Student Employment Policy

Students are limited to work up to **20 hours** per week when classes are in session. During periods when classes are not in session, student employees may work up to 40 hours per week. The scheduled periods of non-enrollment are Winter, Spring and Summer Breaks. During Summer Break, students are limited to 20 hours per week at any time they are enrolled half-time or more (6 or more credits as undergraduate students; 3 or more credits as graduate students) in summer session classes.

The University's policy corresponds to the Internal Revenue Service (IRS) guideline that students are exempt from FICA as long as they are enrolled half-time or more credits AND work less than 20 hours per week. Under FICA, an employer withholds 7.65% of an employee's gross wages for contributions to Social Security and Medicare. If a student is not enrolled for 6 credits (as undergraduate)/ 3 credits (as graduate) **OR** works above 20 hours in a given week, FICA will be deducted from their paycheck.

FAQ Web Time Entry for Student Employees

IMPORTANT NOTE: Students are encouraged to enter time at the end of workday or at least on a weekly basis. Students should not wait until the end of the pay period to record time. DO NOT ENTER TIME BEFORE IT IS WORKED.

What should I do I do if my position does not show on SUOnline?

Make sure that the Student Employment Action Form (SEAF) and hiring documents (I-9, W-4, direct deposit enrollment) have been completed and submitted to Student Financial Services. It may take up to 3-5 business days to process the hiring documents and to set up web time entry on SUOnline.

Your supervisor should be your first contact for assistance. Next, contact the appropriate Student Financial Services:

STUDENT EMPLOYEES WORKING ON CAMPUS AND NOT IN LAW SCHOOL

Student Employment Coordinator
Alea Frankwick,phone: (206) 296-6086,
frankwia@seattleu.edu
New Hire Paperwork Inquiries:
206 296-2000, or financialservices@seattleu.edu

STUDENT EMPLOYEES WORKING IN LAW SCHOOL

Student Financial Services-School of Law Program Coordinator Natasha Murphy, 206-398-4250, murphyn@seattleu.edu

Lastly, contact Payroll: Tony Ly, Payroll Analyst, phone: (206) 296-5886, lyt1760@seattleu.edu

What if my supervisor is gone at the end of the payroll?

Each employee is assigned an alternate supervisor who can review and approve your time entry. Contact them directly if you do not receive an automatic email confirmation that your time entry has been approved. The email message would state "Your supervisor has approved your time card for 'Position Title' with period ending on XX/XX/XX."

What if I worked in an earlier pay period but didn't record all of my time and now the time entry is no longer accessible?

Enter missed time in the current month's time entry in the section labeled "**Prior Pay Period Adjustment(s)**." Prior month's time will be added to the current pay period's time and pay.

You are encouraged to enter time at the end of the workday or at least on a weekly basis. You are discouraged to wait until the end of the pay period to record time.

Why did my time entry disappear from the selection screen?

There are several reasons that time entry could disappear:

- a. You may have already submitted your electronic signature by clicking the box acknowledging you have submitted time as accurate and ready for supervisor approval.
- b. The period of time to enter hours has already closed.

What if I entered time incorrectly?

If the error is discovered **during the pay period**, you can correct time entered in error yourself. If you have already submitted your electronic signature, you should contact your supervisor immediately for assistance. Your supervisor may reject your previous submission so that you may correct and resubmit, or assist with correcting the time directly.

If the error is discovered after your deadline has passed, but your supervisor's approval period is still open, AND your supervisor has NOT yet approved and submitted your time to Payroll, you may contact your supervisor immediately for assistance. Your supervisor is allowed to update time on your behalf. If an amendment is made to the original time you submitted, your supervisor is required to PRINT-OUT the finalized time entry and provide 2 (two) signatures of both your supervisor and you acknowledging the changes. The finalized hardcopy time entry is kept in the department for at least 2 (two) years from the last date of entry. The department is required to have these records available for viewing within 72 (seventy-two) hours of receiving notice.

If your supervisor has already approved and submitted your time to Payroll, they will need to contact Tony Ly in Payroll at 206 296-5886 or email lyt1760@seattleu.edu for immediate assistance. Payroll will advise your supervisor of the proper corrective action at that time.

What if I don't electronically sign and submit my time on time?

You should contact your supervisor immediately for assistance. Your supervisor may enter and update time on your behalf so long as the supervisor's deadline is not yet closed. In this situation, your supervisor is required to PRINT-OUT the finalized time entry and provide 2 (two) signatures of both your supervisor and you acknowledging the changes. The finalized hardcopy time entry is kept in the department for at least 2 (two) years from the last date of entry. The department is required to have these records available for viewing within 72 (seventy-two) hours of receiving notice.

You are encouraged to enter time at the end of workday or at least on a weekly basis. You should not wait until the end of the pay period to record time. You will need to familiarize yourself with payroll deadlines and electronic time entry as they will benefit you in future employment situations as an employee or supervisor of employees.

What if I do not sign my timesheet but my supervisor approves it?

You should contact your supervisor immediately so that your supervisor can PRINT-OUT the finalized time entry for you to sign, and your supervisor's signature is also required. The signed hardcopy time entry is kept in the department for at least 2 (two) years from the last date of entry. The department is required to have these records available for viewing within 72 (seventy-two) hours of receiving notice.

Web Time Entry for Student Employees Instructions

Student employees are encouraged to enter time at the end of workday or at least on a weekly basis in SUOnline. On the last workday in a pay period or by the submission deadline, student employees are required to electronically submit time and provide a signature by clicking the box acknowledging that time submitted is accurate and ready for supervisor approval.

