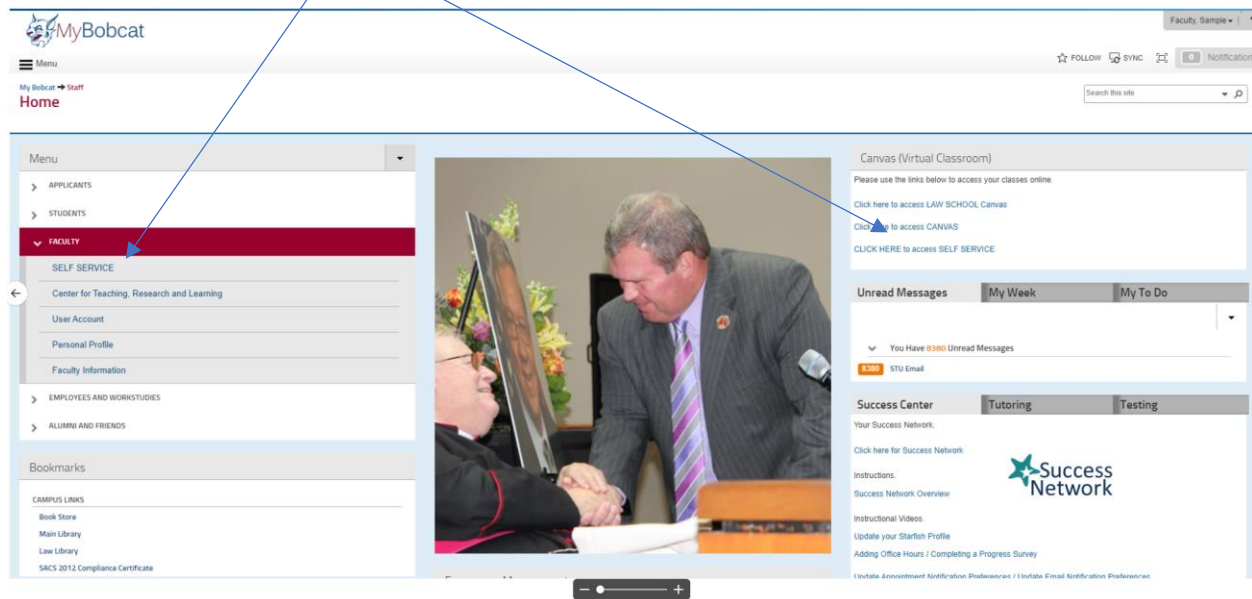*__Job Aide for Self-Service Supervisor Time Approval__*

Introduction to Employee Self-Service

The Employee Self-Service (ESS) is a web-based portal that provides you with visibility to salary and benefit information contained within the Ellucian Colleague modules. The ability to view human resource and payroll data provides an excellent opportunity for you to ensure that the information is correct and kept up to date. The data visible to you includes current and past earnings statements (paycheck advice), current and past W-2's, direct deposit information, leave balances, and more. **Additionally, if you are a non-exempt employee/student worker, this is where you go to enter your time and where supervisors go to approve time for payment.**

One of the major advantages of this system is that the data is real-time data. In other words, when you view your information, the system pulls the most current information directly from the HR/Payroll system. If any of the information that you view within ESS is incorrect or you encounter questions, please contact the HR or Payroll office immediately

The Employee Self-Service (ESS) Link can be found on the Staff pages located at
https://mybobcat.stu.edu

Once you click on Student Self-Service you will be directed to the St. Thomas University Colleague Self-Service Landing Page. To access the Employees sub-page, click on tab labeled Employees & Workstudies

Supervisor Time Approval

To access the time approval screen in ESS, click on "Time Approval"

In the Time Approval area of ESS, you will be able to view, approve, reject, make comments and update your employee's time. There are multiple ways to do these functions. Any time you approve, reject, make a change, or unapprove a timecard, the system will send an email to your employee that you have done so. (Terminology Tip: "Reject" is used before you approve a timecard to send it back to the employee for changes. "Unapprove" is used after you have approved the timecard and realize that corrections are needed.)

Be mindful of which week you are approving time for as more than one pay period may be open.

