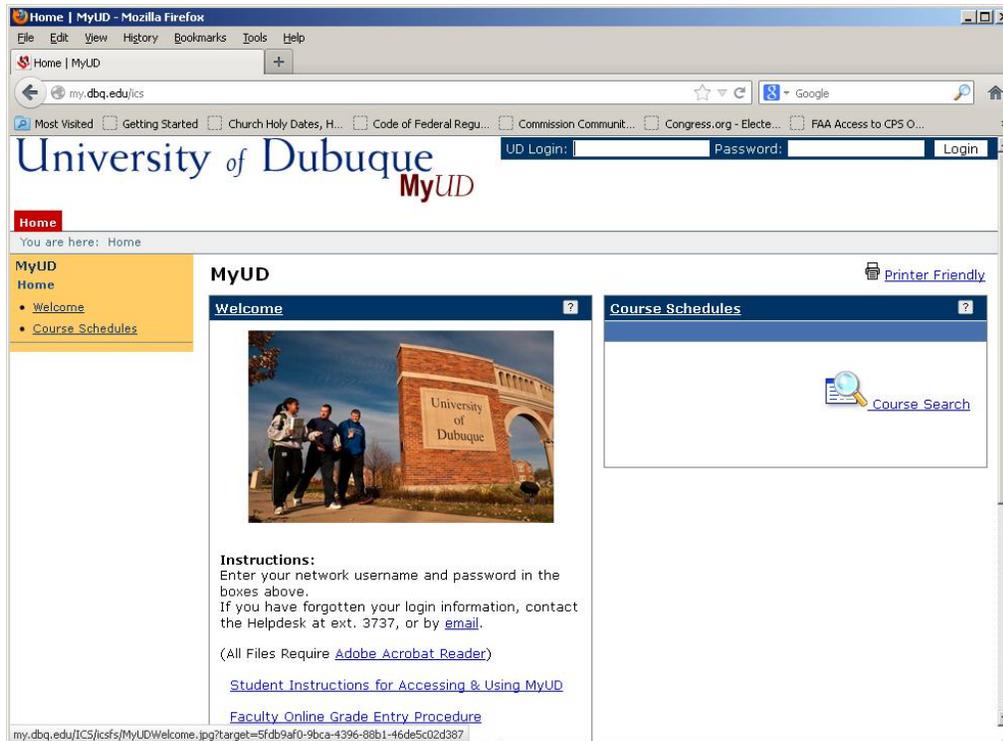


MYUD Time card entry system User Guide: Supervisor version

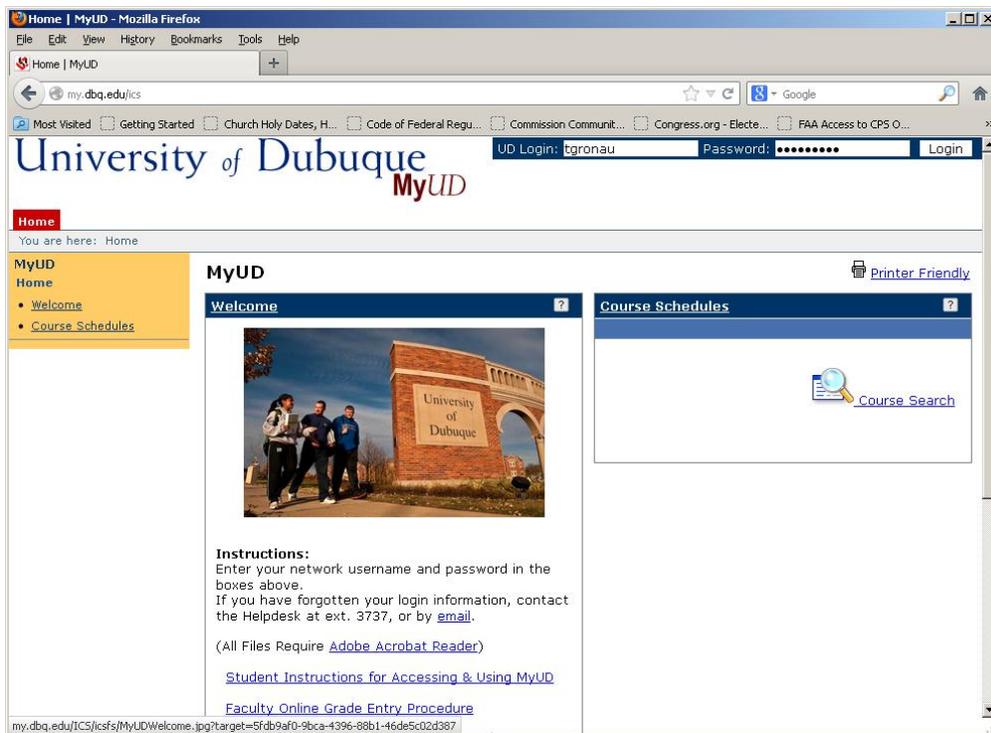
Go to **My.DBQ.edu**

The window below will appear.



