
STUDENT EMPLOYEES PAYROLL GUIDELINES AND TIME SHEET INSTRUCTIONS



WILLIAM MITCHELL
COLLEGE OF LAW

August 2011

William Mitchell College of Law

Human Resource Policies

Policy:	Time Sheets
Policy Number:	F.1
Scope:	All Staff & Student Employees
Effective Date:	May 2011
Approval:	Human Resources and Finance

Policy Statement

All staff and student employees are required to complete a time sheet on a bi-weekly basis.

Non-exempt employees complete their time sheet based on actual hours worked. Exempt employees record exceptions to regular hours worked.

Time sheets are considered legal documents and falsification is a serious matter that may be subject to corrective action up to and including termination of employment.

Procedure

1. Each employee is required to complete his/her own timesheet using Kronos Workforce Central.
2. The timesheet is required to be approved by the employee each pay period.
3. Once approved by the employee, the manager will approve it. Any corrected entries made by the manager will be electronically recorded in the time sheet.
4. Managers are responsible for ensuring that all timesheets for their employees are approved each pay period.
5. Each employee is required to pick up and sign for his/her pay check unless written authorization to mail a pay check is on file with Finance.

Please ensure that published deadlines for submission of time sheets are met. The deadlines are necessary for administrative processing time.

Employee Classifications

The College uses several different employment classifications to define the employment relationship.

A student employee is one who is hired by the College and scheduled to work as follows:

Full-time student is defined as 12 or more credits during a regular session and 6 or more credits during a summer session. Full time students may work up to a maximum of 20 hours per week, as required by the American Bar Association. If a student holds multiple positions concurrently, 20 hours is cumulative.

Part-time student is defined as less than 12 credits during a regular session and less than 6 credits during a summer session and may work unlimited hours per week.

Student employees are not eligible for benefits.

The employment relationship is further defined in accordance with the federal Fair Labor Standards Act:

Non-exempt employees may be regular full time, regular part time, casual, temporary, or students. Non-exempt employees are paid on an hourly basis, and will be paid overtime for hours worked in excess of 40 hours per work week in accordance with federal and state law. (See Overtime section for details)

Student Employees who have questions about the employment classification for their position should contact Human Resources at x6447.

Overtime

College demands may sometimes require student employees to work extra hours, beyond those for which they are usually scheduled. Whenever possible, the College will notify student employees in advance if overtime will be necessary.

Federal and state laws determine employee eligibility for overtime pay. If a non-exempt employee anticipates a need to work extra hours, he or she is required to seek the manager's approval in advance of working. Overtime is paid at a rate of time and one-half (1½) the regular pay for actual hours worked over 40 in a calendar week, which begins on Sunday and ends on Saturday.

Pay Checks

Pay checks are issued on a bi-weekly basis on alternating Fridays. Please refer to the attached Payroll Schedule for the dates covered for each pay period. **NOTE:** Paychecks are available for distribution in the Finance Office (Room 276, LEC Building) or upon written request will be mailed to you.

Direct Deposit:

Employees have the option and are encouraged to deposit their payroll checks automatically in their personal checking and/or savings accounts. Participation in direct deposit is voluntary. Please contact the Finance department for direct deposit enrollment forms.

Pay stubs are available for viewing and/or printing through Employee Self Service (ESS).

ESS/MSS Portal Link:

<https://n11.ultipro.com/Login.aspx>

Please refer to the ESS/MSS Guide located on the Faculty/Staff page of the college's website for further information.

Payroll Deductions/Garnishments

The College is required to take deductions from pay for Federal and State Income Tax, Social Security and Medicare. The College is required to take payroll deductions in accordance with court orders, for purposes such as child support withholding, levies or garnishments. The College will take additional voluntary deductions for items such as medical and dental benefit deductions and charitable donations only after an employee has authorized deductions.

Time Sheets and Reporting

State and federal laws require the College to keep accurate records of time worked by all non-exempt employees. The approved time sheet is used to compute earnings on the basis of hours worked.

Non-exempt employees are required to accurately record the time they begin and end their work on a daily basis, in addition to any departure from work for any non-business reasons. Please ensure that published deadlines are met. The deadlines are necessary for administrative processing time. The deadlines for submission of time sheets are indicated on the payroll schedule. Employees should see their Manager, Human Resources or the Finance Department for any questions on how to report time worked.

Work and Meal Breaks

Employees are granted time for breaks and meals according to the number of hours worked and department practices.

