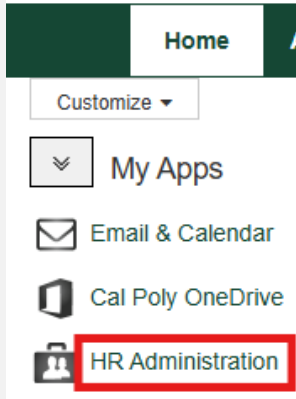


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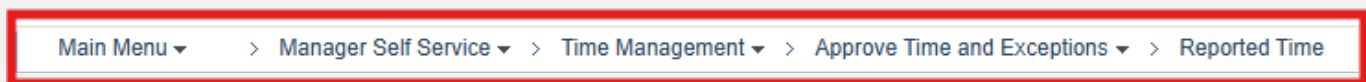
Solano Student Employee Timesheet Approvals

Log in: [My Cal Poly Portal](#)

From My Apps, Click on “HR Administration”:



Navigate to the following page:



1. Change “View By” to “All Time Before”
2. Change “Date” to the first day of the following pay period you are approving
3. Click “Get Employees”

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Workgroup	<input type="text"/>

☒ Show Schedule Information

View By: Date: << Previous Week Next Week >>

Time Needing Approval From 01/24/2026 - 01/30/2026

Day	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours
Select						
Week						

A list of students you are authorized to approve will be displayed. If you agree with the Hours to be Approved for the month, select the checkbox under Select and click Approve Selected.

Select	Name	Job Description	Hours to be Approved	Employee ID	Empl Rcd Nbr	Job	Department	Department Description	Workgroup
<input type="checkbox"/>	[REDACTED]	Instr Stdnt Asst	16.00	[REDACTED]	0	1150	111800	CENG-Engineering Technology	HRLY R11
<input type="checkbox"/>	[REDACTED]	Student Assistant	9.00	[REDACTED]	1	1860	112500	CENG-College of Engineering	STDNT_POS
<input type="checkbox"/>	[REDACTED]	Instr Stdnt Asst Off-Cmps	6.50	[REDACTED]	0	1152	111800	CENG-Engineering Technology	HRLY R11
<input type="checkbox"/>	[REDACTED]	Instr Stdnt Asst	18.50	[REDACTED]	0	1150	111800	CENG-Engineering Technology	HRLY R11
<input type="checkbox"/>	[REDACTED]	Student Assistant	12.50	[REDACTED]	0	1860	112500	CENG-College of Engineering	STDNT_POS
<input type="checkbox"/>	[REDACTED]	Instr Stdnt Asst	28.16	[REDACTED]	0	1150	111800	CENG-Engineering Technology	HRLY R11
<input type="checkbox"/>	[REDACTED]	Student Assistant	6.00	[REDACTED]	0	1860	112500	CENG-College of Engineering	STDNT_POS
<input type="checkbox"/>	[REDACTED]	Instr Stdnt Asst	33.50	[REDACTED]	0	1150	111800	CENG-Engineering Technology	HRLY R11

☒ Select All
 ☐ Deselect All

To view submitted hours, click the employee's name to open their Timesheet. The Timesheet defaults to a weekly view; to view the full month, change the **View By** drop-down. Highlighted in yellow below are navigation options to move between weeks for the selected employee or advance to the next employee's Timesheet.:

View By: Week

Date: 01/08/2026 Refresh

<< Previous Week
Next Week >>

Next Employee >>

Reported: 0 Day 0 Hours
Scheduled Hours: 0.00 Hours

From 01/08/2026 Time Period 01/2026

Timesheet Week

Select	Day	Date	Status	In	Out	In	Out	In	Out	In	Out	Punch Total	Taskgroup	Time Zone	Date		
<input type="checkbox"/>	Thu	1/8	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CSU	PST	1/8	-	+
<input type="checkbox"/>	Fri	1/9	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CSU	PST	1/9	-	+
<input type="checkbox"/>	Sat	1/10	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CSU	PST	1/10	-	+
<input type="checkbox"/>	Sun	1/11	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CSU	PST	1/11	-	+
<input type="checkbox"/>	Mon	1/12	Needs Approval	6:00:00PM	10:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.00	CSU	PST	1/12	-	+
<input type="checkbox"/>	Tue	1/13	Needs Approval	6:00:00PM	10:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.00	CSU	PST	1/13	-	+
<input type="checkbox"/>	Wed	1/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CSU	PST	1/14	-	+

☒ Select All
☐ Deselect All
Approve Selected
Deny Selected

Submit
Clear

You can add, edit, and remove hours in a student employee's timecard. Approve or deny entries by selecting the checkbox next to the date and clicking **Approve** or **Deny**. Once an entry is approved or denied, the status is updated and the checkbox is no longer selectable.

Timesheet													
Select	Day	Date	Status	In	Out	In	Out	In	Out	In	Out	Punch Total	T
<input type="checkbox"/>		Mon	1/5	Approved	6:00:00PM	9:15:00PM						3.25	
<input type="checkbox"/>		Tue	1/6	New									
<input type="checkbox"/>		Wed	1/7	Denied	7:20:00AM	10:00:00AM						2.66	
<input type="checkbox"/>		Thu	1/8	Needs Approval	6:00:00PM	9:15:00PM						3.25	

<input type="checkbox"/>		Mon	1/26	New			
<input type="checkbox"/>		Tue	1/27	Needs Approval	6:00:00PM	10:00:00PM	
<input type="checkbox"/>		Wed	1/28	New			
<input type="checkbox"/>		Thu	1/29	New			
<input type="checkbox"/>		Fri	1/30	New			
<input type="checkbox"/>		Sat	1/31	New			

☒ Select All
 ☐ Deselect All

[Reported Hours Summary - select to view](#)
[Balances - select to view](#)

When finished, click **Submit** to save your changes and approvals.

After making changes, you can navigate to the next student timecard (as shown above) or select **Return to select employee** in the bottom left to return to the employee list.

Once all approval or denial actions have been completed for all student employees, the list will be empty.

[Approve Reported Time](#)

Timesheet Summary

▼ **Employee Selection Criteria**

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Workgroup	<input type="text"/>

There were no employees found with Reported Time to approve based upon your selection criteria.

☒ Show Schedule Information

View By:
Date: