

SEATTLEU

Quick Sheet: mySeattleU Time Entry for Non-Exempt Employees

Accessing the mySeattleU system

To access the mySeattleU system, visit <https://my.seattleu.edu/> directly to login.

You can also access the login page by going to the www.seattleu.edu//mysu/ website and selecting the **mySeattleU tile** on this page.

Signing In

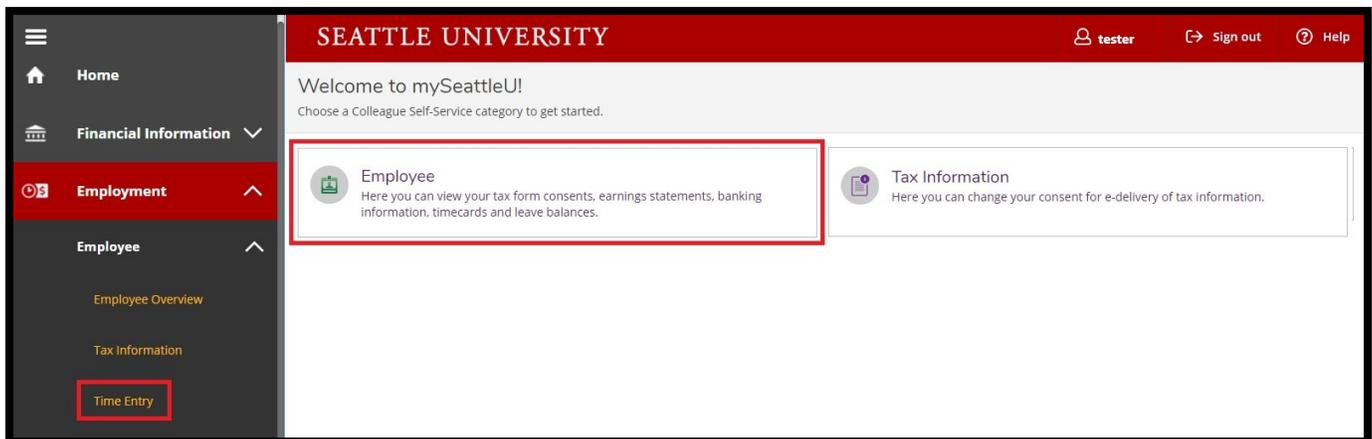
On the login page for mySeattleU, enter your **University provided username and password**, and click “Sign In”.

Welcome Page & Accessing Time Entry

The welcome page of mySeattleU will populate any features in the system specific to your role at the University. If you are only an employee, you will see features applicable to employees only. No need to sort through other links not pertinent for you.

To access the Time Entry feature, click on the Employee button on this page followed by the Time Entry button on the following page. If the Time Entry button appears on your welcome page, click to get to that page.

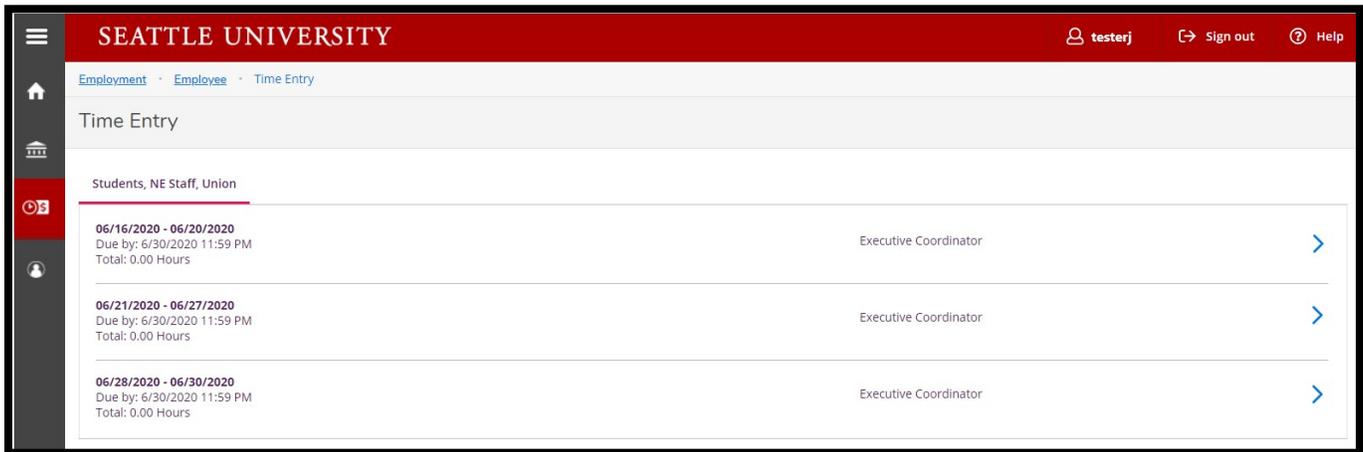
Please note that you may get to all mySeattleU features by using the left navigation pane – in this instance by clicking on the Employment icon, followed by Employee Time Entry.



