In order to comply with the State Officials and Employees Ethics Act, the University has implemented screens to allow graduate/teaching/research assistants to electronically record their hours worked. This is a time reporting mechanism and is not directly connected to the monthly stipend payment. These online screens are available to assistants via STARS, and supervisors have access through WIUP.

Effective August 2011, graduate assistant personnel will begin recording their hours worked to the nearest tenth of an hour (.1 = 6 minutes). For example, if a graduate assistant works 3 ½ hours, the time should be entered as 3.5 on the screen. Graduate assistants may refer to their assistantship contracts to determine the required number of work hours per week (this information is viewable via STARS, select EMPLOYEE INQUIRY at MENU SELECTIONS and then click CURRENT CONTRACTUAL INFORMATION). **Note:** Most full-time assistantship positions require up to 20 hours of work per week and 2/3-time positions require 13 hours of work per week.

It is recommended that assistants input their time worked on a weekly basis, however, the final submission of the time card is done at the end of the month. Once assistants submit the time card, either the supervisor or alternate supervisor (if assigned) must confirm. Email reminders will be sent to assistants and supervisors on the last day of the month with subsequent email reminders sent until the time report has been confirmed and approved. Specific instructions are included below.

**Instructions for Supervisors of Graduate Assistant Personnel**

While students use the STARS system to report their hours worked, supervisors of graduate assistant personnel (as identified on the assistantship contract request and printed on the assistantship contract) will confirm the student’s time using the CONF menu selection on the WIUP system. The WIUP system is the same as used for WIU employees (faculty & staff) to confirm their own time worked. **Alternate supervisors only have to confirm an employee’s time report in the absence of the supervisor. Only one supervisor may approve the time report.**

To access the graduate assistant personnel screens, launch WIUP at [http://wiup.wiu.edu/](http://wiup.wiu.edu/). Click YES, I AGREE and log-in using your user ID and password. In the display field, type CONF and hit ENTER. On the next screen, select the appropriate circle to click depending on whether you are the immediate supervisor or alternate supervisor.
Next, select MONTHLY/GRAD ASST from the pay frequency drop-box to identify your graduate assistant personnel and click the ENTER button on the lower left side of the screen. If you supervise more than one individual or if you also approve regular monthly employees, their time reports will appear in alphabetical order and you can move around by selecting the “previous employee” or “next employee” buttons. Or if you supervise one person it will pull him/her up for you automatically. You may also choose to type the employees name in the boxes to pull them up.
The supervisor should check the hours submitted on the time reporting screen and be sure the student has selected YES in the student confirmation drop-down box. The supervisor cannot confirm the time card until the employee has confirmed unless there were no hours worked during the pay period. Once the employee has confirmed the time report, the supervisor can click on YES next to the supervisor confirm.
If the timecard has an error, the employee must change the hours and then reconfirm the time report before the supervisor can confirm it. The supervisor cannot make any changes to the hours entered on the employee’s time screen. If an employee makes a change to the screen after the supervisor has confirmed it, the YES in the supervisor confirm will automatically change to NO. The supervisor will then need to reconfirm the screen.

If the error message “Student must confirm first” appears on the screen, the supervisor has tried to confirm the screen before the employee has confirmed it. The supervisor must change the YES to NO and ask the employee to confirm his/her time report.
For supervisors of more than one graduate assistant, once you have confirmed the first employee, you may then click NEXT EMPLOYEE button to proceed to the next time report. Should you need to go back to a previous employee, click the PREVIOUS EMPLOYEE button.

Once you have confirmed the time reports for your graduate assistant personnel, you may click SIGNOFF in the upper right hand corner of the screen.

A reminder email will be sent to the employee and the employee’s supervisor on the last day of the month, if the screen has not already been confirmed. Subsequent reminder messages will be sent until the time report has been confirmed and approved by employee and supervisor.

Contact Information

Any questions regarding the use of this system may be directed to the Graduate School at (309) 298-1806 or Grad-Office@wiu.edu.

Problems with passwords should be directed to the uTech Help Desk at (309) 298-2704.

Supervisors needing permission to approve an employee using WIUP CONF screen should contact Lisa Hinman in the Business Office at (309) 298-1811. Please check the online WIUP system for access before contacting Ms. Hinman.

Assistants who need STARS sign-on assistance may contact (309) 298-STAR (7827) or visit http://mvs.wiu.edu/stars.html for information.