Employees that work six (6) or more hours will receive a minimum 30-minute, unpaid meal break. A break will normally be granted for every four hours worked. Work breaks include time spent on personal calls, visiting with co-workers, trips to the restroom, etc. Skipping meals and/or breaks to shorten the workday is not an accepted work practice on a regular basis and requires manager approval. Breaks not taken may not be accumulated and work breaks may not be taken in connection with meal breaks.

Completing Your Time Sheet

1. Non-exempt (hourly) employees record actual "IN" and "OUT" times for each day rounded to the nearest quarter hour and should be completed on a daily basis.
2. Please approve the time sheet each pay period. Once approved by the employee, your manager will review and approve it.

Questions:

Payroll

- Timesheets
- Direct Deposit
- Retro Pay
- Non-benefit plan deductions (such as Annual Fund, United Way, garnishments, etc.)
- State Tax Reciprocity
- W-4's

Human Resources

- Address Changes
- Job Changes
- Salary Changes
- Benefit deductions (medical, dental, 403(b), dependent care and health care spending accounts, etc.)
- Leave of Absence
- Paid Time Off

Your Service Team:

Finance

Lorelei Peters, Payroll Specialist
651-290-6470
payroll@wmitchell.edu

Human Resources

Lynn Rother, Human Resources Assistant
651-290-6447
lynn.rother@wmitchell.edu



ADDENDUM

**COMPLETING YOUR TIMESHEET
USING
KRONOS WORKFORCE CENTRAL**



Introduction to Workforce Central

Welcome to Kronos Workforce Central (WFC), William Mitchell College of Law's electronic system for completing your timesheet. Workforce Central is compatible with the following browsers: Internet Explorer 6, 7, & 8 and Mozilla Firefox 3.X

Accessing Workforce Central

You can access Workforce Central one of two ways. You will need your network user id (i.e. john.doe) and password to access the system.

Link from www.wmitchell.edu:

Workforce Central is available from the College's website.

"Student" web: [Kronos Time](#)

Direct web access:

You can access Workforce Central via a secure web address from anywhere in the world with internet access using an Internet Explorer browser. Simply type in the address or click the link below to get to WFC.

<https://timecard.wmitchell.edu/wfc/logon/logonWFC.htm>

NOTE: It is strongly encouraged that you save this link as a favorites.

Logging On

Your log on to the system is controlled by your network user id (john.doe) and password. This is the log-on screen for WFC:

WORKFORCE CENTRAL[®] Version 6.1

LOG ON

User Name

Password


WILLIAM MITCHELL
COLLEGE OF LAW

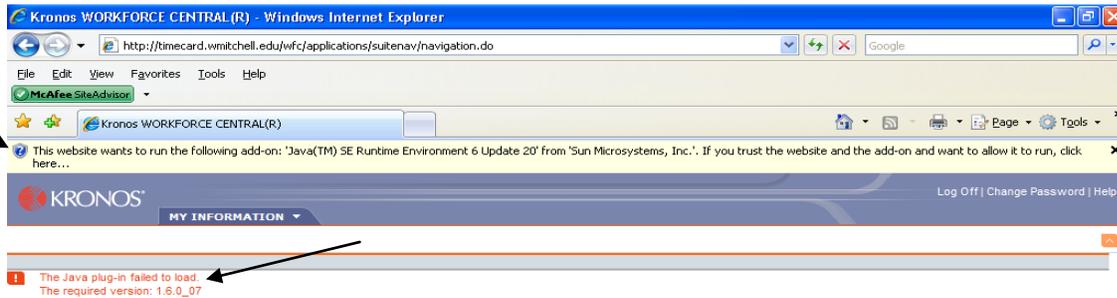
By submitting this electronic timesheet I represent that this is an accurate record of my time for the period worked. I acknowledge that falsifying my timesheet information is prohibited and may result in corrective action up to and including termination.

