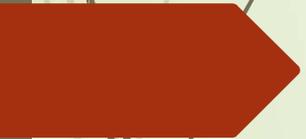


Managing Your Summer Grant





Training Outcomes

This “Managing Your Summer Grant” information session will provide you with details on how to manage the supervisor payroll process.

Upon completion of training you will:

- Be aware of updates in the Summer Employment Process for 2020
- Understand the terms of the Supervisor and Employment Agreement
- Know when a student employee is required to complete RCR training
- Be aware of deadlines for employee hour entry and supervisor approval
- Learn how to manage student employee payroll hour entry
- Be better able to manage student employee scheduling to eliminate overtime hours
- Understand how to track student employee hours and budget
- Know where to obtain account balance information



What is new for 2020?

- ▶ **Required Supervisor Training**

All supervisors must complete this required training and quiz by **May 29, 2020** or their student will not be set up to work.

- ▶ **2020 Student Hourly Rate Change:**

The hourly student research rate has been adjusted to **\$12.95** for 2020. In previous years, students receiving grant-funded housing support were paid a stipend in early August. Students are required to pay their housing bills on a monthly basis, which does not align with a one-time stipend payment. The increased hourly wage will provide additional funds in each paycheck to enable students to pay for living expenses on and off campus. This base rate should be used for all Summer Research Employment and Supervisor Agreements.

- ▶ **Employment Forms**

Completed *Summer Research Employment and Supervisor Agreements* and other forms should be emailed to Sarah Peterson in Research and Sponsored Programs (speterson@gustavus.edu) by **May 18, 2020**.



Hourly Rate Calculation

Hourly Rate Calculation:

Hourly summer student research rate: \$10.75

2020 weekly housing rate: \$87.50

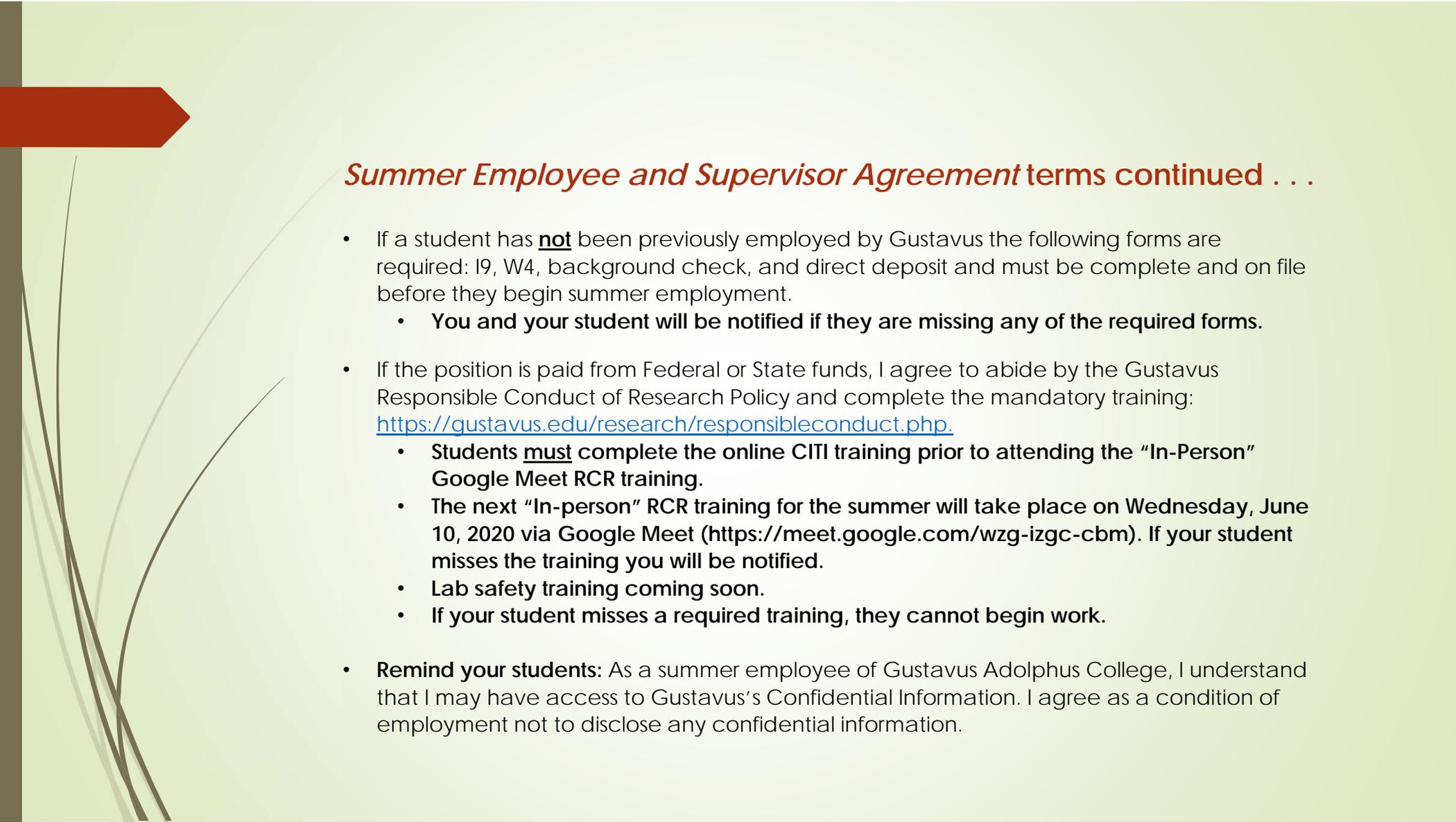
Housing rate per hour rate equivalent (based on 40 hour week): \$2.19/hour

