FAQ – Time Entry (TE) in Self-Service

Q: When should the employee submit Time Entries in the new platform since the new platform is structured on a weekly basis.

A: Payroll TE deadline to a supervisor does not change. Regardless of the number of weeks in a pay period, they are due on the 15th and last day of the month. The employee may submit them in one sitting by the due date. Consult the payroll calendar.

Q: When should the supervisor submit Time Entries to payroll in the new platform since the new platform is structured on a weekly basis.

A: Payroll TE deadline to payroll does not change. The supervisor may submit the approvals for all weeks in one sitting by the due date. Consult the payroll calendar.

Q: How should the supervisor adjust inaccurate time entry after the employee's payroll deadline?

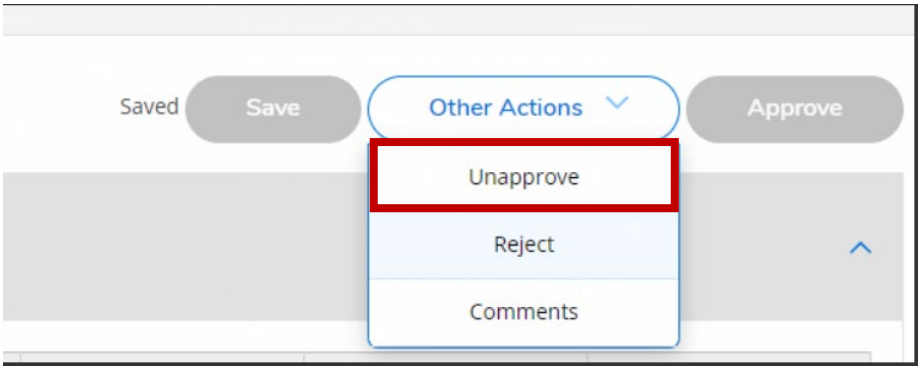
A: Supervisor has the authority to ADD OR CHANGE an employee's time entry BEFORE their approval deadline.

Follow these steps:

Go to mySeattleU

1. Under **"Employee,"** GO TO **"Time Approval"** and SELECT the current pay period and CLICK **"View."**

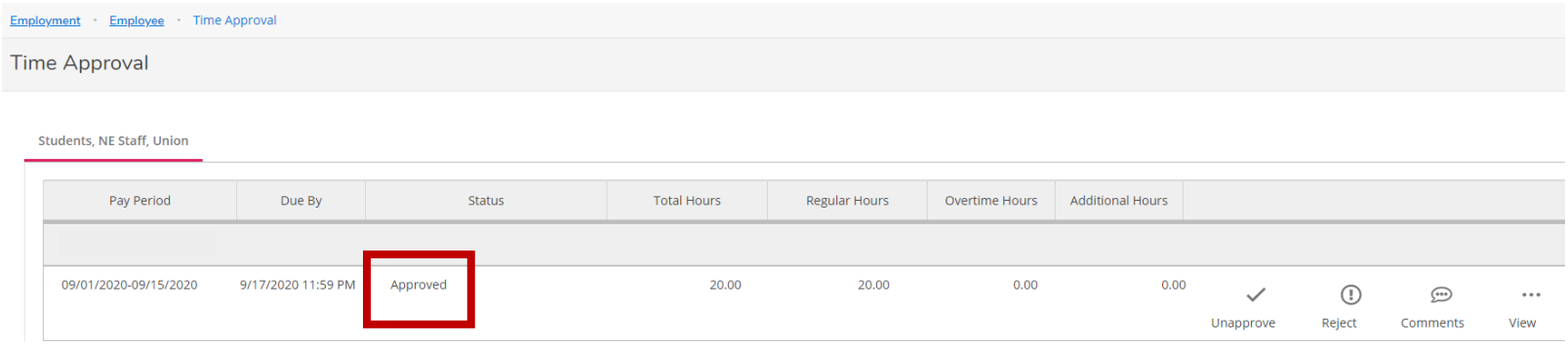
2. Change the status by selecting the **"Unapprove"** option.



3. Click **"Apply"** to bring down the time from work schedule to the earnings type below it (Regular earnings, institutional work-study, federal work-study, other earning types). If the work schedule shows 0 hours per day, click **"Apply"** anyway.
4. Make necessary changes (ie, adding hours, adjusting inaccurate hours submitted, other changes). Then **"Approve."**
5. Repeat steps 2 & 5 to adjust for the other weeks and approve them for each week.

Q: How to know if the supervisor successfully approved my employee's timesheet?

