

## State Work Study Off-Campus Student Timesheet Guide

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

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## Introduction

The State Work Study Off-Campus Timesheet (SWSOT) application is available to state work off-campus student employees. SWSOT streamlines the process of reporting time worked and is located at this link <https://my.spscc.edu/portal/studentemployment>. When you receive an “Eligible to Work” email from SPSCC, you will have the ability to login to SWSOT to add entries, review, submit and decline timesheets.

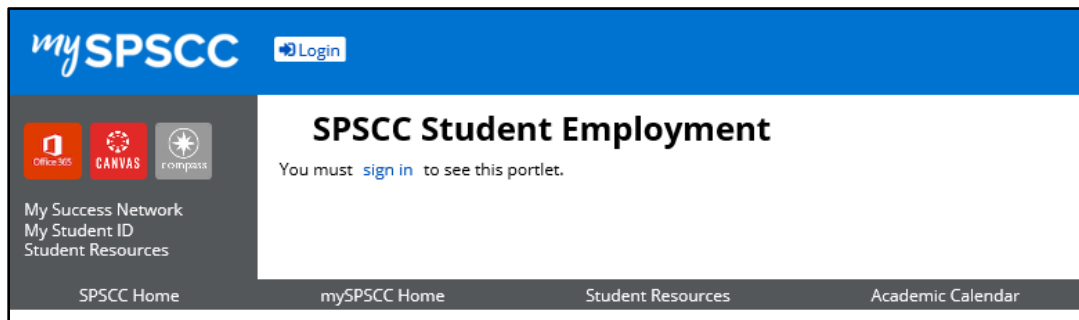
## Home Page Login

Logon credentials required for SWSOT are a student’s SPSCC email address and SPSCC password (**Figure 1**).

Note: The SPSCC email address and password are the same credentials that you use in SPSCC Canvas account.

If assistance with credentials is required, please contact the Student Employment department.

**Figure 1** (<https://my.spscc.edu/portal/studentemployment>)



After logging in, you will be taken to the Home page of the application (**Figure 2**).

**Figure 2**

### Off Campus Student Work Study Timesheet

**Employer:** SPSCC - Student Financial Services  
**Supervisor:**  
**Position:**                      **Pay Rate:**

**Timesheet Submission Summary for Fall 2020 - Sep 21 to Dec 11**

Amount Awarded	Earnings	Amount Remaining	Hours Remaining

Dear -----

Thank you for your participation. We look forward to working with you!

If you have questions concerning hours worked please contact Sarah Hampton at [shampton@spscc.edu](mailto:shampton@spscc.edu).

If you have questions concerning timesheet approval please contact Student Employment Services at [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu).

Best regards,  
SPSCC Student Employment Services

**Please follow these steps to submit your timesheet:**

- Please refer to the [Work Study State Work Study Off-Campus Timesheet Guide](#) as it includes valuable information.
- Input hours worked and submit timesheet twice per month; 15th and last day of the month.
- Timesheets that you submit are emailed to your agency supervisor for approval.
- You agency supervisor will verify hours worked and approve the timesheet.
- Each timesheet is emailed to SPSCC for final review.
- Note: If incorrect hours are input into a time card it can be denied and completed again by the student. The timesheet submission cycle would begin again.

**Active Timesheet(s)**

11/01/2020 - 11/15/2020	<a href="#">Need to Submit</a>
10/16/2020 - 10/31/2020	<a href="#">Need to Submit</a>

**Signed Timesheet(s)**

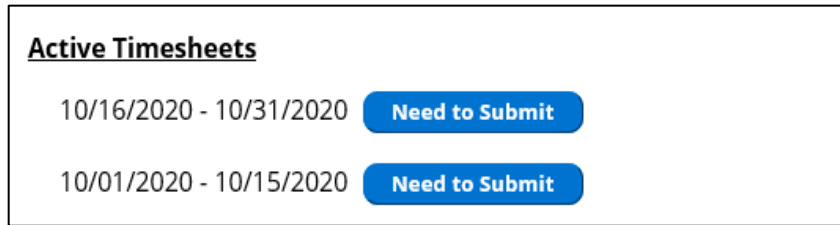
None

The home page is the location employees have the ability to review their supervisor, position title, pay rate, steps to complete timesheet and timesheets status. Ensure the information is correct with Student Employment Services.