 KRONOS

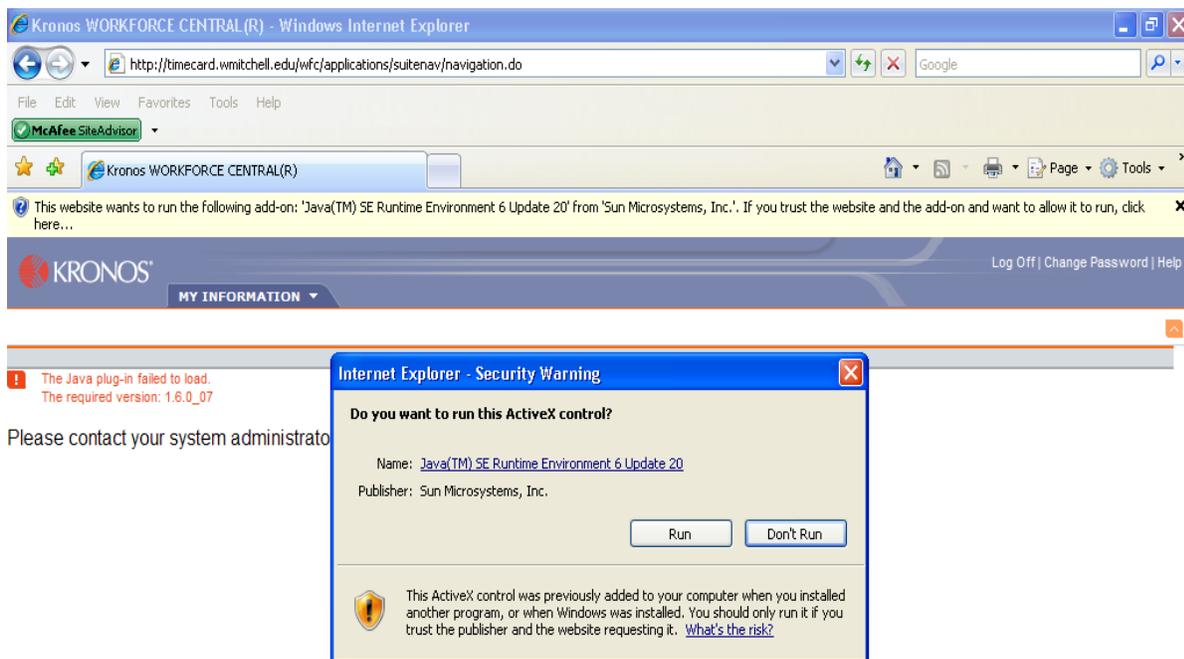
If you receive an error message that you have been locked out of Workforce Central, please contact Lorelei Peters at X6470 or lorelei.peters@wmitchell.edu.

After you log in, you might get a message that says that the Java plug-in failed to load the required version 1.6.0_07. Click on the popup bar where it says “click here.”

The ActiveX control popup box will display. Click on Run and load Java. If asked to install a toolbar, uncheck the box.



Please contact your system administrator.



Please contact your system administrator.

Once loaded, your Kronos homepage should display. If you do not have the authority to install Java, contact the IT department at X6411 or (IT@wmitchell.edu).

Timesheet Overview Non-exempt/hourly

- Once logged in, you will be brought to your time sheet for the current pay period (default)

Time Period: Current Pay Period												
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative	
Sun 6/27												
Mon 6/28												
Tue 6/29												
Wed 6/30												
Thu 7/01												
Fri 7/02												
Sat 7/03												
Sun 7/04												
Mon 7/05	Independence Day	8.0								8.0	8.0	
Tue 7/06											8.0	
Wed 7/07											8.0	
Thu 7/08											8.0	
Fri 7/09											8.0	
Sat 7/10											8.0	

TOTALS & SCHEDULE				ACCRUALS				AUDITS			
Account	Pay Code	Amount	Wages	Date	Start Time	End Time	Pay Code	Amount			
FINANC/440/MAINT1/OP1001	Total Hours	8.0		Sun 6/27							
FINANC/440/MAINT1/OP1001	HOL-Union	8.0		Mon 6/28							
				Tue 6/29							
				Wed 6/30							
				Thu 7/01							
				Fri 7/02							
				Sat 7/03							
				Sun 7/04							
				Mon 7/05							
				Tue 7/06							
				Wed 7/07							
				Thu 7/08							

Date: The day and date in the pay period.

Pay Code: Not applicable

Amount: Not applicable

In: Start time for the day or meal break

Transfer: Used only if you have more than one job or you need to change work rules (see Transfer section below).

Out: End time for the day or meal break.

Shift: Not applicable.

Daily: Total number of hours for the day. No data entry is allowed in this field.

Cummulative: Total cumulative hours for the pay period. No data entry is allowed in this field.

Completing your timesheet (non-exempt/hourly)

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 6/27											
Mon 6/28			6:30AM		12:00PM	12:30PM		3:17PM	8.25	8.25	8.25
Tue 6/29	SB	6.0									
Tue 6/29			6:30AM		8:30AM				2.0	8.0	16.25
Wed 6/30	PTO	8.0								8.0	24.25
Thu 7/01			6:30AM		12:00PM	12:30PM		3:00PM	8.0	8.0	32.25
Fri 7/02											32.25
Sat 7/03			6:30AM		12:00PM	12:30PM		3:30PM	8.5	8.5	40.75
Sun 7/04											40.75

1. Click the **In** column on the date you wish to enter work hours
2. Enter your start time (8A, 8:00A, 1P, 1:00P, or 100P)
3. Hit the Tab key to take you to the **Out** column and enter your time out for a meal break
4. Hit the Tab key to second **In** column and enter your time in from the meal break
5. Hit the Tab key to the second **Out** column and enter your time out for the day.