Time Entry Overview

On the Time Entry page, you will see the work weeks displayed that make up your current time period. Occasionally on the last day of a time period or the first day of a new time period, you may see the next or previous period displayed but not currently open for edits.

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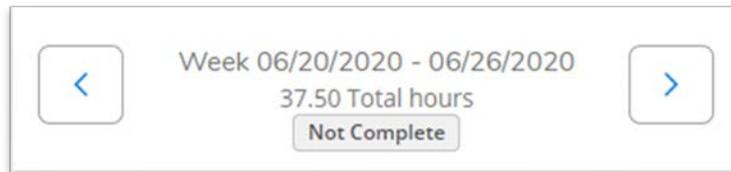
To submit or modify your hours for payroll, click on each week represented to make entries towards that pay period.

View & Adding Hours Worked

With this detailed view, you may see your prescribed work schedule displayed on the top row. This serves as not only a reminder of your weekly scheduled hours, but also allows you to simply click the Apply button if you worked those exact prescribed hours this week.

If you did not work the exact prescribed hours displayed on your work schedule, you must enter the exact hours you worked manually. Please Note that it is mandatory that you only submit a timecard that accurately represents the actual hours worked. For example, if you work 9 hours on a given day, 9 hours must be reported on that day. It is not legal to report less hours on that day and more on another day to compensate.

To finalize a time period for payment, enter your worked hours following the above guidelines for each week of the pay period by using the left and right arrows to toggle between weeks.



Different Hours Types

If you need to report a different type of hour, such as sick or vacation time, click on the + Additional Time button and choose the Earning Type that corresponds to your need. A row should populate under your Regular Earnings Row to allow you to input these other hour types on the appropriate day. Remember to remove any regular hours from that day from the Regular Hours row since those hours are being fulfilled by a new hour type.

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Earn Type	Sat 6/20	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Total
Work Schedule			7.50	7.50	7.50	7.50	7.50	37.50
Regular Earnings			7.50	7.50	7.50			22.50
Vacation						7.50	7.50	15.00
+ Additional Time To add Vacation, Sick, Reserved Sick, Community Service, etc.								
Position Total Hours:	0.00	0.00	7.50	7.50	7.50	7.50	7.50	37.50

Time Entry also allow you to add a Comment to any pay period week if you would like to leave a note for yourself or your supervisor. Click on the **Other Actions button**, followed by **Comments** for the week in question, and add your notation.

Submitting Your Time Entry Hours

Once all work days for each week in the pay period are filled in, your Time Card is complete! To confirm you have filled all necessary time for the period, simply check the individual boxes have hours filled in appropriately and that the total hours reported on the main Time Entry page is accurate. At the end of each pay period, your supervisor will use mySeattleU Time Approval to approve your timecards for Payroll processing.

Pay Period Adjustment

If you need to make a change to a previous pay period that is now closed, or are a public safety officer and need to apply Premium Pay hours (Off-Lead Pay, Off-Night Pay and Off-Lead & Night Pay), that change must be submitted by your supervisor to payroll. Please provide your supervisor with the dates and details of the correction needed. They will use the **Pay Period Adjustment Form** on the Payroll Office website to submit this adjustment on your behalf. Once they have done so, you will receive an email notification that an adjustment has been submitted.

If you are a Facilities Union Non-Exempt employee, you will submit your pay period adjustments yourself to your supervisor for their review by using the **Union Pay Period Adjustment Form** on the Payroll Website. Visit the Payroll Forms website for access to this web-form and a helpful guide covering how to use it.