## Timesheet Creation

The application automatically populates timesheets on the Homepage (**Figure 3**).

**Figure 3**



**Active Timesheets**

10/16/2020 - 10/31/2020	<b>Need to Submit</b>
10/01/2020 - 10/15/2020	<b>Need to Submit</b>

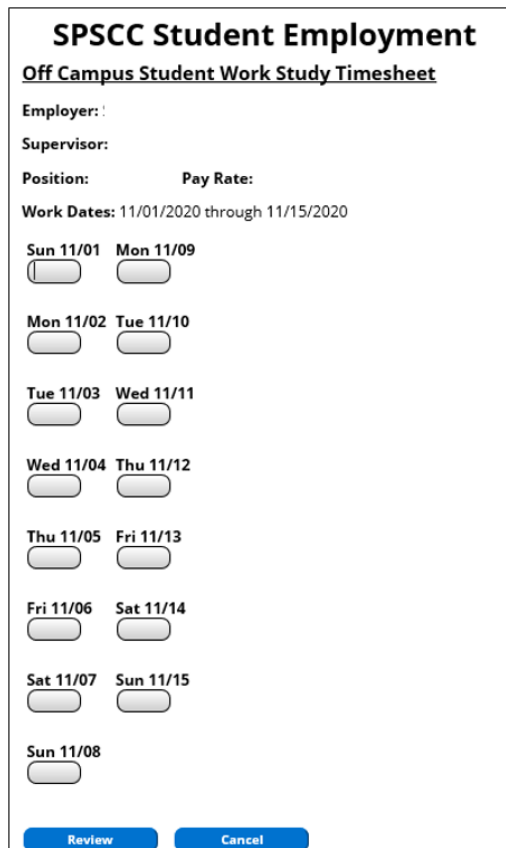
- Select the appropriate time sheet and click the “Need to Submit” button to add hours worked into time sheet.
- You will be redirected to add hours worked into the electronic timesheet. (**Figure 4**)

## Add Entries

To add a new entry to a timesheet:

1. Verify the day worked from the list of days.
2. Input hours worked for each shift into appropriate day(s) worked (**Figure 4**)

**Figure 4**



**SPSCC Student Employment**  
**Off Campus Student Work Study Timesheet**

Employer: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Position: \_\_\_\_\_ Pay Rate: \_\_\_\_\_  
Work Dates: 11/01/2020 through 11/15/2020

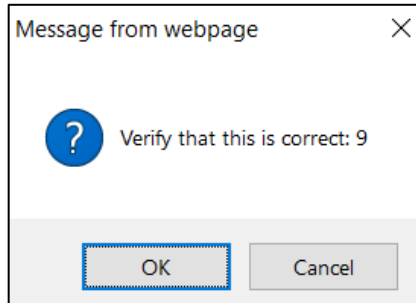
Sun 11/01	Mon 11/09
<input type="text"/>	<input type="text"/>
Mon 11/02	Tue 11/10
<input type="text"/>	<input type="text"/>
Tue 11/03	Wed 11/11
<input type="text"/>	<input type="text"/>
Wed 11/04	Thu 11/12
<input type="text"/>	<input type="text"/>
Thu 11/05	Fri 11/13
<input type="text"/>	<input type="text"/>
Fri 11/06	Sat 11/14
<input type="text"/>	<input type="text"/>
Sat 11/07	Sun 11/15
<input type="text"/>	<input type="text"/>
Sun 11/08	
<input type="text"/>	

**Review** **Cancel**



If you input more than 8 hours per shift per day you will see the message below (**Figure 5**).

**Figure 5**



### Review Timesheet

When entries are added to the timesheet select “Review” at the bottom of the timesheet entry (**Figure 4**).

### Edit Timesheet

1. Click on the entry you want to edit and add the correct hours worked. Refer to (**Figure 4**).
2. Click the “Review” button.
3. Ensure hours are correct (**Figure 6**) before selecting the “Send for Signatures” button.