NOTE: PM must be entered for all time after 12 noon

- Once your hours have been saved, the number of hours each day will automatically total on a daily and cumulative basis.

Recording Multiple Shifts for the same day

To record a second shift on the same day, use the second set of **In**, **Transfer** and **Out** boxes. If there is a break between the two shifts, when you save your data, a second line will be added for that day. To record more than two shifts for the same day, add another row by selecting the insert arrow (located on the left) on the same line as that day.

Editing your timesheet

To edit an **In** or **Out** entry, click the appropriate cell and enter the new time. To delete time that was incorrectly recorded for a given day, you may delete each entry individually or delete the entire line by selecting the delete (X) button for that row.

Recording hours for multiple jobs

If you have more than one job with the college, you will have a Primary and Secondary position. To record your time worked for your primary job, simply enter the In and Out time for the corresponding day.

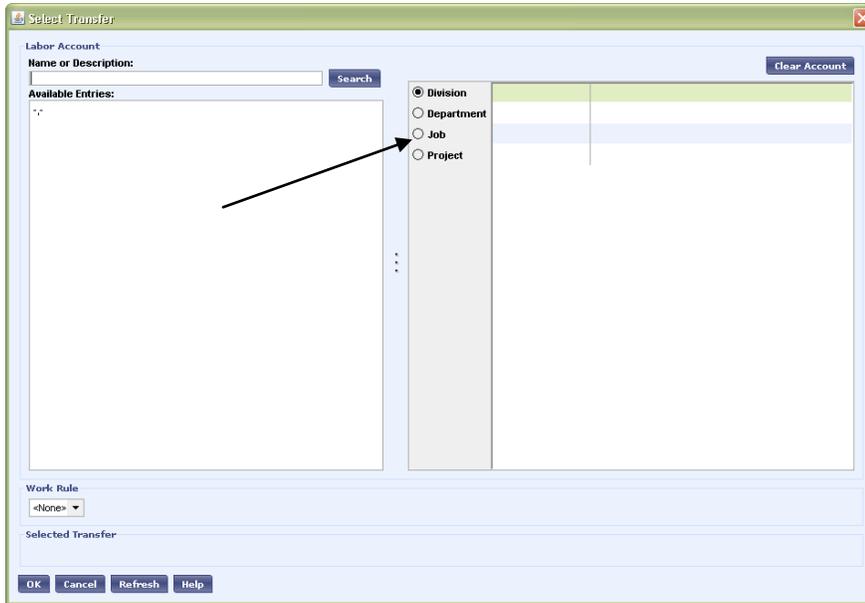
1. To record time worked in the secondary job, click on the **Transfer** drop down button

Time Period Current Pay Period

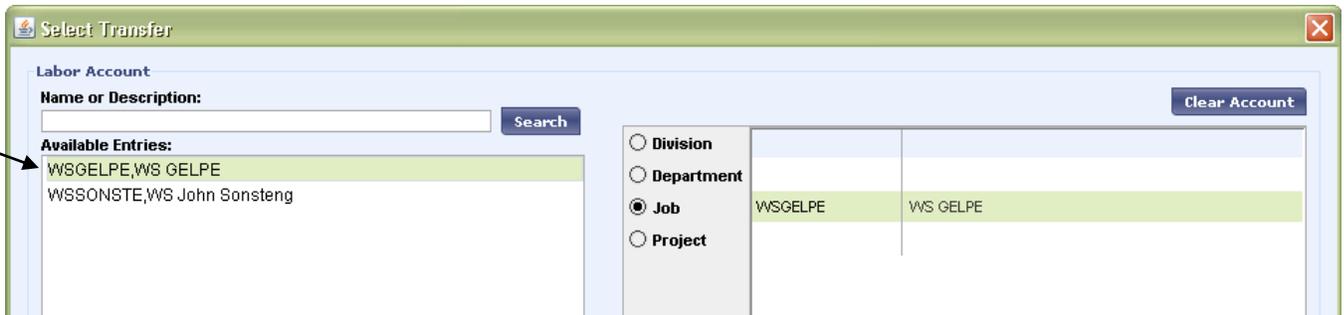
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 7/25											
Mon 7/26			8:00AM		10:00AM	10:30AM	/MWSGELPE/	12:00PM	3.5	3.5	3.5
Tue 7/27											3.5
Wed 7/28											3.5
Thu 7/29											3.5
Fri 7/30											3.5
Sat 7/31											3.5
Sun 8/01											3.5
Mon 8/02											3.5
Tue 8/03											3.5
Wed 8/04											3.5
Thu 8/05											3.5
Fri 8/06											3.5
Sat 8/07											3.5