MYUD Time card entry system User Guide: Supervisor version

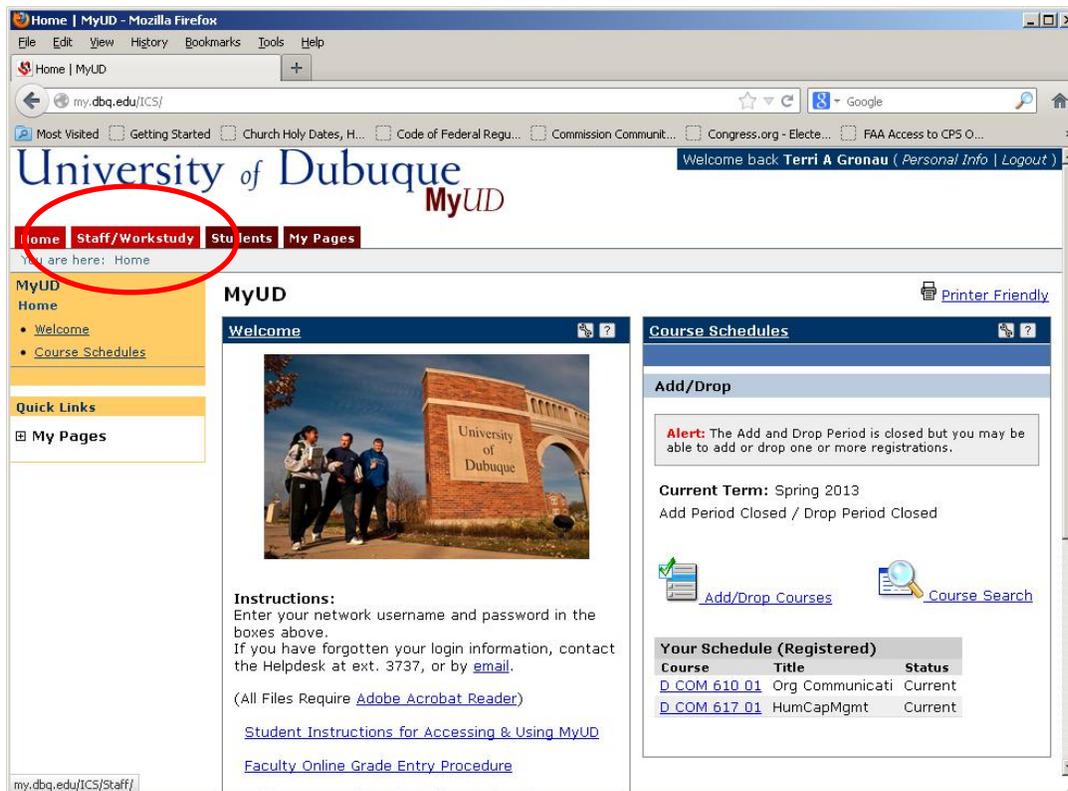
Login to MYUD using your network login and password.



MYUD Time card entry system User Guide: Supervisor version

Next the window will appear with tabs to your specific access information.

Click on the “Staff/Workstudy” tab.



The screenshot shows the MyUD website interface. At the top, there is a navigation bar with tabs: Home, Staff/Workstudy, Students, and My Pages. The 'Staff/Workstudy' tab is highlighted with a red circle. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'MyUD Home' section with links to 'Welcome' and 'Course Schedules', and a 'Quick Links' section with a link to 'My Pages'. The right column contains a 'Welcome' section with a photo of students and instructions for logging in, and a 'Course Schedules' section with an 'Add/Drop' alert, current term information, and a table of registered courses.