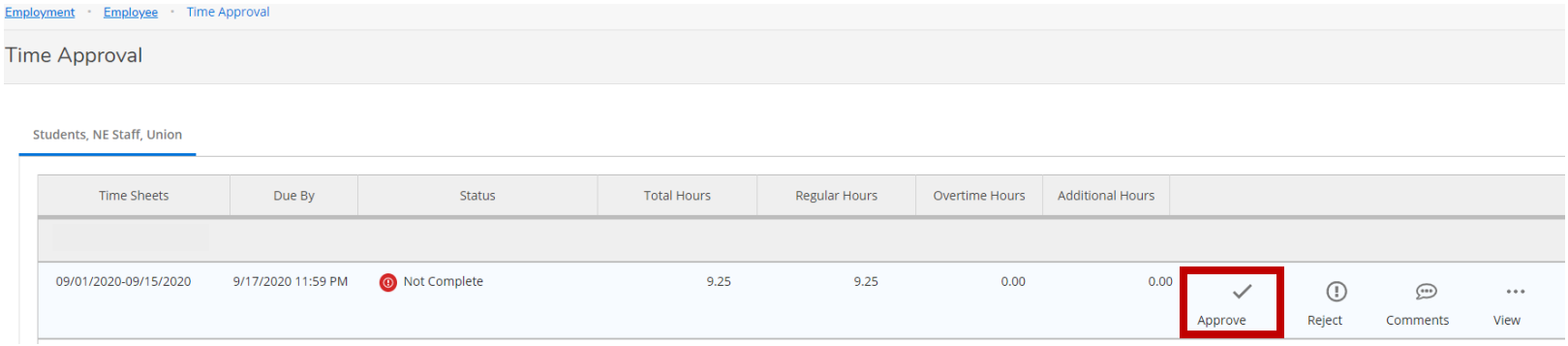
If the supervisor's approval was successful, it would be displayed as '**Approved**' in the Time Approval Summary status column (see below).



There are two methods to approve time entry: (1) in the "Time Approval Summary" page, (2) in the "Time Approval Detail" page.

(1) Time Approval Summary: This is the page that the supervisor sees when they first click on the Time Approval link in Self Service (See picture below)

- **Click the "Approve" button**: ALL time entries (for all the weeks) will be approved when you click the **"Approve"** button on the Time Approval Summary page.



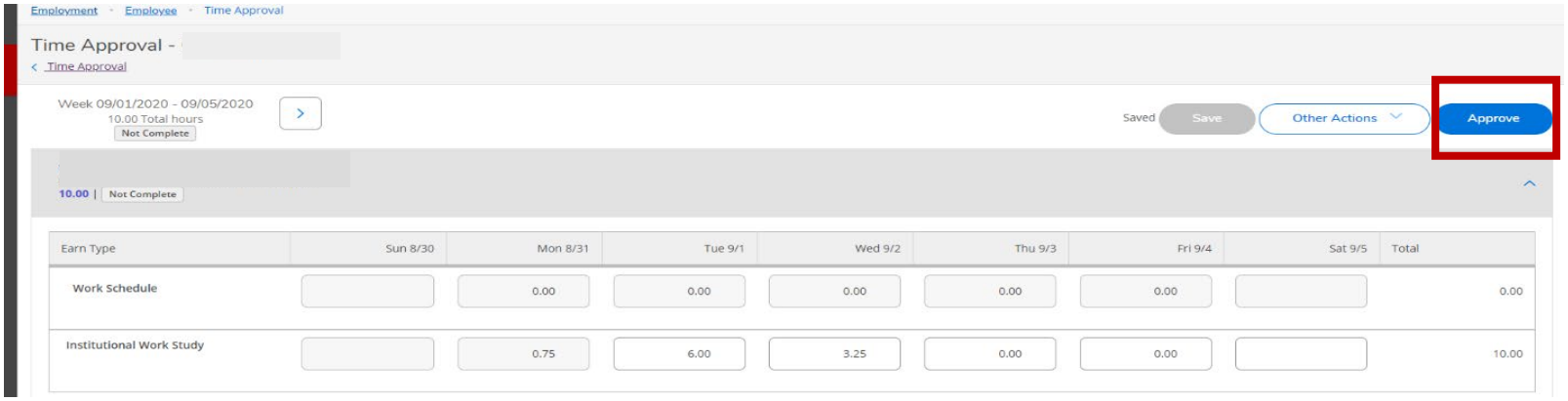
(2) Time Approval Detail: This is the page that supervisor sees after they click into an individual week for the employee for the pay period (ie: time approval detail shows when you click "View" in "Time Approval Summary")

a. **"Approve" button:** If the supervisor only approves one week under Time Approval, the approval status will be NOT COMPLETE.

