# Table of Contents

Section 1: Introduction and Overview ................................................................. 3
  1.1 General Information .................................................................................. 3
  1.2 Student Employment Policy ..................................................................... 3
  1.3 Pay Periods ............................................................................................... 3
  1.4 Pay Dates .................................................................................................. 3
  1.5 Deadlines ................................................................................................. 3

Section 2: Web Time Entry Instructions for Student Employees .................. 4
  2.1 Accessing Your Time Entry ..................................................................... 5
  2.2 Choose A Timesheet ................................................................................ 6
  2.3 Entering Your Time .................................................................................. 7
  2.4 Saving and Submitting Your Time ............................................................ 8
  2.5 Prior Pay Period Adjustments .................................................................. 10

Section 3: Web Time Entry Instructions for Supervisors .......................... 11
  3.1 Access Employee Time .......................................................................... 11
  3.2 Choose an Employee Time Entry to Review and Approve ..................... 12
  3.3 Review Time and Approve ...................................................................... 13
  3.4 Make Changes, Including Prior Pay Period Adjustments ....................... 14
  3.5 Rejecting Time ....................................................................................... 14

Section 4: For Alternate Supervisors ......................................................... 15
  4.1 General Information .............................................................................. 15
  4.2 Approving Employee Time ...................................................................... 15

Section 5: Getting Help.................................................................................. 17
  5.1 Who to Contact ....................................................................................... 17
  5.2 Frequently Asked Questions .................................................................... 18
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 Karen Yaguchi at yaguchik@seattleu.edu.

1.2 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.

1.3 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.

1.4 Pay Dates
Student 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.

1.5 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 Student 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](http://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, which should be the only menu option available.
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.

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 icon.

(2) Select **Submit**.

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

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

TIP: Students are eligible for regular hours and sick leave hours only. Other Columns in the time entry form should be left blank.

(1) Enter the number of hours you worked each day of the pay period.

(2) Enter the number of hours of sick leave for the pay period. Sick hours should be deducted from your regular Hours Worked.
2.4 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).

### 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>NW/Member Services</td>
<td>11/15/17</td>
<td>Students, NE Staff Union</td>
<td>Universally Recreation Main Campus</td>
<td>[Name]</td>
<td>[Number]</td>
<td>05/31/18 05:00PM</td>
</tr>
</tbody>
</table>

#### Leave Type Leave Balance

- **Sick**: 40.00

---

**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.

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Select the box to provide your electronic signature.

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Select Submit. If you have given your electronic signature then your time will 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.”

(3) Click to exit.
2.5 Prior Pay Period Adjustments
Paying students 10 days in arrears should eliminate the need for many Prior Pay Period Adjustments because they 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:

**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>WA Member Services</td>
<td>11/15/17</td>
<td>Students, NE Staff Union</td>
<td>University Recreation</td>
<td>Main Campus</td>
<td>03/01/18 05:00PM</td>
<td></td>
</tr>
</tbody>
</table>

**Leave Type** | **Leave Balance**
--- | ---
Sick | 40.00

Student employee (hourly) record time worked in the “Hours Worked” column, and sick hours in the “Sick Hours” column. Other leave types are not applicable. Hourly basis employee: select applicable earning codes to record current pay period time. Salary basis employees do not record overtime and LVOP (leave without pay) for current pay period in this section, instead use the smaller section below.

<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>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/17</td>
<td>Thursday</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/03/17</td>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/04/17</td>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/05/17</td>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any adjustments that you must make to previous pay periods are entered here.

1. Enter the date, actual hours worked, and any comments that will assist your supervisor in approving the adjustment. In the **Earnings Code** column RE for Regular Hours, and SP for Sick Pay are the only options Student Employees should choose.

2. If you need more rows, select the **Box** and then **Submit**.

3. Select **Submit** when your timesheet is ready. If you have given your electronic signature then your time will be sent to your supervisor for approval.
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](http://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.
3. Select Submit.
4. Select Employees, which should be the only menu option available.
5. Select Time approval for ....
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.

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

(3) Select Submit.
3.4 Make Changes, Including 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 Rejecting Time

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

(2) If the hours are incorrect, select Reject.

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.

(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.

(3) Select Submit.

(4) Select an employee to approve.

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.
Section 5: Getting Help

5.1 Who to Contact

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?
   a. 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.
   
   b. Next, contact the appropriate Student Financial Services:

      **STUDENT EMPLOYEES WORKING ON CAMPUS AND NOT IN LAW SCHOOL**
      
      Alea Frankwick, Student Employment Coordinator, (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
      
      Jaimee Velotta, Program Assistant, 206-398-4250, lawfa@seattleu.edu

   c. Contact Payroll
      
      Tony Ly, Senior Payroll Analyst, phone: (206) 296-5886, 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?
   Enter missed time or prior pay period adjustment in the current pay period’s time entry in the section labeled “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 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 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 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 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.

10. For days that I do not work, do I need to enter zero in the hours box? What about weekends?
   You do not need to enter “0”. Just leave the boxes empty. Do not enter anything into the boxes for the weekends unless you worked on those days.