University of Dubuque
MyUD

Welcome back Terri A Gronau (Personal Info | Logout)

Home Staff/Workstudy Students My Pages

MyUD Home

- Welcome
- Course Schedules

Quick Links

- My Pages

MyUD

Welcome



Instructions:
Enter your network username and password in the boxes above.
If you have forgotten your login information, contact the Helpdesk at ext. 3737, or by [email](#).
(All Files Require [Adobe Acrobat Reader](#))
[Student Instructions for Accessing & Using MyUD](#)
[Faculty Online Grade Entry Procedure](#)

Course Schedules

Add/Drop

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: Spring 2013
Add Period Closed / Drop Period Closed

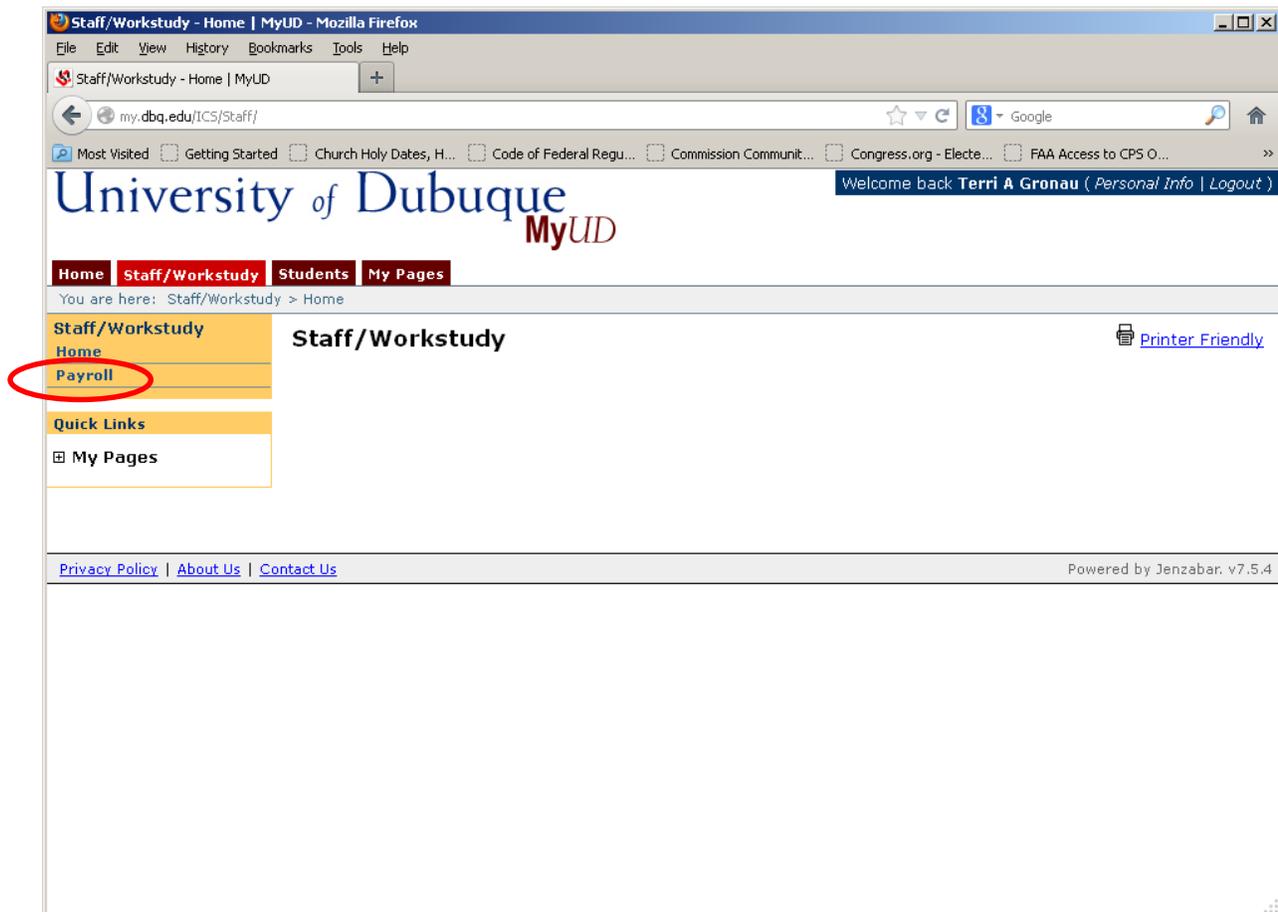
[Add/Drop Courses](#) [Course Search](#)

Your Schedule (Registered)

Course	Title	Status
D COM 610 01	Org Communicati	Current
D COM 617 01	HumCapMgmt	Current

MYUD Time card entry system User Guide: Supervisor version

Click on “Payroll” in the Staff/Workstudy menu.



MYUD Time card entry system User Guide: Supervisor version

In the Payroll window, see the lower section titled “Timecard Approval”. You will click the link of the dates for the pay period you are finalizing, most often this will be in the “Current” status.

