How to Approve Time Cards in STRATUSTIME

Go to: https://paychex.centralservers.com/

The only browsers this will work with are: Firefox, Chrome and Internet Explorer.

Log in by entering

- Client ID (04006816)
- Login (e.g. KSmith)
- Password (e.g. KSmith)

If you have any login problems, please contact Judy Kass at judy.kass@sjsu.edu or 408-924-1127

Double click on each employee's name to go to their time cards. Check the pay period at the top to be sure you are approving for the correct pay period. (See the Tower payroll Calendar)

Click on Time Card Approval.

On the next screen, check the dates at the upper left side. Use the back arrow to the left and go back one pay period.

Now you should see the names listed. To the left of each name is a small white area that you click into to approve.

You will see the red dot under MGR to the right side of the screen turn green.

Now you have approved. You're done!!!!

Please see the Payroll Calendar posted on the Tower Foundation website for the deadlines to approve time cards for each pay period.

http://www.sjsu.edu/towerfoundation/docs/payroll-calendar-2015.pdf

Time Card Adjustments

The Time Cards section of the Manager Dashboard allows you to view and edit an employee's worked hours. Any adjustments to a time card must be done with the employee's full knowledge. A time card should be changed if the employee did not work the hours entered. **If you do not agree with hours entered, the hours must be deleted from the time card** in order for them to be unpaid.

1. Click on Time Cards on the Navigation menu.

ADJUST AN ENTRY:

2. Click in the Clock Out date that needs to be adjusted.
3. In the Calendar Pop-Up change the time so that the total hours adjust to the total hours actually worked.
    a. **IMPORTANT!** Only change the time if total hours on a given day are incorrect, such as… if the time showing Clock In at 8:00 AM and Clock Out at 1:00 PM for a total of 5 hours, but the employee only worked 3 hours, change the Clock Out from 1:00 PM to 11:00 AM.

DELETE AN ENTRY:

4. To delete a whole entry, hover to the left of the Clock In row and click the red X.