Revised rolled-up hourly **base rate**: $\$10.75 + \$2.20 = \mathbf{\$12.95}$



By signing the *Summer Employee and Supervisor Agreement* you and your student have agreed to the following terms:

1. Summer employee will be paid on the bi-weekly payroll. Please submit your time through WebAdvisor by 10:00 a.m. on the Monday prior to the Friday payday (first deadline is Monday, June 15, 2020).
 2. Supervisor must approve student hours by the bi-weekly deadline.
 3. If an employee will be absent from work, he/she must notify the supervisor as far in advance as possible.
 4. Summer employee may not work more than 40 hours per week during the summer without prior approval.
 5. Summer employee may have more than one on-campus job during the summer but may not work more than 40 total hours per week without prior approval.
- 



Summer Employee and Supervisor Agreement terms continued . . .

- If a student has **not** been previously employed by Gustavus the following forms are required: I9, W4, background check, and direct deposit and must be complete and on file before they begin summer employment.
 - **You and your student will be notified if they are missing any of the required forms.**
- If the position is paid from Federal or State funds, I agree to abide by the Gustavus Responsible Conduct of Research Policy and complete the mandatory training:
<https://gustavus.edu/research/responsibleconduct.php>.
 - **Students must complete the online CITI training prior to attending the “In-Person” Google Meet RCR training.**
 - **The next “In-person” RCR training for the summer will take place on Wednesday, June 10, 2020 via Google Meet (<https://meet.google.com/wzg-izgc-cbm>). If your student misses the training you will be notified.**
 - **Lab safety training coming soon.**
 - **If your student misses a required training, they cannot begin work.**
- **Remind your students:** As a summer employee of Gustavus Adolphus College, I understand that I may have access to Gustavus’s Confidential Information. I agree as a condition of employment not to disclose any confidential information.

