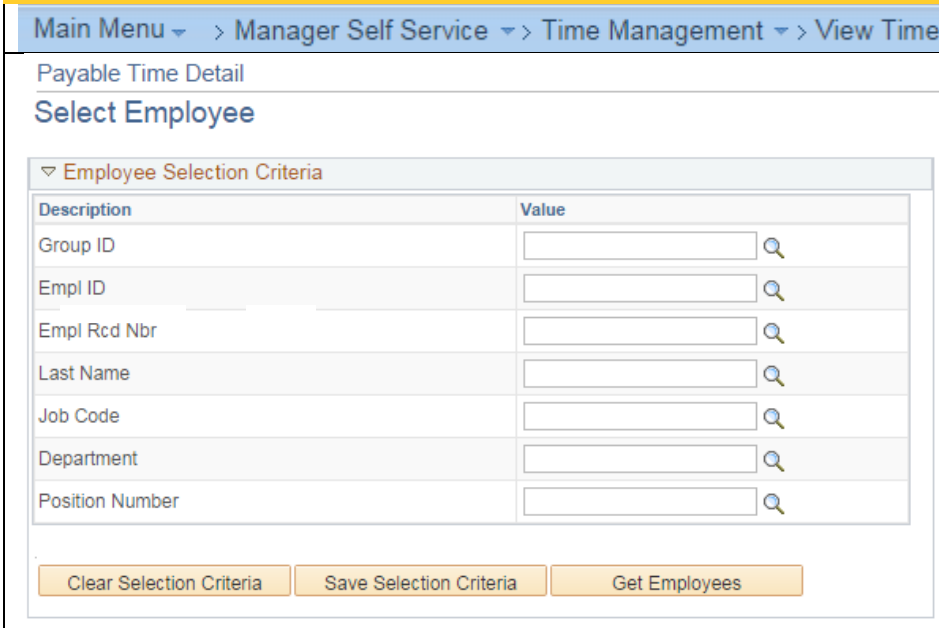
Splitting the Timesheet for Work Study Students

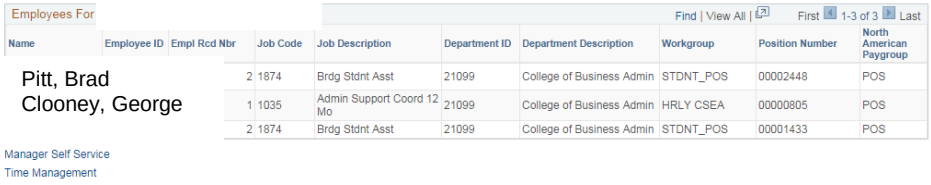
This guide outlines the process for Timekeepers and Managers to split time mid-month when work study funds exhaust. Monitor the hours for the amount of work study funds a student has from the beginning of the appointment. Contact Federal Work Study Coordinator in the Financial Aid and Scholarship Office if you are unsure of the funding for your student.



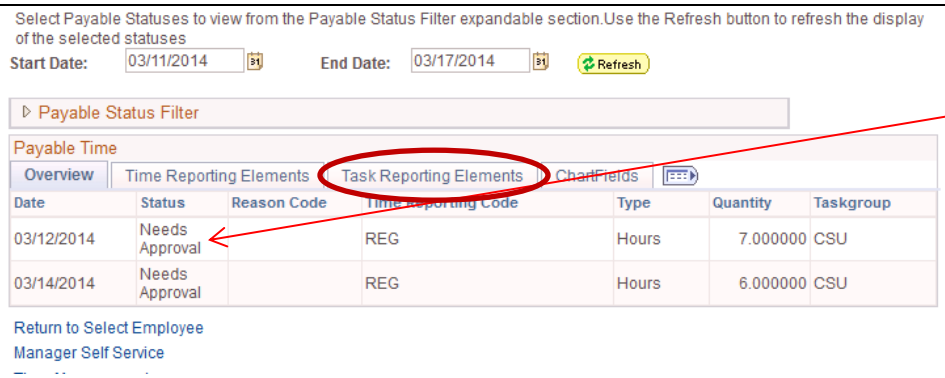
1. Enter a Value in one of the searchable fields

NOTE: The easiest search is by Group ID or Department.

