

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

Beginning this fall, the College will use a Web Time Entry (WTE) program to replace the paper time sheets used in the past. Student employees must be hired and entered into the Datatel HR Colleague system before they begin work. As the supervisor of a student employee, your responsibilities include sending Student Employee Hire Authorizations to Human Resources, ensuring that student employees accurately record each day the time(s) they work, and reviewing and approving each student's time entry by the payroll deadline.

1. **Before you allow a student employee to begin work:**

- Send Human Resources a Student Employee Hire Authorization form. If this is the student's first employment at the College, remind the student that he/she must complete Federal and State W4s and the Federal I-9 form. The Department of Homeland Security requires that new employees present original documents (not copies) to Human Resources to verify identity and employment eligibility.
- Verify that a web time entry form has been set up before you allow the student to begin working. If the student has completed the W4s and I9, plan on 1-3 days from the time Human Resources receives the Hire Authorization until time entry is set up and the student may begin working. **If the student does not have a web time entry form for this position, contact payroll staff immediately. Do not allow the student to begin or continue working without a time entry form.**

2. **Maintain work schedules and attendance records for your student employees**, and monitor their time entry during the pay period.

- It is College policy that employees access web time entry each day to record times worked that day. You can access and review the time entry of your direct reports at any time during the pay period to ensure that they are entering their times daily.
- Times in/out reported on the web time entry must accurately and completely reflect the actual hours worked on each day. Under no circumstances should time other than actual hours worked be entered on any day on the time entry form. If you discover after a time entry form is approved that time worked was missed and not entered, contact payroll staff for assistance.

3. **To review and approve time entry:**

- Login to WebAdvisor from the College Portal at <http://portal.kzoo.edu> with *knet\your College user name* and password. Look for "Web Advisor" in the lower right and click "Time Entry & Approval."
- Click "Time approval (for supervisors)" to review time entry forms during the pay period to ensure that student employees are entering times daily. You can also look at time entry from previous pay periods at "Employee history (for supervisors)". Frequent review during the pay period will make the final review and approval faster and easier and may prevent you from needing to reject a student's time entry and risk not meeting the payroll approval deadline. On the time entry form, look for "Employee has time in/out data." Check the box here and click submit to review the in/out data.
- At the end of the pay period click "Time Approval (for supervisors)" to review and approve time entry.
  - Click the box to review in/out times; compare with your work schedule and attendance records.
  - After reviewing the time entry, click to Approve or Reject. If you reject an employee's time entry, enter the reason. Please note that your comments will be part of the payroll record. An email will automatically be sent to the employee stating your reason for rejection. The employee must then log in, correct the time entry and electronically sign it again. There may be times when it is more appropriate to confer directly with the employee in person or by phone rather than relying on repeated emails with questions.
  - When you approve and click submit within the payroll deadline, the time entry will be processed by payroll and paid on the scheduled pay date.

4. **Payroll deadlines**

- The student's deadline for electronically signing his/her time entry is midnight of the last day of the pay period (a Sunday).
- **The payroll deadline for supervisory approval is Monday at 5pm.** >> see reverse side >>

- If you miss a deadline, please contact payroll staff immediately. If time entry is not approved by the payroll deadline, payment may be delayed until the next pay date.
5. **Alternate supervisor:** If you know in advance that you will be unavailable during the approval period, notify payroll staff so that an alternative supervisor may be assigned.

*Please note:*

- The “submit” button is used to move to the next screen as well as to save and close at the end of a session.
- Students with more than one student employment position will have a separate time entry form for each position.
- Student employees will enter all times in and out for the day. 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.*

If you need assistance, please contact us. We are here to help you with this new process so that our students can be paid accurately and on time. The work performed by student employees is important to the College, and you play a key role in preparing our students for their future roles as employees and supervisors after they leave K.

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