Solano Student Employee Timesheet Approvals
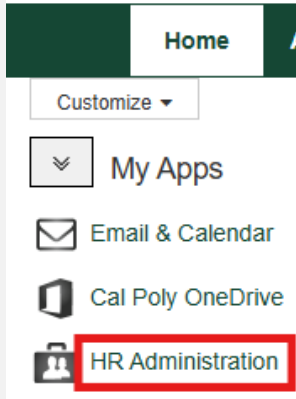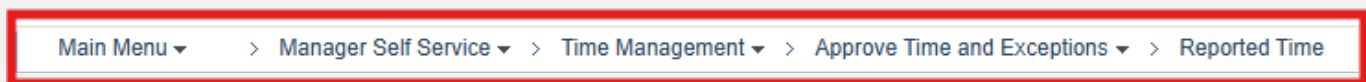
Log in: [My Cal Poly Portal](#)

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"

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
☐	▬▬▬▬	Instr Stdnt Asst	16.00	▬▬▬	0	1150	111800	CENG-Engineering Technology	HRLY R11
☐	▬▬▬▬	Student Assistant	9.00	▬▬▬	1	1860	112500	CENG-College of Engineering	STDNT_POS
☐	▬▬▬▬	Instr Stdnt Asst Off-Cmps	6.50	▬▬▬	0	1152	111800	CENG-Engineering Technology	HRLY R11
☐	▬▬▬▬	Instr Stdnt Asst	18.50	▬▬▬	0	1150	111800	CENG-Engineering Technology	HRLY R11
☐	▬▬▬▬	Student Assistant	12.50	▬▬▬	0	1860	112500	CENG-College of Engineering	STDNT_POS
☐	▬▬▬▬	Instr Stdnt Asst	28.16	▬▬▬	0	1150	111800	CENG-Engineering Technology	HRLY R11
☐	▬▬▬▬	Student Assistant	6.00	▬▬▬	0	1860	112500	CENG-College of Engineering	STDNT_POS
☐	▬▬▬▬	Instr Stdnt Asst	33.50	▬▬▬	0	1150	111800	CENG-Engineering Technology	HRLY R11

☑ Select All   ☐ Deselect All

[Approve Selected]   [Deny Selected]

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 Hours: Day | Hours   Scheduled Hours: 0.00 Hours
                Time Period
From 01/0   /2026
Timeshe   Week

Select		Day	Date	Status	In	Out	In	Out	In	Out	In	Out	Punch Total	Taskgroup	Time Zone	Date		
☐	💬	Thu	1/8	New										CSU 🔍	PST 🔍	1/8	−	+
☐	💬	Fri	1/9	New										CSU 🔍	PST 🔍	1/9	−	+
☐	💬	Sat	1/10	New										CSU 🔍	PST 🔍	1/10	−	+
☐	💬	Sun	1/11	New										CSU 🔍	PST 🔍	1/11	−	+
☐	💬	Mon	1/12	Needs Approval	6:00:00PM	10:00:00PM							4.00	CSU 🔍	PST 🔍	1/12	−	+
☐	💬	Tue	1/13	Needs Approval	6:00:00PM	10:00:00PM							4.00	CSU 🔍	PST 🔍	1/13	−	+
☐	💬	Wed	1/14	New										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
☐	💬	Mon	1/5	Approved	6:00:00PM	9:15:00PM							3.25	
☐	💬	Tue	1/6	New										
☐	💬	Wed	1/7	Denied	7:20:00AM	10:00:00AM							2.66	
☐	💬	Thu	1/8	Needs Approval	6:00:00PM	9:15:00PM							3.25	

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.