The screenshot displays the MyUD Payroll system interface. The browser address bar shows the URL my.dbq.edu/TCS/Staff/Payroll.jnz. The page header includes the University of Dubuque logo and a welcome message for Terri A Gronau. The navigation menu includes Home, Staff/Workstudy, Students, and My Pages. The main content area is titled "Payroll" and includes a "Printer Friendly" link. The "Employee Information" section contains links for "Review your deduction information", "Review your position information", "Review your tax information", and "Review your time off accrual". The "Timecard" section displays a message: "You have no positions available for this date. [View all pay periods.](#)". The "Timecard Approval" section is circled in red and contains a table titled "Active Periods For Your Pay Groups". The table has a dropdown menu set to "Current" and the following data:

Pay Group	Period End	Status
WKST Federal/Institutional	1/21	Past
	2/28	Current

The "2/28" link in the Period End column is circled in red. Below the table is a link: "Or go to the main screen".

MYUD Time card entry system User Guide: Supervisor version

Your list of available student employee time cards should appear for that pay period.

IF you students enter their own hours, you will see the total of the hours entered by the student in the “Regular” field. The green check mark indicates the student has marked the timecard as “final” for this pay period.

The screenshot shows the 'Payroll' section of the MYUD system. The main heading is 'Payroll' with a 'Printer Friendly' link. Below it is the 'Timecard Approval - Pay Group Period' section for the 'WKST Federal/Institutional Pay Group'. The interface shows 'Active Pay Periods' with a 'Past' period (1/1/2013 - 1/31/2013) and a 'Current' period (2/1/2013 - 2/28/2013). The 'Current' period is selected, and the 'Pay Period Ending: 2/28/2013 (Current)' is displayed. A table lists employees with columns for 'Employee Info' and 'Hours'. The 'Hours' columns are 'Regular', 'Other', 'Off', 'Total', 'Final', and 'Status'. A red circle highlights the row for 'Shelby L. Marr', where the 'Regular' column shows '12.00' and the 'Final' column shows a green checkmark. Below the table is a 'Submit Selected Timecards To Payroll' button and a message: 'Time Entry for this pay period closes: 3/25/2013 - Please submit all timecards before: 3/26/2013'.

Employee Info		Hours						
<input type="checkbox"/>	Name	Position	Regular	Other	Off	Total	Final	Status
<input type="checkbox"/>	Shelby L. Marr	Financial Aid-Federal WS	12.00	--	--	12.00	✓	

MYUD Time card entry system User Guide: Supervisor version

Once the Supervisor checks the box to select a student, there are three options available for use.

Option 1: Contact Student Employees - If the supervisor wants to communicate with the student employee via email, they may choose the “Contact Selected Employees” button.

Option 2: Edit All Regular Hours - If the supervisor wishes to review the specific dates and hours entered by the student, or needs to update the information submitted by the student, they will click “Edit All Hours.”

Option 3: Submit Selected Timecards to Payroll - If you agree with the number of hours entered by the student, you may click the “Submit Selected Timecards to Payroll” button.

The screenshot shows the MYUD web application interface. The browser address bar displays `my.dbq.edu/ICS/Staff/Payroll.jnz`. The page title is "Staff/Workstudy - Payroll | MyUD - Mozilla Firefox". The navigation menu includes "Home", "Staff/Workstudy", "Students", and "My Pages". The main content area is titled "Payroll" and contains a "Timecard Approval - Pay Group Period" section for the "WKST Federal/Institutional Pay Group".

Under "Active Pay Periods", there are two entries:

- [1/1/2013 - 1/31/2013](#) Past: No timecards were submitted to payroll
- [2/1/2013 - 2/28/2013](#) Current: Time Entry for this pay period closes on 3/25/2013

The "Pay Period Ending: 2/28/2013 (Current)" section contains a table with the following data:

Employee Info		Hours					Status
Name	Position	Regular	Other	Off	Total	Final	
<input checked="" type="checkbox"/> Shelby L. Marr	Financial Aid-Federal WS	12.00	--	--	12.00	✓	

