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Section 1: Introduction and Overview

1.1 General Information:
This user guide provides instructions for both the employee and the supervisor. Additionally, the users should review the FAQ at the end of the document which will help answer many common questions. Any additional questions may be directed to the Payroll department by emailing Rita Lin at rlin@seattleu.edu.

1.2 Pay Periods
Beginning in January of 2017, all employees will have the same pay periods from the 1st to the 15th of the month and from the 16th through the last day of the month.

1.3 Pay Dates
Non-exempt employees are paid 10 days in arrears, which means that for time worked between the 1st and 15th of the month, the employee will be paid on the 25th of the month. For time worked between the 16th and the last day of the month, the employee will be paid on the 10th of the following month.

1.4 Deadlines
Employees must SUBMIT their Web Time Entry (including electronic signature) by the end of each semi-monthly pay period.

Supervisors or the Alternate Supervisor must APPROVE employee Web Time Entry within two days of the time entry submission deadline.

Failure to submit and approve Web Time Entry on time may result in a temporary loss of pay for the employee!

Please refer to the Payroll Calendar available on the Payroll Website for the exact submission and approval deadlines.
Section 2: Web Time Entry Instructions for Non-Exempt Employees

Employees are encouraged to enter time *at the end of each workday or at least on a weekly basis.* By the submission deadline, 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 record is completed and submitted, an **automatic** email is sent to the supervisor stating “employee (name) has completed the time entry task” with 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.

Employees and supervisors need to be aware of the stringent payroll deadlines and be comfortable and familiar with web time entry.
2.1 Accessing Your Time Entry

Web time entry is available through SUOnline at www.suonline.seattleu.edu. The time entry feature is activated once the employee is hired, the completed hiring documents have been submitted to Human Resources and entered into the payroll system.

(1) Navigate to SU Online.

(2) Log in using your Seattle University credentials.

(3) Select Submit.

(4) Select Employees.

(5) Select Time Entry.
2.2 Choose A Timesheet

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

(1) **Select the position you are entering time for.** If you have only one position, you must still select the box.

(2) **Select Submit.**

---

**CAUTION:** If you have multiple positions, you will need to enter time separately for each position.

**TIP:** **Start Date** may not accurately reflect the date that you began employment at Seattle University.

**CAUTION:** To be paid on time, you must complete time entry for the period shown by this date and time.
2.3 Entering Your Time

**TIP:** For **salaried** employees, the daily hours have been populated. For **hourly** employees, daily hours need to be entered.

**TIP:** Enter time worked in 15 minute increments. Thus, if you worked 7 hours and 7 minutes, you would enter 7.25 in the box.

### Time Entry - MO

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Pay Period End Date</th>
<th>Pay Cycle</th>
<th>Department</th>
<th>Supervisor</th>
<th>Budget</th>
<th>Complete Entry By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/15/17</td>
<td></td>
<td>Students, Nat Staff, Union</td>
<td></td>
<td></td>
<td>06/20/18 05:00PM</td>
</tr>
</tbody>
</table>

#### Annual Leave Balance

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Leave Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>492.00</td>
</tr>
<tr>
<td>Com Service 7.800.788</td>
<td>22.80</td>
</tr>
<tr>
<td>Bank vacation</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Student employee (hours) record time worked in the "Hours Worked" column, and sick hours in the "Sick Hours" column. Overtime is recorded in the "Other Leave Types" column. Enter time worked in 15 minute increments. For salaried employees, record overtime and LWOP in the "Other Leave Types" column. For hourly employees, record overtime and LWOP in the "Other Leave Types" column.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Hours Worked</th>
<th>Vacation</th>
<th>Sick Hours</th>
<th>Other Leave Types</th>
<th>Insert Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/09/17</td>
<td></td>
<td>7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/10/17</td>
<td></td>
<td>7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/11/17</td>
<td></td>
<td>7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/12/17</td>
<td></td>
<td>7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/13/17</td>
<td></td>
<td>7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/14/17</td>
<td></td>
<td>7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/15/17</td>
<td></td>
<td>7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

**Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.**

**WARNING:** Be sure to check this box after you’ve completed the above entry by payroll deadline stated above. Web time entry will not be accessible after this deadline. A notification email will be automatically sent to your supervisor.

If you only want to save web time entry, do not check the electronic signature above. Instead, click the Submit button below. If you accidentally check this 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.

If there are corrections after deadlines have passed, please ask your supervisor to amend your web time entry. Supervisor deadline is one day after the employees deadline has passed. If you supervisor records time on your behalf or makes any amendment to the entries originally submitted by you, 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.