Student Payroll Entry and Supervisor Approval Deadlines Bi-Weekly Pay Period/Pay Dates Summer 2020

Summer Employment period is June 1 through August 31, 2020

Employee Time Entry Deadline By 10:00 AM	Supervisor Approval Deadline By Noon	Pay Period Start Date	Pay Period End Date	Pay Date
06/15/2020	06/15/2020	06/01/2020	06/12/2020	06/19/2020
06/29/2020	06/29/2020	06/13/2020	06/26/2020	07/02/2020
07/13/2020	07/13/2020	06/27/2020	07/10/2020	07/17/2020
07/27/2020	07/27/2020	07/11/2020	07/24/2020	07/31/2020
08/10/2020	08/10/2020	07/25/2020	08/07/2020	08/14/2020
08/24/2020	08/24/2020	08/08/2020	08/21/2020	08/28/2020
09/07/2020	09/07/2020	08/22/2020	08/31/2020	09/11/2020



Tips on meeting payroll deadlines:

- Encourage students to enter hours each day that they work to provide an accurate accounting of hours worked. The hours entered on WebAdvisor should represent the actual hours worked.
- Communicate with your student employee in advance of the payroll entry deadline. Send students an email reminder on **Friday** morning or afternoon before the upcoming Monday payroll deadline.
- Review student hours on Monday morning in advance of the noon approval deadline. Allow enough time to resolve questions that may arise.

Entering Time via WebAdvisor

Log into WebAdvisor <http://gustavus.edu/go/webadvisor/employees>

Select Payroll Time Entry from the Employee HR Information section

Employee HR Information

- [Employee Account Summary](#)
- [Employee Benefit Statement](#)
- [Leave Plan Summary](#)
- [Payroll Time Entry](#)
- [Payroll Time View History](#)
- [View Pay Information](#)
- [W2 Statement](#)

This screen is from the student employee perspective

Date time must be entered by.

Select the position/pay period you wish to enter time for and then click on Submit.

Payroll Time Entry

Select	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Complete By Date
<input type="radio"/>	08/23/09	09/05/09	Accounts Payable Coordinator	10/10/05	Finance Office	Ms. Kelly J. Waldron	09/07/09 10:00AM

SUBMIT



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.

REMEMBER TO CLICK ON SUBMIT AFTER YOU ARE FINISHED ENTERING DATA ON THIS PAGE OR YOUR
DATA WILL NOT BE SAVED

Time Entry - Employees

[How to enter time](#)

Position Title	Pay Period End Date	Pay Cycle	Department	Supervisor	Complete Entry By
Accounts Payable Coordinator	08/21/10	Bi-Weekly - Hourly	Finance Office	Ms. Kelly J. Waldron	08/23/10 04:00PM

Supervisor Decision Pending Approval

Supervisor Comments

If your supervisor has rejected your time, comments would be here

Balance

PTO 54.54

Date	Day	Hours Worked	PTO	ESL	Other Time Hours	Other Time Types
08/08/10	Sunday	<input type="text"/>				

List of other types of time you may need to enter.

BOTTOM OF DISPLAY.....

Check the box to the right to send your time to your supervisor for approval. ONLY DO THIS WHEN ALL TIME IS RECORDED FOR THE PAY PERIOD. Once checked and submitted, you will not have access to make any changes or additions, unless your supervisor rejects it

SUBMIT

You have until the Complete Entry By date to enter your time. You can enter time daily or all at one time. Once you have finished, you must ok it by checking this box. ONCE YOU CHECK THIS BOX AND SUBMIT IT, YOU NO LONGER CAN MAKE CHANGES. Your supervisor will be notified that you are finished. You will get an email to let you know if they approve or reject your time. Lastly, one of these confirmations will display:



Example of supervisor payroll reminder email message:

As a supervisor, you will receive two payroll reminder email messages from Renae Stierlen (rstierle@gustavus.edu) in the Finance Office. One on Thursday and another on Monday before the payroll approval deadline.

Period 06/01/2020 - 06/12/2020 to be paid 06/19/2020

In order for payroll processing, please remember to review and approve time entries for your summer employees **by noon, Monday, June 15th.**

You should receive an automated email when your student has submitted their time.