Time Approval Statuses

- **Approved: ALL timecards are approved or there is a combination of timecards that are Approved and Paid**
- **Rejected: ANY single timecard is Rejected – which could mean one of the weeks is rejected in a timecard**
- **Submitted: ALL timecards are Submitted or there is a combination of timecards that are Submitted and Approved or Submitted and Paid**
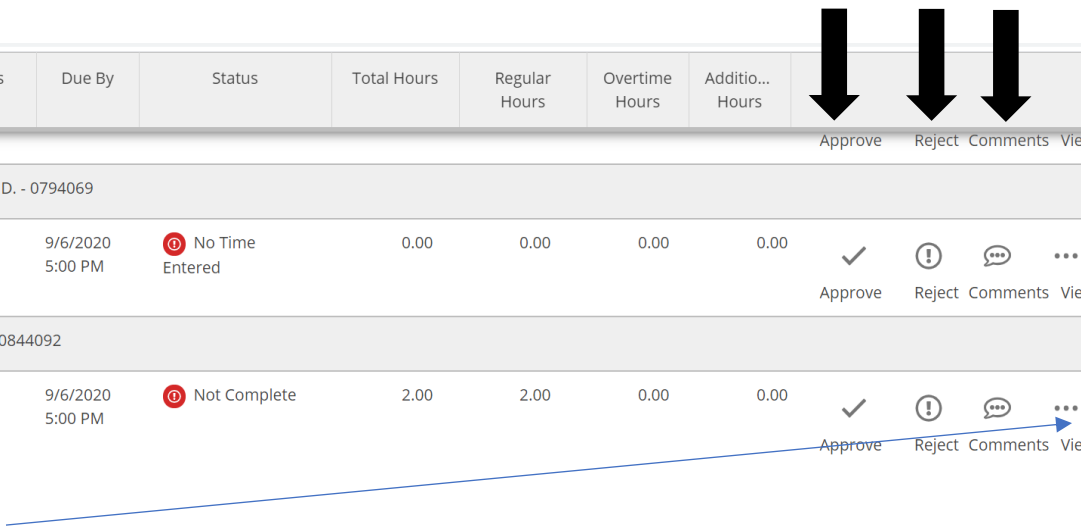
- **Paid: ALL timecards are Paid**
- **No Time Entered: NO time has been entered**
- **Not Complete: All other scenarios**

All the employees that you are a time approver for will show up in one list.

Time Sheets	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additio... Hours				
							Approve	Reject	Comments	View
Rose, Yellow D. - 0794069										
08/23/2020-09/05/2020	9/6/2020 5:00 PM	⊖ No Time Entered	0.00	0.00	0.00	0.00	✓ Approve	⚠ Reject	💬 Comments	••• View
Star, Ringo - 0844092										
08/23/2020-09/05/2020	9/6/2020 5:00 PM	⊖ Not Complete	2.00	2.00	0.00	0.00	✓ Approve	⚠ Reject	💬 Comments	••• View

Supervisors have the option to approve, reject, or add comments. You have several ways to do all of these. Here is where you do it from the main screen.

Time Sheets	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additio... Hours				
							Approve	Reject	Comments	View
Rose, Yellow D. - 0794069										
08/23/2020-09/05/2020	9/6/2020 5:00 PM	⊖ No Time Entered	0.00	0.00	0.00	0.00	✓ Approve	⚠ Reject	💬 Comments	••• View
Star, Ringo - 0844092										
08/23/2020-09/05/2020	9/6/2020 5:00 PM	⊖ Not Complete	2.00	2.00	0.00	0.00	✓ Approve	⚠ Reject	💬 Comments	••• View

Click on "View" on the far right to see the detail for each week of the timecard for a pay period. It is highly recommended to view the details of the timecard. Click on the blue arrow to move to the next week in the pay period

Time Approval - Rose, Yellow D.
‹ Time Approval

Week 08/23/2020 - 08/29/2020
0.00 Total hours
No Time Entered

[›]

Other Actions ⌄   Approve

MCPHPLNCLEANER • Cleaner (37.5)
Urstadt, Jeffrey S. • Physical Plant • Main Campus
0.00 | No Time Entered

Earn Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule		7.50	7.50	7.50	7.50	7.50		37.50
Regular	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	

Timecard Detail View

Review the timecard and click approve if all time looks correct.

Time Approval - Barn, Yardia I.
‹ Time Approval

Week 08/23/2020 - 08/29/2020
14.00 Total hours
Submitted

[›]

Other Actions ⌄   Approve

ST163100SFWS • Federal Work Study
Urstadt, Jeffrey S. • Financial Affairs • Main Campus
14.00 | Submitted

Earn Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule		0.01						0.01
Federal Work Study	00:00 AM	9:00 AM	9:00 AM	1:00 PM	9:00 AM	9:00 AM	00:00 AM	14.00
	00:00 AM	11:00 AM	11:00 AM	4:00 PM	12:00 PM	10:00 AM	00:00 AM	
					1:00 PM			
					4:00 PM			

Another option is to click "Other Actions"; you can add comments and approve or reject from here.

If you wish to add a comment, you must do it BEFORE you approve the timecard. If you forget, you will need to "Unapprove" the timecard, make the comment and approve again. Access other options and click on Comments. A dialog box will pop up to enter your comments.