**Terminating employee is required to submit final web time entry on the last day of work.**

**Submit**
2.4 Entering Leave Hours (Vacation, Sick Leave, Bereavement, Community Service, Holiday, and Jury Duty)

Vacation: In the following example, the employee is reporting a day of Vacation Leave on 11/02/17.

(1) Delete vacation hours from **Hours Worked** column.

(2) Enter vacation hours under **Vacation** column.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Hours Worked</th>
<th>Vacation</th>
<th>Sick Hours</th>
<th>Other Leave Hours</th>
<th>Other Leave Types</th>
<th>Insert Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/17</td>
<td>Wednesday</td>
<td>7.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/17</td>
<td>Thursday</td>
<td>7.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/03/17</td>
<td>Friday</td>
<td>7.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/04/17</td>
<td>Saturday</td>
<td>7.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sick Leave: In the following example, the employee is reporting a half-day (3.75 hours) of sick leave on 11/07/17.

(1) Delete sick leave hours from **Hours Worked** column.

(2) Enter sick leave hours under **Sick Hours** column.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Hours Worked</th>
<th>Vacation</th>
<th>Sick Hours</th>
<th>Other Leave Hours</th>
<th>Other Leave Types</th>
<th>Insert Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/17</td>
<td>Wednesday</td>
<td>7.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/17</td>
<td>Thursday</td>
<td>7.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/03/17</td>
<td>Friday</td>
<td>7.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/04/17</td>
<td>Saturday</td>
<td>7.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/05/17</td>
<td>Sunday</td>
<td>7.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/06/17</td>
<td>Monday</td>
<td>7.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/07/17</td>
<td>Tuesday</td>
<td>3.75</td>
<td></td>
<td>3.75</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Holiday Pay, Community Service, Jury Duty, and Bereavement: In the following example, the employee is reporting a university holiday on 11/06/17. The process is the same for the other leave types.

1. Delete holiday hours from the **Hours Worked** column.
2. Enter holiday hours under the **Other Leave Hours** column.
3. Select the dropdown arrow under the **Other Leave Types** column and select **Hol Pay**.
2.5 Saving and Submitting Your Time
Submit your time entry before the deadline shown on the main Time Entry screen (see section 2.2).

**CAUTION:** It is your responsibility to submit your time and electronic signature by the deadline. A failure to do so may result in a delay in payment.

**CAUTION:** Once you have signed AND submitted your time entry, you can no longer access it for this pay period (see FAQ to troubleshoot).

(1) Click on the box (a check will show) to provide your electronic signature.

(2) Select **Submit**. If you have given your electronic signature then your time will be sent to your supervisor for approval.

_TIP:_ If you want to **Save** your time without submitting it, you can select **Submit** without first giving your electronic signature. Without the electronic signature, the time will not be sent to your supervisor for approval.
Once you electronically sign and submit your timesheet, a confirmation page will display the following message: “Thank you. Your time entry is complete and ready for approval."

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>End Date</th>
<th>Time Entry Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/15/16</td>
<td></td>
<td>Complete</td>
</tr>
</tbody>
</table>

### Current Pay Period Hours

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours</td>
<td>63.75</td>
</tr>
<tr>
<td>Annual Leave Hours</td>
<td>7.50</td>
</tr>
<tr>
<td>Sick Hours</td>
<td>3.75</td>
</tr>
<tr>
<td>Holiday Pay (If Work on Holidays)</td>
<td>7.50</td>
</tr>
<tr>
<td>Total Hours</td>
<td>82.50</td>
</tr>
</tbody>
</table>

### Previous Pay Period Hours

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime (1.5 Rate)</td>
<td>2.50</td>
</tr>
<tr>
<td>Overtime (2.0 Rate)</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Previous Hours</td>
<td>5.50</td>
</tr>
</tbody>
</table>

(3) Click to exit.
2.6 Recording Overtime and Leave Without Pay

Non-Exempt employees record Overtime and Leave Without Pay here.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Earnings Code/Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/13/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/14/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/15/17</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval. Submit button below after you've completed the above entry by payroll deadline stated above. Web time entry will no longer be sent to your supervisor if not approved by this deadline.

If there are corrections after deadlines have passed, please ask your supervisor to amend your web time entry. Supervisor deadline is one day after the employees deadline has past. If your supervisor records time on your behalf or makes any amendment to the entries originally submitted by you, 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. Terminating employee is required to submit final web time entry on the last day of work.
In the following example, the full-time employee worked 5.5 hours on Saturday, 11/11/17:

1. Determine how many TOTAL hours of Overtime you worked. This is the number of hours in excess of your contracted weekly number. In this example, the full time employee worked 5.5 hours over the 37.5 that she is contracted to work.