Approving Time via WebAdvisor (Employee)

Log into WebAdvisor: <http://gustavus.edu/go/webadvisor/employees> OR
<http://gustavus.edu/go/webadvisor/faculty>

Select Payroll Time Approval from the Department Information section

Department Information

[Department Budget](#)

[FY18 Budget Requests](#)

[Payroll Time Approval](#)

[Payroll Time Emp History](#)

[Student Employees Class Schedules](#)

[Student Employees](#)



This is an example of the Employees Menu screen in WebAdvisor for **Supervisors**.

Choose the Payroll Time Approval option to review and approve your student's hours.



Review and Approval of Student Employee Hours

- ▶ The next two 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.

A list of the available entries you can approve will display.

Box will be checked if time has been previously approved. Check to approve time for one or more employee and submit.

To review time entered for one or more employee, check box and submit

Date time must be approved by

Y = the employee is finished entering their time and have ok'd it. They no longer can make any changes unless you reject it.

Payroll Time Approval (Supervisors)

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Position Title	Department	Ok'd	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	Keisha N. Bates	Admissions Phoner	Admission Phoner		5.75
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	Keisha N. Bates	Institutional	Admission	Y	8.25
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	Jennifer Xuan T. Doan	Federal Office	Athletics	Y	120.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	Derek J. Eddie	Intramurals Federal	Athletics	Y	1.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	Derek J. Eddie	Men Baseball Federal	Athlet		

Approve time entries on behalf of

Total hours include regular, OT and any special hours, such as, PTO or Holiday, entered.

You may have been defined as an alternate supervisor in case the primary supervisor is unavailable. Select the person from the drop down in which you want to approve time on behalf of and submit. A new list of employees will display

Although you may approve time from this display, it is highly recommended to review employee time first. To review an individual employee's time entry, click the person's name to bring up detail of their submitted hours. You will be able to approve it from the review display also. If you approve time, an email will be sent to the employee(s) when you click on submit.

Time Approval Employee

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Approve By Date
Ms. Annalee L. Lokensgard	Accounts Payable Coordinator	09/05/09	Bi-Weekly - Hourly	Finance Office	09/07/09 12:00PM

Balance

PTO 8.49

Any 'regular hours' entered over 40 for a week is considered overtime.

Date	Day	Regular Hours	Overtime	PTO	ESL	Other Time Hours	Other Time Types
08/23/09	Sunday	<input type="text"/>					
08/24/09	Monday	6.75	<input type="text"/>				
08/25/09	Tuesday	<input type="text"/>					
08/26/09	Wednesday	<input type="text"/>					
08/27/09	Thursday	<input type="text"/>					
08/28/09	Friday	<input type="text"/>					

If you make any changes, an email will be sent to the employee.

Employee has electronically signed the time entry as complete

No

No = Employee still can make changes
Yes = Employee cannot make changes unless you reject their time

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee's E-mail Address

alokensg@gustavus.edu

Select Approve or Reject from list and submit. An email will go to the employee with your decision. If approved, a generic email is sent. If rejected, an email subject and comments must be entered.

SUBMIT

Finally, a confirmation will display

Confirmation	Confirmation
Thank you for reviewing the time entries	
<input type="button" value="OK"/>	



Summer employee may not work more than 40 hours per week during the summer without prior approval.

- As a general rule, students should not exceed 40 hours per week. If overtime hours cannot be avoided call Sarah Bridges (x7049) to explain the situation and obtain permission.
- Overtime hours must have **prior** approval from Sarah Bridges in advance of student working more than 40 hours per week.

