

FAQ – Time Entry (TE) in Self-Service

Q: When should the employee submit Time Entries in the new platform since the new platform is structured on a weekly basis.

A: Payroll TE deadline to a supervisor does not change. Regardless of the number of weeks in a pay period, they are due on the 15th and last day of the month. **The employee may submit them in one sitting by the due date.** Consult [the payroll calendar](#).

Q: When should the supervisor submit Time Entries to payroll in the new platform since the new platform is structured on a weekly basis.

A: Payroll TE deadline to payroll **does not change**. The supervisor may submit **the approvals for all weeks in one sitting by the due date**. Consult [the payroll calendar](#).

Q: How should the supervisor adjust inaccurate time entry after the employee’s payroll deadline?

A: Supervisor has the authority to **ADD OR CHANGE** an employee’s time entry **BEFORE** their approval deadline.

Follow these steps:

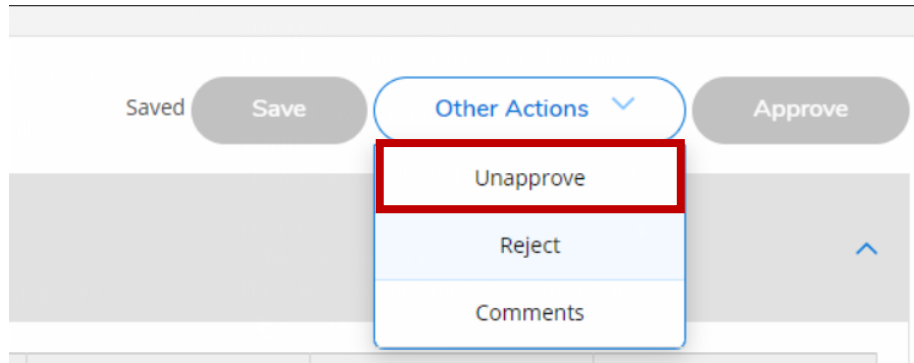
Go to [mySeattleU](#)

1. Under **“Employee,”** GO TO **“Time Approval”** and SELECT the current pay period and CLICK **“View.”**



09/01/2020-09/15/2020	9/17/2020 11:59 PM	No Time Entered	0.00	0.00	0.00	0.00	✓ Approve	ⓘ Reject	💬 Comments	⋮ View
08/16/2020-08/31/2020	9/2/2020 11:59 PM	No Time Entered	0.00	0.00	0.00	0.00	✓ Approve	ⓘ Reject	💬 Comments	⋮ View

2. Change the status by selecting the **“Unapprove”** option.



3. Click **“Apply”** to bring down the time from work schedule to the earnings type below it (Regular earnings, institutional work-study, federal work-study, other earning types). If the work schedule shows 0 hours per day, click **“Apply”** anyway.
4. Make necessary changes (ie, adding hours, adjusting inaccurate hours submitted, other changes). Then **“Approve.”**
5. Repeat steps 2 & 5 to adjust for the other weeks and approve them for each week.

Q: How to know if the supervisor successfully approved my employee’s timesheet?

If the supervisor’s approval was successful, it would be displayed as **‘Approved’** in the Time Approval Summary status column (see below).

Employment · Employee · Time Approval

Time Approval

Students, NE Staff, Union

Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours	
09/01/2020-09/15/2020	9/17/2020 11:59 PM	Approved	20.00	20.00	0.00	0.00	<input checked="" type="checkbox"/> Unapprove <input type="checkbox"/> Reject <input type="checkbox"/> Comments <input type="checkbox"/> View

There are two methods to approve time entry: (1) in the “Time Approval Summary” page, (2) in the “Time Approval Detail” page.

(1)Time Approval Summary: This is the page that the supervisor sees when they first click on the Time Approval link in Self Service (See picture below)

- Click the **“Approve”** button: **ALL time entries** (for all the weeks) will be approved when you click the **“Approve”** button on the Time Approval Summary page.

Time Approval

Students, NE Staff, Union

Time Sheets	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours					
09/01/2020-09/15/2020	9/17/2020 11:59 PM	ⓘ Not Complete	9.25	9.25	0.00	0.00	<input checked="" type="checkbox"/>	Approve	Reject	Comments	View

(2)Time Approval Detail: This is the page that supervisor sees after they click into an individual week for the employee for the pay period (ie: time approval detail shows when you click “View” in “Time Approval Summary”)

- “Approve”** button: If the supervisor only approves one week under Time Approval, the approval status will be **NOT COMPLETE.**
- Therefore, supervisors must **APPROVE ALL TIMECARD WEEKS, including the weeks with zero hours to approve successfully.**

Example: Approving ALL time entries in the **“Time Approval Detail.”**

Step 1: Go into the **first week** and click **“Approve.”**

Employment · Employee · Time Approval

Time Approval - [Employee Name]

< Time Approval

Week 09/01/2020 - 09/05/2020
10.00 Total hours
Not Complete

Saved Save Other Actions

10.00 | Not Complete

Earn Type	Sun 8/30	Mon 8/31	Tue 9/1	Wed 9/2	Thu 9/3	Fri 9/4	Sat 9/5	Total
Work Schedule	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>	0.00
Institutional Work Study	<input type="text"/>	0.75	6.00	3.25	0.00	0.00	<input type="text"/>	10.00

Step 2: Go into the **second week** and click **“Approve”** again.