2. Determine the difference between a 40-hour week and your contracted weekly hours. In this example, 40 - 37.5 = 2.5

3. If the TOTAL overtime worked is less than 2.5, then all of the overtime is paid at the 1.0 Rate.

4. TOTAL overtime worked is greater than 2.5, then 2.5 hours of Overtime are paid at the 1.0 Rate, and the rest are paid at the 1.5 Rate. In this example, 5.5 is greater than 2.5, so...

5. Enter 2.5 into the Hours box and select 1.0 Rate from the Earnings Code/Description menu, and...
(6) Enter 3 into the **Hours** box on the next line and select **1.5 Rate** from the **Earnings Code/Description** menu.

(7) Click the box to sign electronically if you are finished with all time entry for the period.

(8) Select **Submit** to save.
2.7 Prior Pay Period Adjustments

Paying non-exempt employees 10 days in arrears should eliminate the need for most Prior Pay Period Adjustments because employees will rarely need to estimate hours. However, in the event that an adjustment needs to be made, the information should be entered in the section labeled below:

Non-Exempt employees record prior pay period adjustments here, in the same area as overtime.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Earnings Code/Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/17</td>
<td>2</td>
<td>OE: Overtime (1.5 Rate)</td>
<td>Worked 2.5 hours on Saturday</td>
</tr>
<tr>
<td>11/1/17</td>
<td>3</td>
<td>OT: Overtime (1.5 Rate)</td>
<td>Worked 3.5 hours on Saturday</td>
</tr>
</tbody>
</table>

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

(1) Enter the date, actual hours worked, and Earnings Code/Description.

(2) If you need more rows, select the Box and then Submit.
Section 3: Web Time Entry Instructions for Supervisors

Supervisors should encourage employees to enter time at the end of workday or at least on a weekly basis in SUOnline. By the web time entry payroll submission deadline, 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.

3.1 Access Employee Time

Web time entry is available through SUOnline at www.suonline.seattleu.edu. The time entry feature is activated once the employee is hired and has completed hiring documents that have been submitted to HR and entered into the payroll system.

(1) Navigate to SU Online.
(2) Log in using your Seattle University credentials and select the Employees menu.
(3) Select Time approval for supervisors of Nonexempt and Temporary Staff.
3.2 Choose an Employee Time Entry to Review and Approve

(1) Select the Box under Review Entry for the employee whose time you would like to review.

NOTE: Pay period dates. You may view the time only for the pay periods that are open, which will usually consist of the current pay period.

(2) Select Submit.
3.3 Review Time and Approve

1. Review the hours submitted by the employee to make sure they are correct.

2. If the hours are correct, select Approve from the drop-down menu.

3. Select Submit.

NOTE: This shows whether the employee has signed and submitted their Time Entry.
3.4 Making Changes, including Overtime, Leave Without Pay, and Prior Pay Period Adjustments

IMPORTANT NOTE: Supervisors are allowed to make changes to employee Web Time Entry. However, supervisors are required to PRINT OUT the finalized time entry and provide the signatures (2) of both the supervisor and the employee acknowledging the changes. The signed hard copy time entry is to be kept in the department for at least 2 years from the last date of entry. The department is required to have these records available for viewing within 72 hours of receiving notice.

3.5 Reject Time

1. Review the hours submitted by the employee to make sure they are correct.

2. If the hours are incorrect, select **Reject**.

3. If you reject the time, you must send a message to the employee stating the reason you have rejected the Web Time Entry. Enter an **E-mail Subject** and **Supervisor Comments** to explain why.

4. Select **Submit**.

NOTE: This shows whether the employee has signed and submitted their Time Entry.

CAUTION: If you do not approve the Web Time Entry and it is past the deadline for employee submission, the employee will not be paid! In this case it would be better to make any necessary adjustments and follow the directions in Section 3.4.
Section 4: For Alternate Supervisors

4.1 General Information
It is the primary supervisor’s responsibility to notify the alternate supervisor that she will need to approve time on the supervisor’s behalf.

If needed, alternate supervisors must approve employee time by the same deadlines mentioned in section 1.4.

4.2 Approving Employee Time

(1) Alternate Supervisors will follow the same steps as regular supervisors to access time approval screens outlined above in section 3.1.

