

eTime Process Comparison for Supervisors

Basic Pay Cycle

Step	Current System	eTime
1. Job Posting	Each job must be posted for a minimum of 2 business days	Same as current.
2. Hiring Process	Employer completes paper or electronic hiring form	Same as current.
3. Supervisor waits for authorization for student to begin work, a.k.a "Cleared to Work"	SES faxes or emails employer that student is authorized to begin working	Same as current.
4. Creation of student's record in HRS	SES loads student data into HRS to create hiring record, which initializes the printing of time sheets.	SES loads student data into HRS. A batch program, run each night, creates eTime record for student the same night the record is created in HRS.
5. Generation of time sheets or time cards so student can report time worked.	Time sheets are printed every two weeks, just before the beginning of the corresponding pay period.*	Student's time card for current week is accessible to supervisor and student on-line.
6. Student reports time worked.	Student records time worked by completing a paper time sheet, using one time sheet per week.*	Student reports time on a daily basis by either time-stamping (on a computer) or by card-swiping or keying-in at a terminal.
7. Daily monitoring of student time reporting	Supervisor checks time sheets to verify student time worked and that students sign in and out.	Supervisor monitors time by accessing on-line time card records – real time online reports available to supervisor on demand.
8. Time is submitted on a weekly basis.	Student signs time sheet at end of week and submits to supervisor or other individual who gathers time sheets.	Student does not sign time card. All punches are recorded as student arrives at and leaves work site – or updated by supervisor.

9. Totaling time worked and submitting for payment.	Designated department representative or supervisor gathers time sheets, checks total time figures, signs time sheets, makes photocopies, and sends them to Payroll.	Total time worked is automatically calculated by eTime. Supervisor or designated department representative approves time online for all employees in her employee group. Supervisor or next level manager signs off on time submitted for assigned employee group.
10. Student paydays	Students are paid every other Friday. Students can choose direct deposit.	Same
11. Terminating employment	Employer submits to student employment either a) change form, b) group change form, or c) the student's unused time sheet, signed and dated by the supervisor	Employer submits to student employment either the a) change form, b) group change form, or c) printed version of the student's online time card.

*Some departments may have additional steps or processes in addition to the time sheets provided by payroll.

Other Scenarios

<ul style="list-style-type: none"> Student forgets to record IN or OUT for the day. 	Student updates time during next work shift – or not.	Only supervisors can edit student time cards, i.e., add comments, add or delete punches, etc.
<ul style="list-style-type: none"> Student is temporarily assigned to perform the same job under a different Org or Suborg 	Student or supervisor notes change as a budget override on time sheet.	<ul style="list-style-type: none"> Supervisor performs an online budget override. Departments with a high rate of transfer among Orgs or SubOrgs have the option of establishing student transfer option at card readers.

<ul style="list-style-type: none"> • Student is reassigned temporarily to another job at a different wage rate within the same Agency/Org/Suborg 	<p>Student or supervisor notes change as a title override on time sheet.</p>	<p>Supervisor performs an online title override by selecting the appropriate wage rate.</p>
<ul style="list-style-type: none"> • Making changes to all or a group of student time sheets. 	<p>Supervisor must update each time sheet individually</p>	<p>eTime allows for group edits, for example, when group of students it working outside of the department at an event. Supervisor can update a group out-punch.</p>
<ul style="list-style-type: none"> • Recording time worked prior to access to personalized time sheets. 	<p>Student completes green addendum time sheet, one per work week.</p>	<p>Supervisor temporarily tracks time on interim paper time record prior to creation of student's time card in eTime system. Once record is created, supervisor transfers information from interim time sheet to eTime record.</p>
<ul style="list-style-type: none"> • Supervisor maintains individual student work records such as absences, late arrival, and approved leaves. 	<p>Supervisor maintains paper notes/records for each student</p>	<p>Supervisor uses drop-down comment codes to indicate missed punches, late arrivals, etc.</p>
<ul style="list-style-type: none"> • Student performs all or part of job at a remote work site. 	<p>Student transports time sheet to work site or completes time sheet later or phones in hours or records time at work site to be collected later by supervisors, and forwards to Payroll.</p>	<p>Supervisor edits or adds punches to student time card to include time off-site.</p>