How to Approve Time worked by Work Study Students as a Supervisor

Navigate to the Electronic Timesheet Website: https://wilmets.dcsnetlink.com/login.asp

1. Enter your Employee ID #. Your Employee ID has been defined as your 8 digit Person ID from the PeopleSoft system. Enter your Password. If you do not know your password, see Step 5.

2. Select the College for whom the work was performed.

3. Click on the Login button.

4. If you cannot remember your password, enter your 8-digit EmplID into the Employee ID field on the right hand side, select the college for whom the work has been performed, and click on Email Password. Your password will be emailed to the email address contained in your Human Resources database. The email address used will be your college email, if you have one. Otherwise, it will be your home email if it is in our files. Otherwise, call the Help Desk and it will be reset to the default password.

5. Please note that you must accept Pop-ups from this website. If you need assistance, please call the help desk at the number indicated above.
6. The **System Mode** MUST be in **Time Entry**, otherwise time cannot be approved by Supervisors. Managers can approve time when the System Mode is in either **Time Entry** **OR** **Approval**. Otherwise, please try again after the payroll processing has been completed. This is typically two days prior to the payroll date.

7. Click on the **Student (WS/Tutor) Time Entry** link.
8. Review all entries that do not have the Supervisor Approval (Super App) checkbox checked. If you wish to see/and or modify the detail (Earnings Code, Account Code, Comments, etc.), click on the Sequence number (Seq#) next to the desired entry.
9. If you wish to modify or delete the entry, enter a comment in the **Update/Delete Email Comments** field. This comment will be included in an automatic email to the student.

10. Otherwise, click on **Save and Close** when done reviewing.
11. After reviewing and/or modifying all entries, approve the unapproved entries by clicking on the individual line item under **Super App** or click on the **Supervisor Approve All** checkbox.

12. You will be prompted to select a Managers Name. Select the appropriate Manager from the drop-down and click on **Approve**.
13. These entries are now ready for Manager Approval. An email will be sent to the Manager to notify them that the entries are now ready for approval. If you are not also the Manager, proceed to the next step. If you are both the Supervisor and Manager, click on the Manager Approval checkbox for each row you wish to approve.

14. When finished, click on the drop-down under **Miscellaneous** and select **Logout**.