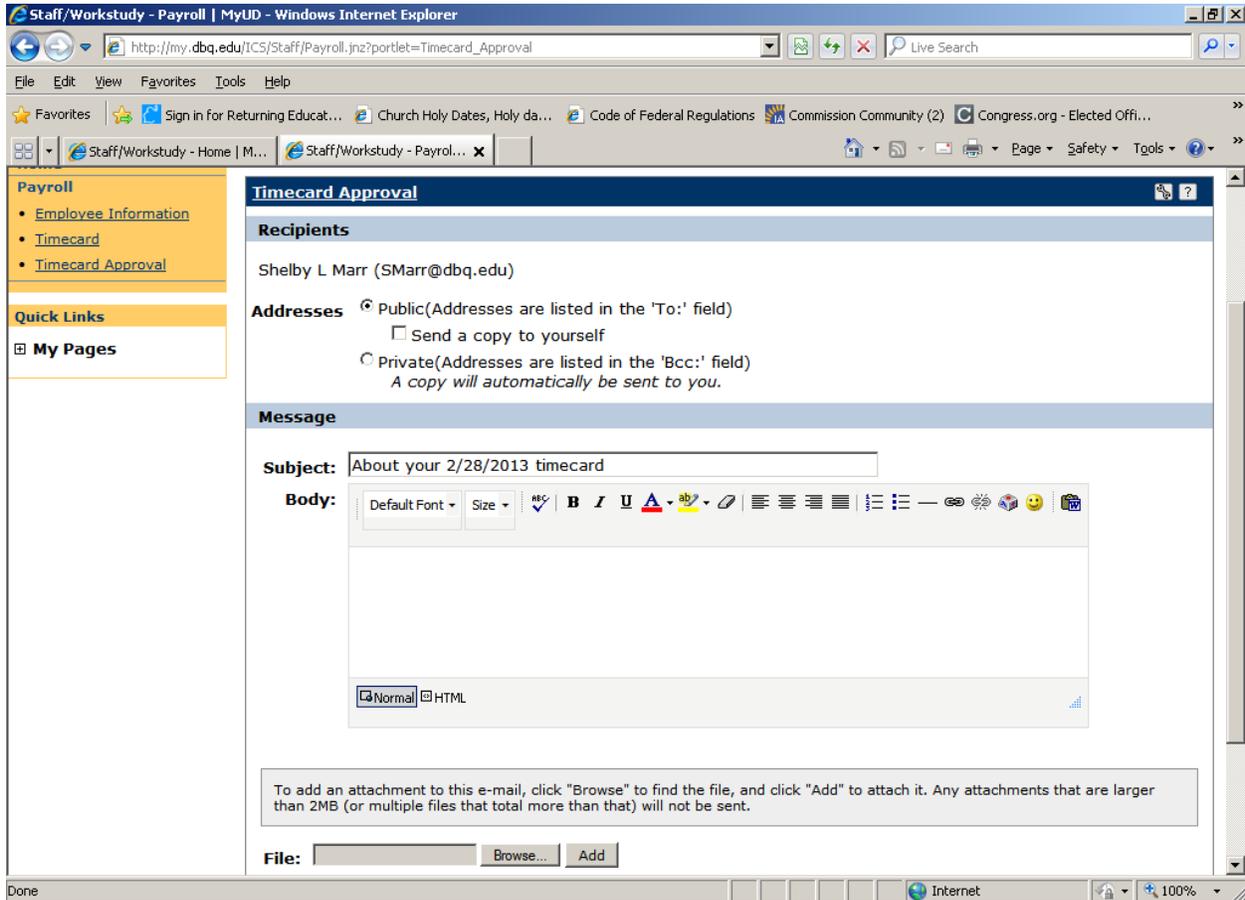
Below the table, there are three action buttons:

- [Contact Selected Employees](#) (labeled with a red '1')
- [Edit All Regular Hours](#) (labeled with a red '2')
- [Submit Selected Timecards To Payroll](#) (labeled with a red '3')

A callout box on the left points to the checkbox for Shelby L. Marr, containing the text "Check box to select student". At the bottom of the page, there are links for "Privacy Policy", "About Us", and "Contact Us", and a footer note "Powered by Jenzabar. v7.5.4".

MYUD Time card entry system User Guide: Supervisor version

Option 1: If the supervisor wants to communicate with the student employee via email, they may choose the “Contact Selected Employees” button.