**Figure 6**

## SPSCC Student Employment

### Off Campus Student Work Study Timesheet

**Employer:**  
**Supervisor:**  
**Position:**                      **Pay Rate:**  
**Work Dates:** 11/01/2020 through 11/15/2020

Sun 11/01: 1 hours	Mon 11/09: 0 hours
Mon 11/02: 2 hours	Tue 11/10: 0 hours
Tue 11/03: 0 hours	Wed 11/11: 0 hours
Wed 11/04: 0 hours	Thu 11/12: 0 hours
Thu 11/05: 0 hours	Fri 11/13: 0 hours
Fri 11/06: 0 hours	Sat 11/14: 0 hours
Sat 11/07: 0 hours	Sun 11/15: 0 hours
Sun 11/08: 0 hours	

**Total hours: 3**

[Send for Signatures](#)   [Edit Hours](#)

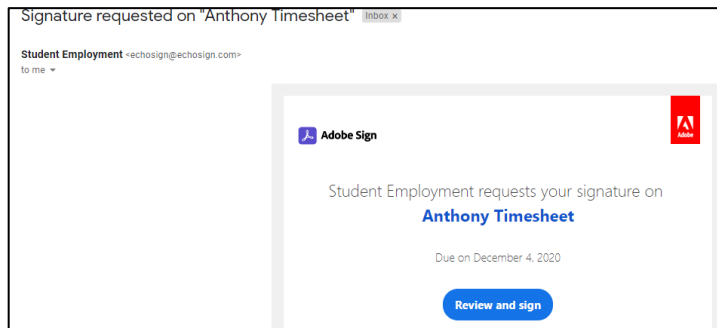
## Send for Signatures

If the hours are correct then you will select the “Send for Signatures” button (**Figure 6**). The application automatically send your timesheet to your SPSCC student email account in order to sign and send it to your supervisor to approve.

## Sign Timesheet

After selecting the “Send for Signatures” button you will receive a message in your SPSCC student email (**Figure 7**).

**Figure 7**



Select the “Review and sign” button. The timesheet will populate (**Figure 8**).

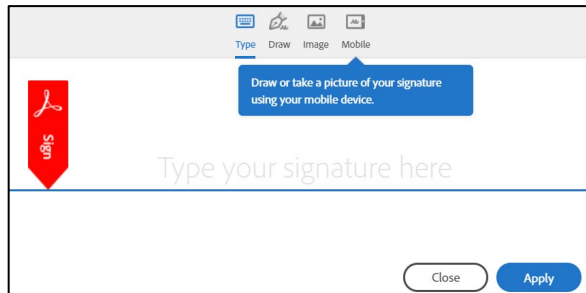
**Figure 8**

The screenshot shows a "WASHINGTON STATE WORK STUDY PROGRAM TIME SHEET" form. It is divided into three main sections: Student Section, Employer Section, and College Section. The Student Section includes fields for name (Anthony Testling), SSN (XXX-XX-4814), college (South Puget Sound Community College), position (Test), and dates of work (10/01/2020 to 10/15/2020). A table records hours worked by day, with a total of 9 hours. The Employer Section includes fields for rate of pay (\$20.21), gross compensation (\$181.89), and supervisor name (Jane Super). The College Section includes fields for authorized by, institution code (SPSCC), position number (JCTest), and reimbursement rate (100%). A yellow callout box with a star icon and the word "Start" points to a red star icon and the text "Click here to sign" in the Student's Signature field.



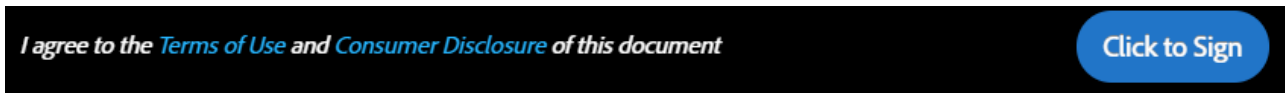
Sign the timesheet on the signature line (**Figure 9**).  
Select “Apply”.

**Figure 9**



Select the “Click to Sign” button at the bottom of the page (**Figure 10**).

