



OFF CAMPUS SUPERVISOR INSTRUCTIONS

Hampshire College Student Employee Timecards will be entered and reviewed online at TheHub (<http://thehub.hampshire.edu>). Once a signed contract has been returned to the Student Employment Office an email will be sent to the off campus supervisor, with a user ID and password to log in and review timecards on a biweekly schedule.

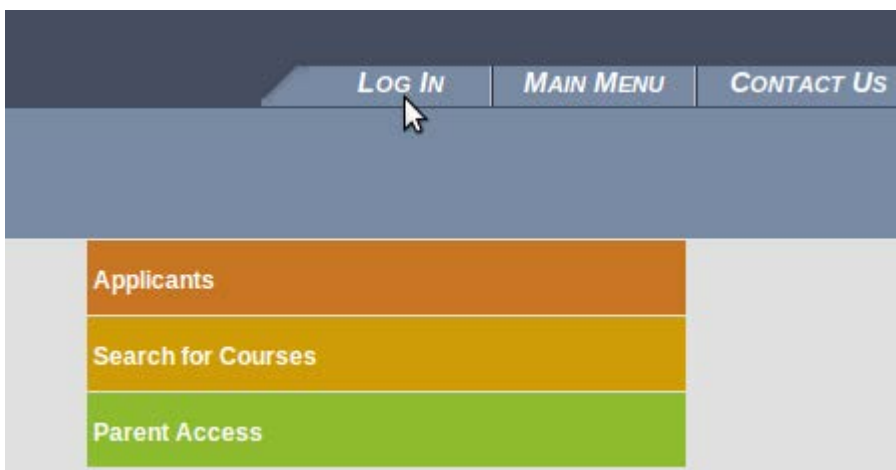
Students must enter their timecards by Sunday at 11:59 p.m. The supervisor approval deadlines is Monday at 12:00 p.m. A schedule of student pay dates that include timecard entry and approval deadlines can be found under the Timecard Deadlines and Pay Dates heading at the following link:

<http://www.hampshire.edu/hr/payroll>

Questions or concerns should be directed to:

Contact	Phone	Email	Issue
Help Desk	413-559-5418	helpdesk@hampshire.edu	Trouble logging into TheHub; username and/or password questions
Payroll	413-559-6073	payroll@hampshire.edu	Payroll and timecard inquiries

1. Go to TheHub: <http://thehub.hampshire.edu>
2. Select **Log In** from the upper right hand corner of the screen.





OFF CAMPUS SUPERVISOR INSTRUCTIONS

- When prompted enter your Hampshire-provided username/password and click Submit.

Log In

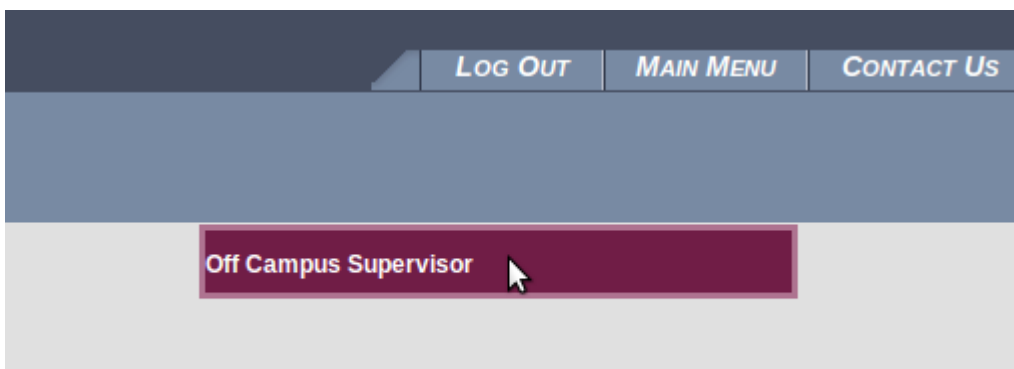
Please enter your login information below. Those enrolled in E-Billing or looking to make a One-Time Payment should [go to this page](#) instead of completing the fields below.