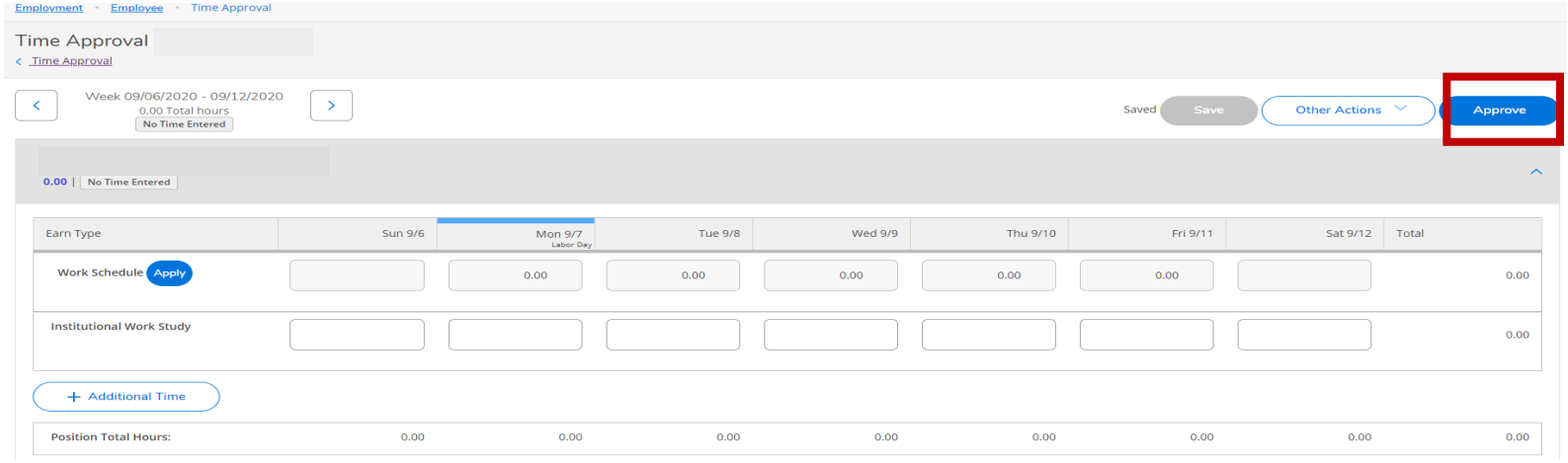
b. Therefore, supervisors must **APPROVE ALL TIMECARD WEEKS, including the weeks with zero hours to approve successfully.**

Example: Approving ALL time entries in the **"Time Approval Detail."**

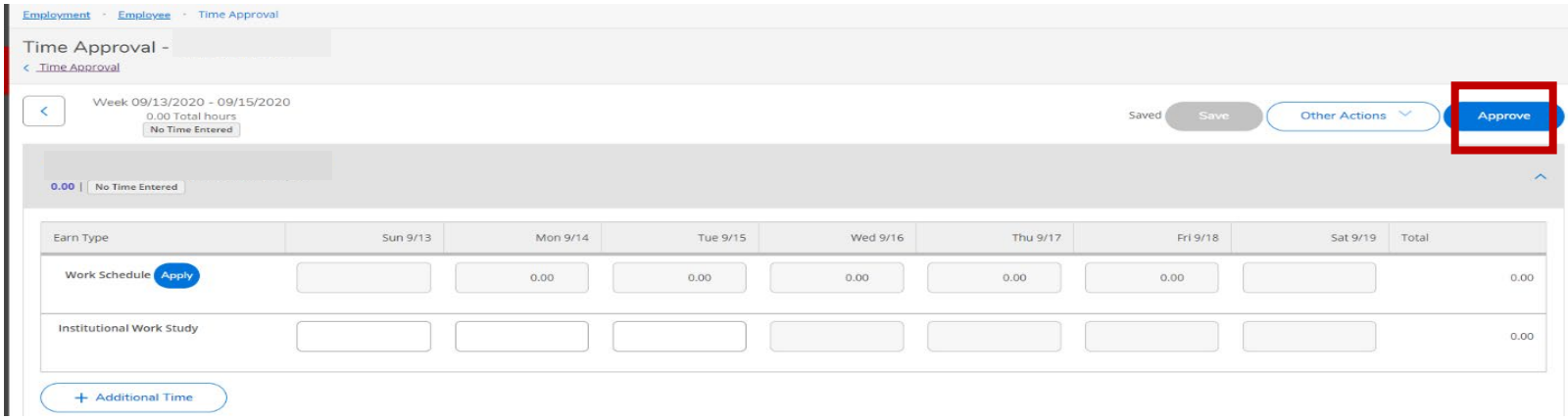
Step 1: Go into the **first week** and click **"Approve."**



Step 2: Go into the **second week** and click **"Approve"** again.



