



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



Hello, Welcome to MyGustavus!

Choose a category to get started.

This screen is from the student employee perspective*



Student Finance

Here you can view your latest statement and make a payment online.



Financial Aid

Here you can access financial aid data, forms, etc.



Tax Information

Here you can change your consent for e-delivery of tax information.



Banking Information

Here you can view and update your banking information.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



2020-2021 Course Catalog

Here you can view and search the course catalog.

First



Grades

Here you can view your grades by term.

Select Time Entry

Welcome to MyGustavus Employee Self-Service!



Banking Information

Here you can view and update your banking information.



Earnings Statements

Here you can view your earnings statement history.



Total Compensation Statement

Here you can view your Total Compensation Statement.



Current Benefits

Here you can view all your current benefits.



Time Entry

Here you can fill out your timecards.



Time History

Here you can view your paid timecards.



Benefits

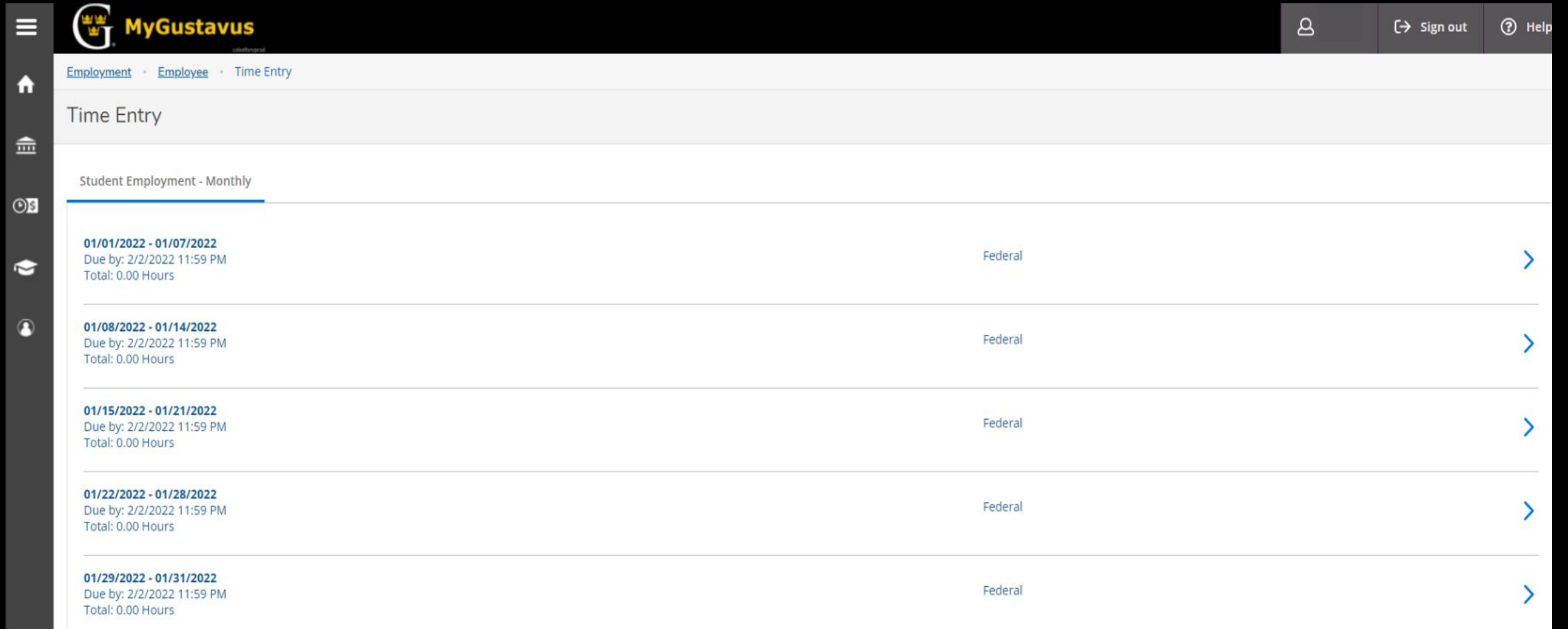
Here you can enroll in benefits.

