Luther College
Student Supervisor procedures for Web Time Entry

WTE: my.luther.edu

This set of web screens is designed to allow you to approve time sheet information for your student employees on the web. When student employees begin to use these online time sheet screens, they will no longer fill out a paper time sheet for that position.

Below is an overall description of web time entry:

- Employee enters time on the web throughout the pay period
- When the pay period is complete, they will ‘submit’ their time.
- You will then review that time and either approve it or reject it.
- Once time is approved the employee cannot access the timesheet.
- If time is approved, it automatically goes to the Payroll Office.
- If time is rejected, employees will get an email from you with your comments.
- Employees must correct a rejected time sheet and resubmit before the approval due date.

1- Access to timesheets
Student time for positions you supervise as a primary or alternate supervisor can be accessed for review and approval through my.luther. You need to log onto my.luther with your user name and password. Select the link for Time Approval (for Supervisors).

2- Reviewing time worked (quick instructions)
   a- Click on the “Review Entry” checkbox, then “SUBMIT” button.
   b- At the bottom of the detail screen next to supervisor decision, click on “Approve” from the drop down menu, then click on “SUBMIT”

3- Reviewing time worked (step-by step instructions)
At any time during the current payroll period you can review and edit the timesheet of any employee for which you are listed as the supervisor.
At the end of each pay period there will be a few days for you to review and approve the timesheets for payroll processing.
During the review process at the end of the pay period you will be able to
   a- approve all timesheets as submitted
   b- approve some and review and edit others
   c- reject and return one or more timesheets to an employee, with a comment, if you choose. A rejection will send an email to the employee, with your comments, which you must enter.

Note: employees will have two supervisors listed in the system; a supervisor and an alternate supervisor; either or both supervisors may review, edit, approve, or reject a timesheet. On the review screen there is a drop down box to select if you are named as the “alternate supervisor”. If you are both a supervisor and an alternate supervisor, you must either approve all of the time for your regular students or uncheck the “Review Entry” checkbox next to their names in order to access timecards for students where you are named as an alternate supervisor.
Once you click on the Time Approval link on the ‘For Employees’ menu you will see a list of students. The name of the employee and a short title of each job are listed. Here is a sample:

Click on the “review entry” column box for any one position to see detailed hours worked. **It is very important that you do not check or uncheck the “Approve” column on this screen.** Approving or rejecting an employee’s time is not done from this screen. This action is taken on the next screen and only reflected on this screen. Checking or removing the check from the “Approve” column of this screen will cause the timecard to be unapproved in Datatel. It is also important to note that if the supervisor rejects an employee’s time, it will not show up as approved on the above screen.

After you have reviewed and approved time for each position the “Approve” column box on the above screen should be complete for all positions. This will allow you to see at a glance students you have not reviewed.

Note the pay period dates. You may view the time only for the pay periods that are open. That might include the last pay period, if it recently ended, and the current pay period.

The screen image below is what you will see once you check the “Review Entry” box in the screen above and click the “Submit” button. Your first review screen is a summary for each day worked during the pay period:
Notice the message “Employee has electronically signed the time entry as complete”. The message will change from No to Yes when the employee has signed.

The screen shown below is the detailed hours screen. You can access this screen by clicking the following box in the above screen “The employee has time in/out data. To review it, check the box.” Once the box is checked, click “Submit” at the bottom of the screen and you will be brought to the detailed hours screen:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time In</th>
<th>Time Out</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/19/09</td>
<td>Monday</td>
<td>10:21 AM</td>
<td>01:25 PM</td>
<td></td>
</tr>
<tr>
<td>01/19/09</td>
<td>Monday</td>
<td>03:37 PM</td>
<td>04:47 PM</td>
<td></td>
</tr>
<tr>
<td>01/20/09</td>
<td>Tuesday</td>
<td>12:23 PM</td>
<td>01:23 PM</td>
<td></td>
</tr>
<tr>
<td>01/20/09</td>
<td>Tuesday</td>
<td>03:10 PM</td>
<td>04:10 PM</td>
<td></td>
</tr>
<tr>
<td>01/21/09</td>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/22/09</td>
<td>Thursday</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>01/23/09</td>
<td>Friday</td>
<td></td>
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</tr>
<tr>
<td>01/24/09</td>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/25/09</td>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/26/09</td>
<td>Monday</td>
<td></td>
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<tr>
<td>01/27/09</td>
<td>Tuesday</td>
<td></td>
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</tr>
<tr>
<td>01/28/09</td>
<td>Wednesday</td>
<td></td>
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<tr>
<td>01/29/09</td>
<td>Thursday</td>
<td></td>
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<tr>
<td>01/30/09</td>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/31/09</td>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prior Pay Period Date | Overtime Hours
Not Applicable

<table>
<thead>
<tr>
<th>Non-Exempt Other Position Hours</th>
<th>Exempt Other Position Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Employee has electronically signed the time entry as complete: No

You can change the times entered by the employee, although we strongly suggest that be done in consultation with the employee, or at the least, that notice is provided to the employee of any changes with text in the “Supervisor Comments” box.

Student employees should only use the “Time In” and “Time Out” columns to enter time. Time recorded should reflect actual time worked. Rounding to the quarter hour is not necessary as Web Time Entry calculates pay to the minute. Since student employment positions are not leave eligible, no other columns should be completed.
From the detailed review screen choose from the drop down menu on the “Supervisor Decision” line to approve or reject the timesheet. You need to approve the hours to automatically send the timesheet to payroll for payment AND you need to click on the “Submit” button at the bottom of the page.

If you choose to reject the timesheet you may enter text in the “E-mail Subject” box and/or in the “Supervisor Comments” box. Both of these will be sent to the employee. If a timesheet is rejected it will be important to reconcile with the employee the appropriate hours to be paid and to eventually approve those hours in order to forward the timesheet to payroll.

At the end of each session simply “logout” or go back to the “menu” (see the top right of the screen).

4- Time periods and limitations
Web timesheets are available for review and editing by the employee and by the supervisor only during the current pay period. At the end of each pay period both the last pay period timesheet will be accessible and for a few days the new pay period timesheet will be available. Once the time period has ended for a particular pay period the timesheet will no longer be accessible.

Frequently Asked Questions (FAQs)

Where do I find the Student Payroll calendar?
http://www.luther.edu/financial-aid/current/work-study/pay-dates/

What if an employee worked in an earlier pay period but didn’t record all her/his hours and now the timesheet is not accessible?
The supervisor will need to contact the Student Employment Coordinator in the Financial Aid Office to obtain a time card for that pay period. The employee or the supervisor will need to manually enter the hours, obtain the supervisor’s signature, and return the time card to the Student Employment Coordinator. Payment will be made in the next regular payroll. *Chronic failure to report time on a timely basis may affect future employment opportunities.*

What if an employee entered her/his time on the wrong position?
During the pay period and before the employee has checked the box to submit her/his hours for supervisor approval the employee can delete the incorrect hours and enter them on the correct timesheet.

If the employee has submitted the timesheet and the supervisor has not yet approved it, the supervisor can reject the timesheet so the employee can enter it on the correct position or the supervisor may correct the timesheet directly.

If the employee and the supervisor both approved the hours for payment the supervisor can contact the Payroll Specialists to request a correction so that the proper budget is charged for the pay.
What if I don’t see all the positions listed for those who report to me?
If a current position is not listed that person or position may not have been assigned to WTE. Contact the Student Employment Coordinator for assistance.

When I look at the detailed hours screen I don’t see the total hours I am approving?
Where is that listed?
The total hours amount being paid this pay period is listed on the summary screen where each position is listed on one line. The far right column lists total hours.