

## GRADUATE ASSISTANT PERSONNEL TIME REPORTING SCREENS

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 report is done at the end of the month. Once assistants submit the time report, 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 Graduate/Teaching/Research Assistants**

To access the time reporting screen, go to <http://mvs.wiu.edu/stars.html#> and launch STARS. Input your WIU ID # and password to log-in. From the MENU SELECTIONS drop-down box, select EMPLOYEE TIME REPORTING.

The contract information should appear and the assistant must insert the appropriate number of hours worked (to the nearest tenth) on each day throughout the month. You may leave a box blank if no hours were worked on that day. This screen may be updated throughout the month to better track the number of hours worked each week. Simply hit the ENTER button to save the information you input.

**NOTE: You should only change NO to YES in the Employee Confirm drop-box at the end of the month when you have included all of your hours worked for that month.**

Student/Alumni Records System - Test on the Web - Mozilla Firefox

https://mvs.wiu.edu:3002/cics/webs/HYG946L7angqqomu

Student/Alumni Records System - Test System

Western Illinois University

Graduate Assistant Time Reporting

06/13/11 01:07:42 PM

Click ENTER to update without confirming.

John O. Student

Current Work Dates 06/01/2011 Thru 06/30/2011

Classification GRADUATE ASSISTANT

Budget Dept 140000 LIBRARIES

Work Dept 140000 LIBRARIES

Contract No 69536 Supervisor(s) GRETCHEN SULLIVAN CONNIE L. DODSON

Direct deposit is mandatory for WIU paychecks. Go to the Direct Deposit Authorization screen to add or update your bank information.

Enter Print Preview Previous Pay Period

Timecard has been updated. Enter hours worked and click the Enter button to update your timecard. When all hours are entered, change Employee Confirm to YES.

	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Hours Worked						2.0	5.0	2.0	2.0	2.0			2.0	5.0	2.0	2.0	
	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	Total		
	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Hours Worked	2.0				5.0	5.0	2.0	1.0			2.0	5.0	2.0	2.0	50.0		

Employee Confirm No Processed No

Select YES to confirm at the end of the month.

HYG946L-71/E

You have 15 seconds or comments, please use the STARIS Comment's available from the menu.

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Once all hours worked for the given month have been recorded, students must select YES from the EMPLOYEE CONFIRM drop-down box to confirm their monthly time report. Once the assistant confirms the time report, the supervisor(s) will be able to finalize the process by approving the report. The supervisor is not able to change any hours on the screen. If a change in the hours is needed, the assistant must select NO from the EMPLOYEE CONFIRM drop-down box and then make any changes necessary. Once all changes have been made, the assistant must click on YES from the EMPLOYEE CONFIRM drop-down box to reconfirm the report. If changes are made after initial confirmation by the student and approval by the supervisor, it is necessary for the supervisor to approve again.

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. Further reminder messages will be sent daily until the time report is confirmed and approved by both the assistant and the 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](mailto: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.

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