Account	Pay Code	Amount
ACPRG/1005/MSSONSTE/OP1001	Total Hours	2.0
ACPRG/1005/MSSONSTE/OP1001	REG	2.0
(x)ACPRG/1005/MWSGELPE/OP1001	REG	1.5
(x)ACPRG/1005/MWSGELPE/OP1001	Total Hours	1.5

2. Select the **Job** radio button on the right side of the screen as shown below



3. Select the secondary position and your time will be allocated to your secondary position.



If you were to return, in the same day, to your primary position, you need to insert a row and add Transfer to your secondary position.

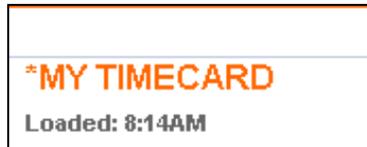
Note: During the same day, your time will be allocated to the last job transfer. Therefore, if you move between positions during the day, it is important to inform the system of the change by selecting the Transfer button. At the beginning of each day, the system will automatically allocate your hours to your primary job.

If you work for Public Health Law Center or the Student Bar Association and a position with a department of faculty member, you need to select **Division** in addition to **Job** when transferring your hours.

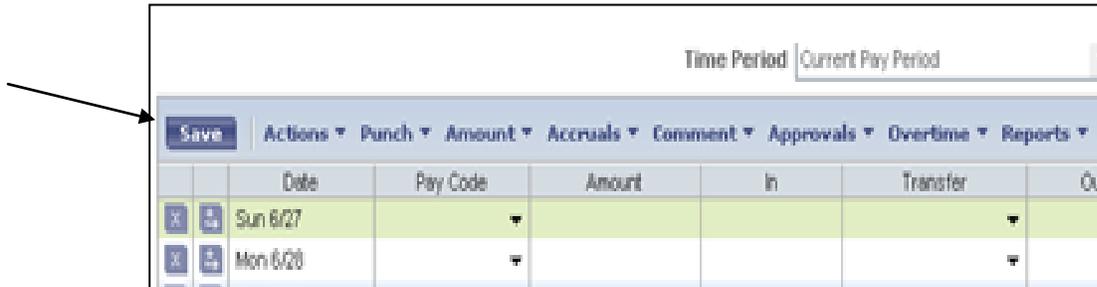
To identify your primary position, please contact Lynn Rother, Human Resources Assistant at X6447 or lynn.rother@wmitchell.edu

Saving your timesheet

It is necessary to **Save** your time entries/edits or any data entered will be lost. You will recognize unsaved entries/edits when **MY TIMECARD** header is an orange/red color.



Save your timesheet by clicking Save on the Toolbar & Menu



Approving your timesheet

Timesheet approvals are performed from the timecard screen. Once approved, no further edits are allowed. Should you need to change your timesheet, you will first need to remove your approval. If you are unable to remove your approval, please contact your manager.

To approve your timesheet:

1. Click the Approvals tab
2. Select Approve from the drop-down menu.

To remove the timesheet approval:

1. Click the Approvals tab
2. Select Remove Approval from the drop-down menu.

If your timesheet has been approved by your manager, you will receive an error message. You will need to contact your manager to remove their approval so you may can make the changes.

Printing Your Timesheet

Your timesheet will electronically be maintained by the payroll department in accordance will applicable state and federal guidelines. You are not required to print a copy of your timesheet each pay period.

1. Select Reports and from the drop down menu select Time Detail



2. You may also use the print screen functionality to print your timesheet

Logging Off

To successfully exit your timesheet click **Log Off** in the upper right hand side of the navigator bar. The Logon screen appears indicating you have successfully logged off.

Who to Contact for Help

If you encounter any problems completing your timesheet or if you have additional questions not answered by this user guide, please contact Lorelei Peters in the payroll department at payroll@wmitchell.edu or 651-290-6470 or Lynn Rother in the human resources department at (651) 290-6447 or lynn.rother@wmitchell.edu.