

# HOW TO ADD HOURS AFTER 30 DAYS ON-CAMPUS

The iClearance timecard system prevents students from entering hours for dates older than 30 days. If a student fails to enter their hours within 30 days, the supervisor will have to enter them on the student's behalf.

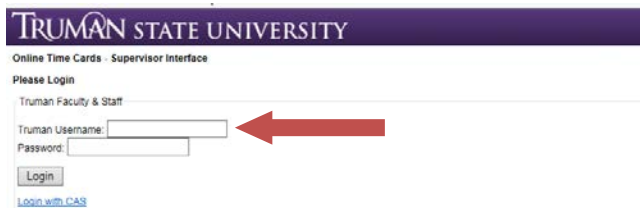
1. Log in to TruView
2. Click “Employee”
3. Click “Student Employment Supervision”
4. Click “Timecard Supervisor Interface”

## Student Employment Supervision Page

### Student Employment Supervision

- [Clearance Department Interface](#)
- [Timecard Supervisor Interface](#) 
- [Timecard Department Interface](#)
- [Timecard Admin Interface](#)
- [Clearance Admin Interface](#)
- [Tru-Positions - List a Position](#)

5. Log in with your Truman username and password. Be sure to use your username, not your email address.




TRUMAN STATE UNIVERSITY

Online Time Cards - Supervisor Interface

Please Login

Truman Faculty & Staff

Truman Username:  

Password:





[Login with CAS](#)

## 6. Select a month

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Online Time Cards - Supervisor Interface

Select a Month:

Previous Month   May 2016   Next Month



S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## 7. Select a student by clicking their name

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Online Time Cards - Supervisor Interface


Select a Month:

 May 2016 

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select a Student:

Name	ID	Budget	# Jobs	# Submitted	# Approved
			2	1	0



[Logout](#)

## 8. Select the appropriate month and day

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To enter hours, click on the appropriate day, highlight the hours you worked, then click submit.

If you are working more than one job, there will be more than one column, so be sure that you are adding hours under the correct t

Timecards should be submitted at the end of each month.

6 hours for (W) 10 hours (I)

Supervisor:  
Department:  
Student:  
Spring 2016 (1/1/2016 - 5/6/2016) You are cleared for 6 hours per week.

[Apr](#) **May, 2016** [Jun](#)

6 hours for (W)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>
8		10	11	12	13	14
15		17	18	19	20	21
22		24	25	26	27	28
29		31	1	2	3	4

May, 2016 Total: 0.00 \$0.00

Spring 2016 Total for this Position: 57.25 \$437.96

Spring 2016 Total for all Positions: 57.25 \$437.96

has not yet submitted this timecard

## 9. Highlight the hours worked and click the “Update” button

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Click or drag to highlight the times you worked for each position below. The highlighted cells mark th  
you are finished, click “Update”.

**5/24/2016 - Tuesday**

10 hours for (I)

Jump to:  
[12:00 AM](#)  
[4:00 AM](#)  
[8:00 AM](#)  
[12:00 PM](#)  
[4:00 PM](#)  
[8:00 PM](#)

**Daily Comments**

10 hours for  
[Add](#)

Time
7:15 AM - 7:30 AM
7:30 AM - 7:45 AM
7:45 AM - 8:00 AM
8:00 AM - 8:15 AM
8:15 AM - 8:30 AM
8:30 AM - 8:45 AM
8:45 AM - 9:00 AM
9:00 AM - 9:15 AM
9:15 AM - 9:30 AM
9:30 AM - 9:45 AM
9:45 AM - 10:00 AM
10:00 AM - 10:15 AM
10:15 AM - 10:30 AM
10:30 AM - 10:45 AM
10:45 AM - 11:00 AM
11:00 AM - 11:15 AM
11:15 AM - 11:30 AM
11:30 AM - 11:45 AM
11:45 AM - 12:00 PM
12:00 PM - 12:15 PM

Position Totals: 2.00 hours

[Update](#) [Cancel](#)

10. Once you have entered all the hours for each month, the student will need to log in and submit each month’s timecard. After the student submits the timecard(s), you will need to log back in and approve each month before Financial Aid/Payroll will receive the hours.