Second





Select Week To Enter Time



The screenshot shows the MyGustavus web application interface. At the top left is the MyGustavus logo. The top right contains user profile, 'Sign out', and 'Help' links. The breadcrumb trail is 'Employment > Employee > Time Entry'. The main heading is 'Time Entry'. Below it, the section 'Student Employment - Monthly' is active. A table lists five weekly periods, each with a 'Due by' date of 2/2/2022 11:59 PM and a 'Total' of 0.00 Hours. The table is as follows:

Week	Due by	Total	Category	Action
01/01/2022 - 01/07/2022	2/2/2022 11:59 PM	0.00 Hours	Federal	>
01/08/2022 - 01/14/2022	2/2/2022 11:59 PM	0.00 Hours	Federal	>
01/15/2022 - 01/21/2022	2/2/2022 11:59 PM	0.00 Hours	Federal	>
01/22/2022 - 01/28/2022	2/2/2022 11:59 PM	0.00 Hours	Federal	>
01/29/2022 - 01/31/2022	2/2/2022 11:59 PM	0.00 Hours	Federal	>

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

MyGustavus

Employment · Employee · Time Entry

Pay Period 09/18/2021 - 10/01/2021

< All Time Sheets

Week 09/18/2021 - 09/24/2021
40.00 Total hours

Saved Save View Leave Balances

6130PAYADM • Payroll Administrator
Lundgren, Barbara A. • Finance Office
40.00

Earn Type	Sat 9/18	Sun 9/19	Mon 9/20	Tue 9/21	Wed 9/22	Thu 9/23	Fri 9/24	Total
Regular Earnings	<input type="text"/>	<input type="text"/>	8.00	8.00	7.25	8.00	8.00	39.25
PTO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.75	<input type="text"/>	<input type="text"/>	0.75
<input type="button" value="Remove PTO"/>								
<input type="button" value="+ Additional Time"/>								
Position Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00
<input type="button" value="Comments"/> <input type="button" value="Submit for Approval"/>								

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 not 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
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




Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.






4. Click on Reset Filters
5. Click on Pay Cycle you are Approving
6. Click on Pay Dates you are Approving
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Time Approval
[Employee](#)

 Filter

Search for Employee






Employee Name or ID    Page 1 of 1   Total: 1

[Clear Search](#)

Pay Cycles





Bi-Weekly - Hourly
 Summer Students
 Student Employment - Monthly
 7/1/2021 - 7/31/2021
 8/1/2021 - 8/31/2021

Status

Submitted 
 Not Complete 
 No Time Entered 
 Approved 
 Rejected 

[Reset Filters](#) [Apply Filters](#)

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
▼ Bowlin, Gabrielle J. - 0691638							

  Page 1 of 1   Total: 1

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:



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

1. Sign into MyGustavus – USE THIS LINK 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*

Effective Date*

Revoke Date

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

Search for 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 Stierle 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.

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Grades

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Next, click the option “Time History” 

[Employment](#) · [Employee](#) · [Employee Overview](#)

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Time History

Here you can view your paid timecards.



Benefits

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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.


[Employment](#) · [Employee](#) · Time History

Time History

Select a Year to view associated Pay Period

2021 

Year 


Pay Period **Month** 

10/01/2021 - 10/31/2021
Student Employment - Monthly

09/01/2021 - 09/30/2021
Student Employment - Monthly

Dates

[10/01/2021 - 10/01/2021](#)

[10/02/2021 - 10/08/2021](#) 

[10/09/2021 - 10/15/2021](#)

[10/16/2021 - 10/22/2021](#)

[10/23/2021 - 10/29/2021](#)

[10/30/2021 - 10/31/2021](#)

Week 