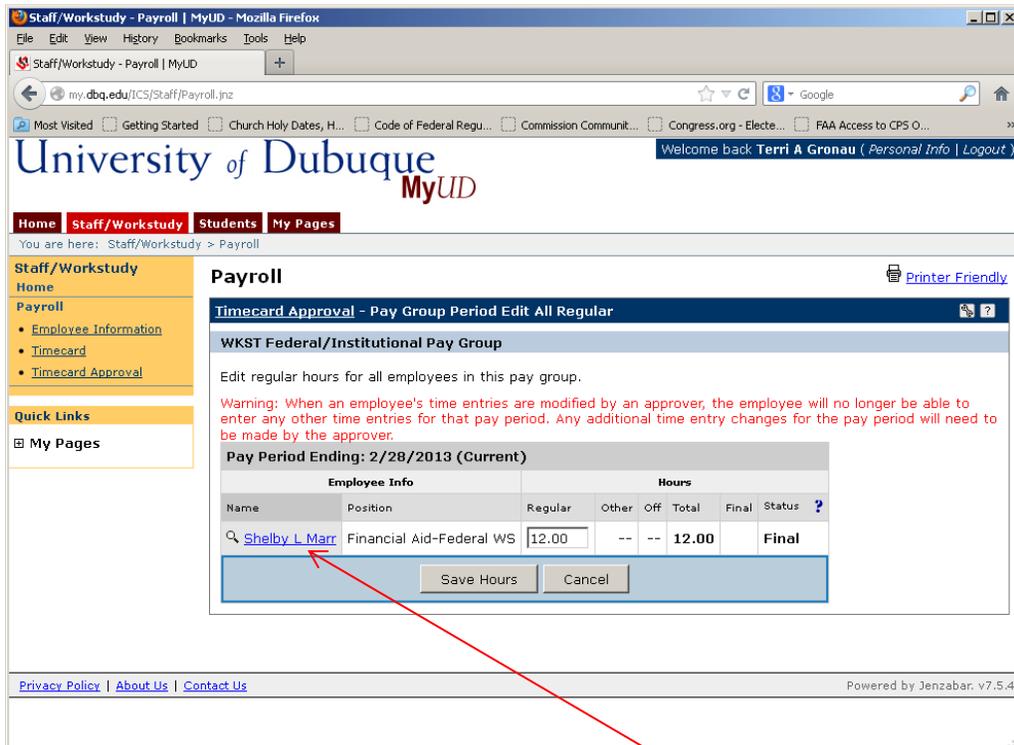


MYUD Time card entry system User Guide: Supervisor version

Option 2: Edit All Regular Hours - If the supervisor wishes to review the specific dates and hours entered by the student, or needs to update the information submitted by the student, they will click “Edit All Hours”. Modify the fields as needed.

A warning message will appear stating once the Supervisor (aka Approver) makes changes, the student employee cannot edit the timecard. Therefore, Supervisors would only make changes when finalizing the timecard for the month.[There should be NO hours entered in the “Other hours” field.]

To edit hours for a student employee, the Supervisor may **either** update the Regular hours field and save Hours on this window; **OR**



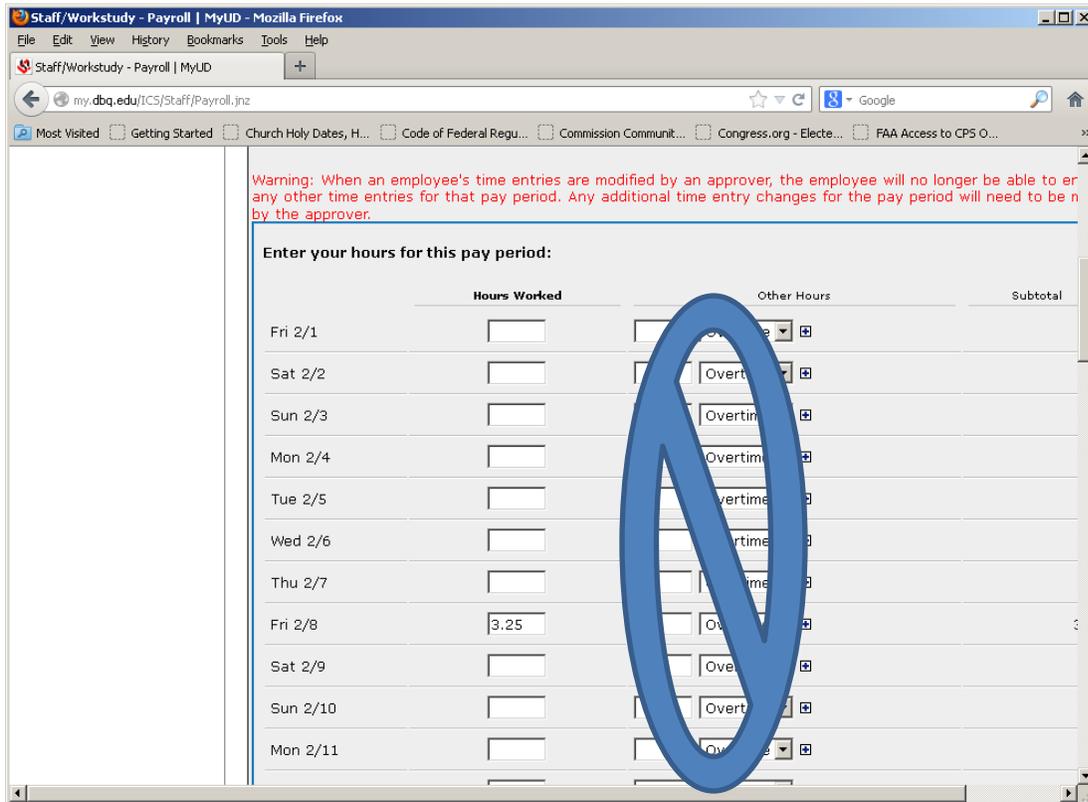
The screenshot shows a web browser window displaying the MYUD payroll system. The page title is "Staff/Workstudy - Payroll | MyUD - Mozilla Firefox". The URL is "my.dbq.edu/ICS/Staff/Payroll.Inz". The page features the University of Dubuque logo and navigation tabs for Home, Staff/Workstudy, Students, and My Pages. The main content area is titled "Payroll" and includes a "Printer Friendly" link. Below this, there is a section for "Timecard Approval - Pay Group Period Edit All Regular" for the "WKST Federal/Institutional Pay Group". A warning message states: "Warning: When an employee's time entries are modified by an approver, the employee will no longer be able to enter any other time entries for that pay period. Any additional time entry changes for the pay period will need to be made by the approver." The current pay period is "2/28/2013 (Current)". A table displays employee information and hours for "Shelby L. Marr", who is in the "Financial Aid-Federal WS" position. The table shows 12.00 regular hours and a total of 12.00 hours. The status is "Final". Below the table are "Save Hours" and "Cancel" buttons. A red arrow points from the text below to the link "Shelby L. Marr" in the table.

