Student Payroll – Entering Time Worked

- You are responsible for logging your work hours into the Calvin time entry system.
- Supervisors are responsible for making sure you get paid for your hours.

When?

- **Enter time worked on a regular basis** (preferably after every shift) so you aren’t scrambling to remember all your hours on the day you submit your time card.
- **Time Cards are due by NOON** on the Monday before a payday.
- Set reminders on your phone/calendar if needed!
Student Payroll – Entering Time Worked

**How?** Go to the Student Resources page – which is accessed through the Calvin homepage at [www.calvin.edu](http://www.calvin.edu).

Click “Students” in the top left corner.
STUDENT RESOURCES

- Outlook
- Moodle
- Enter Time Card
- Register
- Order Textbooks
- Class Schedule
- Tuition Statements
- Class Pictures
- Academic Eval.
- Student Success
- Financial Services
- Tax Information
As an aside...If you scroll down – you’ll notice there’s many other options for you to access...check them out!

Campus resources
- Update my secret question and answer
- Show my PIN
- Change my PIN
- Change my passphrase
- Expired passphrase
- Forgot passphrase
- Activate account
- Information technology
- Campus Safety
- Physical plant service request
- Food service/dining menus and hours
- Catering services

Employment
- Enter time cards
- View time card history
- View online pay advice
- W-2 statements
- W-2 information
- Search job postings on Handshake
- Student employment website
- Tax forms required prior to employment

Scholarship and financial

Student life
- Register my car
- Register my bike
- Career related services
- Internships
- Online screening for mental health
- Dorm pictures

Exam schedule
- My registration time
- Search and register for classes
- Express registration
- Register for previously selected classes
- Drop classes
- General registration information
- Academic evaluation report
- View grades
- View transcript
- Email my grades
- Apply for a degree
- Search for classes
- Petition a closed course
Make sure to choose the correct time card.
• Right position? Right pay period?

If you’re submitting it for signature on the Monday it’s due, there will likely be two time cards per position (one for the pay period that ended on Saturday and one for the new pay period). The earlier time card will disappear after you’ve submitted it for approval.

If you have a time card for a position you’re not working anymore – please let your supervisor know ASAP.
Log-in and out for each shift (or part of a shift). For example, if you leave for lunch or dinner, log-out when you leave and then back in again when you are back to work. Insert additional lines as-needed.
Click “Submit” each time to save your time until the next time you log-in to enter time.

It will not be submitted for your supervisor’s approval until you check the box to “sign” and “submit”.

Unfortunately, this is not an option. Late time must be submitted via paper copy.
Review your hours. This number should not exceed the number of hours you’re approved to work without your supervisor’s approval.

Then click “OK”.

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date: 09/08/18
Time Entry Status: Complete

<table>
<thead>
<tr>
<th>Current Pay Period</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours</td>
<td>34.50</td>
</tr>
<tr>
<td>Annual Leave Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Hours</td>
<td>34.50</td>
</tr>
</tbody>
</table>
Student Payroll – Getting Paid

How?
- Payment from Calvin is distributed to all staff/faculty/students ONLY by Direct Deposit to the bank/account of your choice.
- The funds go directly into your account on payday.
- To see a copy of your “pay advice” go to the Student Resources page: [https://calvin.edu/students/](https://calvin.edu/students/).

When?
- Pay periods are two weeks long – from 12:01 a.m. on a Sunday to 12:00 midnight two Saturdays later.
- Time Cards are due Monday at NOON following the end of the pay period.
- Pay day is the Friday following the end of the pay period.