The Student Employment Mail Code Approve To Pay function displays the list of students for whom hours to pay have been entered for the current cycle. This function is available only to payroll coordinators (or their designees) who have departmental authorization to approve a mail code to pay.

The Student Employment Mail Code Approve To Pay function **MUST BE APPROVED EACH WEEK**, by Tuesday at noon, in order to ensure that a weekly paycheck will be produced for each student listed. Therefore, it is important that internal deadlines are established for departmental supervisors to approve individual student time entry prior to the final mail code approval. (Holidays may necessitate an earlier approval date.)

**The procedure for the use of this function is outlined below:**

From the Business Link, choose the Student Employment option and click on the Mail Code Approve To Pay function from the Student Employment menu.

Enter your mail code and click on the submit button.

The list of students who have had hours entered in your mail code will appear. This list should be reviewed for accuracy.

- Hours entered through STEP should match supervisor approved student time entry.
- Hours submitted by non-STEP departments should be confirmed before approval.
  We recommend that the department payroll coordinator run a calculator tape of actual time sheet hours. This total should then be compared to and match the Total Hours field. Only if the hours match should you proceed with approving the mail code.

You may click on a student’s ID number if you wish to view or edit the student’s time sheet.

**NOTE:** Any student employment record where a distribution change was made during the time entry process will be highlighted on the Mail Code Approve To Pay function.

**FINAL STEP:** To approve mail code hours for payment, click on the APPROVE MAIL CODE button. You should receive the message “MAIL CODE HAS BEEN APPROVED FOR PAY” on the top of your screen. The Mail Code Status field, located to the right of the Mail Code and Current Week Ending information, will also be updated and now indicate APP (Approved).

**CAUTION:** Once a mail code is approved it cannot be reset. Only the payroll coordinator can adjust student hours once a department’s time sheet mail code has been approved to pay.
** Student Employment Office - Windows Internet Explorer **

** STUDENT TIME APPROVAL **

** CLICK ON STUDENT ID TO SEE DETAILS OR APPROVE **

Enter Mail Code: SEM01  
Current Week Ending: 03/25/2007  
Mail Code Status:

Submit  
To Time Entry List

Select only one student at a time to view entered hours or scroll down to approve mail code.

<table>
<thead>
<tr>
<th>Stud Id</th>
<th>Student Name</th>
<th>Job Number</th>
<th>Job Type</th>
<th>Reg Hours</th>
<th>Ovt Hours</th>
<th>Week End Date</th>
<th>Distribution Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>888917</td>
<td></td>
<td>B24400</td>
<td>SE</td>
<td>5.00</td>
<td>0.00</td>
<td>2007/03/25</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS: 15.00

Approve Mail Code
**This Mail Code is Already Approved for Payment**


Select only one student at a time to view entered hours or scroll down to approve mail code.

<table>
<thead>
<tr>
<th>Stud Id</th>
<th>Student Name</th>
<th>Job Number</th>
<th>Job Type</th>
<th>Reg Hours</th>
<th>Ovt Hours</th>
<th>Week End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>U57400</td>
<td>SE</td>
<td>25.00</td>
<td>0.00</td>
<td>2007/03/25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U57400</td>
<td>SE</td>
<td>35.00</td>
<td>0.00</td>
<td>2007/03/25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L55503</td>
<td>SE</td>
<td>13.00</td>
<td>0.00</td>
<td>2007/03/25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS: 73.00

Submit  To Time Entry List  Approve Mail Code