

## **Time & Labor Roles:**

### **1) Employee/Time Reporter**

- a. Definition: Student Employee reporting hours worked into T&L for pay
- b. Duties:
  - Enter hours (daily basis) into T&L Timesheet
  - Submit time

### **2) Time Approver**

- a. Definition:
  - "Student Pay Approver" on the new student requisition form
  - Person authorized to approve student pay for a specified department
  - This person does not necessarily have actual supervisory responsibilities over the employee's work
  - Must be CI staff, faculty or MPP
  - Cannot be another student worker
  - Cannot be intermittent, a Special Consultant, or a Casual Worker
- b. Duties:
  - Compares Time Reported against actual time worked
  - Approves employee submitted time (Reported Time) and may approve Payable Time
  - Reviews and corrects system-generated exceptions
  - Communicates with employees of any changes/corrections made to employee's submitted time
  - Enters time into T&L Timesheet on behalf of employee when necessary
    - Obtains a signed paper timesheet from the employee and gives to Department Coordinator to maintain in department file for audit trail

### **3) Student Pay Coordinator**

- a. Definition:
  - Department T&L subject-matter expert(s)
- b. Duties:
  - Department point of contact for T&L questions and processes
  - Liaison between department and Payroll for questions related to student pay
  - Directs student workers to online training resources
  - Provides training to new Student employees and Time Approvers, or directs them to online training resources
  - Department Option: Serve as back-up Time Approver within department
  - Obtains paper timesheets when needed and maintains file in department after paper timesheets are returned from Payroll.
  - Reminds students and Approvers of submission and approval deadlines.