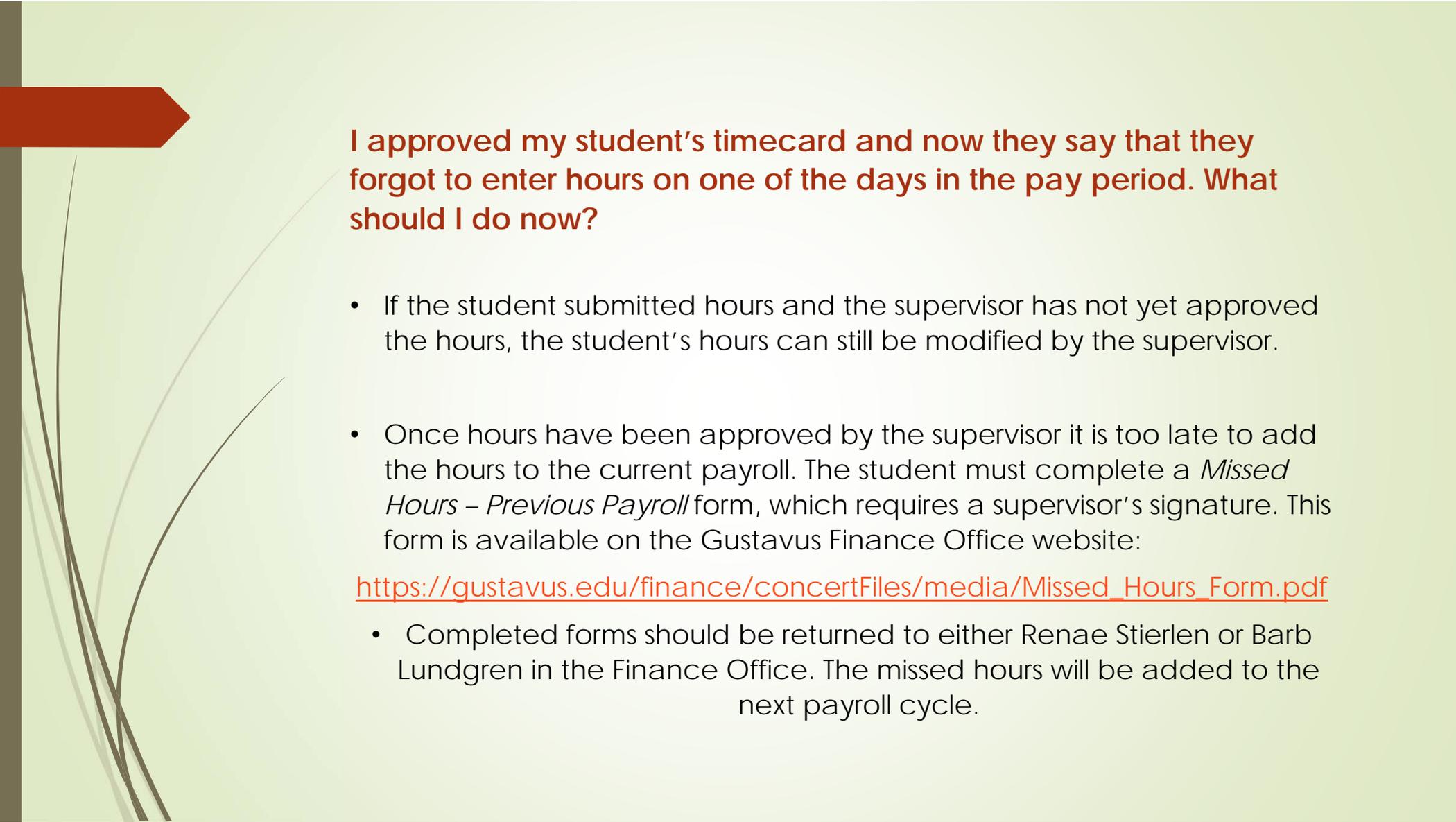
How will overtime affect my budget?

- Grant budgets allow for a total dollar amount to go toward wages. Overtime is paid at time and a half, so your grant funds will not go as far. A student will not be able to work as many hours as was originally budgeted.



Summer employee may have more than one on-campus job during the summer but may not work more than 40 total hours per week without prior approval.

- Students need to communicate with both supervisors that they are working more than one on-campus job.
- The student and two supervisors will need to coordinate schedules and be sure to stay within 40 hours per week between the two positions.
- Supervisors will only be able to view the WebAdvisor Time Entry for the student that they supervise.



I approved my student's timecard and now they say that they forgot to enter hours on one of the days in the pay period. What should I do now?