Once the time is completed and submitted, an automatic email is sent to the supervisor stating "student (name) has completed the time entry task" and instructions on how to proceed.

If the supervisor approves the time, it is then automatically submitted to the Payroll Office for processing.

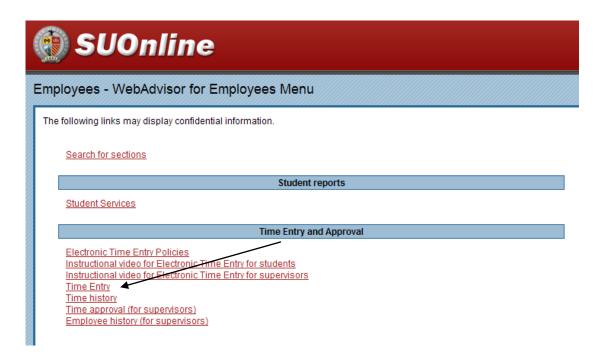
If the supervisor rejects the time, the employee will receive an email with instructions to correct and resubmit.

Student employees need to be aware of stringent payroll deadlines and be comfortable and familiar with electronic time entry.

Access your time entry

Web time entry is available through SUOnline at www.SUonline.seattleu.edu. Log in using your Seattle University credentials.

The time entry feature is activated once the student is hired and has completed hiring documents that have been submitted to SFS and entered into the payroll system. Select the "Employees" option on the main menu. Under the section labeled "Time Entry and Approval," click "Time Entry."



Choosing a timesheet

The **Time entry** page will display active positions you currently have with Seattle U. Verify that all your active positions listed here are accurate. If they are not, notify your supervisor.

Select the particular position and supervisor for which you are entering time by clicking on the box in the column labeled "Choose Only One" and then click on "SUBMIT." If you work in multiple positions, you will need to enter time for each position separately. You may enter time for only the positions and pay periods that are displayed. If your position is not displayed, please contact your supervisor. The pay period start and end date, position title, hire date, department, supervisor, pay, budget information and payroll deadline are displayed for each position.



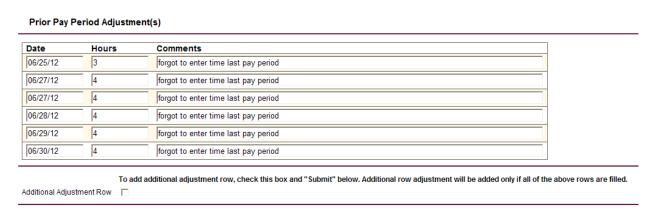
Entering your time

After selecting the position for which you are entering time, the **Time Entry** screen will be displayed. The pay period start and end date, position title, hire date, department, supervisor, pay, budget information and payroll deadline are displayed in the top section. Enter the numbers of hours you worked each day. Time should be entered in 15 minute increments (4.00,

4.25, 4.50, 4.75, for example). After entering time worked, click on **"SUBMIT"** to save. The "SUBMIT" button can be clicked as many times as needed as time is entered and/or changed throughout the pay period.

Prior Pay Period Adjustment(s)

Payroll is no longer accepting hardcopy timesheets. Any prior pay period adjustments must be entered in the "**Prior Pay Period Adjustment(s)**" section located below the time entry for the current month. If you need an additional adjustment row, check the **Additional Adjustment Row** box and click "**Submit**" below.



Signing and sending your time

At the end of the pay cycle or whenever you are done entering all your time for the current pay period, click on the box "Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval" and then click "SUBMIT." This will advance your timesheet to your supervisor for review and approval.

IMPORTANT NOTE: It is your responsibility to submit your electronic signature and time by the payroll submission deadline. Time completed without an electronic signature will cause a delay in payment.

Checking this box becom	es your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval 🔻		
WARNING! Be sure to chec the month.	k this box after you've completed you work for the month no later than 5 pm on the 2nd of the month, a notification email will be automatically sent to your supervisor. Web time entry will no longer be accessible after 5 pm on the 2nd of		
If you accidentally check thi	s box in error, ask your supervisor to reject your time entry so that you may access your web time entry again so long as the deadline is not past, which is the 2nd of the month by 5 pm.		
	r 5 pm on the 2nd of the month, please ask your supervisor to amend your web time entry. Supervisors deadline is the 6th of the month by 5 pm. If your supervisor records time on your behalf or makes any amendment to the entries your supervisor is required to PRINT-OUT the finalized web time entry and provide 2 (two) signatures of both your supervisor and you acknowledging the changes.		
Supervisor Decision Supervisor Comments	Pending Approval		
Supervisor's E-mail Address	seattleu.edu		
Click the submit button below to save your daily work hours.			
	SUBMIT		

IMPORTANT NOTE: Once you have electronically signed your time entry, you are no longer able to access your time for this pay period. Refer to the above FAQs to make any corrections or changes.

Confirmation page

Once you electronically sign your timesheet, a confirmation page will display the following message: "Thank you. Your time entry is complete and ready for approval."

Confirmation

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date 07/31/12
Time Entry Status Complete
Pay Rate 10.65
Gross Pay New 53.25

Current Pay Period	Hours
Regular Hours	5.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	5.00

Note: The gross pay listed above does not include any adjustments below.

Previous Pay Period	Hours
Prior Hours	23.00

OK