Student Database

LOG OUT

Time Card

- Student is working over break and will be paid separately for this work.
- Student is making up a missed day.

Student Name: Student, Demonstration

Supervisor Name: Kyle Leliaert

| | | | | |
|------------------|-------------|--------------|-------------|-------------|
| Date: | Start Time: | Lunch Out: | Lunch In: | End Time: |
| 2010-08-09 Today | 9:30 AM Now | 12:00 PM Now | 1:00 PM Now | 5:00 PM Now |

| | | | | |
|------------------------------------|--|--|--|--|
| Daily Student Worker Performance | | | | |
| <input type="radio"/> Unacceptable | <input type="radio"/> Expectations Not Met | <input type="radio"/> Meets Expectations | <input type="radio"/> Exceeds Expectations | <input type="radio"/> Far Exceeds Expectations |

Not yet approved by supervisor

Not yet submitted by student

My Major Accomplishment For Today Was:

Client Comments, Concerns, Praises:

Kyle Leliaert - kleliaert@cristoreyny.org Primary supervisor (where emails are sent to)

Submit For Approval

Once a student submits a timesheet for approval, an email will automatically be sent to that student’s primary supervisor asking for approval. (A “Primary Supervisor” may be set in the supervisor dashboard, see below). The email will instruct the Primary Supervisor to click on the special link in that email to view, comment, and approve the time sheet. Please be sure to speak with the student at the end of each work-day as this system requires reinforcement and is not intended to replace face to face feedback.

Electronic Time Sheets

Supervisor Dashboard

You may also wish to create the time sheet yourself and/or approve any pending time sheets. You may do this with the Supervisor Dashboard. To reach the Supervisor Dashboard, visit sis.cristoreytc.org and log in.

Student Database SUPERVISOR DASHBOARD CHANGE PASSWORD LOG OUT

Cristo Rey Supervisor Dashboard

Timecards to Approve

| Student Name | Date | Hours | Action | Mass Approve |
|---------------|------------|-------|---|--------------------------|
| Lopez, Eddie | 2010-08-04 | 8.50 | View and Approve Delete | <input type="checkbox"/> |
| Diaz, Nayeri | 2010-08-06 | 4.67 | View and Approve Delete | <input type="checkbox"/> |
| Smith, Esther | 2010-08-06 | 4.67 | View and Approve Delete | <input type="checkbox"/> |
| ... | 2010-08-06 | 7.25 | View and Approve Delete | <input type="checkbox"/> |
| ... | 2010-08-06 | 2.00 | View and Approve Delete | <input type="checkbox"/> |
| ... | 2010-08-05 | 7.50 | View and Approve Delete | <input type="checkbox"/> |
| ... | 2010-08-06 | 14.67 | View and Approve Delete | <input type="checkbox"/> |

[Approve Without Reviewing](#)

[View Approved Timecards](#)

Create New Timecard

| Student Name | Work Day | Supervisor (click to change) | Time Card |
|--------------|----------|------------------------------|----------------------------------|
| ... | Thursday | ... | Create Time Card |
| ... | Monday | ... | Create Time Card |
| ... | Monday | ... | Create Time Card |

From here you can accomplish several tasks:

- Approve time cards – After a student submits a time card an email will automatically be sent to the Primary Supervisor for that student. However it's also possible to approve them through the dashboard. This may be useful if the primary supervisor is not available. You may also delete time sheets here.
- Create time card – You may wish to create the time card yourself. This may be useful if the student does not have access to a computer. The interface is the same as approving the time card, except that the supervisor should enter all fields.
- Change primary supervisor – It may be useful to select who you want time card emailed to. To change this, click on the supervisor you wish to change. You may select the primary supervisor, or add a new one. Make sure to enter the correct email address so that emails will be received.