

# Student Positions: Common Time Entry Errors and Making Time Entry Corrections *Quick Reference Guide*

**Purpose:** This document informs UChicago Human Resource Partners and Time Approvers about common time entry errors made by student employees and how to correct errors if they occur.

**Summary:** Due to the unique nature of student employment, clocking time worked can be prone to errors. This document outlines the most common errors that can occur with student positions and the steps needed to correct those errors. Time corrections can be made by the HRP or Time Approver.

Student positions can be either exempt or non-exempt. With the exception of a few departments, all student positions are paid on a bi-weekly basis (including exempt positions). A limited population of exempt Graduate Student positions in BSD, PME, PSD and MED are paid on a monthly basis. These monthly paid positions are paid by a salary plan.

Biweekly paid students in non-exempt roles will need to log time worked via one of the following methods. The respective department will direct the student on which method to utilize.

- [Web Clock](#)
- [Swipe Clock](#)
- [Timesheet](#)

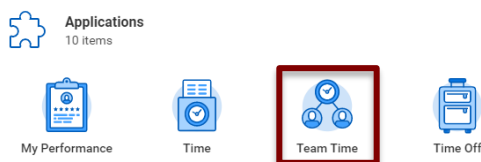
## Common Student Time Entry Errors:

1. Time Entry made to the wrong position
2. Time Entry submitted for more than 20 hours per week
3. Time Entry submitted for a position with an expired end date
4. Time Entry missing

## Correcting Student Time Entry Errors:

1. Time Entry made to the wrong position

- a) Select Team Time from Applications Dashboard



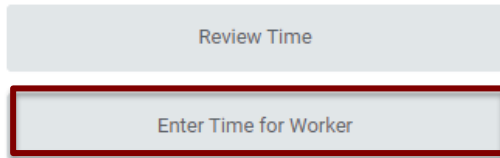
## Keep in mind

- The Biweekly payroll deadline is 5:00PM the Monday before Payday unless noted.
- The Monthly payroll deadline is 5:00PM the THIRD Wednesday of each month unless noted.
- Students assigned monthly pay schedule, DO NOT enter time via Workday. Students are paid via a salary plan
- If time entries are submitted after the payroll closing date and time, submit a request to Shared Services to complete time entry.

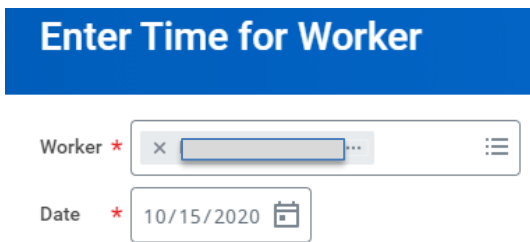


b) Select Enter Time for Worker from Actions List

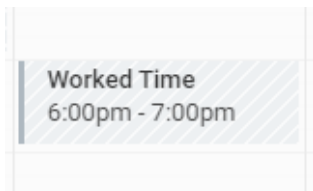
Actions



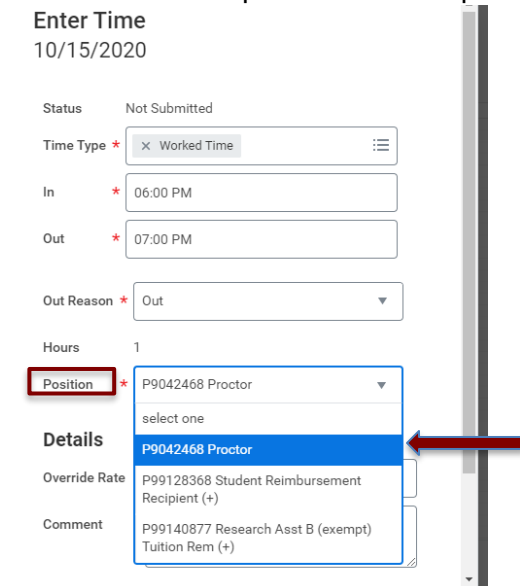
c) Enter Student's Name and Date time correction is needed and select OK



