

Spring 2014 FAQ

ADMIN. CONTACT INFO

If you want to talk to any of us about anything, don't hesitate to get in touch!

Kevin Bourque – bourquek@southwestern.edu

Julia Delacroix – delacroj@southwestern.edu

Carina Evans – caevans@southwestern.edu

James Frierson – frierso@j@southwestern.edu

Heather Gronewald - gronewah@southwestern.edu

Danielle VanZandt – vanzandd@southwestern.edu

Jessica Zbeida – zbeidaj@southwestern.edu

OFFICE HOURS

Monday – 12:30-1:30 – Dr. Evans – Mood 208

Tuesday – 1:00-2:00 – Dr. Delacroix – Smith 314

Wednesday – 12:30-1:30 – Dr. Evans – Mood 208

Thursday – 1:00-2:00 – Dr. Delacroix – Smith 314

SCHEDULING/PAY

If you need to miss a shift

Because we'll be posting the hours & specialties of our consultants online, it's important that you're here for your scheduled shifts. If you know in advance you'll need to miss a shift that's okay, but you should find a substitute and email Dr. Evans & Dr. Delacroix at least 24 hours before your shift is scheduled to begin, letting us know who'll be filling in for you so we can update the online schedule. The subject line of your email should look like this: "Missed Shift: David in for J.D. Monday 8/29 3-6."

If you need to miss a shift with less than 24 hours notice

Please send an email to the listserv (and text anyone who you think may be able to sub, if possible) and another email to Dr. Evans & Dr. Delacroix that's also cc'd to James, Heather, & your co-consultant for that shift. The subject line of your email should look like this: "Urgent: Missed shift w/no substitute J.D. Monday 8/29 3-6."

If you need to change your schedule for the rest of the semester

Email or talk to Dr. Evans.

If you have a question about paychecks or timecards

Email or talk to Dr. Evans

OUTREACH

If you have an idea of a professor whose class you'd like to visit:

Talk to a member of the admin. team (or text, or email).

If you have an idea for outreach elsewhere on campus or online:

Talk to a member of the admin. team (or text, or email).

CONSULTATIONS

If you have a question about a particular consultation

During your consultation, your first resource is your co-consultant. After, please email anyone on the admin. staff. Not only can we find an answer, but if a question arises once it'll probably come up again and we may be able to come up with a worksheet or other way to have that answer available to other consultants.

If you're worried about a student

Email or talk to Dr. Evans or Dr. Delacroix.

If you'd like to refer an ELL student to Dr. Zbeida

Offer them one of her contact cards. (You can also volunteer to walk them by her office.)

RESOURCES/ PROFESSIONAL DEVELOPMENT

If you have a question/problem with the computers

If it's an emergency (computers won't turn on/print) & it's business hours: call ITS @ 512-819-7333. Otherwise, email Dr. Evans.

If you have an idea for a book for our library

Put it on the list by the bookshelf.

If you think we need a worksheet on a particular writing skill

Email or talk to Heather.

If you'd like to work on a particular consulting skill

Email or talk to anyone on the admin team – we'll talk to you immediately or plan to come by & chat with you during your next shift (or by appointment).

If you'd like to lead a workshop

Email or talk to Heather or Dr. Bourque.

Shift Procedures

When you start your shift

- Turn on computers & lamps make sure they're turned on.
- *Library Shift:* get the DEWC bin from the front desk & set up signs & laptops. The user ID for the laptops is "user." There is no password.
- Log one computer into the write@southwestern.edu email address & call up the exit survey.
- Make sure all tables have pencils & paper & email JD if we're low.
- Check cards (DEWC & for Dr. Z) & email JD if we're low.
- Decide when you first arrive who will take the first consultation.
- Please check your email when you first come on (unless there are students waiting) to make sure there are no urgent messages regarding your shift (if so, we'll indicate that they're urgent in the subject line).

When there's a wait

- Welcome students as they come in & ask them to sign in & take a seat.
- *Library Shift:* Because there's no waiting room in the library, it's best to give waiting students a clipboard & sign-in form & provide an estimate of when you can see them – "please sign in; we'll be able to work with you in about half an hour."
- Inform students that consultations last about half an hour, although they're welcome to go back through the queue for another consultation.
- Please don't begin a consultation if your shift ends in less than five minutes. You can, of course, chat with any waiting students, make sure they're signed in & printed up, etc.

At the end of a shift

- Make sure lamps are off
- Please pick up any trash/tidy the center
- *Library Staff:* Please return the DEWC box to the front counter, & please don't stay past 9:15 or so.

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.

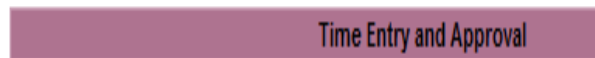


The image shows a screenshot of the Southwestern University WebAdvisor login page. At the top, the text "SOUTHWESTERN UNIVERSITY" is displayed in a gold serif font against a dark blue background. Below this, there is a white login form area. On the right side of the form, the text "Log In" is visible. On the left side, there are two input fields: "User ID:" and "Password:". Below the "Password:" field, there is a "Show Hint" label followed by a small square checkbox. At the bottom right of the form area, there is a grey "SUBMIT" button.

1b. Click on Employees.



1c. Click on the Time Entry link.



Step 2

2a. You will see the following screen:

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	02/18/13	03/03/13	Student - Library	01/14/13	Smith Library Center	Ms. Girie 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



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



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. Girie G. Gopher	05/02/13 05:00PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
02/18/13	Monday							<input type="checkbox"/>
02/18/13	Monday							<input type="checkbox"/>

Step 3b

Step 3

3b. Enter Time In and Time Out for the appropriate dates.

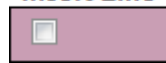
- Enter time with 'a' or 'am', or 'p' or 'pm'.
 - Example 1: 9:00 in the morning is entered as 9:00am or 9a
 - Example 2: 4:00 in the afternoon is entered as 4pm or 4p
 - Example 3: 1:30 in the afternoon can be entered as 0130pm or 1:30p

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



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

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 taylor@southwestern.edu with questions.