Employee Info		Hours					Status
Name	Position	Regular	Other	Off	Total	Final	
Shelby L. Marr	Financial Aid-Federal WS	12.00	--	--	12.00	Final	

The supervisor may also click on the link to the student name (above) to update hours for a specific date field (see next image).

MYUD Time card entry system User Guide: Supervisor version

Image of edit screen for supervisor



MYUD Time card entry system User Guide: Supervisor version

Once hours are entered by Supervisor and saved, the status will change to “Override.”

The screenshot shows the MYUD Payroll system interface. The main content area is titled "Payroll" and "Timecard Approval - Pay Group Period". It displays the "WKST Federal/Institutional Pay Group" with a "Timecard Format: Daily Total".

Active Pay Periods:

- 1/1/2013 - 1/31/2013: Past: No timecards were submitted to payroll
- 2/1/2013 - 2/28/2013: Current: Time Entry for this pay period closes on 3/25/2013

Pay Period Ending: 2/28/2013 (Current)

Employee Info		Hours						Status
<input type="checkbox"/>	Name	Position	Regular	Other	Off	Total	Final	Status
<input checked="" type="checkbox"/>	Shelby L Marr	Financial Aid-Federal WS	12.00	--	--	12.00	✓	Override

Buttons: [Contact Selected Employees](#), [Edit All Regular Hours](#), **Submit Selected Timecards To Payroll** (circled in red)

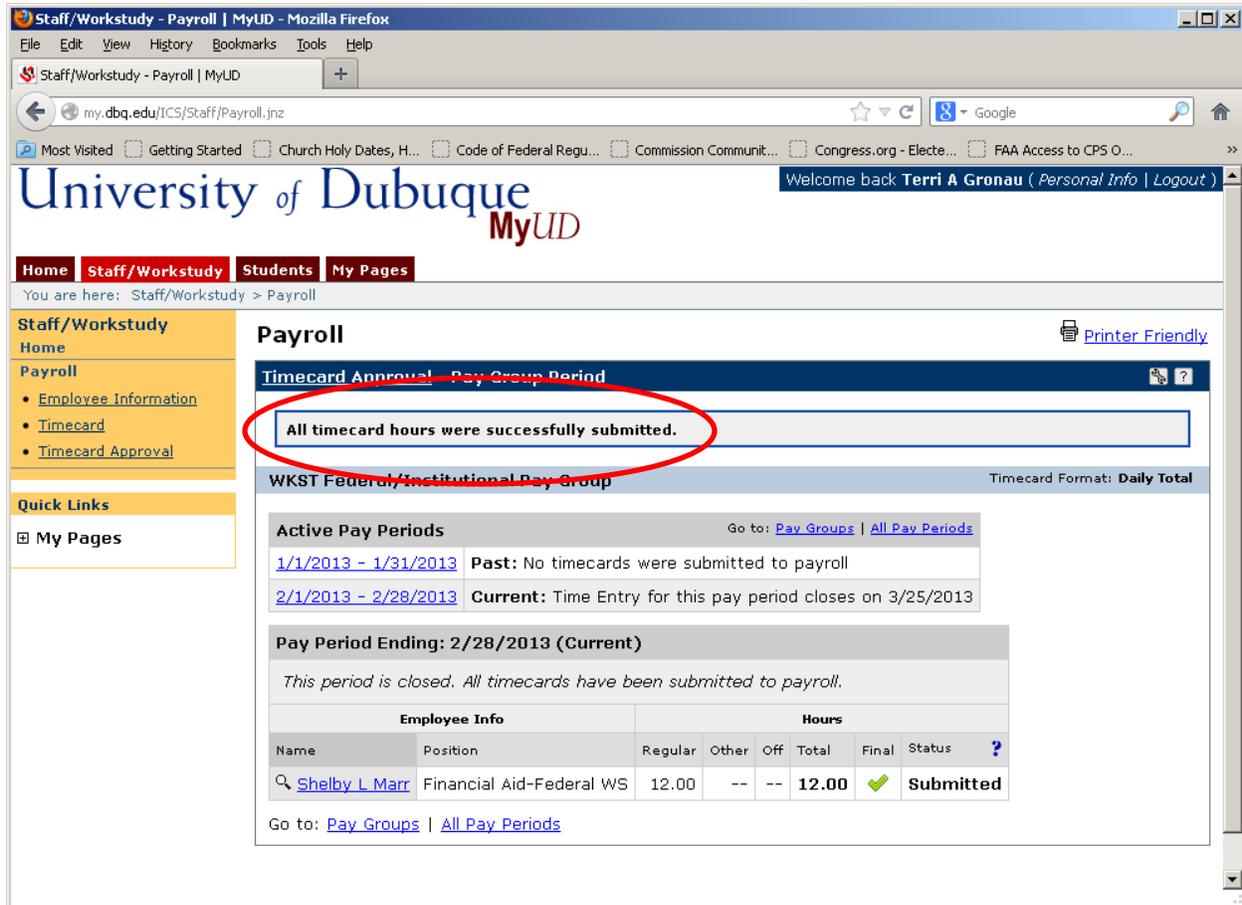
Time Entry for this pay period closes: 3/25/2013 - Please submit all timecards before: 3/26/2013

