Instructional Student Assistant (ISA) Timekeeper/Approver Roles

**Department Responsibilities**

* Each department and/or college is responsible for identifying Instructional Student Assistant timekeepers.
* In order to ensure timely processing of Instructional Student Assistant pay an alternate timekeeper should be appointed in every department.
* In order to meet departmental needs, department managers are authorized to establish department specific deadlines to ensure that the payroll deadlines are met.

**Timekeeper/Approver Responsibilities**

* Timekeepers are responsible for ensuring that all ISA employees within their department are eligible for employment before commencing work, that hours worked are submitted and approved online within the published deadlines and that the department is in compliance with student employment guidelines.
* The Timekeeper is responsible for ensuring the ISA has reported time in the appropriate job record number.
* The Timekeeper must review, correct (if necessary) and approve reported ISA time in PeopleSoft by the end of the approval period.

**Timekeeper Requirements**

* The Approver/Timekeeper has the Payroll security role of ‘SLO\_TL\_SS\_IAAPP’ and has been given access to approve the dynamic groups mapped from the department ID the ISA employee is hired in.
* The Approver/Timekeeper has read and understands the ISA Timekeeper/Approver Step-by-Step Guide located on the Payroll website.