

State Work Study Off-Campus Supervisor Timesheet Guide

<https://spsc.edu/students/employment>

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Introduction

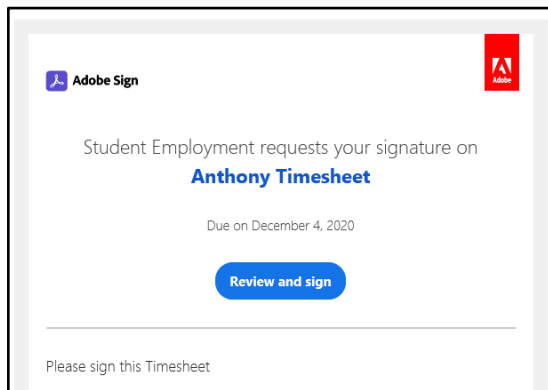
The State Work Study Off-Campus Timesheet (SWSOT) is an application for state work off-campus supervisors to use to approve student employee timesheets. To approve or decline timesheets for state work off-campus student employees, the supervisor follow the steps:

Sign Timesheet

When a student signs a timesheet the supervisor will receive an email message. **(Figure 1).**

Select the “Review and sign” button to review and sign the timesheet.

Figure 1



After selecting the “Review and Sign” button, a timesheet will populate **(Figure 2).**

Figure 2

WASHINGTON STATE WORK STUDY PROGRAM
TIME SHEET

<u>STUDENT SECTION</u>	<u>EMPLOYER SECTION</u>																																
<p>1. <u>Testing</u> Last Name, First Name</p> <p>2. <u>XXX-XX-4670</u> Social Security Number</p> <p>3. <u>South Puget Sound Community College</u> Name of College</p> <p>4. <u>OA1</u> Job Title</p> <p>5. First day hours were worked: <u>10/16/2020</u> Month/Day/Year</p> <p>6. Last day hours were worked: <u>10/31/2020</u> Month/Day/Year</p> <p>7. Record of hours worked:</p> <table style="width: 100%;"><tr><td>01 _____</td><td>16 <u>1</u> _____</td></tr><tr><td>02 _____</td><td>17 <u>2</u> _____</td></tr><tr><td>03 _____</td><td>18 <u>0</u> _____</td></tr><tr><td>04 _____</td><td>19 <u>0</u> _____</td></tr><tr><td>05 _____</td><td>20 <u>0</u> _____</td></tr><tr><td>06 _____</td><td>21 <u>0</u> _____</td></tr><tr><td>07 _____</td><td>22 <u>0</u> _____</td></tr><tr><td>08 _____</td><td>23 <u>0</u> _____</td></tr><tr><td>09 _____</td><td>24 <u>0</u> _____</td></tr><tr><td>10 _____</td><td>25 <u>0</u> _____</td></tr><tr><td>11 _____</td><td>26 <u>0</u> _____</td></tr><tr><td>12 _____</td><td>27 <u>0</u> _____</td></tr><tr><td>13 _____</td><td>28 <u>0</u> _____</td></tr><tr><td>14 _____</td><td>29 <u>0</u> _____</td></tr><tr><td>15 _____</td><td>30 <u>0</u> _____</td></tr><tr><td></td><td>31 <u>0</u> _____</td></tr></table> <p>8. Total hours worked: <u>3</u> "I hereby certify this time sheet is a true and correct statement of the hours I worked, and that I have State Work Study eligibility to cover my gross earnings."</p> <p>9. <u>test sign</u> <small>test sign 10/25/20 11:20:20 PST</small> Student's Signature</p>	01 _____	16 <u>1</u> _____	02 _____	17 <u>2</u> _____	03 _____	18 <u>0</u> _____	04 _____	19 <u>0</u> _____	05 _____	20 <u>0</u> _____	06 _____	21 <u>0</u> _____	07 _____	22 <u>0</u> _____	08 _____	23 <u>0</u> _____	09 _____	24 <u>0</u> _____	10 _____	25 <u>0</u> _____	11 _____	26 <u>0</u> _____	12 _____	27 <u>0</u> _____	13 _____	28 <u>0</u> _____	14 _____	29 <u>0</u> _____	15 _____	30 <u>0</u> _____		31 <u>0</u> _____	<p>Verify the information in the <u>Student Section</u>. Complete all items requested in this section. Any incorrect or blank items may delay reimbursement.</p> <p>Submit the time sheet to the student's college within 15 days from the end of the current pay period to prevent delay or denial of reimbursement.</p> <p>10. Rate of pay: \$ <u>14.42</u></p> <p>11. Gross compensation: \$ <u>43.26</u></p> <p>12. <u>SPSCC</u> Name of Business or Organization</p> <p>13. _____ Employer Identification Number (EIN)</p> <p>"This time sheet is a true and correct statement of the time worked by this student. The student has <u>completed the assignment satisfactorily and continues</u> to have State Work Study eligibility. I hereby certify, under penalty of perjury under the laws of the state of Washington, the foregoing is true and correct."</p> <p>14. <u>Tonya Huffines</u> Click here to sign <small>Employee Name & Organization</small> Date Signed (on or after student's last day worked)</p> <p style="text-align: center;"><u>COLLEGE SECTION</u></p> <p>15. Authorized by/date: _____</p> <p>16. Institution code: <u>SPSCC</u></p> <p>17. Position number: <u>100H</u></p> <p>18. Reimbursement rate: <u>99%</u></p> <p>19. Reimbursement amount: \$ <u>42.83</u></p>
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	31 <u>0</u> _____																																