2. Click the Get Employees button



3. Select the employee by clicking on their name

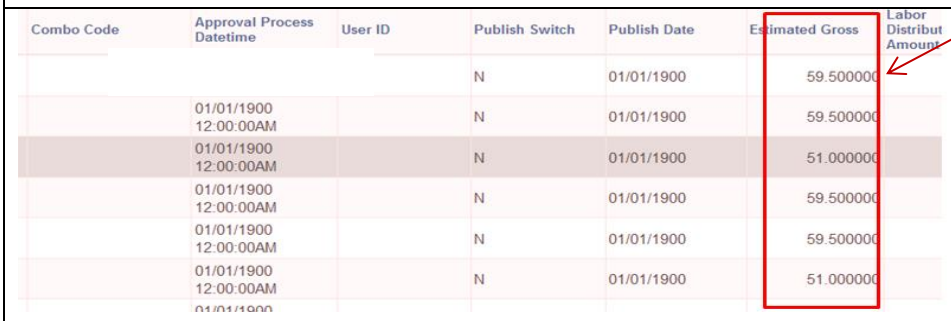


This action needs to take place before the timesheet is approved
Contact Payroll IMMEDIATELY if time is already approved

4. Click on the current month submissions
5. Should be in Needs Approval status

NOTE: You can only split the timesheet if it has not been approved

6. Click on Task Reporting Elements tab



Formula

- **Gross** divided by **hours worked** equals **hourly rate**.
- **Work Study funds left** divided by **hourly rate** equals **hours on Work Study Timesheet**

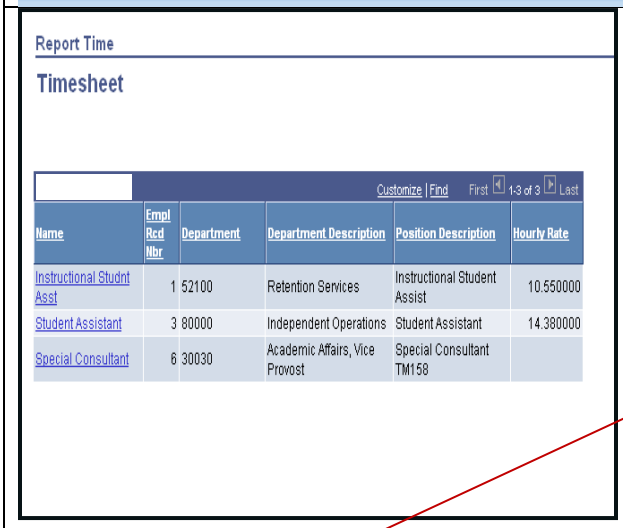
7. You can see the gross amount that will issue for each day
8. Take the funds still available and determine the hours that should not be on the work study timesheet

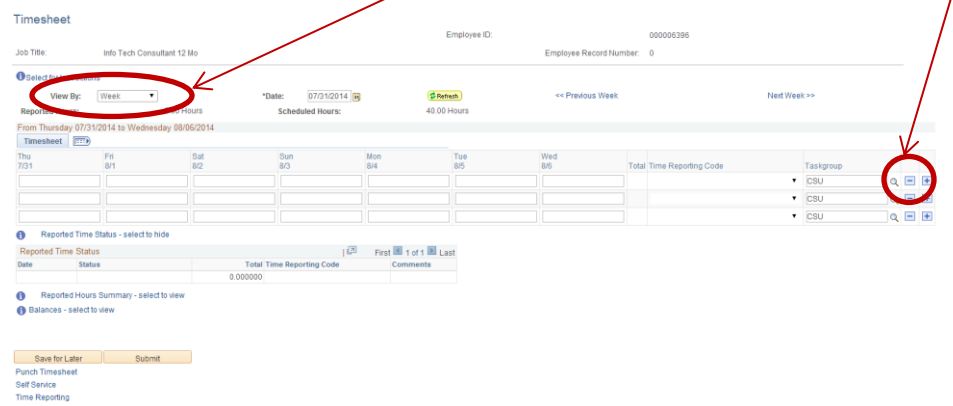
Example:

- This Work Study student only has $115 left.
- $59.5 gross / 7 hours=$8.50 per hour
- $115/$8.5=13.5 hours

9. Go to the Timesheet to adjust the time

Main Menu > Manager Self Service > Time Management > Report Time > Timesheet





BEFORE 1PM

10. Choose work study timesheet from the list
11. Print all time submitted for reference
12. Choose to view the timesheet by Day, Week, or Time Period depending on how many hours need to be split.
13. Delete the entire time period row by clicking on the minus sign
14. Click Yes – Delete button

15. Click Submit button to completely delete the information

AFTER 3PM

16. Use the print out to ensure all hours are re-submitted
17. Enter the number of hours remaining on the Work Study timesheet
18. Click Submit button
19. Go to the Student Assistant timesheet
20. Enter the remaining hours
21. Click the Submit button

The next morning it will be ready to be approved.