

Kalamazoo College
10 September 2009

To: Student Employees
From: Human Resources
Re: **New Time Reporting Responsibilities for Student Employees**

Beginning Fall 2009, the College will use a Web Time Entry (WTE) program to replace the paper time sheets used in the past. As a student employee, you are responsible for accurate and timely reporting of time worked each pay period using Web Time Entry (WTE).

1. Each day that you work, login to WebAdvisor from the College Portal web page using your College user name and password.
2. Under "Web Advisor" click "Time Entry & Approval" then "Time Entry."
3. Open your time entry form for the current pay period. **If you do not find a time entry form available for the current pay period, contact payroll staff immediately. Do not begin or continue working without a time entry form.**

Note: If you have more than one student employment position, you will have a separate web time entry form for each position. Be sure to report the correct times on each time entry form.

4. Enter all times in and out for the day. If you stop working and start again on the same day, add a line to enter the additional work period. Total hours worked will calculate automatically.

For example: On Monday Ms. Smith worked in the Business Office from 11:10am to 12:30pm, took a 30 minute lunch break, and worked again from 1:00pm to 2:10pm. She entered these times in and times out for a total of 2.5 hours worked.

5. To move to the next screen or to save and exit, click Submit.
6. **Electronically sign your time entry on the last day that you work in the pay period** (no later than midnight of the last day of the pay period) by checking the appropriate box at the bottom of the time entry form.
7. Your supervisor will review and approve your time entry on the Monday following the last day of the pay period (always a Sunday). If your supervisor rejects your time entry, you will be notified the reason for rejection by email. Confer directly with your supervisor if you have questions about the reason he/she did not approve your time entry. Make any corrections **as soon as possible**, then check the box to again sign your time entry.
8. The payroll deadline for supervisory approval is **5pm on Monday** for the two week pay period that ended on Sunday.
9. Supervisory approval is required before you can be paid. If your time entry is not approved by the payroll deadline, payment may be delayed until the next pay date.

Please note:

- Before you begin working at the College for the first time, you must complete Federal and State W4s and the Federal I-9 form. The Department of Homeland Security requires that you present original documents (not copies) to Human Resources staff to verify identity and employment eligibility.
- Payroll staff must receive a Student Employee Hire Authorization from your supervisor before Web Time Entry can be set up for you and before you can begin working.
- It is your responsibility to verify that a time entry form has been set up before you begin working in a new position.
- The times you actually work each day must be accurately reflected in the times in and out that you enter on your time entry form. College policy requires that you access Web Time Entry each day that you work and enter these times daily. Under no circumstances should time be entered on any day other than the actual times you worked on that day.
- You will not be able to change your time entry form after you sign it. If you discover after signing your time entry that you made an error or omitted time worked, tell your supervisor.

If you need assistance, please contact us. The work you do is important to the College, and we want you to be paid accurately and on time.

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