Work Study Timecards - Supervisor Training

Once a student has submitted a timecard for your approval, you will receive an email taking you directly to the timecard.

If you do not have the email, you can get to the timecard by logging in via the link on the Palmer Portal. From there, you will see a link to the timecard that is awaiting your approval.

If the hours are not correct, edit entries by clicking on the date. Making changes to this timesheet will erase the student’s digital signature and reset the timesheet's status to ‘In Progress’. At this point, the student must review and sign off again.

Once the hours appear correct, click “approve timesheet for payment” at the bottom of the screen. At this point, the only person that can alter the timecard is the payroll department. Please contact them for any issues at this point.

Even if the student does not work any hours during a month, he/she still needs to submit a timecard by the last day of the month. You will need to approve the timecard as well.

**To submit a zero timesheet on a student’s behalf:**
1. Click on manager center

2. In the Timesheet section, click on the second “View” link

3. Click the “View” link by the employee name that should have zero hours.
4. Click “Sign & Submit Timesheet”

5. Click “Sign & Submit Timesheet” again if a second window pops up

6. Scroll to the bottom of the screen and click “Approve Timesheet for Payroll”

Be sure to log off when you are done if you are working on a shared computer.

The manager center should be used to determine whether all of your students’ timecards have been submitted. You will find this information at the bottom of the page in the “Timesheet” section:

To delegate your sign off to another supervisor:

Click Edit Account
Click on the Supervisor Delegation tab

Search for the supervisor’s name, then check the box to delegate timesheets to them. Remember to uncheck them once you return from your absence.