User ID

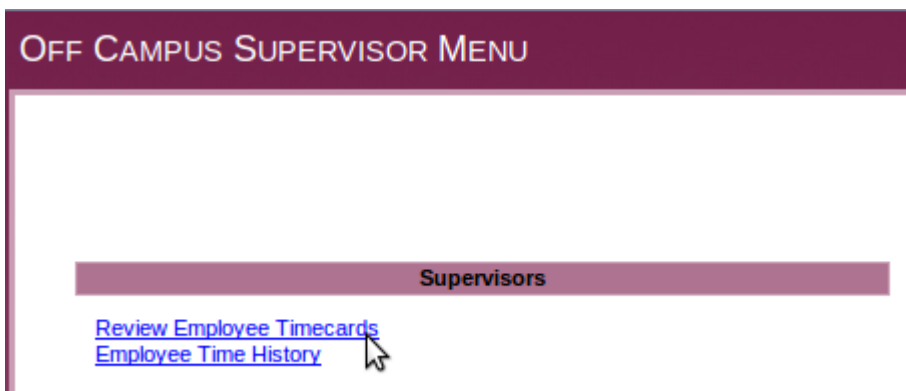
Password

Hint

- Once logged in, choose **Off Campus Supervisors** from the main menu.



- On the Off Campus Supervisors menu, choose **Review Employee Timecards** to review student timecards.





OFF CAMPUS SUPERVISOR INSTRUCTIONS

6. You will now see a list of employees you supervise (*if you are an alternate supervisor see step 7 below and then return to this step*). Review the list of employees and make sure that in the **Ready to Review** column there is a check mark in the box next to each employee timecard you would like to review. The ones with check marks indicate the student finalized the timecard. When a check mark is absent, but hours are listed, the student entered hours, but did not finalize the timecard. If this is the case, simply click the box next to the employees' name and a check mark will appear. Once you have selected all of the employee timecards you want to review click **SUBMIT**. Please note, only the employee timecards with a check mark in the Ready to Review column will appear for review in step 8. Continue on to step 8.

Please note if you are reviewing a timecard(s) after Saturday night (less than thirty-six hours before the supervisor deadline) you will see two timecards for each student because a new pay period began on Sunday. Be sure to only review and approve the timecard for the pay period that ended on Saturday.

7. Alternate supervisors must first select a name from the **Approve time entries on behalf of** drop down menu. This will repopulate the list of employees. Now follow instructions for step 6 above.

8. The timecard for the employee(s) selected will appear one by one for you to review. Select your decision from the **Supervisor Decision** drop down menu.

- If you are satisfied with the employees' timecard select **Approve** and **SUBMIT**.
- If you have an issue with the employees' timecard select **Reject ***, enter your comments as to why you are rejecting the timecard into the **Comments for Employee** and **SUBMIT**. An email will then be sent to the employee with your comments.

** **READ IN FULL:** ONLY if the Employee Submission Deadline has NOT passed will the employee be able to go back into their rejected timecard to make corrections. If the Employee Submission Deadline has passed, but a correction is needed, send an email to payroll@hampshire.edu with the students name and correction details, so that the change can be made prior to payroll processing.*

Best practice is for an employee to complete their timecard well before the Employee Submission Deadline.

This affords the supervisor time to review the timecard and reject it, if need be, allowing the employee to go back into the timecard, make the necessary corrections and resubmit. **Employees DO NOT have access to their timecard once the Employee Submission Deadline has passed.** A supervisor may review an employees' timecard any time before the Supervisor Approval Deadline.

Each employee has a primary supervisor and an alternate. If the primary supervisor will be unable to approve timecards prior to the deadline please communicate with the alternate to ensure that the student employees' timecards are reviewed before the deadline.