Note:

Comments are restricted to notes/comments between the employee and supervisor and are NOT to be used for entering missing hours or prior pay period worked time. All time MUST be submitted in a timecard. If a prior pay period worked time was missed, submit those hours to the Payroll office on a paper timesheet.

"Unapprove" becomes an option under Other Actions AFTER the timecard has been approved. (Note: Your employee will get an e-mail when you "unapproved" the timecard, and again when you approve it.)

Once you have approved the timecard, green "Approved" boxes will appear and you are done with the employee.
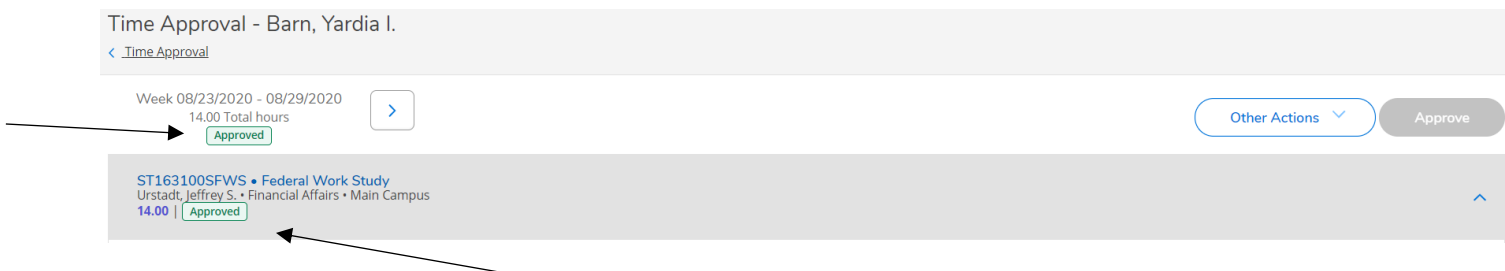
Set up a Timecard Proxy Approver

Employee supervisors in Self-Service can designate one or more employees as a proxy, and grant each proxy permission to perform the user's assigned tasks. For example, an employee may grant another employee proxy access for time approvals.
When a supervisor designates an employee proxy in Self-Service, Colleague emails a message to the proxy and sends a copy to the user. Colleague also sends an email message when the user removes a proxy's access.
When an employee user logs in to Self-Service and chooses to act as a proxy for another employee user, Colleague considers the proxy to be that employee user when retrieving tasks the user needs to perform. However, when the employee proxy submits or modifies data, Colleague updates the record with the employee proxy user's ID. For example, when an employee proxy completes a time approval task, the approver on the time approval transaction indicates that the employee proxy approved the time.

To access the employee proxy area in ESS, click on "Employee Proxy".

Employee Proxy

Here you can delegate certain types of work tasks to another employee.

Click "+ Add Time Approval Proxy"

Add Proxy

ⓘ You have no active proxies.

+ Add Time Approval Proxy

Enter the name of the person you would like to approve your timecards and select their name from the list that pops up. Once sele

Add Time Approval Proxy

Employee Search

peggy burns   🔍

0000022
Ms. Peggy X. Burns

Cancel   **Add Proxy**

cted click "Add Proxy".

The system is not date sensitive. Once you set up a proxy, it goes into effect immediately and stays on until you remove it.

When you are finished, it will look like this. Click the red circled X to remove a proxy.

Employee Proxy

Add Proxy

Employee	Proxy Access	Effective Date	End Date	
Daily Work sie Simpson	Time Approval	7/10/2019		⊗
Ms. Peggy X. Burns Vendor Information	Time Approval	7/24/2019		⊗

+ Add Time Approval Proxy

Time History for Supervisor

Time History (Supervisor)

Here you can view paid timecards for the people you supervise.

Enter in the name of the employee you would like to view and execute the search.

Time History (Supervisor)

Search for Employee

Employee Name or ID

Once you have found the employee you are looking for, select the pay period and specific dates you wish to view. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue ">" to navigate between pay periods. Expand the timecard by clicking the date range on the right side of the screen.

Select a Year to view associated Pay Period

2019 ⌄

Pay Period

07/28/2019 - 08/10/2019
Bi-Weekly Payroll ⟩

07/14/2019 - 07/27/2019
Bi-Weekly Payroll ⟩

06/30/2019 - 07/13/2019
Bi-Weekly Payroll ⟩

06/16/2019 - 06/29/2019
Bi-Weekly Payroll ⟩

07/28/2019 - 08/10/2019

Bi-Weekly Payroll

Dates

07/28/2019 - 08/03/2019

08/04/2019 - 08/10/2019