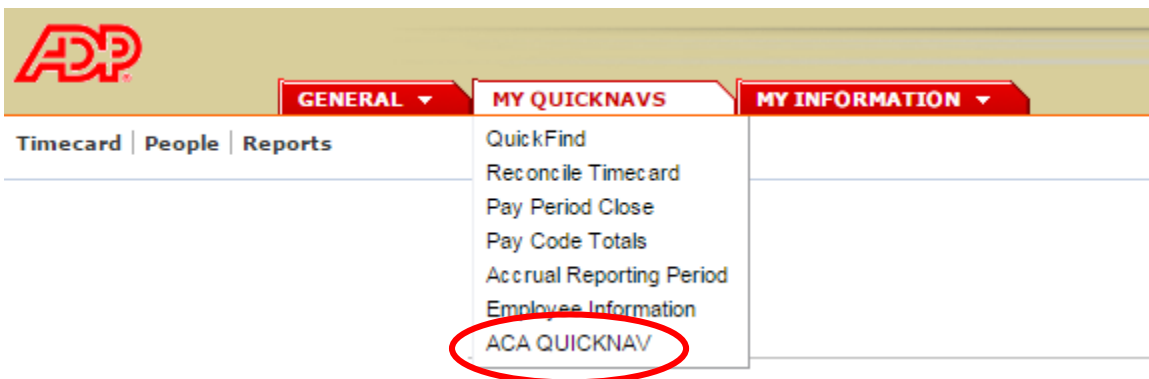


## Student Employee ACA Hours Report

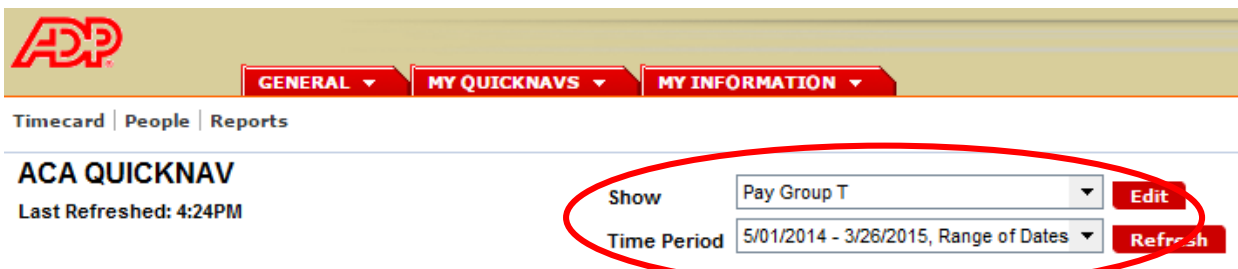
The below information is a guide on how to check the number of hours a student has worked for you.

Please keep in mind this will not include the hours the student has worked for another department or where someone else is the approver of their time. If the student has worked for another department you will want to request their total hours from the previous approver for the period you are running the report for. If the student is working an additional position on campus, you will want to request their total hours from the current approver for that period as well.

1. Log into the [ADP Portal](#) and access the manager/approval site
2. Click the drop down on "My Quicknavs"
  - a. Click ACA QUICKNAV



3. Time Period
  - a. Go to "Select Range of Dates"
  - b. Enter desired dates
4. Show
  - a. Choose your pay group
    - i. Student Assistants "Pay Group T"
    - ii. Federal Work-Study Student Assistants "Pay Group W"



The report will show all students that have worked for you within the date range you selected. Also listed will be the student's hire date along with their total hours within the specified date range.

You can sort the information by clicking on the column title.