

# Instructions for mySeattleU Time Entry for Student Employees

**Step 1:** Go to <https://my.seattleu.edu/>

**Step 2:** Log in with your SeattleU credentials



## Sign In

User name

Password

[Sign In](#)

**Step 3:** After logging in, you will be directed to the homepage. From the homepage, select **Employee**

A screenshot of the mySeattleU homepage. The top navigation bar is red with "SEATTLE UNIVERSITY" on the left, and "Sign out" and "Help" on the right. Below the header, a grey bar says "Welcome to mySeattleU! Choose a Colleague Self-Service category to get started." The main content area features a grid of service tiles. The "Employee" tile is highlighted with a red border. The tiles include: Financial Aid, Tax Information, Employee, Student Planning, Search for a Class, and Grades. A vertical sidebar on the left contains icons for home, university, calendar, graduation, and user profile.

## Step 4: Select "Time Entry"

The screenshot shows the Seattle University mySeattleU Employee portal. The header includes the Seattle University logo and navigation links for Employment, Employee, and Employee Overview. A welcome message reads "Welcome to mySeattleU Employee!". Below this, there are four main service tiles: Tax Information, Time Entry (highlighted with a red border), Earnings Statements, and Leave. The footer contains copyright information for Ellucian Company L.P.

**Step 5:** Carefully read the area in blue for further instructions. Below the blue area is your timesheet. Select the current pay period.

The screenshot displays the Time Entry page. It features a blue sidebar with an information icon and a main content area with various instructions and links. Below the instructions, there is a section titled "Time Entry" with a sub-header "Students, NE Staff, Union". A table lists three pay periods, with the first one highlighted by a red border.

Pay Period	Due Date	Role	Action
08/16/2020 - 08/23/2020 Total: 0.00 Hours	Due by: 8/31/2020 11:59 PM	NW Payroll Assistant	>
08/23/2020 - 08/29/2020 Total: 0.00 Hours	Due by: 8/31/2020 11:59 PM	NW Payroll Assistant	>
08/30/2020 - 08/31/2020 Due by: 8/31/2020 11:59 PM	Due by: 8/31/2020 11:59 PM	NW Payroll Assistant	>

**Step 6:**

1. Select the blue "apply" icon in order to add your hours
2. Then enter your hours under "Institutional Work Study" or "Work Study"

The screenshot shows a time entry interface for the week of 08/16/2020 to 08/22/2020. The total hours are 20.00. The interface includes a sidebar with navigation icons, a top navigation bar with a home icon, a calendar icon, and a user profile icon. The main content area displays a table for 'Institutional Work Study' hours, which is highlighted with a red border. The table has columns for days of the week and rows for 'Work Schedule' and 'Institutional Work Study'. The 'Institutional Work Study' row shows values of 2.00, 3.00, 4.00, 5.00, and 6.00 for the days from Monday to Friday. Below the table, there is a '+ Additional Time' button, a 'Comments' button, and a 'Submit for Approval' button.

Earn Type	Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21
Work Schedule		0.00	0.00	0.00	0.00	0.00
Institutional Work Study		2.00	3.00	4.00	5.00	6.00

Position Total Hours: 0.00 2.00 3.00 4.00 5.00 6.00



**Step 7:** Once you have entered all your hours, you can do the following:

1. **Sign out:** If you are not ready to submit your hours, you can just sign out as your hours will automatically save
2. **Select “Submit for Approval”:** If you are ready to submit your hours, go ahead and select **“Submit for Approval” for EACH WEEK** (Look below for reference).

Week 08/16/2020 - 08/22/2020  
20.00 Total hours

Saved just now Save View Leave Balances

20.00

Earn Type	Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21
Work Schedule		0.00	0.00	0.00	0.00	0.00
Institutional Work Study		2.00	3.00	4.00	5.00	6.00

+ Additional Time

Position Total Hours: 0.00 2.00 3.00 4.00 5.00 6.00

Comments Submit for Approval

**Reference:** There are three weeks for the pay period cycle 08/31/20. However, in the example below, the student only worked for **two out of the three weeks**. For those hours to be submitted, the student must select **“Submit for Approval” TWICE**, one for the week of **08/16/2020-08/22/2020 AND 08/23/2020-08/29/2020**. Make sure to go back to time entry to confirm that your hours were submitted.

Time Entry

Students, NE Staff, Union

08/16/2020 - 08/22/2020 Due by: 8/31/2020 11:59 PM Total: 16.00 Hours	Submitted	NW Payroll Assistant	>
08/23/2020 - 08/29/2020 Due by: 8/31/2020 11:59 PM Total: 16.50 Hours	Submitted	NW Payroll Assistant	>
08/30/2020 - 08/31/2020 Due by: 8/31/2020 11:59 PM Total: 0.00 Hours	Unsubmitted	NW Payroll Assistant	>

If you have any questions, please contact the Seattle University's Payroll office at [payroll@seattleu.edu](mailto:payroll@seattleu.edu)