I. Policy

This policy outlines the guidelines for completing and processing timecards through Web Time Entry for student payroll.

II. Purpose

The purpose of this policy is to ensure that electronic timecards are filled out properly and in a timely manner.

III. Scope

This policy applies to all student employment supervisors who are using Web Time Entry to approve student hours worked.

IV. Terms and Definitions

- Approve By Date – date/time by which a supervisor must approve a student’s electronic timecard for the previous month’s work.
- Alternate Supervisor – the staff or faculty member who is responsible for directing the daily work of the student employee in the absence of the regular supervisor. This person is given the authority to sign an electronic timecard in my.luther in the absence of the employee’s regular supervisor.
- Electronic Timecard – electronic form available on my.luther with spaces to record daily starting and ending times for multiple work sessions per day for a one-month pay period. Electronic timecards are preprinted with the employee’s ID number and name, the pay period beginning and ending dates, the employee’s department, and the day/time in which the timecard must be submitted for payment.
- Employee Supervisor – the staff or faculty member responsible for directing the daily work of the student employee and assigning his or her work hours. This individual is the primary person responsible for submitting an accurate electronic timecard by the established Approve By Date.
- Pay Period – one month period of time during the academic year. Student pay dates are listed on the Financial Aid website. Student employees who work during the summer are paid bi-weekly and paid through the Payroll Office.
- Student Employee – an individual on the Luther campus whose primary role is that of being a student, but who is also performing work duties in a campus department.
• Supervisor Decision – an option on Web Time Entry for a supervisor to accept or reject a student’s completed timecard. Rejected timecards require an explanation for the rejection and are electronically returned to the student to be fixed if prior to the second day of the month.

• Web Time Entry – Datatel web-based software used to complete timecards electronically.

V. Procedures and Guidelines

A. On the first day of the pay period, electronic timecards will be available to student employees through their my.luther account.

B. Student employees record their daily starting and ending times on the timecard. The times should be recorded as exact time worked and not rounded up. Space for two daily work sessions is available on the timecard. More space can be added electronically for students who work more than two work sessions in a day.

C. Student employees review and electronically sign their timecards at the end of the pay period. The student employee has until 5:00 p.m. on the second day of the following month to complete this process. Signing the timecard automatically allows it to be submitted to the employee’s supervisor for review. The supervisor receives an e-mail from the system alerting them to the fact that the timecard is ready for review.

D. Supervisors verify each timecard, check the in/out time data, and electronically sign the timecard by the date/time listed next to the Approve By Date. This deadline is typically the fourth day of the next month unless it falls on a weekend or holiday. Once the timecard is submitted for payment by the supervisor, the student employee receives a system-generated e-mail indicating the process has been completed.

E. If an employee submits a timecard incorrectly or in error and the student employee completion deadline has not passed, a supervisor can reject the timecard and it will be returned electronically to the student employee to update and resubmit. This action will generate an e-mail to the student employee by the system. In instances where the student employee completion deadline has already passed, the student’s supervisor should correct, electronically sign, and submit the timecard.

F. Special Provisions

• If a supervisor is away from campus and thus, unavailable to sign the timecard before it is due in the Payroll Office, the employee must work with their alternate supervisor to be sure his or her time is approved.

• If an employee is away from campus and unavailable to sign the timecard before the Approve By Date, the supervisor should approve and submit the card even if it has not been electronically signed by the student. Pay is based on completed hours submitted. Any adjustments required for additional hours not listed on the timecard will be made on the subsequent payroll by a paper timecard that will need to be submitted to the Student Employment Office.

VI. Confidentiality and Record

All electronic timecards are stored securely within Datatel. These timecards can be viewed both by the student employee and the student supervisor at any time by utilizing my.luther and providing the appropriate user name and password. Timecards are kept for the current calendar year as well as the three prior calendar years.
VII. Proposed Restrictions

Due to the fact that payroll is extremely time-sensitive, it is important to establish guidelines for supervisors who do not submit all electronic timecards by the established Approve By Date. The following measures will take place if timecards are not submitted by the Approve By Date:

- First occurrence – an e-mail message is sent to the supervisor informing them of the importance of on-time electronic timecard submissions.
- Second occurrence – a cautionary e-mail is sent to the supervisor and their immediate supervisor and/or appropriate Vice President asking for compliance.
- Third occurrence – the supervisor will no longer be eligible to utilize student employment during the fiscal year. Under these circumstances, the supervisor’s immediate supervisor will be required to oversee the student employee(s).
- At the beginning of each fiscal year, those persons who have supervised students under previous restrictions will be reviewed on a case-by-case basis. A determination will be made as to the eligibility of student work assignments.