Date: March 13, 2020

To: Supervisors of Student Employees

From: Brian K. Powell, VP | CHRO

Subject: How to Report and Approve Student Time

In response to the COVID-19 coronavirus outbreak and effective March 12, 2020, the University announced that all Chapman classes will move online temporarily. Students are encouraged to return home and take classes remotely. Campus offices remain open until further notice.

G-Ship students (GRA, GTA, GWA, and GCA) will continue working. Students who can work remotely (offsite/off campus) may do so with the approval of their supervisor. All other student employment is suspended temporarily, effective March 12, 2020 and until further notice.

Student employees who cannot work will be compensated for their regularly scheduled hours. Supervisors will need to continue posting scheduled work assignments with the student employees and will need to continue approving their reported time for each payroll cycle. Attached are the instructions for students (how to report student time) and for supervisors (how to approve student time).

No changes to existing student pay rates will be made during this time. Any new student hiring will require consultation with the Office of Human Resources and the approval of the Vice President and Chief Human Resources Officer.

For questions regarding student employment, please contact Student Employment at studemp@chapman.edu in the Office of Human Resources. For pay or timesheet related inquiries, please contact the Payroll Department in Financial Services at payroll@chapman.edu. For graduate assistantship (G-Ship) related inquiries, please contact the Graduate Education Team in the Provost's Office at graded@chapman.edu.

As the situation evolves in California and across the nation, new information will be available on the Coronavirus webpage. Please check this website regularly to remain up-to-date about campus developments.
Reporting and Approving Student Time

Supervisors will continue to approve student time for each payroll cycle. Failure to do so will prevent student from getting paid.

Students who are not working (e.g., those not in G-Shps and those not working remotely) have been instructed to record their time using a new Time Reporting code: 089-Student University Closure.

**Students** must:

Log into [My.Chapman.edu](http://My.Chapman.edu) > Go to My Timesheet > Navigate to your scheduled days of work

1. Select the Time Reporting Code (TRC) **089-Student University Closure**
   a. Do not enter the “In” and “Out” punches
2. Enter the hours you were scheduled to work in the **Quantity** column
3. Once you have completed all your entries, click “Submit”
Supervisors must approve time as usual on a Bi-Weekly basis

Log into My.Chapman.edu > Manager Self Service > Time Management > Time and Labor Workcenter

Go to Approve Payable Time:

- If the student times are correct, Approve their timesheet.
- If the hours are NOT correct:
  1. Click on the “Add Comment” icon
  2. Type in a note for the student advising them to correct any discrepancy
  3. Click on “Push Back”
<table>
<thead>
<tr>
<th>Select All</th>
<th>Deselect All</th>
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<tbody>
<tr>
<td>Approve</td>
<td>Deny</td>
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02/14/2020 081 Needs Approval  5.00 Hours