**Figure 10**

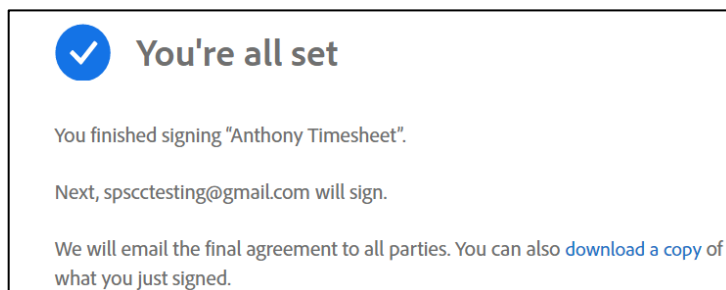


### Send to Supervisor

When you select the “Click to Sign” button, the timesheet will be automatically sent to your supervisor for approval.

You will see the announcement (**Figure 11**).

**Figure 11**



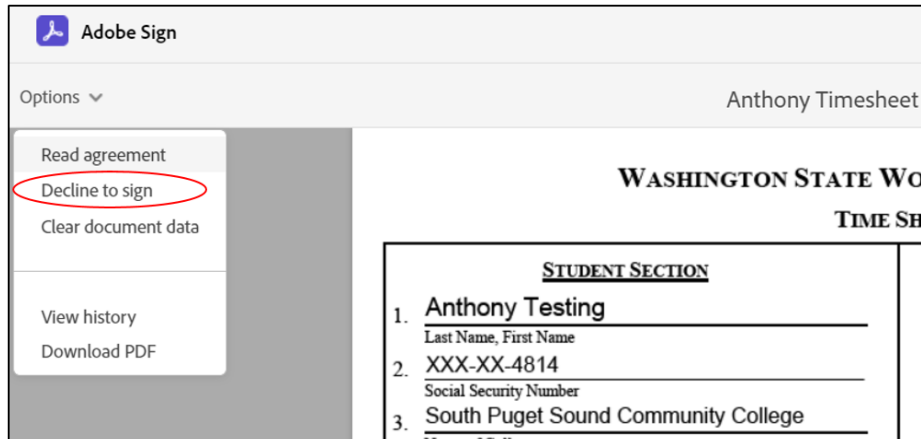
Select “download a copy” if you want to save your timesheet for your records (**Figure 11**).

## Employee Decline Timesheet

After selecting the “Send for Signatures” button (Figure 6).

- If you want to decline the timesheet, select the “Review and sign” button to open your timesheet at your SPSCC student email (Figure 7).
- At the menu “Options” at the left corner, choose “Decline to sign” (Figure 12).

Figure 12



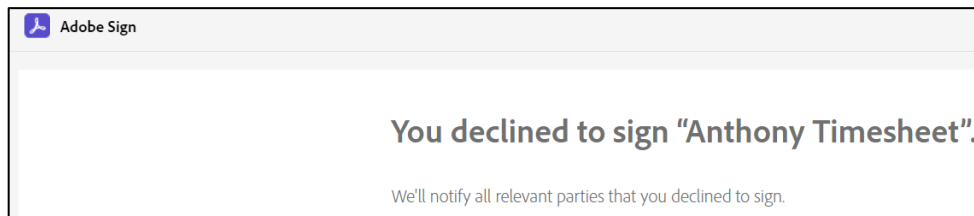
Notate the reason for declining the timesheet (Figure 13) and select the “Decline” button.

Figure 13

The image shows a "Decline this agreement" dialog box. It contains a text input field with the word "test" entered. Below the input field are two buttons: "Cancel" and "Decline". The text "Please provide a reason for declining this agreement." is positioned above the input field.

Then, you will see the “declined to sign” message below (Figure 14).

Figure 14

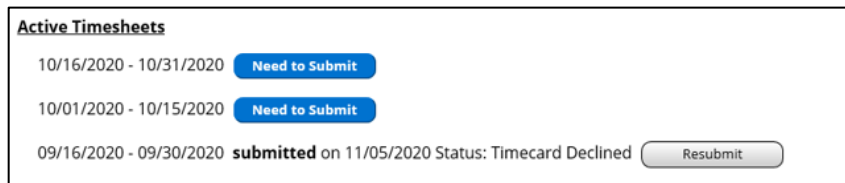




## Resubmit Timesheet

- Log into the home page (**Figure 1**).
- Select the “Resubmit” button at the timesheet that you have just declined (**Figure 15**).
- Update hours worked (**Figure 4**).
- Select the “Send for signatures” button again (**Figure 6**).
- Complete previous steps in **Figure 7 through Figure 11**.