The screenshot shows the 'Time Approval' interface for the week of 09/06/2020 to 09/12/2020. The total hours are 0.00. The interface includes a table with columns for days of the week and a 'Total' column. The 'Approve' button is highlighted with a red box.

Earn Type	Sun 9/6	Mon 9/7 Labor Day	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12	Total
Work Schedule Apply		0.00	0.00	0.00	0.00	0.00		0.00
Institutional Work Study								0.00
+ Additional Time								
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 3: Go into the **last week**, then click **“Approve”** once more (approve it even though the employee has zero-hours).

The screenshot shows the 'Time Approval' interface for the week of 09/13/2020 to 09/15/2020. The total hours are 0.00. The interface includes a table with columns for days of the week and a 'Total' column. The 'Approve' button is highlighted with a red box.

Earn Type	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Total
Work Schedule Apply		0.00	0.00	0.00	0.00	0.00		0.00
Institutional Work Study								0.00
+ Additional Time								

Q: What is the difference between **“Complete”** vs. **“Not Completed”** Status?

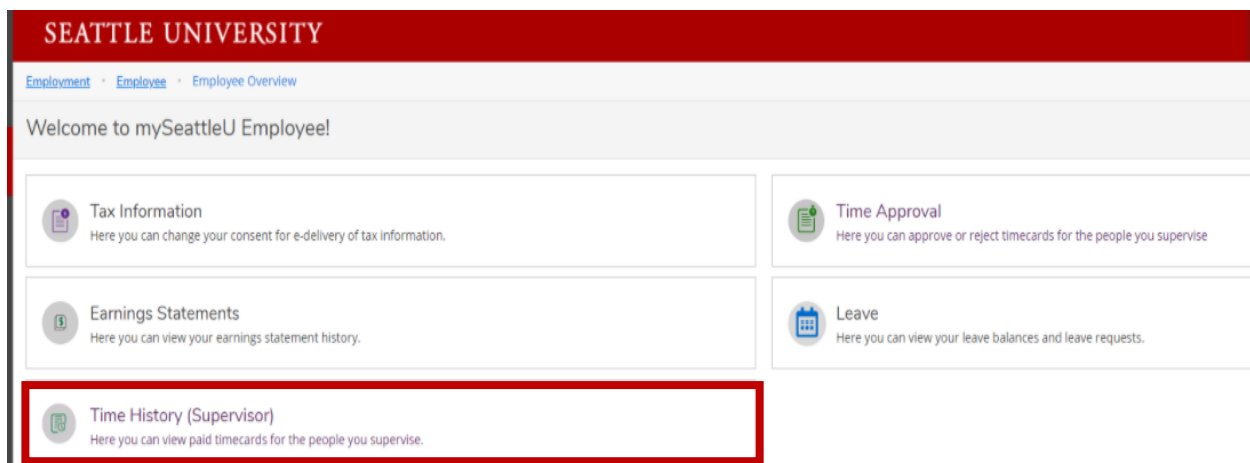
A: **“Not Completed”** means that the employee entered time but not in a **submitted state**. In other words, the employee did not complete the final step of submitting their time by selecting **“Submit for Approval.”** If this is the case, the supervisor can go ahead and approve their hours if the time entries are correct.

Q: The supervisor is on vacation when the approval deadline is due.

A: Alternative supervisor feature is not available in the new TE system. Payroll needs to swap the roles between primary and alternate. There is a proxy system to remedy this case, but the committee is currently reviewing it. In the meantime, only the primary supervisor can approve time entries. Please email payroll@seattleu.edu ASAP if this is the case so that we can give alternative the option to approve before the approval deadline.

Q: How does the supervisor review past time entries' approval?

A: Go to “Time History (for supervisor)” in the Employee menu to review paid time entries.



Q: How to report Comp Time?

A: Comp time is not stored in the payroll system. The department needs to manage comp-time separate from the payroll system.

Q: How does the employee enter overtime hours for union employees?

A: The supervisor must complete overtime hours for union employees via the Union Pay Period Adjustment form. Follow these steps:

1. The employee must contact the primary supervisor and provide them with the time worked in the current pay period.
2. Supervisors, once you get those hours, go to the [Payroll Office](#) webpage. Under “**Payroll forms**” go to the [“Union Pay Period Adjustment form”](#) and fill out accordingly.
3. The supervisors must submit all adjustment forms before the supervisor’s approval deadline.

Q: Is there a way to submit missed time from previous pay periods?

A: Yes, the supervisor can submit hours from the previous pay period by submitting the pay period adjustment form. Follow these steps:

1. The employee must contact the primary supervisor and provide them with the time worked in the current pay period.
2. Supervisor, once you get those hours, go to the [Payroll Office](#). Under “**Payroll forms**” go to “[Pay Period Adjustment](#)” and complete the form accordingly.
3. **The supervisor must submit all adjustment forms before the supervisor’s approval deadline.**

If your question was not answered through this FAQ, please email payroll@seattleu.edu