Step 3: Go into the **last week**, then click **"Approve"** once more (approve it even though the employee has zero-hours).



Q: What is the difference between "Complete" vs. "Not Completed" Status?

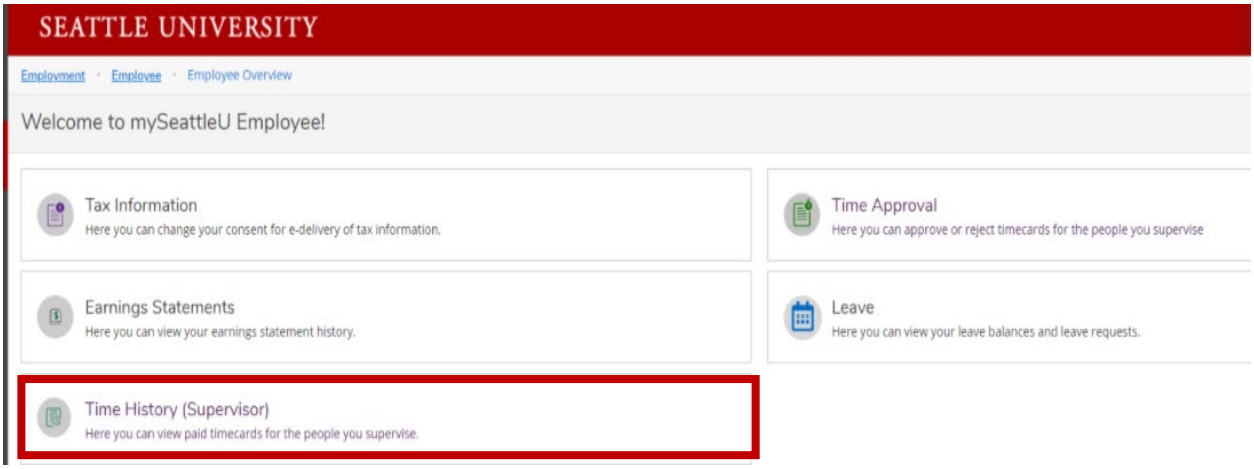
A: "Not Completed" means that the employee entered time but not in a submitted state. In other words, the employee did not complete the final step of submitting their time by selecting **"Submit for Approval."** If this is the case, the supervisor can go ahead and approve their hours if the time entries are correct.

Q: The supervisor is on vacation when the approval deadline is due.

A: Alternative supervisor feature is not available in the new TE system. Payroll needs to swap the roles between primary and alternate. There is a proxy system to remedy this case, but the committee is currently reviewing it. In the meantime, only the primary supervisor can approve time entries. Please email payroll@seattleu.edu ASAP if this is the case so that we can give alternative the option to approve before the approval deadline.

Q: How does the supervisor review past time entries' approval?

A: Go to **"Time History (for supervisor)"** in the Employee menu to review paid time entries.



Q: How to report Comp Time?

A: Comp time is not stored in the payroll system. The department needs to manage comp-time separate from the payroll system.

Q: How does the employee enter overtime hours for union employees?

A: The supervisor must complete overtime hours for union employees via the Union Pay Period Adjustment form. Follow these steps:

1. The employee must contact the primary supervisor and provide them with the time worked in the current pay period.
2. Supervisors, once you get those hours, go to the Payroll Office webpage. Under **"Payroll forms"** go to the "Union Pay Period Adjustment form" and fill out accordingly.
3. The supervisors must submit all adjustment forms before the supervisor's approval deadline.

Q: Is there a way to submit missed time from previous pay periods?

A: Yes, the supervisor can submit hours from the previous pay period by submitting the pay period adjustment form. Follow these steps:

1. The employee must contact the primary supervisor and provide them with the time worked in the current pay period.
2. Supervisor, once you get those hours, go to the Payroll Office. Under **"Payroll forms"** go to "Pay Period Adjustment" and complete the form accordingly.
3. The supervisor must submit all adjustment forms before the supervisor's approval deadline.

If your question was not answered through this FAQ, please email payroll@seattleu.edu