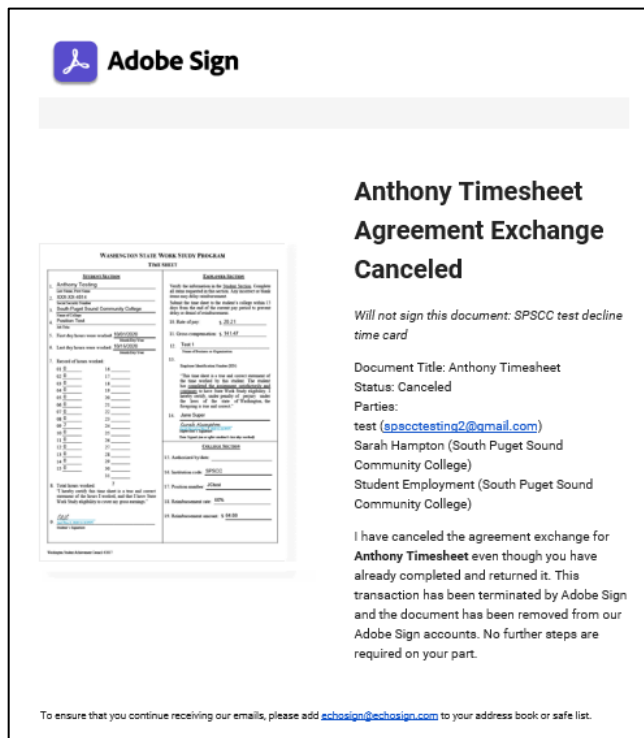
Figure 15



## Supervisor/SPSCC Student Employment Decline Timesheet

After supervisor/ SPSCC Student Employment review your timesheet, if they do not approve it, they will decline it. You will receive a message in your email account to announce the reason for the timesheet decline (**Figure 16**).

Figure 16



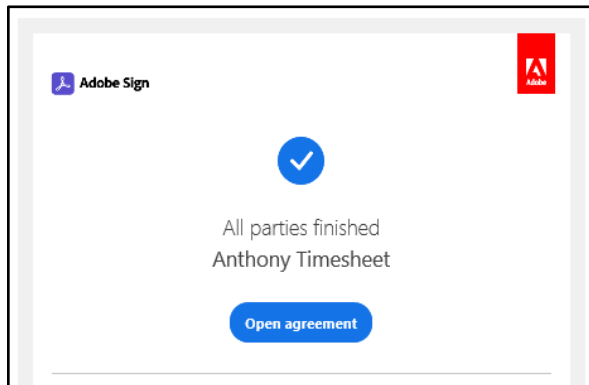


- Sign into the home page (**Figure 1**).
- Select the “Resubmit” button for the timesheet that your supervisor/SPSCC declined (**Figure 15**).
- Follow the steps in the Resubmit section above.

## Complete Timesheet

After your supervisor and SPSCC Student Employment signed your timesheet, you will receive the message in your email account (**Figure 17**).

**Figure 17**



Select the “Open agreement” button to review the fully signed timesheet (**Figure 18**) and save it for your records (**Figure 17**).