d) On the calendar dashboard, select time entry on date that needs corrected



e) Select the correct position from drop down menu in the position field





f) Provide a comment as to action taken, select OK

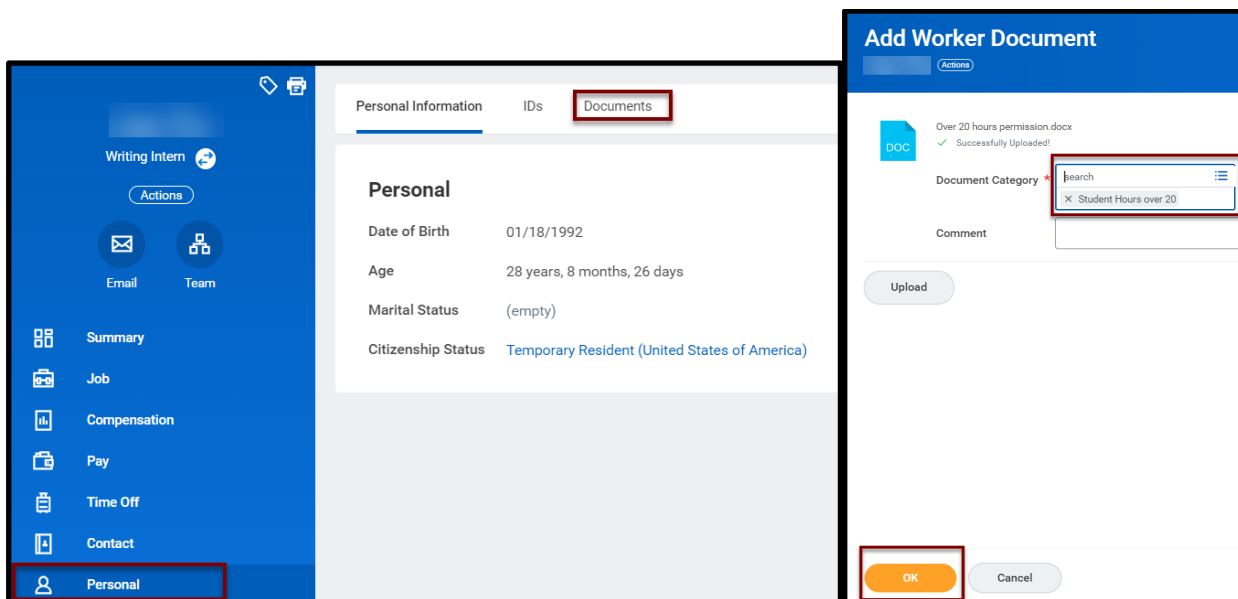
Details

Override Rate

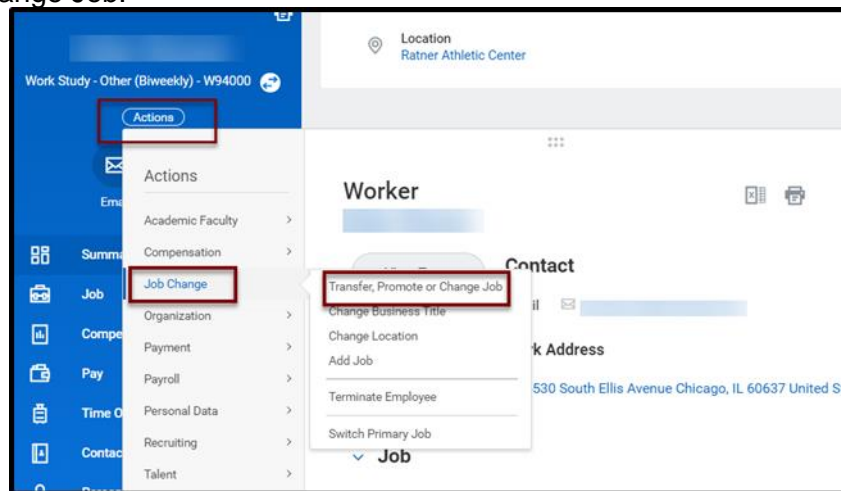
Comment

2. Time Entry submitted for more than 20 hours per week.

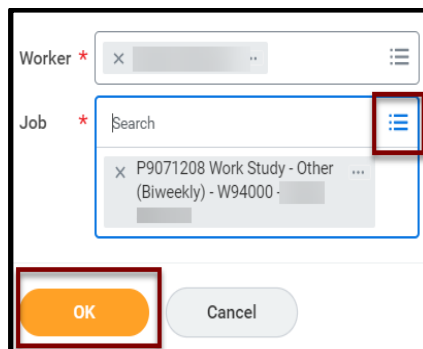
- a) Students who clock more than 20 hours per week must receive permission from the Student's area Dean of Students (Graduate Students) or Enrollment & Student Advancement (Undergraduate Students) via email.
- b) When the Human Resource Partner notices a student is clocking more than 20 hours per week, the Human Resource Partner must confirm permission is granted.
- c) To confirm permission approval, select Personal from the Students profile, then select Documents. If a permission document is not found, Human Resource Partner must contact the Student via email to obtain work hours approval. **Note: Workday will NOT prevent a student from logging more than 20 hours. The hours recorded must be paid, however going forward the hours must not exceed 20 hours per week without permission.**
- d) Upon receipt of the Student's work hours approval, the Human Resource Partner uploads the documentation to Workday. When prompted, choose Student Hours Over 20 category and click OK.






3. Time Entry submitted for a position with an expired end date. The Student will not receive payment for the time entered for an expired position; the HRP must extend the position end date. Before you extend the position, be sure to verify the person still works in your department.
- a) Click on the Related Action on the Worker's profile. Select Job Change, then select Transfer, Promote, or Change Job.



- b) Select the Position, click OK.



- c) Click pencil  icon at the Start screen to enter details.
- d) Use calendar icon  to select Date. **Note: When the check box for *Do you want to use the next pay period*, is selected, the Date will auto-fill to align to the next pay period.**