Sign the timesheet on the (yellow) signature line in the Employer Section (**Figure 3**).

Figure 3

foregoing is true and correct.

14. Jane Super

[Click here to sign](#)

Employee Name & Organization

Date Signed (on or after student's last day worked)

Select the "Click to Sign" button at the bottom of the page (**Figure 4**).

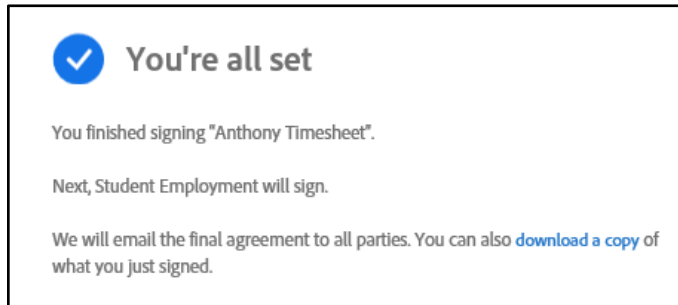
Figure 4

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

[Click to Sign](#)

The timesheet will be sent to SPSCC Student Employment for signature. You will see the message populate (**Figure 5**).

Figure 5



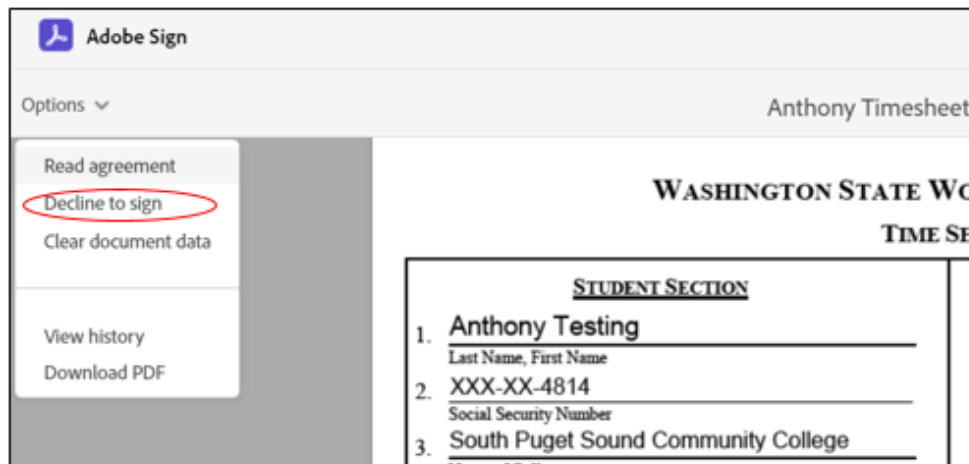
- Select “download a copy” if you want to save your timesheet for your records (**Figure 5**).

Supervisor Decline Timesheet

While reviewing the student employee timesheet that was sent to your email account (Figure 1), if you do not want to approve it, you can decline it.