Option 3: Submit Selected Timecards to Payroll - If you agree with the number of hours entered by the student, click the “Submit Selected Timecards to Payroll” button.

MYUD Time card entry system User Guide: Supervisor version

FINAL: Once the hours are complete, the supervisor must click the “Submit Selected Timecards to Payroll” button.

A message will appear “All timecard hours were successfully submitted.”



The screenshot shows a web browser window with the URL my.dbq.edu/ICS/Staff/Payroll.jnz. The page title is "Staff/Workstudy - Payroll | MyUD - Mozilla Firefox". The University of Dubuque logo is visible at the top. The navigation menu includes "Home", "Staff/Workstudy", "Students", and "My Pages". The current page is "Payroll". A red circle highlights a message box that says "All timecard hours were successfully submitted." Below this, the page shows "Active Pay Periods" and a table of employee timecard data.

Active Pay Periods

- [1/1/2013 - 1/31/2013](#) Past: No timecards were submitted to payroll
- [2/1/2013 - 2/28/2013](#) Current: Time Entry for this pay period closes on 3/25/2013

Pay Period Ending: 2/28/2013 (Current)

This period is closed. All timecards have been submitted to payroll.

Employee Info		Hours					
Name	Position	Regular	Other	Off	Total	Final	Status
Shelby L Marr	Financial Aid-Federal WS	12.00	--	--	12.00	✓	Submitted

MYUD Time card entry system User Guide: Supervisor version

Appendix

Status definitions:

The screenshot displays the 'Staff/Workstudy - Payroll' page in a Mozilla Firefox browser. The page header includes the University of Dubuque logo and a navigation menu with 'Home', 'Staff/Workstudy', 'Students', and 'My Pages'. The main content area is titled 'Payroll' and features a 'Timecard Approve' section. A 'Timecard Status Values' pop-up window is open, listing the following definitions:

- No Hours:** Employee has not saved any hours for the period.
- Saved:** Employee has saved time for the period.
- Final:** Employee has marked the saved time as "Final".
- Entered:** Manager entered hours on behalf of the employee.
- Override:** Manager entered different hours than were saved by the employee.
- Submitted:** Timecard has been submitted to payroll.
- Open shift:** Employee has entered time to start a shift and has not entered time to end it.

The pop-up window also includes a 'Close' button. In the background, the 'Hours' table is visible, showing a total of 24.00 hours with an 'Override' status. A message at the bottom of the page states: 'Time Entry for this pay period closes: 3/25/2013 - Please submit all timecards before: 3/26/2013'. The browser's status bar at the bottom contains the JavaScript code: `javascript:openTimecardStatusWindow('pg2_V$EmployeeList', document.getElementById('pg2_V_EmployeeList_EmployeeList'))`.