LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Office for Financial Services
Subject:	Web Time Entry for Student Payroll
Date Issued:	May 2010
Date Revised:	December 2020
Approved By:	Cabinet

I. Policy

This policy outlines the guidelines for completing and processing time cards through NorseHub's Employee Self-Service 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 Self-Service 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 pay period's work.
- Proxy for Alternate Supervisor – in the event that the regular supervisor cannot approve time for a pay period, proxy access can be set up for an alternate supervisor for that pay period. This person is given the authority to sign the necessary electronic timecards in NorseHub.
- Electronic Timecard – electronic form available on NorseHub with spaces to record daily starting and ending times for multiple work sessions per day for each week of a two-week pay period. Electronic timecards are preprinted with the employee's ID number and name, the pay period beginning and ending dates, and the date and time when the completed timecard must be approved and submitted for payment.
- Employee Supervisor – the staff or faculty member responsible for submitting an accurate electronic timecard for a Student Employee by the established Approve by Date.
- Pay Period – two-week period beginning on a Saturday and ending on a Friday. Student pay dates are the Wednesdays that are twelve days after the end of each pay period and are listed on the work-study website.
- 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 Employee Self-Service Time Entry for a supervisor to approve or reject a student's completed timecard. Rejected time cards are electronically returned

to the student to be fixed if prior to the student time entry cutoff date. Rejection explanations should be included in the comment function.

- Web Time Entry – the electronic timecard system in NorseHub.

V. **Procedures and Guidelines**

A. On the first day of the pay period, electronic timecards will be available to student employees through their NorseHub account.
B. Student employees record their daily starting and ending times on the timecard. Recorded times should be rounded to the nearest quarter hour. Additional daily work sessions can be added using the "+" option.
C. Employee supervisors are responsible for reminding student employees to record and submit their timecards at the end of the pay period. Supervisors receive emails from the Student Employment Office at the end of each pay period to prompt the supervisor reminders.
D. Student employees review and electronically sign their timecards at the end of the pay period. The student employee has until 11:59 p.m. on the last Friday of the pay period to complete this process. Submitting the timecard automatically signs the card and allows the employee's supervisor to review. The supervisor receives an e-mail from the system alerting them to the fact that the timecard is ready for review.
E. Supervisors verify each timecard, check the in/out time data, and approve the timecard by the date/time listed next to the Approve by Date. This deadline is typically noon on the Monday following the end of the pay period. 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.
F. If an employee submits a timecard incorrectly or in error <u>and the student employee completion deadline has not passed</u>, 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.
G. Special Provisions
   - If a supervisor is unavailable to sign the timecard before it is due, the supervisor must request that an alternate supervisor be assigned proxy access for the pay period. Alternate supervisor proxy requests should be sent to the student employment coordinator.
   - If an employee is 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 an email that will need to be submitted to the Student Employment Office and acknowledged by the student employee and the supervisor. Detailed times and dates must be included in the email.

VI. **Confidentiality and Record**

All electronic timecards are stored securely within Colleague. These timecards can be viewed both by the student employee and the student supervisor at any time by utilizing NorseHub Time History. Timecards are kept for the current calendar year.