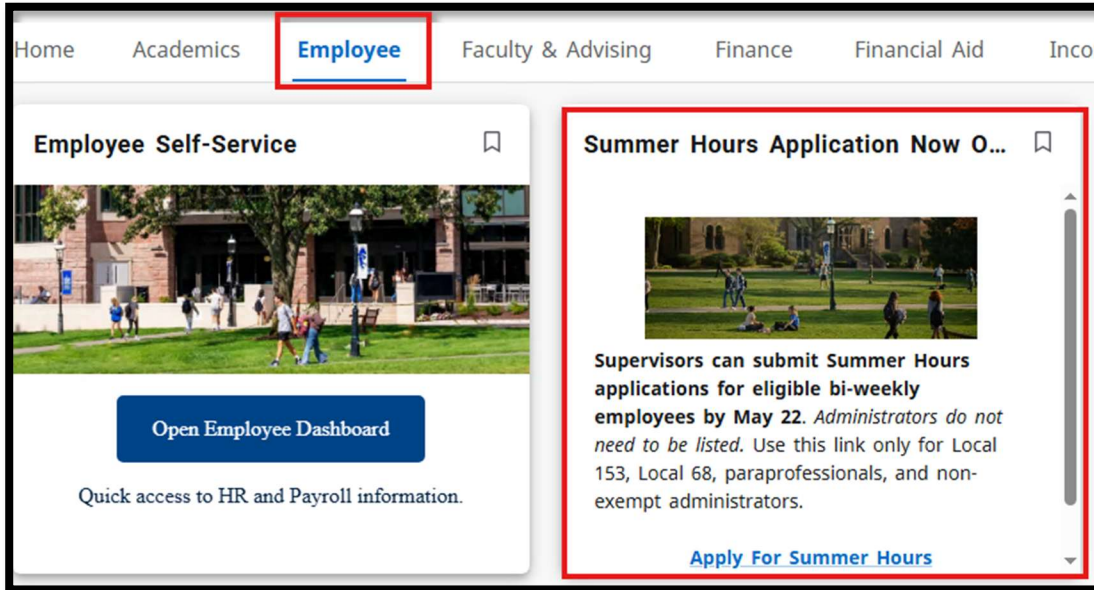


# Supervisor Summer Hours Approval Instructions

*These are approval instructions for bi-weekly paid employees who will be participating in summer hours, the system will automatically update to reflect the new work schedule. If supervisors fail to notify Human Resources in a timely manner, Summer Fridays will not be populated on the employee's timesheet.*

1. Log into PirateNet.
2. Click the **University Portal** app, then select '**Employee**' Tab.
3. Click **Apply for Summer Hours**.



4. A list of the supervisor's direct reports from the biweekly payroll will load.
5. Use the drop-down menu to enroll employees in the summer hours schedule.
  - a. Select **YES** or **NO** for approval for summer hours.
  - b. Click **Save**.
  - c. *Note: Employees will receive a summer hours status confirmation email.*

For employees paid on the biweekly payroll participating in summer hours, go to the employee row and select "Yes" for approval. Click Save when complete. Schedules will be updated in TimeClock Plus once Summer Hours have begun. Administrators paid on the monthly payroll do not need to be listed to participate in summer hours.

Name	Approval	Last Updated
Test Employee 1	<input type="button" value="v"/>	
Test Employee 2	YES <input type="button" value="v"/>	
Test Employee 3	<input type="button" value="v"/>	

**2**

6. Close window.
7. For your reference, the summer hours enrollment status for each employee is saved on this page.