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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
Trades Staff 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 Trades Staff

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.
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.
2.3 Entering Your Time Overview

Enter hours worked (including overtime) here.

Enter prior pay period adjustments here.

Record overtime here for departmental reporting purposes.
2.4 Time Entry Example A

In this hypothetical example, the employee ...

- worked 3 OT hours on 12/16
- took vacation on 12/21
- was sick on 12/22
- took bereavement leave on 12/23
- received Lead Pay premium on 12/26 for the full day
- took holiday pay on 12/28
- made adjustments to the prior period based on unreported sick leave and OT

<table>
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<th>Day</th>
<th>Reg Hours</th>
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<th>Sick Hours</th>
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TIP: Enter time worked in 15 minute increments. Thus, if you worked 7 hours and 45 minutes, you would enter 7.75.

NOTE: Shift Hours must be less than or equal to Regular Hours.

To add additional adjustment row, check this box and "Submit" below rows are filled.
2.5 Time Entry Example B

In the following example, the employee worked 5 hours on a university observed holiday:

NOTE: Per union contract agreement, the employee is paid:
- 8 hours of Holiday Pay (standard rate)
- Holiday Premium for actual hours worked
  - 1.5x hourly rate plus
  - $2.25 per hour for each hour worked
2.6 Saving and Submitting Your Time

Submit your time entry before the deadline shown on the main Time Entry screen (see section 2.2).

(1) Select the box to provide your electronic signature.

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.

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.

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

CAUTION: Once you have signed AND submitted your time entry, you can no longer access it for this pay period (see FAQ to troubleshoot).
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.
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 the correct time approval link.
3.2 Choosing 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 Reviewing Time and Approving

(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 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 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**.

(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.

Time approval for supervisors of Nonexempt and Temporary Staff

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<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Approve By Date</th>
<th>Name</th>
<th>Position Title</th>
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<td>06/04/18 12:00PM</td>
<td></td>
<td>Controller’s Office</td>
<td>Main Campus</td>
<td></td>
</tr>
</tbody>
</table>
(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
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, 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 month.
   Enter missed time or prior pay period adjustments such as overtime in the section labeled “Current 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 why 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.

8. 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. Record the overtime on the day that it occurs, in the pay period in which it occurs.

10. For days that I do not work, do I need to enter zero in the hours box?  What about weekends?
    If you do not work any hours on any given day, the box should remain empty.