

Instructions for Supervisors - How to Approve a Timesheet Contract

In order for the student to complete the timesheet contract you will need to provide your student with Position Information and Payment Information:

Position Information

Fiscal Year*	Position Name*	Start Date*
2020 - 2021		
End Date*	Supervisor Name*	Supervisor Email*
Department/Program*	GL Account*	Course No. (TA Markers Only)

*Either party may end this contract for any reason by giving two (2) week's written notice of termination. In the event of cause, the College may terminate this contract immediately.

Payment Information

Rate of Pay*	Highest Level of Education Completed*	Contract Total
		\$

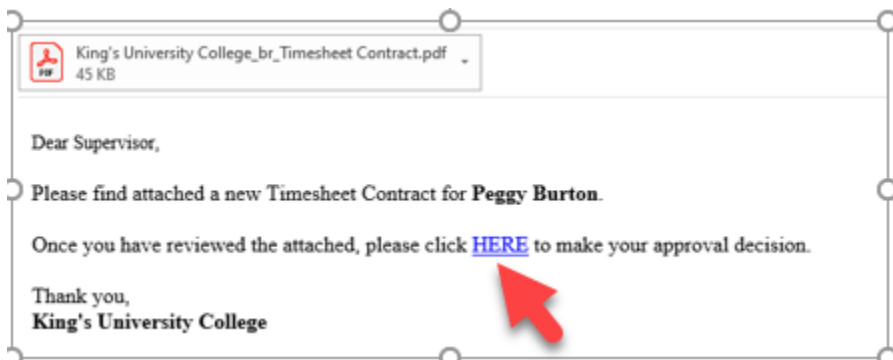
Previous Next

All fields will have to be completed by the student, except Course No., unless this student applies for the Zoom Assistant ADO position.

***** ADO Positions:** If student applies for the Zoom Assistant ADO position, they will have to select Academics Dean Office from the Department/Program drop down. GL Account will populate accordingly based on Department selected. They will have to enter entire code for the course they are applying for. (Ex. CSI-1025F-270). For BUH/Chair of Department you will enter Samantha Pearson as Samantha is approving ADO account.

When the student completes their timesheet contract, they will click on Submit. This contract will be forwarded to the Supervisor based on email address entered by the student.

Supervisor Approval: You will receive an email from Laserfiche@kings.uwo.ca. Open this email. In the email there will be timesheet contract attached for your review. If everything is correct, then you can approve it and forward it to BUH/Chair of Department. You will do this by clicking on "[HERE](#)" in your email to finalize your approval. Please see below, an example of the email you will receive:



When you click on “[HERE](#)” within the email, it will take you to the Timesheet Contract Approval window. The first 3 windows: Reference Number, Approver Name and Approver Type will be populated. You will be completing the **Your Approval Decision** section.

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Timesheet Contract Approval

Reference Number: 1627648543127

Approver Name: [Empty]

Approver Type: Supervisor

Your Approval Decision

Please choose: *
I approve, send to Payroll
I approve, send to Budget Unit Head
I reject

Comments: [Empty]

Submit

When you click on drop down arrow in Please choose window, you will have 3 options.

1. I approve, send to payroll – do not select this unless you have signing authority on department’s account.
2. I approve, send to Budget Unit Head, you will most likely select this one for final approval of this contract. When selecting this option, and depending on what the timesheet contract is for, enter the following information:

Departmental contracts: If you do not have a signing authority on budget expense line then you will enter your BUH/Chair name and email address for final approval. Then your BUH/Chair will forward it to payroll with final approval.

WS contracts: please enter Dianne Konings and her email Dianne.Konings@kings.uwo.ca

ADO contracts: please enter Samantha Pearson and her email Samantha.Pearson@kings.uwo.ca

Research contracts: please enter Vishal Kothari and his email ResearchFinance@kings.uwo.ca

3. I reject – this option will be used if you are rejecting this contract

If you find any errors on the contract attached or Contract total is missing but required, you can enter your corrections and missing information in the Comments box. Your BUH/Chairperson will be able to see your comments and payroll will receive yours and your BUH/Chairperson’s comments.

When done, click Submit, and this contract will be forwarded to your BUH for final approval.

After clicking Submit you will receive a following message



Thank you!

Your Timesheet Contract Approval has been submitted.