- If the student submitted hours and the supervisor has not yet approved the hours, the student's hours can still be modified by the supervisor.
- Once hours have been approved by the supervisor it is too late to add the hours to the current payroll. The student must complete a *Missed Hours – Previous Payroll* form, which requires a supervisor's signature. This form is available on the Gustavus Finance Office website:

https://gustavus.edu/finance/concertFiles/media/Missed_Hours_Form.pdf

- Completed forms should be returned to either Renae Stierlen or Barb Lundgren in the Finance Office. The missed hours will be added to the next payroll cycle.



**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.



How do I calculate the number of hours available for my student to work over the summer?

The Summer Employment and Supervisor Agreement was completed with the number of weeks approved for work, hourly pay rate, and weekly hours contracted for work.

You should schedule your student to stay within the total hours indicated on the employment agreement.

Example: You have \$5,180 for summer student wages. A student has agreed to work 40 hours per week, for 10 weeks, at a rate of \$12.95 per hour. Your student can work up to 400 hours.



How do I monitor the total hours worked?

As a supervisor, you are responsible for monitoring the number of hours that your student works over the summer. When you approve hours on WebAdvisor make a note of how many hours your student worked for each payroll. Track the total hours for each payroll and subtract this from the total summer hours available.

Both you and your student have the ability to view time entry histories in WebAdvisor. Ask your student for a summary of their hours.

	Student Name
Total Budget	\$5,180.00
Hourly Rate	\$12.95
Hours Available to Work for Summer	400
Weeks of work per agreement	10.00
Hours per Week	40.00
	Hours Worked per Payroll
<u>Pay Periods</u>	
6/1/20 - 6/12/20	
6/13/20 - 6/26/20	
6/27/20 - 7/10/20	
7/11/20 - 7/24/20	
7/25/20 - 8/7/20	
8/8/20 - 8/21/20	
8/22/20 - 8/31/20	
Total Hours Worked	0
Remaining Hours Available	400
Total Payroll Expended	\$0.00
Student Payroll Budget Remaining	\$5,180.00

Viewing Time History

Log into WebAdvisor

Employees: <http://gustavus.edu/go/webadvisor/employees>

Students: <http://gustavus.edu/go/webadvisor/students>

Summer students will be under employees section.

Select Payroll Time View Time History from either the Employee HR Information or Student Employment section.

Employee HR Information

[Employee Account Summary](#)

[Employee Benefit Statement](#)

[Leave Plan Summary](#)

[Payroll Time Entry](#)

[Payroll Time View History](#)

[View Pay Information](#)

[W2 Statement](#)

For work study students during the academic year.

Student Employment

[Payroll Time Entry](#)

[Payroll Time View History](#)

[View Pay Information](#)

[W2 Statement](#)

Select the year for the pay period you wish to review.

View Time history

* = Required

Select year*

Select Pay Period /Position you wish to review and submit. Only one may be selected at a time.

Select Pay Period/Position

Name

Select One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor
<input checked="" type="checkbox"/>	12/01/09	12/31/09	Institutional	Mathematics & Computer Science	Ms. Linda L. Hewitt
<input type="checkbox"/>	11/01/09	11/30/09	Institutional	Mathematics & Computer Science	Ms. Linda L. Hewitt
<input type="checkbox"/>	10/01/09	10/31/09	Institutional	Mathematics & Computer Science	Ms. Linda L. Hewitt
<input type="checkbox"/>	09/01/09	09/30/09	Institutional	Mathematics & Computer Science	Ms. Linda L. Hewitt

The Time History for the Pay Period/Position selected will display. No changes can be made, this is only for viewing.

Time History

Name	Position	Pay Period End Date	Department
[REDACTED]	Institutional	12/31/09	Mathematics & Computer Science

Employee completed	Date	Time
Yes	12/16/09	11:52PM

Supervisor Decision	Date	Time
Approve	12/17/09	09:27AM

Supervisor Comments
None

Summary by Date						
Date	Day	Regular Hours	Overtime	PTO	ESL	Other Time Type
12/07/2009	Monday	3.00				
12/08/2009	Tuesday	3.00				
12/11/2009	Friday	1.00				
12/16/2009	Wednesday	6.00				

This section shows the daily summary of hours entered.