- e) Use prompt  icon to select, Why are you making this change,
- i. Select Data Change,
  - ii. Select Data Change: Change End Employment Date.



**Start**

**Start Details**

When do you want this change to take effect? \*

10/18/2020

Why are you making this change? \*

Search

← Data Change

Data Change: Change End Employment Date

Data Change: Change in Weekly Hours

Data Change: Change Work Location

Data Change: Job Profile Update

Data Change: Post Doc

L743 Reclassification

Do you want to use the next pay period?

- f) Click check mark icon when complete.
- g) Click the Start button
- h) Select Details from the navigation bar.
- i) From Details, use the pencil icon in the Administrative section to change the position end date.
- j) When complete, use the to close section.
- k) Click on the Summary from the navigation bar.
- l) Click Submit.

**Start**

**Start Details**

When do you want this change to take effect? \*

10/18/2020 added

Why are you making this change? \*

Data Change: Change End Employment Date added

Who will be the manager after this change?

Christopher Wilkerson

Which team will this person be on after this change?

CSL ATH: Football

Where will this person be located after this change?

Ratner Athletic Center

Do you want to use the next pay period?

Yes added

**End Employment Date \***

04/04/2020

**First Day of Work**

10/18/2020

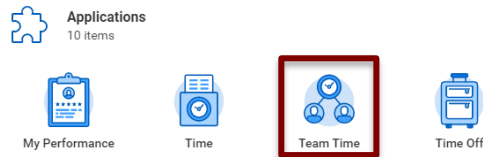
**Notify By**

10/18/2020



4. Time Entry missing:

a) Select Team Time from Applications Dashboard



b) Enter Student's Name and Date time correction is needed and select OK

c) Enter Missing Information:

- Select the appropriate date on the calendar grid and a blue “enter time” button will appear
- Select Time Type; Worked Time
- Enter Time In and Time Out, and the Hours field will automatically calculate.
- In the Out Reason drop-down field, select Out
- Select the correct position. **Note: Time should NOT be entered for "Stipend and Student Reimbursement Recipient" positions**
- Enter comments and Click OK