

## 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 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](mailto:Frankwia@seattleu.edu)  
New Hire Paperwork Inquiries: 206 296-2000, or  
[financialservices@seattleu.edu](mailto: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](mailto:murphyn@seattleu.edu)

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

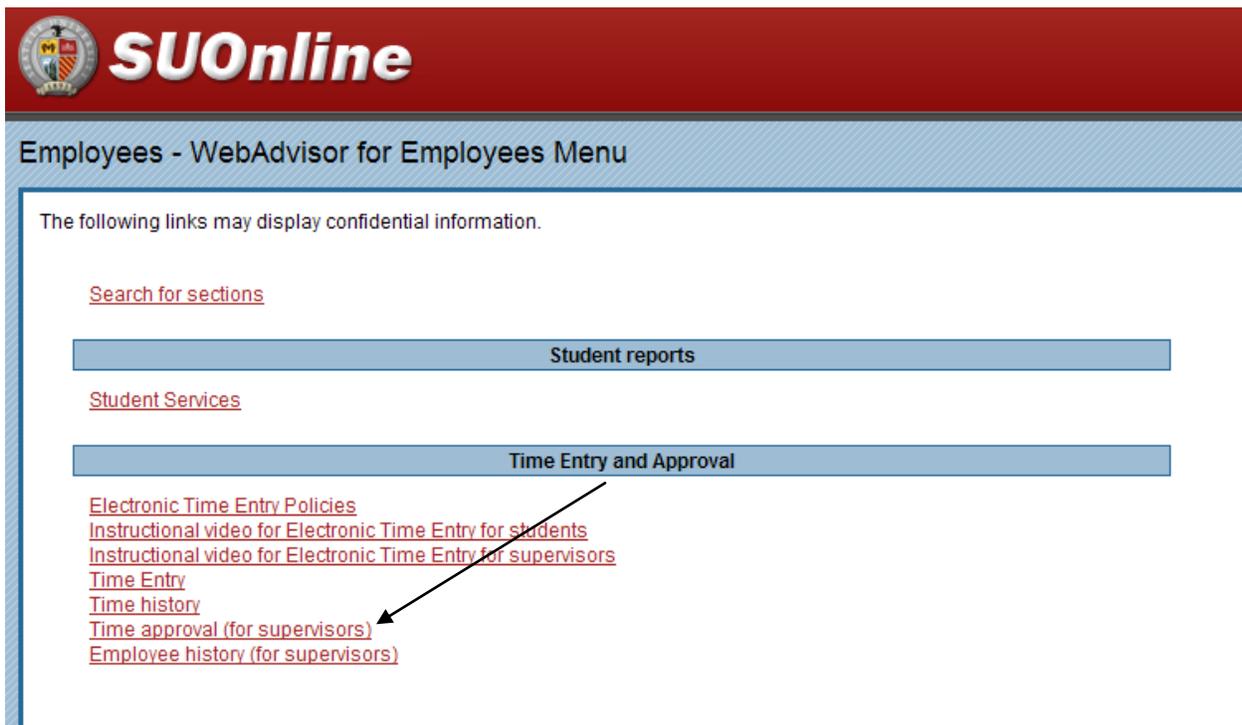
You should contact your supervisor immediately so that **your supervisor can PRINT-OUT the finalized time entry for you to sign, and your supervisor's signature is also required. The signed hardcopy time entry is kept in the department for at least 2 (two) years from the last date of entry. The department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

# Web Time Entry for Student Supervisors Instructions

Supervisors should encourage student employees 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.

## Access student time

Student time entry for positions you supervise as a primary or alternate supervisor can be accessed for review and approval through SUOnline. Log in using your SU credentials. Once logged in, click on **"Employees"** then select **"Time Approval (for supervisors)"** located under the "Time Entry and Approval" section.



The screenshot shows the SUOnline interface. At the top left is the SUOnline logo. Below it is the header "Employees - WebAdvisor for Employees Menu". A warning message states: "The following links may display confidential information." The main menu includes "Search for sections", "Student reports", "Student Services", and "Time Entry and Approval". The "Time Entry and Approval" section is expanded, showing a list of links: "Electronic Time Entry Policies", "Instructional video for Electronic Time Entry for students", "Instructional video for Electronic Time Entry for supervisors", "Time Entry", "Time history", "Time approval (for supervisors)", and "Employee history (for supervisors)". An arrow points from the "Time Entry and Approval" header to the "Time approval (for supervisors)" link.

Each student will be assigned a primary and alternate supervisor as specified in the Student Employment Action Form (SEAF). Either or both supervisors may review, edit, approve, or reject time.

Alternate supervisors will need to make a selection under “**Approve time entries on behalf of**” before the list of students will display.

**IMPORTANT NOTE:** If you are both the primary and alternate supervisor, “**uncheck all Review Entry boxes**” first, then make the selection “**Approve time entries on behalf of**” to review and approve time for student employees.

## Choosing a student time to review and approve

The **Time approval (for supervisors)** page will list the students and positions for which you are listed as the supervisor. The pay period start and end date, deadline for approval, student name, position title, department, pay, and budget information are displayed for each student.

Select the particular student for which you want to review time by clicking on the box in the column labeled “**Review Entry**” and then click on “**SUBMIT.**” After you have reviewed and approved time for a student, the “**Supervisor Approved**” column on this page should state YES. The Time approval (for supervisors) page provides an overview of the approval status for all of your student employees and if they have provided their electronic signature.

