Paycheck Procedures

Timesheets
  - Timesheets must be signed by 10 a.m. on the following dates:

March 31 – for pay period 3/17-3/30
April 14 – for pay period 3/31-4/13
April 28 – for pay period 4/14-4/27
May 12 – for pay period 4/28-5/11

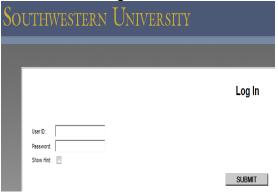### Here are procedures for completing your timesheets (from the SU business office):

Time Entry Deadline
Pay period ends on Sunday. Please see published schedule on the Business Office web page.
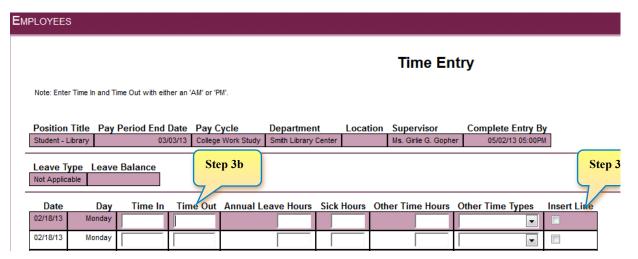Time must be entered online by the next day (Monday) at 10 am.

Step 1
  1a. In a web browser go to WebAdvisor and log in.

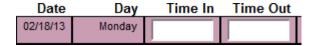2c. Click on **SUBMIT** to access time card.

SUBMIT

Step 3

3a. The following will be displayed.
- Note: The *Annual Leave, Sick, Other Time Hours and Other Time Types* columns do not apply to student employees.

EMPLOYEES

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Student - Library	03/03/13	College Work Study	Smith Library Center		Ms. Girlie G. Gopher	05/02/13 05:00PM

Leave Type	Leave Balance
Not Applicable	

Step 3b

Step 3

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
02/18/13	Monday						▼	☐
02/18/13	Monday						▼	☐

3b. Enter Time In and Time Out for the appropriate dates.
- Enter time with 'a' or 'am', or 'p' or 'pm'.
    - Example 1: 9:00 in the morning is entered as 9:00am or 9a
    - Example 2: 4:00 in the afternoon is entered as 4pm or 4p
    - Example 3: 1:30 in the afternoon can be entered as 0130pm or 1:30p

Date	Day	Time In	Time Out
02/18/13	Monday		

3c. (OPTIONAL) Insert line if needed.
- Two lines for each day appear automatically. You can insert a line if needed by clicking on Insert Line.

Insert Line

☐

1b. Click on Employees.

Continuing Education
Prospective Students
Students
Faculty
Employees
Vendors
Advisors
Advancement Officers
Alumni and Friends

1c. Click on the Time Entry link.

Time Entry and Approval

Time entry
Time history
Time approval (for supervisors)
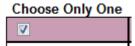
Step 2

2a. You will see the following screen:

EMPLOYEES

Time entry

Sten 2b

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
☐	02/18/13	03/03/13	Student - Library	01/14/13	Smith Library Center	Ms. Girlie G. Gopher		05/02/13 05:00PM

2b. Click the box under "**Choose Only One**" for the position for which you are entering time.

- (If you have more than one job, there will be multiple listings on the screen shown in Step 2a above.)

Choose Only One

☑

5c. Click **OK** TO CLOSE.
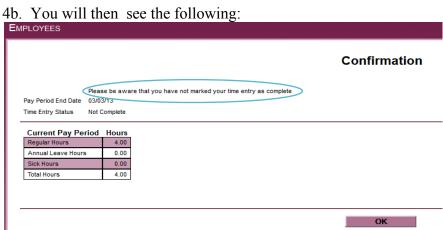
5d. Log out.

Step 6
Watch email for approval or rejection of time card. You will not have access to this time card again unless your supervisor rejects your time card. If your time card is rejected you will log in and fix any errors and re-submit.

Note – If your time is not submitted by the deadline (Monday at 10am), you will no longer be able to enter it online for that payroll period. Instead, a paper timesheet must be completed, approved by your supervisor, and submitted to the Business Office. Payment will be processed during the next scheduled student payroll.
Please contact Diana Taylor at 863-1931 or taylord@southwestern.edu with questions.

Step 4

    4a. Submit the time entered. [ENTER] or click on SUBMIT.
- **Note: Time should be entered during each shift, as you work.**

    4b. You will then see the following:

EMPLOYEES

Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date   03/03/13

Time Entry Status   Not Complete

Current Pay Period	Hours
Regular Hours	4.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	4.00

OK

    4c. Click **OK** to close.

Step 5

    5a. Once all time is entered for the pay period you will "sign" the time card by clicking on the signature box.

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

    5b. Confirmation screen appears

EMPLOYEES

Confirmation

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date   05/25/13

Time Entry Status   Complete

Current Pay Period	Hours
Regular Hours	12.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	12.00

OK