(2) Select the dropdown menu to see the supervisors on whose behalf you can approve time, and select the supervisor's name.

NOTE: If you are both a supervisor AND an alternate supervisor, you will have to deselect all the employees you supervise before choosing to approve time on another supervisor’s behalf.

(3) Select Submit.
(4) Select an employee to approve.

(5) Select Submit.

(6) Follow the time approval steps described in sections 3.3 – 3.5.
Section 5: Getting Help

5.1 Who to Contact

All staff and their supervisors: If you have questions or trouble using Web Time Entry, please contact:

- Rita Lin, Payroll Manager, at rlin@seattleu.edu or (206) 296-5887
- Tony Ly, Senior Payroll Analyst, at lyt1760@seattleu.edu or (206) 296-5886

Student employees and their supervisors: If you have questions or trouble using Web Time Entry, please contact Karen Yaguchi, Payroll Analyst, at yaguchik@seattleu.edu or (206) 296-6023.
5.2 Frequently Asked Questions

1. What should I do if my position does not show on SUOnline?
   Make sure that hiring documents (I-9, W-4, direct deposit enrollment) have been completed and submitted to Human Resource Office. 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 Human Resources Office:
   Bre Smith, phone: (206) 220-8537, smithbr@seattleu.edu
   Lastly, contact Payroll:
   Rita Lin, Payroll Manager, phone: (206) 296-5887, rlin@seattleu.edu OR
   Tony Ly, Senior Payroll Analyst, phone: (206) 296-5886 or email lyt1760@seattleu.edu

2. What if my supervisor is gone when time entry is due?
   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.”

3. 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? What if I took leave after the time entry was submitted for the previous pay period?
   Enter missed time or prior pay period adjustment in the current pay period’s time entry in the section labeled “Current PP Overtime/LWOP and Prior Pay Period Adjustments.” Prior pay period’s time will be adjusted and 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 payroll time entry deadline to record time.

4. Why did my time entry disappear from the selections 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.

5. What if I entered my time incorrectly?
   If the error is discovered before payroll time entry deadline, 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 to be 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 at 206 296-5886, email lyt1760@seattleu.edu, for immediate assistance. Payroll will advise your supervisor of the proper corrective action at that time.

6. What if I don’t electronically sign and submit my Web Time Entry by the required date?

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 to be 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.

7. What if I do not sign my web time entry 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 to be 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.

7. What if I do not sign my web time entry 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 to be 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.

8. As a part-time employee, how do I enter hours when the university grants a day off or a half day off (such as the Wednesday before Thanksgiving?)

Part time employees are allowed to take university holidays, and the hours they submit are pro-rated according to the employee’s FTE.

Example: What if the university grants the Wednesday before Thanksgiving as a paid holiday, but I usually work 7.5 hours on Mondays and Tuesdays only for a total of 15 hours/week?

Answer: Because part time employees are entitled to the equivalent pay and leave as full time employees, in this example the employee is entitled to their FTE in extra hours of holiday pay. The FTE is (Total Hours per week) ÷ (37.5). In this case, 15 ÷ 37.5 = 0.4FTE

So, the employee is entitled to 0.4 × 7.5 = 3 hours of holiday pay. The employee would enter 3 hours holiday pay, and only be expected to work 12 hours more for that week. In the event that the employee worked more than 12 hours that week, the extra hours (up to 37.5 including the holiday pay) would count as overtime at the 1.0 rate.
9. If I work on a weekend, how do I know if it counts as overtime, especially if the pay period ends in the middle of the week?

   Seattle University work week is Sunday through Saturday

10. For days that I do not work, do I need to enter zero in the hours box? What about weekends?
    Only enter time on days that you work or are taking leave. Days that you do not work should be left blank.

11. When entering overtime, do I record it all together or do I need to divide overtime paid at my normal rate from overtime paid at the 1.5 rate?
    Overtime needs to be split between overtime that you will be paid at your regular rate and overtime that you will be paid at the 1.5x rate. The first 2.5 hours of overtime are paid at the 1.0x rate, and all other overtime is paid at the 1.5x rate. See section 2.6.

12. How do I enter time when I am taking vacation over a paid holiday?
    For the days that are university paid holidays, you enter your hours as holiday pay. All remaining days that you are on vacation are entered as vacation leave.

13. What if neither my supervisor nor the alternate supervisor approve my time entry by the deadline?
    If this happens, please contact payroll as soon as possible:
    Tony Ly, Senior Payroll Analyst, phone: (206) 296-5886 or email lyt1760@seattleu.edu