Detail by Date			
Date	Day	Time In	Time Out
12/07/2009	Monday	05:45PM	08:45PM
12/08/2009	Tuesday	12:15PM	03:15PM
12/11/2009	Friday	03:30PM	04:30PM
12/13/2009	Sunday	10:00AM	03:00PM
12/16/2009	Wednesday	06:00PM	12:00AM

For work study students during the academic year, this section will show the in/out times for each date (if available).



How do my students pay their monthly on-campus housing bill?

- The hourly student research rate has been adjusted to \$12.95 for 2020. The increased hourly wage will provide additional funds in each paycheck to enable students to pay for living expenses on and off campus.
- Charges for on-campus housing are calculated at \$87.50 per week and reported to student accounts by Residential Life on approximately July 1, August 1, and September 1. Housing charges will be charged monthly to the student's account.
- It is the student's responsibility to make payments to Student Accounts for their housing charges. **Please remind students that they are responsible for paying their own summer housing bill.**



How do I know my remaining budget balance? How can I keep track of this?

Depending on the type of grant, you can monitor account balances in one of the following ways:

- Internal grants such as Presidential Faculty-Student Collaboration grants can be monitored with the monthly *Balance to Actuals* statement from the Finance Office. These statements will be sent monthly via campus mail. **Note: this may not be the most up to date version of your balance by the time you receive the report.**

Kelly Waldron will send a monthly printout of the Budget to Actual Report via campus mail.

See the example below of a Presidential Faculty-Student Collaboration Grant from a prior year.

10/17/16		Gustavus Adolphus College			Page: 1	
Fiscal Year: 2017		Budget to Actual Report Ending 10/31/16			Options - Available/Met/Exceeded Budget	
GL Account		BUDGET.OFFICER:				
		Allocated Budget	Actual	% Used	Available	
00-32090000-51621	PRES FAC/STUD RES- : STUDENT	5,000.00	5,000.00	100.00	0.00	
00-32090000-52120	PRES FAC/STUD RES- : BENEFIT	422.00	422.00	100.00	0.00	
00-32090000-71625	PRES FAC/STUD RES- : MISCELL	3,750.00	1,241.92	33.12	2,508.08	
Totals for DEPT: 32090000 - PRES FAC/STUD RES-		9,172.00	6,663.92	72.66	2,508.08	
Totals for FUND: 00 - CURRENT UNRESTRICTED FUND		9,172.00	6,663.92	72.66	2,508.08	
Totals for BUDGET.OFFICER:		9,172.00	6,663.92	72.66	2,508.08	

The statement will note the allocated budget, actual, % used, and remaining funds available.



Continued . . . How do I know my remaining budget balance?
How can I keep track of this?

- Check in with us (Sarah Peterson x6514, Jennifer Harbo x7045, or Sarah Bridges x7049), we can see your account or request a report for you. We can also determine whether or not expenses have posted to your account.
- External grants can be monitored in WebAdvisor. Payroll postings will take place on a bi-weekly basis. All other budget postings (such as lab supplies) will happen on a monthly basis after postings are complete (typically around the 11th or 12th of the month).
- During the summer some postings are delayed. For example, benefits and indirect cost postings will not happen until the end of summer. **Do not** rely on your budget balance as the amount of money you have remaining to spend.
- If you need assistance, please ask us. We are here to help!



Thank you for completing the required supervisor training.

- If you have questions about the materials contained in this training, please reach out any of us in Research and Sponsored Programs.
 - Jennifer Harbo (jharbo@gustavus.edu, x7045)
 - Sarah Peterson (speterson@gustavus.edu, x6514)
 - Sarah Bridges (sbridges@gustavus.edu, x7049)
- Please complete the quiz by **May 29, 2020**.