Figure 18

WASHINGTON STATE WORK STUDY PROGRAM																																																																	
TIME SHEET																																																																	
STUDENT SECTION	EMPLOYER SECTION																																																																
<p>1. <u>Anthony Testing</u> Last Name, First Name</p> <p>2. <u>XXX-XX-4814</u> Social Security Number</p> <p>3. <u>South Puget Sound Community College</u> Name of College</p> <p>4. <u>Position Test</u> Job Title</p> <p>5. First day hours were worked: <u>09/01/2020</u> Month/Day/Year</p> <p>6. Last day hours were worked: <u>09/15/2020</u> Month/Day/Year</p> <p>7. Record of hours worked:</p> <table style="width: 100%; border: none;"> <tr><td>01</td><td><u>1</u></td><td>16</td><td>_____</td></tr> <tr><td>02</td><td><u>2</u></td><td>17</td><td>_____</td></tr> <tr><td>03</td><td><u>0</u></td><td>18</td><td>_____</td></tr> <tr><td>04</td><td><u>0</u></td><td>19</td><td>_____</td></tr> <tr><td>05</td><td><u>0</u></td><td>20</td><td>_____</td></tr> <tr><td>06</td><td><u>0</u></td><td>21</td><td>_____</td></tr> <tr><td>07</td><td><u>0</u></td><td>22</td><td>_____</td></tr> <tr><td>08</td><td><u>0</u></td><td>23</td><td>_____</td></tr> <tr><td>09</td><td><u>0</u></td><td>24</td><td>_____</td></tr> <tr><td>10</td><td><u>0</u></td><td>25</td><td>_____</td></tr> <tr><td>11</td><td><u>0</u></td><td>26</td><td>_____</td></tr> <tr><td>12</td><td><u>0</u></td><td>27</td><td>_____</td></tr> <tr><td>13</td><td><u>0</u></td><td>28</td><td>_____</td></tr> <tr><td>14</td><td><u>0</u></td><td>29</td><td>_____</td></tr> <tr><td>15</td><td><u>0</u></td><td>30</td><td>_____</td></tr> <tr><td></td><td></td><td>31</td><td>_____</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>Trien</u> <small>Form 4, 2020 23 18 PST</small> Student's Signature</p>	01	<u>1</u>	16	_____	02	<u>2</u>	17	_____	03	<u>0</u>	18	_____	04	<u>0</u>	19	_____	05	<u>0</u>	20	_____	06	<u>0</u>	21	_____	07	<u>0</u>	22	_____	08	<u>0</u>	23	_____	09	<u>0</u>	24	_____	10	<u>0</u>	25	_____	11	<u>0</u>	26	_____	12	<u>0</u>	27	_____	13	<u>0</u>	28	_____	14	<u>0</u>	29	_____	15	<u>0</u>	30	_____			31	_____	<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>20.21</u></p> <p>11. Gross compensation: \$ <u>60.63</u></p> <p>12. <u>Test 1</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>Jane Supor</u> <u>Trien test</u> <small>Form 4, 2020 23 18 PST</small> Supervisor's Signature Date Signed (on or after student's last day worked)</p>
01	<u>1</u>	16	_____																																																														
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	COLLEGE SECTION																																																																
	<p>15. Authorized by/date: <u>Student Employment</u> <small>Student Employment Form 4, 2020 23 45 PST</small></p> <p>16. Institution code: <u>SPSCC</u></p> <p>17. Position number: <u>JCTest</u></p> <p>18. Reimbursement rate: <u>100%</u></p> <p>19. Reimbursement amount: \$ <u>60.63</u></p>																																																																

### Timesheet Status

The "Active Timesheets" and "Signed Timesheets" sections (Figure 19).

The status at these section includes:

- "Need to submit" represents the timesheet has not been initiated and you need to add hours worked entries for that pay period.
- "Timesheet Out for Signature" represents you have submitted a timesheet and it has been emailed to your supervisor.
- "Timesheet Declined" and "Resubmit" (button) represent the timesheet has been declined by your employer or SPSCC. You need to review the decline notation that was emailed to you, re-enter correct hours worked in new timesheet and resubmit it.
- "Timesheet Signed" represents your supervisor and SPSCC have approved and signed the

timesheet.



**Figure 19**

**Active Timesheets**

10/16/2020 - 10/31/2020

10/01/2020 - 10/15/2020 **submitted** on 11/06/2020 Status: Timecard Out for Signature

09/16/2020 - 09/30/2020 **submitted** on 11/05/2020 Status: Timecard Declined

**Signed Timesheets**

09/01/2020 - 09/15/2020 **submitted** on 11/05/2020 Status: Timecard Signed

For further assistance, please contact Student Employment at 360.596.5489 or [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu)