# Managing Your Summer Payroll

# Student Payroll Entry and Supervisor Approval Deadlines

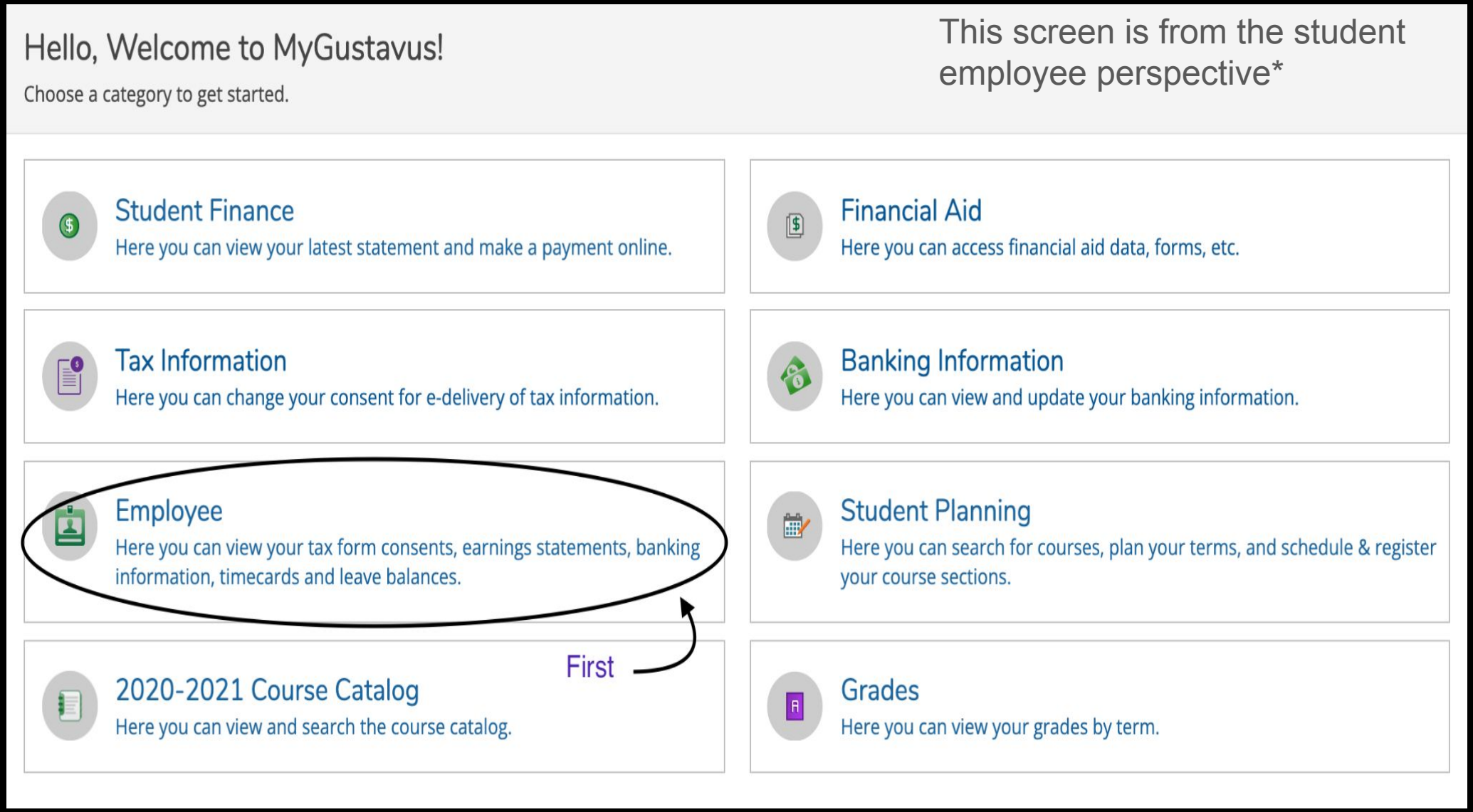
## Bi-Weekly Pay Period/Pay Dates

## Summer 2023

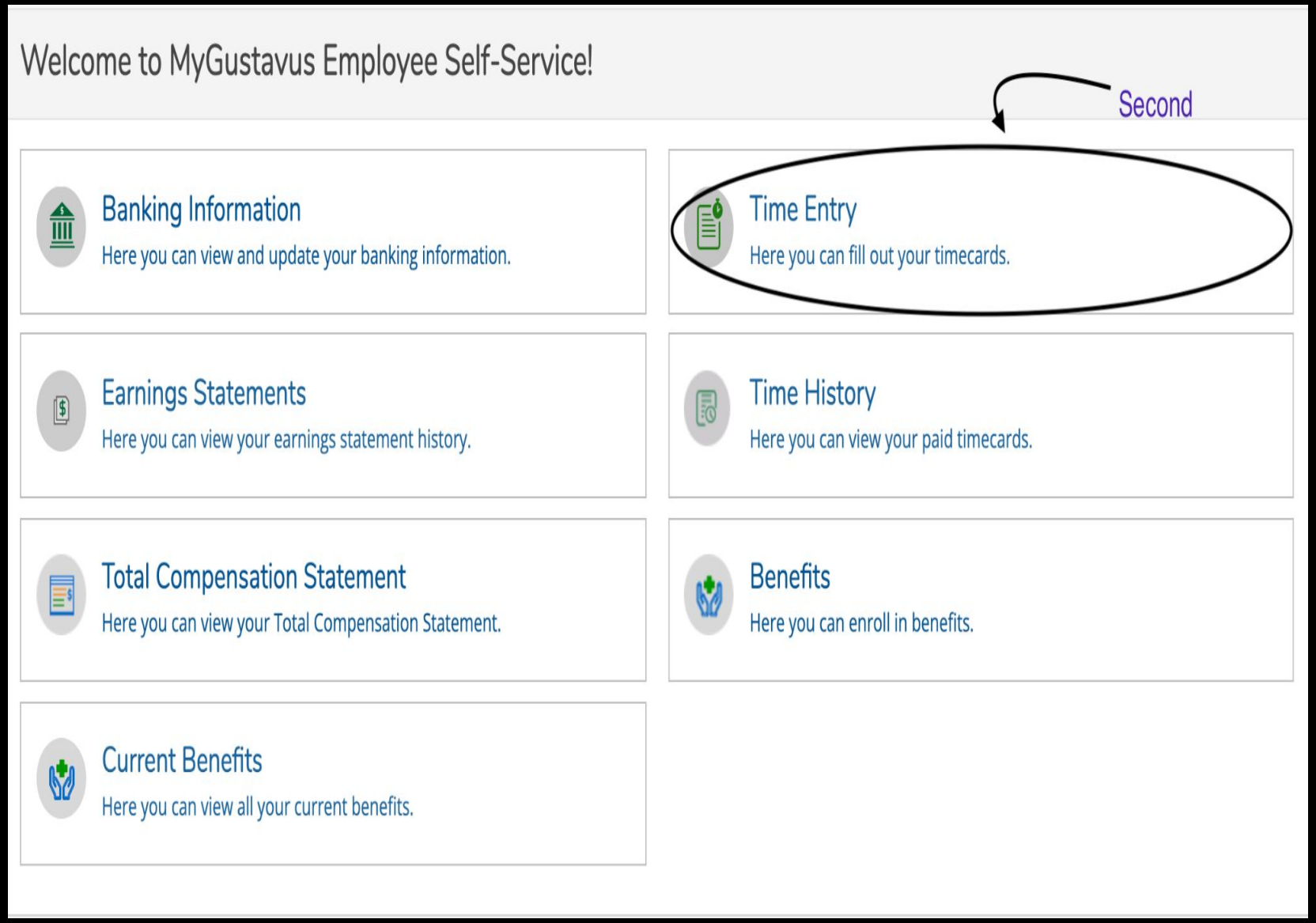
**Summer Employment period is June 1 through August 31, 2023**

| Employee Time Entry Deadline By 10:00 AM | Supervisorial Approval Deadline By Noon | Pay Period Start Date | Pay Period End Date | Pay Date |
|---|---|---|---|---|
| 06/12/2023 | 06/12/2023 | 06/01/2023 | 06/09/2023 | 06/16/2023 |
| 06/26/2023 | 06/26/2023 | 06/10/2023 | 06/23/2023 | 06/30/2023 |
| 07/10/2023 | 07/10/2023 | 06/24/2023 | 07/07/2023 | 07/14/2023 |
| 07/24/2023 | 07/24/2023 | 07/08/2023 | 07/21/2023 | 07/28/2023 |
| 08/07/2023 | 08/07/2023 | 07/22/2023 | 08/04/2023 | 08/11/2023 |
| 08/21/2023 | 08/21/2023 | 08/05/2023 | 08/18/2023 | 08/25/2023 |
| 09/04/2023 | 09/04/2023 | 08/19/2023 | 08/31/2023 | 09/08/2023 |

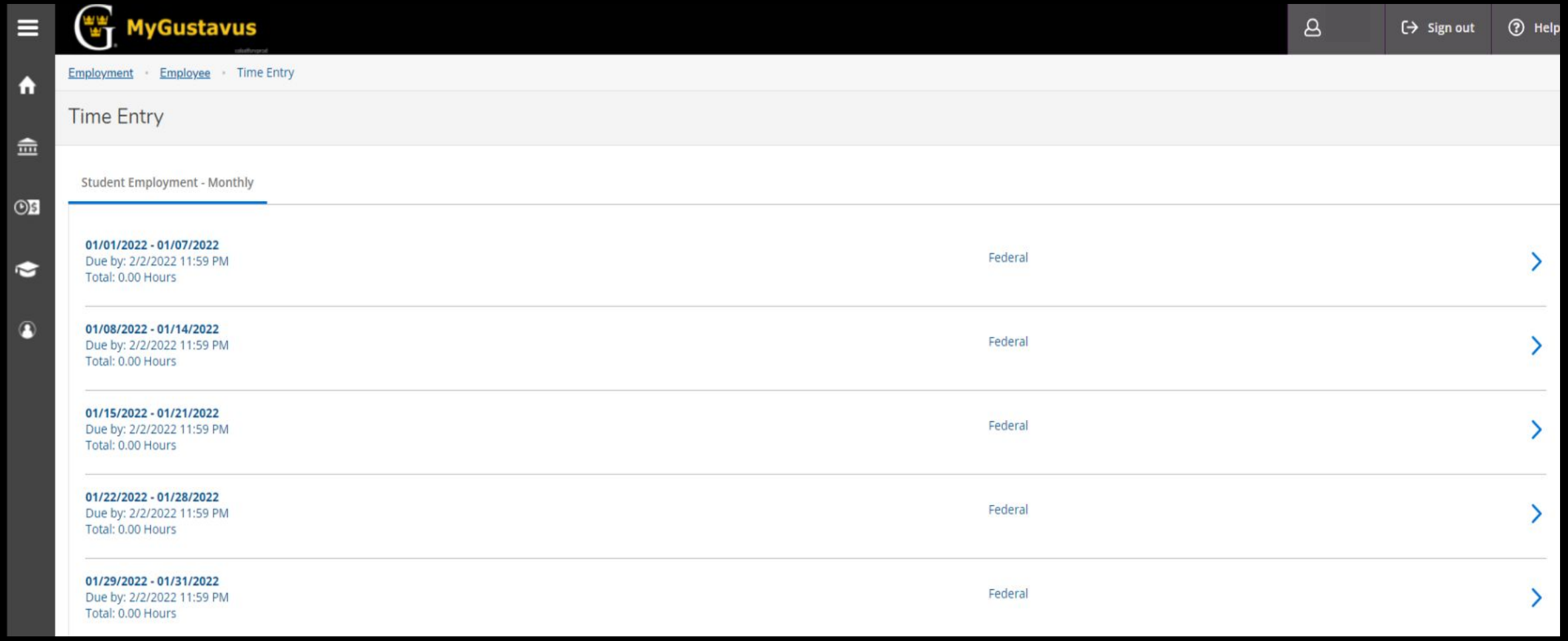
# Time Entry: Select Employee



# Select Time Entry



# Select Week To Enter Time



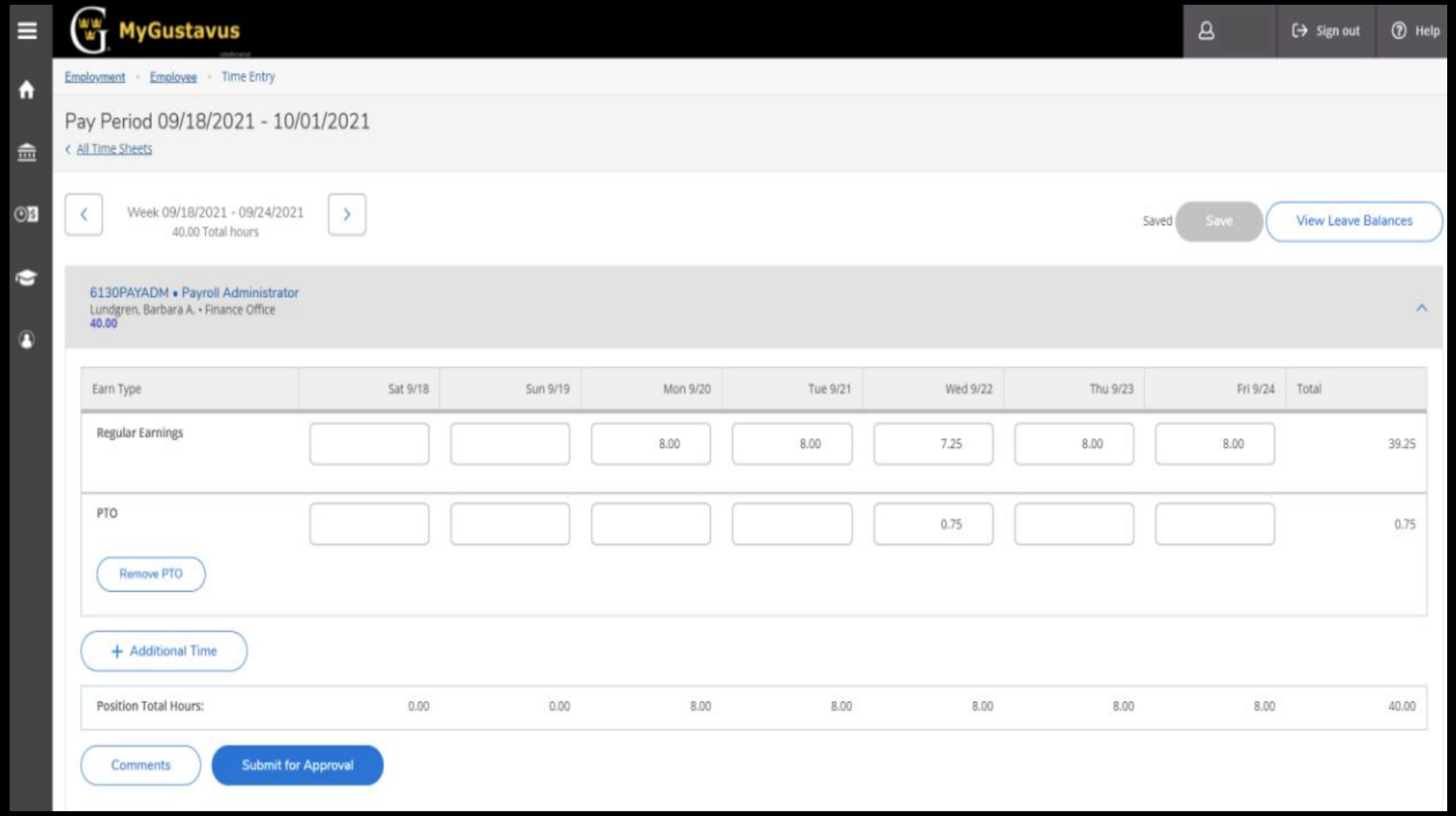
## Key points on entering time:

- Time is entered in hours or fractions of hours. If you worked from 8:00 am until 10:15 am, this was 2 hours and 15 minutes or 2.25 hours. This would be entered as 2.25
- To calculate minutes into a fraction of an hour, divide the minutes by 60.
  - For example, 48 minutes / 60 = .8
- Common fractions of an hour:
  - **15 minutes = .25** **30 minutes = .50** **45 minutes = .75**
- Enter time for each day worked. **The hours entered must not exceed 40 hours within a single week.**
- Overtime is automatically calculated and will display on the final confirmation display. Any regular hours that exceed 40 for a single week will be considered overtime.

## Enter Total Hours Worked for Each Day,

### Use the Additional Time Box for Hours Other Than Regular Time Worked

Examples: Holiday, Floating Holiday, PTO




## Submit For Approval

# Review and Approval of Student Employee Hours

## The next few slides illustrate the Payroll Time Approval Screens

- If you have more than one student, select the first one you want to review by clicking the **REVIEW ENTRY** box next to the student name and click **SUBMIT**. Complete the next steps for each student employee that you supervise.
- Your student should have entered hours for each day that they worked. Review each entry and compare it to the hours that your student was scheduled for.
- If your student has checked the box and submitted hours – you'll see **YES** below the hours. **NO** indicates that the student has not completed the time entry process and still has the option to make changes.
- If your student has not completed the process and you notice missing hours, check with your student before approving hours. They should complete the process.
- If your student completed the process and you agree with the hours that your student entered, go to the Supervisor Decision and choose **APPROVE** from the pull down menu. Once complete, your student should receive an email message that their hours were approved.

**If your student completed the process and you notice that hours are entered incorrectly, you should:**

- **Make the necessary adjustments to student hours worked.**
- **Choose APPROVE from the pull down menu.**
- **Send your student an email noting what you changed and why.**
- **Do <u>not</u> use the REJECT option in the Supervisor Decision. This will delay the payroll process and your student may miss getting paid.**

# MyGustavus Instructions for Supervisor Approval

1. Sign into MyGustavus – USE THIS LINK [my.gustavus.edu](my.gustavus.edu)
2. Click on Employee
3. Click on Time Approval
4. Click on Reset Filters
5. Click on Pay Cycle you are Approving
6. Click on Pay Dates you are Approving
7. Click on Apply Filters
8. Click on Employee/Student Name - Arrow Down
9. Click on Approve
    - **OR** Arrow Down to View each Week and Approve
    - **OR** Click on View to detail actual hours worked and Approve

**EACH WEEK MUST BE APPROVED – PLEASE DOUBLE CHECK THAT ALL WEEKS SHOW APPROVED**

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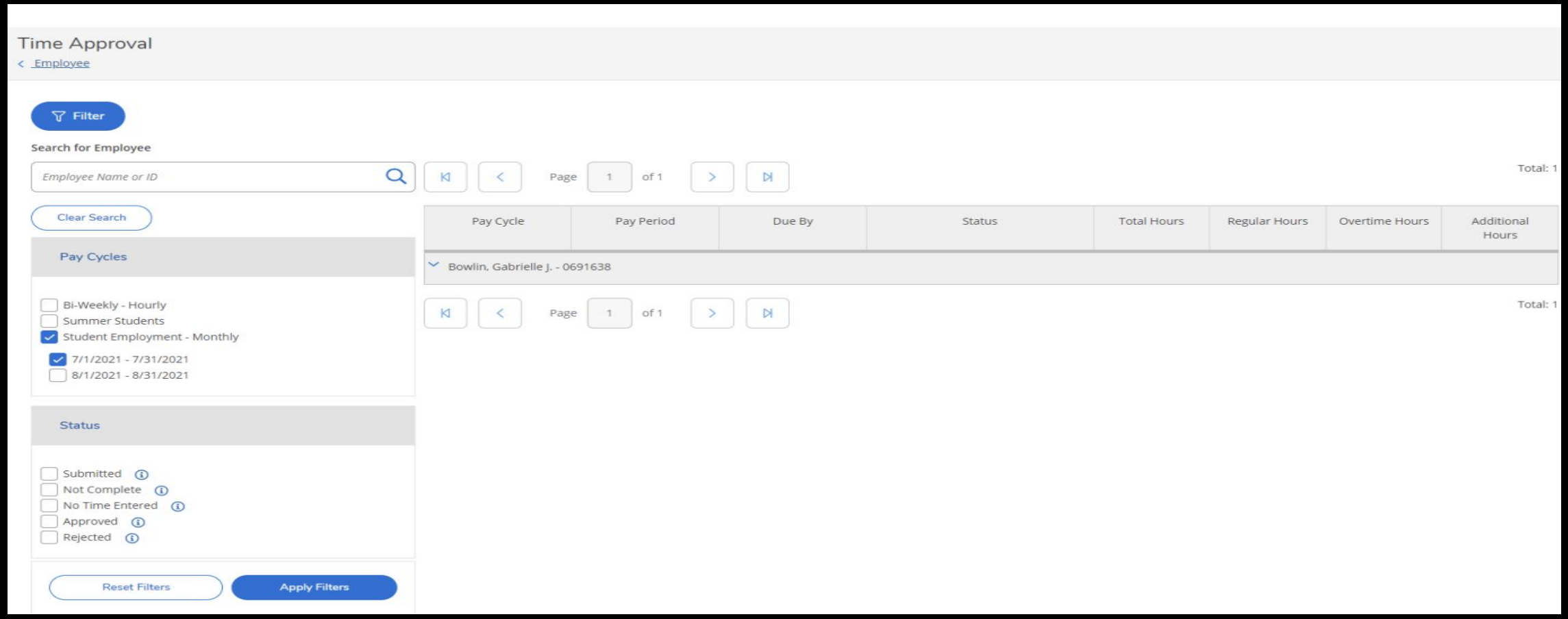


# EMPLOYEE PROXY OPTION

If you are the primary supervisor and wish to add another approver for times that you are unavailable to approve, please use the Employee Proxy option below:

1. Sign into MyGustavus – USE THIS LINK [my.gustavus.edu](my.gustavus.edu)
2. Click on Employee
3. Click on Employee Proxy
4. Click on the Arrow Down and select Time Approval
5. Put in Effective Date – If ongoing do not put in a Revoke Date
6. Search Employee by First Name - Last Name
7. Click on Employee Name
8. Click Add Proxy

# Employee Proxy

Here you can delegate certain types of work tasks to another employee.

## Add Employee Proxy

**Select Proxy Type***

Select Proxy Type

**Effective Date***

8/26/2021

**Revoke Date**

*M/d/yyyy*

Proxy access ends at 12:01 AM on this date.

**Search for Proxy***

*Search for Employee to Act as Proxy*

Cancel

Add Proxy

# Enter missed hours on this document and get supervisor signature

**Student Payroll Time Entry Form**
**Gustavus Adolphus College**
**Missed Hours – Previous Payroll**

Date _____

Student Name _____ ID # _____

Department _____

Time Entry Breakdown

| | | | |
|---|---|---|---|
| Date _____ | Hours Worked _____ | Date _____ | Hours Worked _____ |
| Date _____ | Hours Worked _____ | Date _____ | Hours Worked _____ |
| Date _____ | Hours Worked _____ | Date _____ | Hours Worked _____ |
| Date _____ | Hours Worked _____ | Date _____ | Hours Worked _____ |
| Date _____ | Hours Worked _____ | Date _____ | Hours Worked _____ |
| Date _____ | Hours Worked _____ | Date _____ | Hours Worked _____ |
| Date _____ | Hours Worked _____ | Date _____ | Hours Worked _____ |
| Date _____ | Hours Worked _____ | Date _____ | Hours Worked _____ |
| Date _____ | Hours Worked _____ | Date _____ | Hours Worked _____ |
| Date _____ | Hours Worked _____ | Date _____ | Hours Worked _____ |

Total Missing Hours _____
(Will be paid on next scheduled student payroll)

Supervisor Signature _____
(Required)

Completed paper copies or electronic submissions should be returned to the Finance/Payroll Department. Completed forms and any questions can be directed to Payroll Administrator Renae Stierlen rstierle@gustavus.edu at extension 6314, or to Director, Payroll and Finance Operations, Barbara Lundgren blundgre@gustavus.edu at extension 7505.

# Viewing Time History

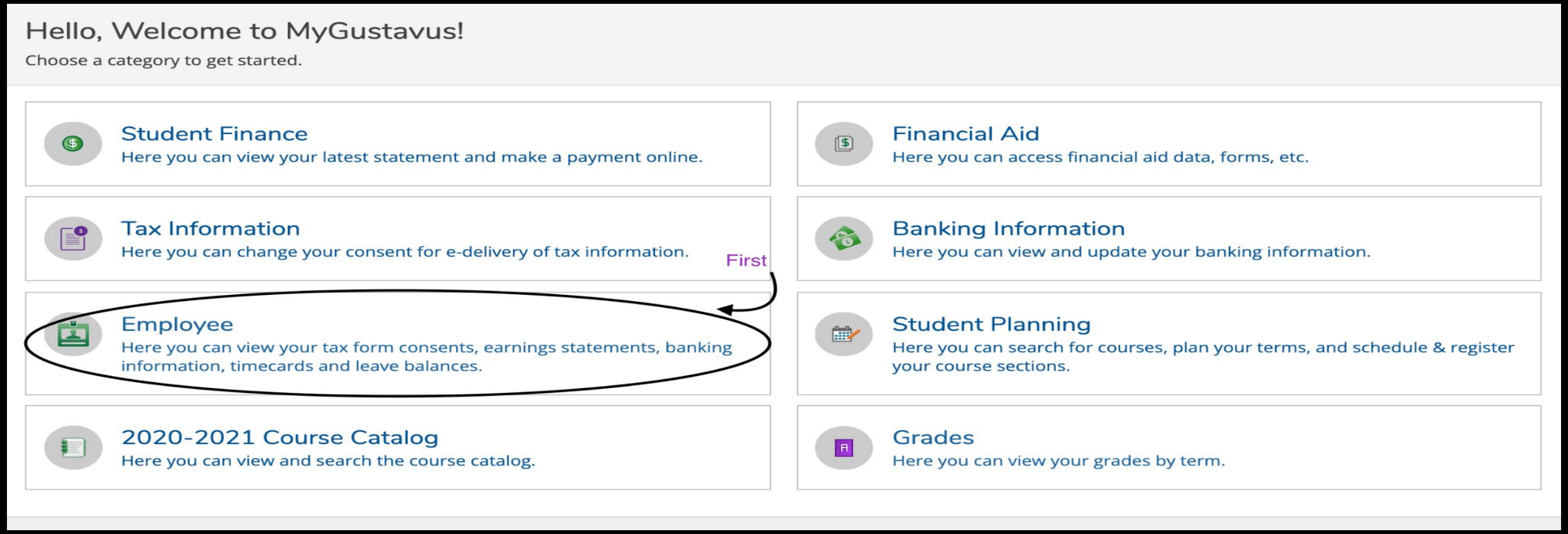
**Log into MyGustavus**

Employees:

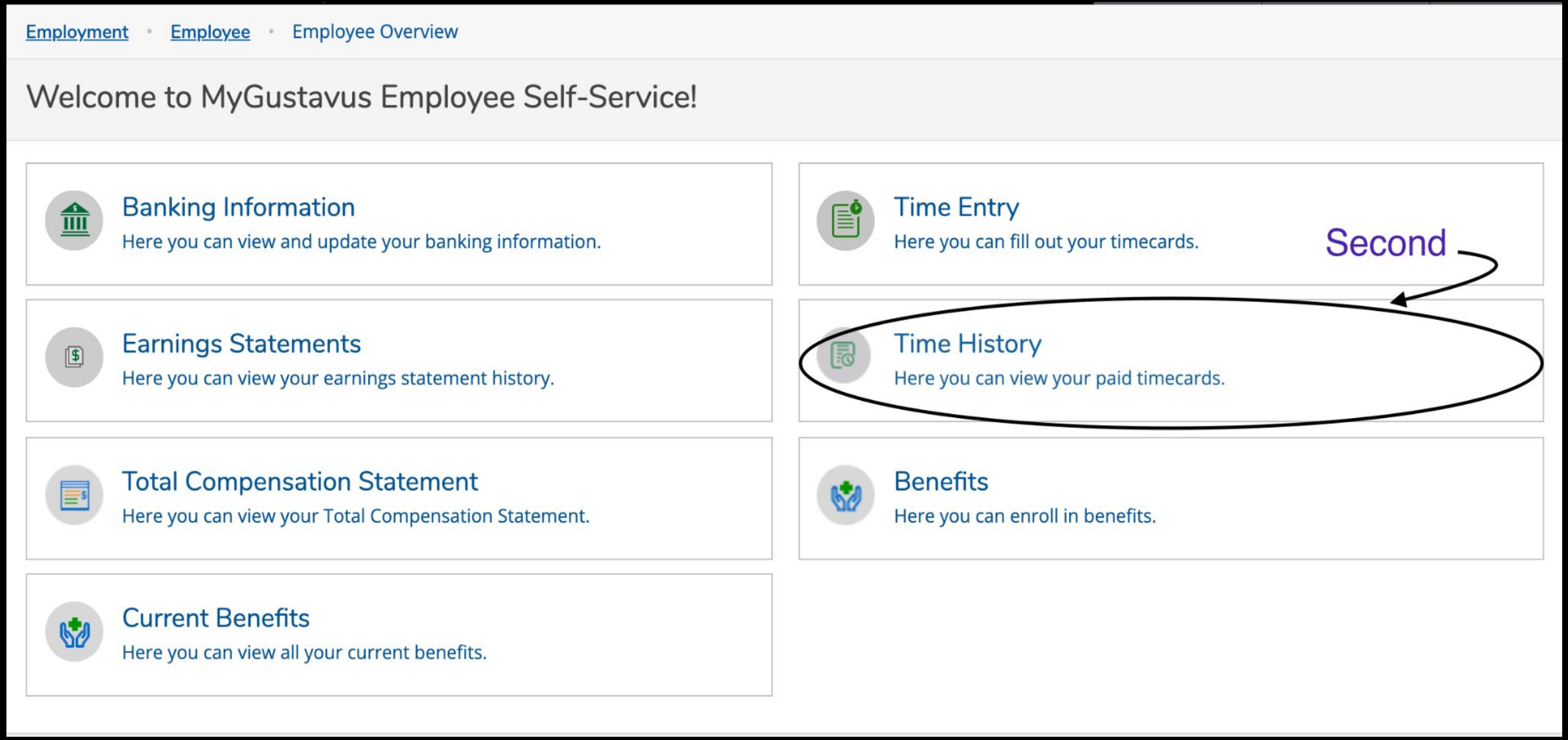
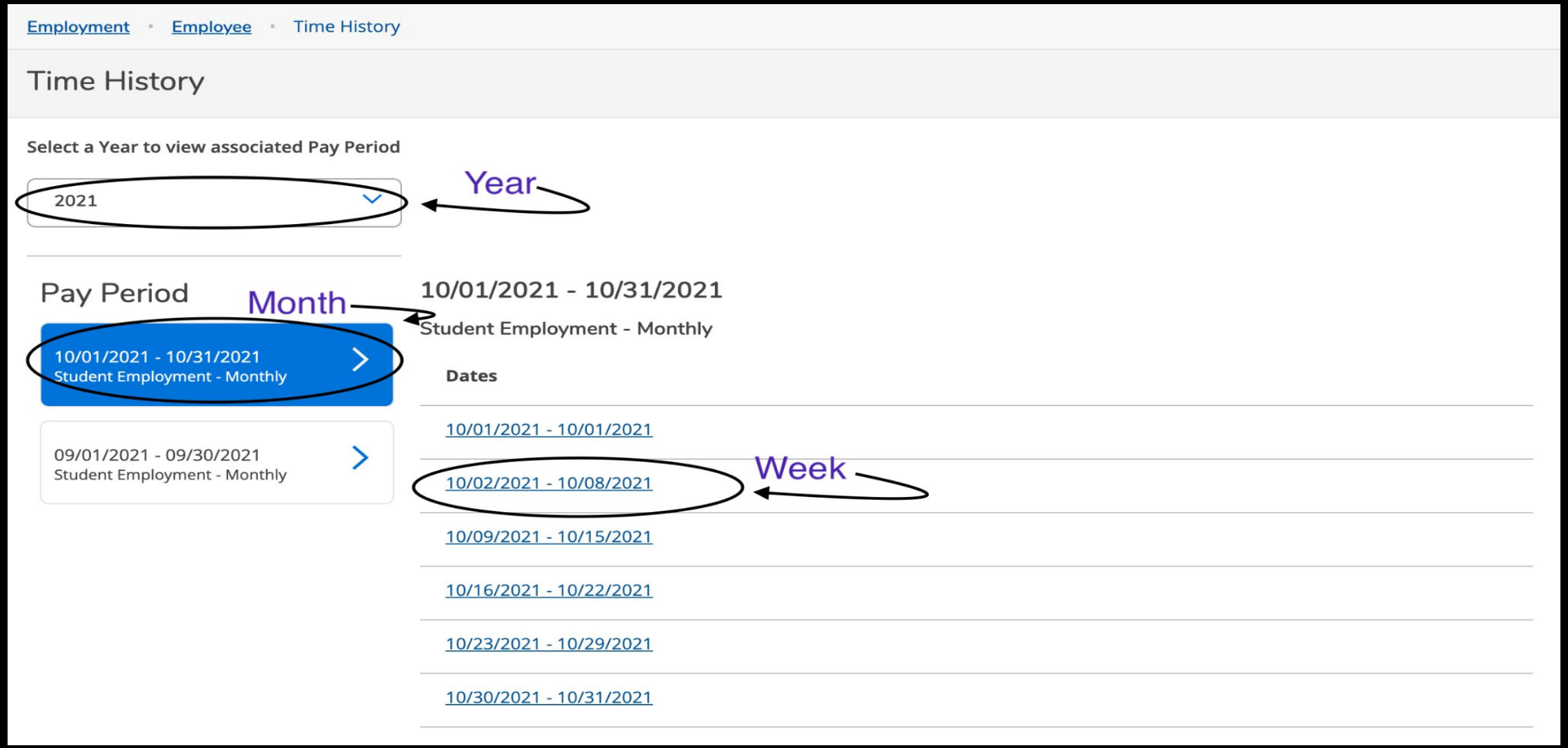
Students: https://colselfsrvprod.gac.edu/Student/

While on the Home Page, select the “Employee” option.

Summer students will be under employees section.



Next, click the option “Time History”



Then, go to the drop down menu on the left side of your screen to select the year. Next, click on the month of interest, and finally, the week that you're interested in.