

Job Aide for Self-Service Time Entry

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

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

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

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ŧ	Hello, Welcome to Colleague Self-Service! Choose a category to get started.		
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-	Tax Information Here you can change your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information.	
•	Employees & Workstudies Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	Student Planning Here you can search for courses, plan your terms, and schedule your course sections.	e & register
	Course Catalog Here you can view and search the course catalog.	Grades Here you can view your grades by term.	

Time Entry and Approval

Employee Time Entry

In the Time Entry area of ESS you can view, enter, make comments, and submit time worked. To start entering your time in ESS click on "Time Entry"



Time Entry

Here you can fill out your timecards.

Select the pay period by either clicking the date range on the left or the blue arrow on the far right to open the timesheet.

In this example, the person has one job.		
Time Entry		
Bi-Weekly Pay Cycle		
08/23/2020 - 08/29/2020 Due by: 9/6/2020 12:00 PM Total: 0.00 Hours	Admission Student Work	>
08/30/2020 - 09/05/2020 Due by: 9/6/2020 12:00 PM Total: 0.00 Hours	Admission Student Work	>

Multiple jobs will look like this; click the blue arrow to expand all timesheets.

Administrative Assistant to the President Admissions Counselor (temporary, Non-Exempt)	>	
(temporary, Non-exempt)		

Enter Time Worked. Some positions require detailed time entry, others only summary hours per day. Your time will save automatically. There is a Save button, but you do not really need it.

Detail time entry view (time in and out)

Week 08/23/2020 - 08/29/2 13.00 Total hours	2020					Saved at 12:32 PM	Save	/iew Leave Balances
ST163100SFWS • Federal Work S Urstadt, Jeffrey S. • Financial Affairs • N 13.00	<mark>Study</mark> Main Campus							,
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 00:00 AM	9:00 AM	9:00 AM 11:00 AM +	1:00 PM 4:00 PM	9:00 AM 12:00 PM 1:00 PM	00:00 AM	00:00 AM	13.00
					4:00 PM			

To enter time in and out, click on the 00:00AM/00:00PM box and either select the time in/out from a drop-down box or manually enter the exact time using AM or PM indicate the time of day.

Earn Type	Sun 8/23	Mon 8/24	Tue 8/25 10:45 AM (1 hr 45 mins)	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule		0.01	11:00 AM (2 hrs) 11:15 AM (2 hrs 15 mins) 11:30 AM (2 hrs 30 mins)					
Federal Work Study	00:00 AM	9:00 AM	 11:45 AM (2 hrs 45 mins) 12:00 PM (3 hrs) 12:15 PM (3 hrs 15 mins) 12:30 PM (3 hrs 30 mins) 	1:00 PM	9:00 AM	00:00 AM	00:00 AM	
	00:00 AM	11:00 AM	11:00 AM	4:00 PM	12:00 PM	00:00 AM	00:00 AM	
		+	+	+	1:00 PM			
					4:00 PM			

To add additional time in/out (i.e. lunch), click on the blue + sign.

Total hours per day will be displayed at the bottom of each day.

	1	1				
Position Total Hours:	0.00	1.00	1.00	0.00	0.00	0.00

Notice that the arrows toggle back and forth between both weeks in the pay period to allow you to enter time on the correct week.



Submit time for approval based on HR policies. If you wish to make comments on your timesheet, you must do it before you "Submit for Approval".

**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.



After clicking "Submit for Approval" you will see this pop up in the upper right corner of your screen. Your Supervisor will get an e-mail that you have submitted your timecard.

~	Success!

If you made a mistake on a timecard and you need to correct it, click "Return Timecard to Edit". This option is only available if the supervisor has NOT approved the timecard. If they have, contact your supervisor to "unapproved" the timecard to re-enable the Return Timecard to Edit option.

Once you have made your changes, resubmit the time. Keep in mind that your Supervisor will get an email for each action that you make to the timecard.

Comments	Return Timecard to Edit		
Position Total Hours:		0.00	5.0

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

Once the payroll for a specific pay period has been processed by the Payroll Office, you will be able to see your time history that pay period. You can access Time History from the Employees Landing page.

Employment Employees & Workstudies Time History					
This instance points to the TEST environment					
Time History					
Select a Year to view associated Pay Period					
2020 🗸					
Pay Period	07/26/2020 - 08/08/2020				
	Bi-Weekly Pay Cycle				
07/26/2020 - 08/08/2020 > Bi-Weekly Pay Cycle	Dates				
	07/26/2020 - 08/01/2020				

After a payroll has been processed, you will be able to view your PayStub/Advice by accessing the tab labeled Earnings Statements

Earnings Statements						
Once you select a year, click a pay date to view and download the statement as a PDF.						
2020 🗸	<u>08/14/2020</u>					
	<u>06/30/2020</u>					
	<u>06/15/2020</u>					
	<u>05/29/2020</u>					
	<u>05/15/2020</u>					