Note the pay period dates. You may view the time only for the pay periods that are open, which will usually consist of the last pay period, if it recently ended, and the current pay period.

### Time approval (for supervisors) - S27

[Uncheck all Review Entry boxes](#)   [Check all Review Entry boxes](#)

Sup Apprvd	Emp Esign	Rvw Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Position Title	Dept	Rate	Total Hours	Gross Pay	WS Award Bal	Budget#
No	No	<input type="checkbox"/>	07/01/12	07/01/12	08/06/12 11:59PM		Nlw Acct. Payable Assistant	Office of the Controller	10.65	0.00	0	0	1141200052025
No	Yes	<input checked="" type="checkbox"/>	07/01/12	07/01/12	08/06/12 11:59PM		Payroll Assistant	Office of the Controller	10.65	5.00	53.25	0	1141200052025

## Reviewing time

After selecting the student for which you want to review time, the **Time Entry** page will be displayed.

Notice the message “**Employee has electronically signed the time entry as complete.**” The message will change from No to Yes when the employee has electronically signed the timesheet.

**Supervisors are allowed to make changes to student web time entry. However, supervisors are required to PRINT-OUT the finalized time entry and provide 2 (two) signatures of both you and student employee 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.

### Time Entry - A

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Approve By Date	Pay Rate	Total Hrs	Gross Pay	Budget#	WS Bal
	Payroll Assistant	07/31/12	Monthly Students	Office of the Controller	08/06/12 11:59PM	10.65	5	53.25	1141200052025	0.00

Leave Type	Leave Balance
Not Applicable	

Date	Day	Hours Worked	Overtime
07/01/12	Sunday		
07/02/12	Monday	5.00	
07/03/12	Tuesday		
07/04/12	Wednesday		
07/05/12	Thursday		
07/06/12	Friday		
07/07/12	Saturday		
07/08/12	Sunday		
07/09/12	Monday		
07/10/12	Tuesday		
07/11/12	Wednesday		
07/12/12	Thursday		
07/13/12	Friday		
07/14/12	Saturday		
07/15/12	Sunday		

### Prior Pay Period Adjustment(s)

Payroll is no longer accepting hardcopy timesheets. Students and/or supervisors may enter prior pay period adjustments in the “**Prior Pay Period Adjustment(s)**” section located below the time entry for the current pay period. If an additional adjustment row is needed, check the **Additional Adjustment Row** box and click “**Submit**” below.

07/31/12	Tuesday		
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#### Prior Pay Period Adjustment(s)

Date	Hours	Comments
06/25/12	3.00	forgot to enter last pay period
06/26/12	4.00	forgot to enter last pay period
06/27/12	4.00	forgot to enter last pay period
06/28/12	4.00	forgot to enter last pay period
06/29/12	4.00	forgot to enter last pay period
06/30/12	4.00	forgot to enter last pay period

To add additional adjustment row, check this box and “Submit” below. Additional row adjustment will be added only if all of the above rows are filled.

Additional Adjustment Row

## Approve time

From the review screen, choose from the drop down menu on the “**Supervisor Decision**” line to approve or reject the timesheet and then click on “**SUBMIT.**” You need to approve the hours to automatically send the time to payroll for processing.

Employee has electronically signed the time entry as complete Yes

Supervisor Decision **APP - Approve**

Supervisor has the authority to update web time entry on behalf of the student, including entering the hours and making necessary corrections. If the supervisor records time on behalf of the student or makes any amendment to the entries originally submitted by the student, supervisor is required to PRINT-OUT the finalized web time entry and provide 2 (two) signatures of both the supervisor and the student acknowledging the changes. This finalized hardcopy web 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.

How to reject web time entry for a student:  
Select "Reject" in the "Supervisor Decision" field, and make sure to enter information in the "Supervisor Comments" field.

Please be mindful that the student will no longer have access to web time entry after 5 PM on the 2nd of the MONTH. If there are corrections to be made after the 2nd of the month, supervisor needs to amend the student's web time entry before the deadline, which is the 6th of the MONTH by 5 PM.

Enter E-mail Subject

Supervisor Comments

Employee Email Address

**Alert! Supervisors, please be sure to enter a decision in the "Supervisor Decision" above before "Submit". Submit alone without a decision will not guarantee a paycheck.**

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**SUBMIT**

## Reject time

If you choose to reject the time, you must enter text in the “**Enter Email Subject**” box and/or the “**Supervisor Comments**” box and an email will be automatically sent to the student employee with this information.

**IMPORTANT NOTE: Once the student submission deadline has already passed, the rejected time will be UNPAID.**

**If the time is rejected prior to student submission deadline, the student may correct the time, electronically sign and re-submit the time, and the supervisor will need to approve the time.**

Employee has electronically signed the time entry as complete Yes

Supervisor Decision **REJ - Reject**

Supervisor has the authority to update web time entry on behalf of the student, including entering the hours and making necessary corrections. If the supervisor records time on behalf of the student or makes any amendment to the entries originally submitted by the student, supervisor is required to PRINT-OUT the finalized web time entry and provide 2 (two) signatures of both the supervisor and the student acknowledging the changes. This finalized hardcopy web 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.

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Enter E-mail Subject

Supervisor Comments

Employee Email Address

**Alert! Supervisors, please be sure to enter a decision in the "Supervisor Decision" above before "Submit". Submit alone without a decision will not guarantee a paycheck.**

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**SUBMIT**