








Approving Student Time

Overview

The Approve Student Time process allows you to approve student timesheets before they are forwarded to Payroll. On the Approve Student Time Entry web page, timesheets are approved individually. Once time is approved and submitted, no more time can be entered for that job during that pay period month.

- Open your web browser and log in to <https://my.calpoly.edu> with your Cal Poly User ID and password.

- Select **Student Pay** Timekeeper Access 
- Select  **Approve Student Time** or  **Approve Student Time By SSN/Department**
- Review the timesheets for all students displayed
- Click  next to each student to verify hours on the current pay period calendar
- Approve each timesheet by clicking in the Approve box
- Click  to submit the approved time. You may return here to unapprove student time to allow for time adjustments.
- To unapprove time, uncheck a timesheet's approve box and click 
-  or return to the Cal Poly Student Pay Menu to complete another process