- Select the “Review and sign” button to open the employee timesheet (**Figure 1**). The electronic timesheet will repopulate for you to decline.
- At the menu “Options” at the left corner, choose “Decline to sign” (**Figure 6**)

Figure 6



Write the reason for declining the timesheet and select the “Decline” button (**Figure 7**).

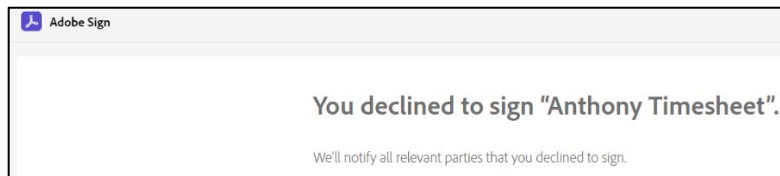
Figure 7



The screenshot shows a dialog box titled "Decline this agreement". Below the title is a text input field with the placeholder text "Please provide a reason for declining this agreement." The field contains the word "test". At the bottom right of the dialog box are two buttons: "Cancel" and "Decline".

Then you will see the message below (**Figure 8**)

Figure 8



Supervisor Sign Previously Declined Timesheet

After the supervisor decline the timesheet, the student and SPSCC will receive a message in their SPSCC email inbox that the timesheet has been rejected.

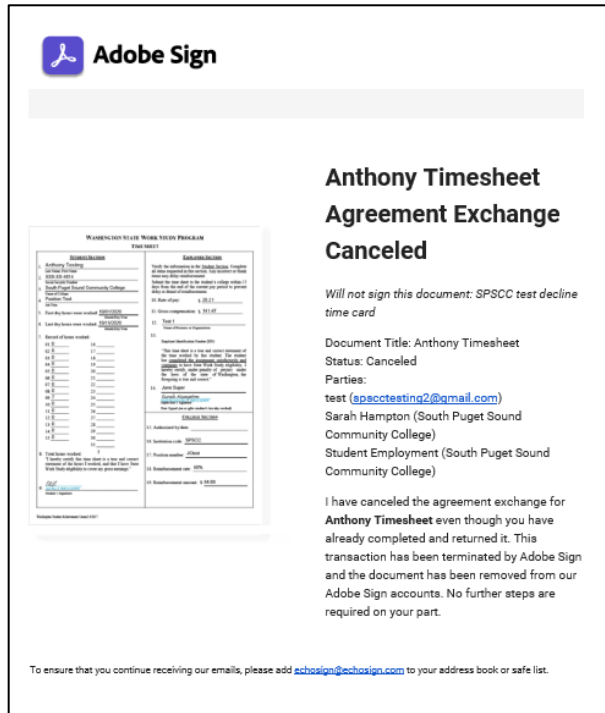
The submission process will begin again:

- Supervisor will received the corrected timesheet of student via an email message.
- Verify hours worked of student and (if correct) sign the timesheet.

SPSCC Student Employment Decline Timesheet

After SPSCC Student Employment reviews the timesheet and if they do not approve it, they will decline it. Your student employee and you will receive an email message that includes the reason the timesheet was declined (**Figure 9**).

Figure 9

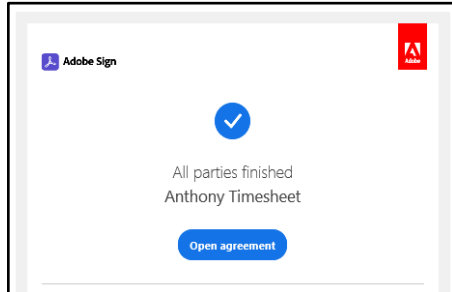


When your student employee receives SPSCC Student Employment’s email that declined the timesheet they will review, adjust, resubmit, and sign it. You will receive an email prompting you to review and sign the reinitiated timesheet.

Complete Timesheet

After SPSCC Student Employment signs the timesheet, you will receive the “All parties finished” message in your email account (**Figure 10**)

Figure 10



Select the “Open agreement” button to review the timesheet and save it for your records (**Figure 11**).

Figure 11

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For further assistance, please contact Student Employment at 360.596.5489 or studentemployment@spscc.edu