

Web time entry for work-study student employees

Overview

Web Time Entry refers to our paperless payroll system for paying all work-study student employees. Employees are responsible for maintaining timecards on a daily basis, and submitting them to their administrative or faculty supervisor for approval in order to be paid. Timecards need to be submitted within the posted payroll schedule. Wages are processed and distributed on a biweekly basis.

How to use paperless payroll

You will find an electronic timecard set up in your account at AUVIEW for the current two-week payroll cycle. You are responsible for maintaining your timecard on a daily basis.

You are also responsible for completing your timecards and submitting it to your supervisors on time -- timecards for past payroll cycles will no longer be available after the current payroll has been processed. When you submit your timecard, your supervisor receives email notification that the timecard is done.

When your supervisor reviews your timecard, it may be necessary to reject and return it to you for a correction. In which case, you will receive an email alerting you to an error for correction. You will be able to go back into your timecard to correct the error.

After you have corrected the error -- do not forget to RE-SUBMIT your timecard again so that it will return to your supervisor to approve for payment.

Checklist

Review your timesheet for accuracy before submitting it to your supervisor, including these key elements:

- ⦿ Time worked: check your work dates and your times worked. Work-study students note that you may not work when the Campus is closed in accord with Federal Work Study Program guidelines.
- ⦿ Total hours: check that your hours are consistent with your appointment letter and/or your work-study agreement
- ⦿ Meal breaks: if you are scheduled to work 5 or more consecutive hours be sure you are taking and reporting your meal break
- ⦿ Overtime: remember you must have pre-approval from your supervisor to work additional hours

How to approve, reject, and submit timecards

A step-through processing guide for reporting employees (and supervisors), along with a recorded video is posted on our website at antiochne.edu/hr. The payroll cycle schedule is also posted here. Pertinent HR policies provide more detail and are posted at the Antioch Portal. On-going questions and requests for assistance can be directed to the HR team.

