**Student Worker Requirements:**

- Be advised that students cannot start working until they receive an authorization email indicating that the employment has been approved by the Student Employment Office.
  - Time Entry Forms in WebAdvisor will not be available for new employees until the Student Employment Office forwards an approved application to the Payroll Office.

- Time Entry Forms must be submitted in WebAdvisor by pay period deadlines – NO PAPER TIMESHEETS!
  - Once deadlines have passed, you cannot enter/submit timesheets for those prior pay periods.
  - You cannot "save" Time Entry Forms or paper timesheets and submit them all at once at the end of the term.

- Actual time worked - time(s) in and time(s) out - must be entered.
  - If you have more than one job on campus, pay close attention when reporting hours to make sure the hours do not conflict with one another - you cannot be in more than one place at the same time!

**Student Worker Web Time Entry Instructions:**

1. Access Web Time Entry in WebAdvisor
   - From the main CLU website at [http://www.callutheran.edu/](http://www.callutheran.edu/), click on MyCLU
   - Enter User Name and Password, click on Login
   - Click on WebAdvisor tab
   - Click on Students
   - Under the “Business Office” section (this is the same area you go to for your student account information), click on Time Entry

2. Check the box under Choose Only One column for the current pay period, paying close attention to:
   - The Pay Period Start Date and the Pay Period End Date to be sure you check the appropriate pay period
   - The Position Title if you have more than one campus job that you work and report hours on
   - Click Submit

3. Enter Time In/Time Out on actual days worked, indicating meal breaks taken
   - Use Tab button on keyboard or mouse to get to next field instead of using Enter button on keyboard
   - Total Hours Worked is calculated automatically for you based on time entered
   - Only enter in hours on days worked; leave others blank
   - Annual Leave Hours, Sick Hours, Other Time Hours/Types columns are to be left blank; they do not pertain to Student Workers
There are multiple ways to enter time, for example 1:00pm can be entered as:

- 1p
- 0100p
- 1:00pm
- 01:00p
- 01:00pm
- 1300
- 13:00

**Shortcut hints:**
- When not typing a colon, you must enter time in as a 4 digit number
- Indicating “am” or “pm” is essential - but you can just type “a” or “p” or enter as military time

Only enter hours in *Time In/Time Out* columns. Disregard other columns. Totals will calculate automatically.
4. If your Time Entry Form is not complete for the entire pay period yet, simply click **Submit** **WITHOUT** checking the electronic signature box to submit to your supervisor (you can do this as often as you need to):

   ![Check this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval](image)

   ![Do NOT check this box](image)

5. You will receive a confirmation of the total hours entered and saved, along with a notice that the process is **Not Complete**:

   ![A Not Complete confirmation indicates that what you entered was saved, but not submitted](image)

6. You can access your Time Entry Form again, under the **Students** menu in WebAdvisor, by clicking on **Time Entry** under the "Business Office" section and enter additional time as necessary

7. Once your Time Entry Form is complete, check the electronic signature box to submit to your supervisor:

   ![Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval](image)

   ![Check this box before clicking Submit](image)

8. You will receive a confirmation of the total hours entered and submitted, along with a notice that the process is **Complete**:

   ![A Complete confirmation indicates that what you entered was submitted](image)

9. You can no longer access a submitted Time Entry Form under **Time Entry** once the process is **Complete**
   a. You can access what a submitted Time Entry Form under **Time history**, but cannot make any changes

10. An automated email is sent to your supervisor to notify them that your Time Entry Form is ready for review
11. You will receive an automated notification email from your supervisor if they rejected your Time Entry Form, along with an explanation as to what may need to be clarified or corrected
   b. If your Time Entry Form was rejected, you can then access it under Time Entry to make any necessary adjustments and resubmit
   c. PLEASE RESPOND TO A REJECTED TIME ENTRY FORM IMMEDIATELY!

12. You will receive an automated confirmation email from your supervisor once your time entry is approved

13. MAKE SURE TO FOLLOW UP WITH YOUR SUPERVISOR IF YOU DO NOT RECEIVE THE AUTOMATED CONFIRMATION EMAIL! MAKE SURE THAT YOUR SUPERVISOR REVIEWS AND APPROVES YOUR TIME ENTRY FORM BEFORE THEIR DEADLINE IN ORDER TO BE PAID!
   d. If your supervisor is out, please follow up with your assigned alternate supervisor
   e. Payroll schedules with deadlines will be provided prior to implementation and will be available on the Payroll website at http://www.callutheran.edu/business_office/payroll_admin_staff.php

14. Payroll will contact you if there are any further issues with your Time Entry Form. PLEASE RESPOND TO PAYROLL REQUESTS IMMEDIATELY!

Helpful Hints:

☐ A meal break of at least 30 minutes is required if working more than 5 hours in a work day
  o If you have more than one job on campus, you must factor in total hours worked for both jobs to determine if a meal break is required
  o Make sure actual time in/out entries include any meal breaks taken
  o If working no more than 6 hours in work day, meal break can be waived by mutual consent between employee and their supervisor

☐ Overtime/Double Time is not permitted

☐ Follow up with your supervisor or alternate supervisor to make sure your timesheet gets approved prior to pay period deadline

☐ Promptly respond to Payroll questions or requests