Can I enter my students work hours for them?

Yes! Managers/supervisors have access to enter time for their student employees:

- The manager should select the “Report Time” option through Manager Self Service > Time Management > Timesheet
- Then managers should enter the students information (employee ID is students ID) to find the correct student hire
- Afterward managers can enter the IN and OUT time for each day worked
- Once the manager hits Submit, they’ll be able to approve any/all submitted hours for that student