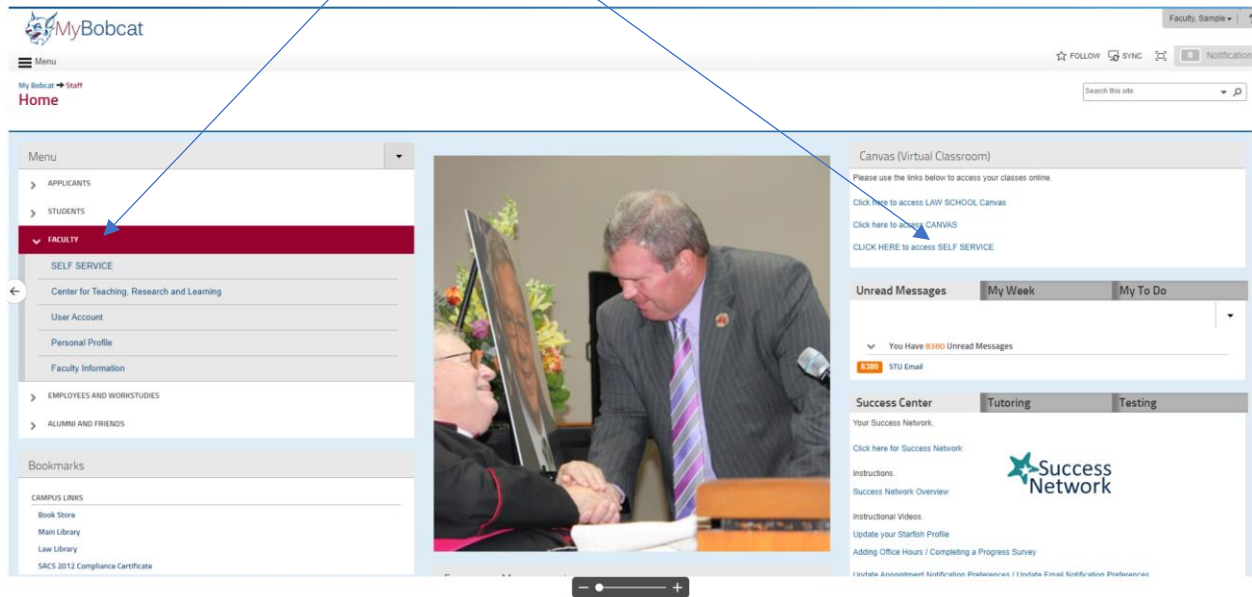![ST. THOMAS UNIVERSITY]

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

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
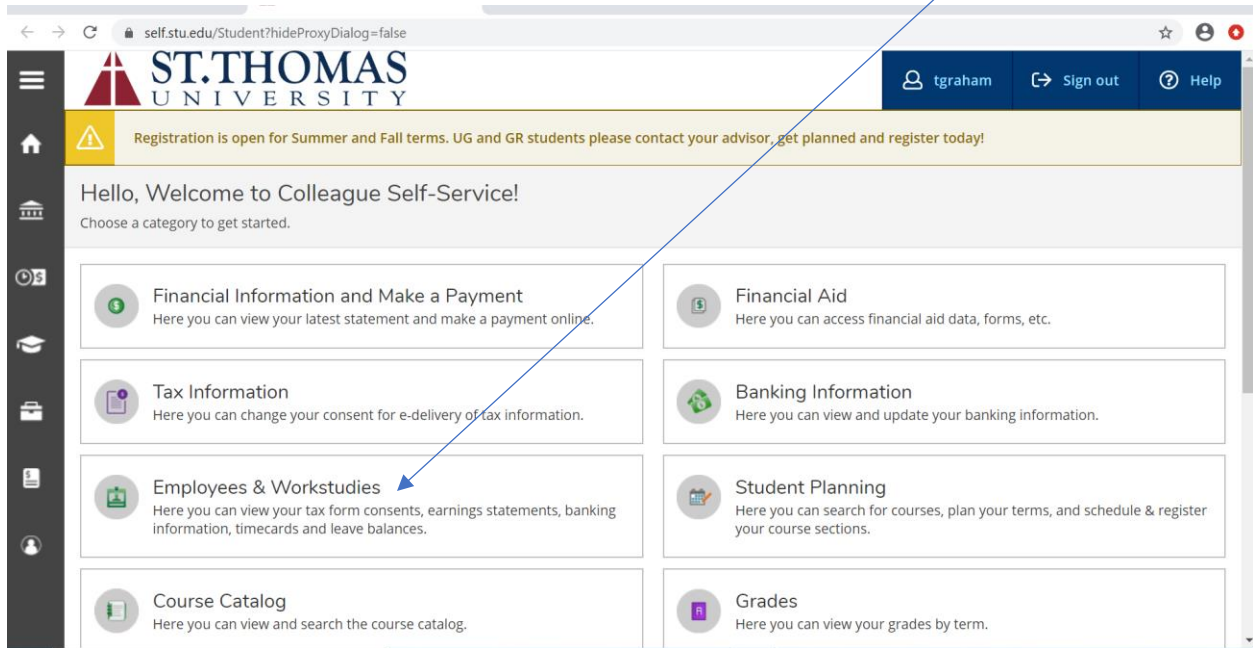
Time Entry and Approval

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"

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)   >   ⬅

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 - 08/29/2020 13.00 Total hours	>			Saved at 12:32 PM	Save	View Leave Balances

ST163100SFWS • Federal Work Study
Urstadt, Jeffrey S. • Financial Affairs • Main Campus
13.00

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	00:00 AM	00:00 AM	13.00
	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 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.

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.

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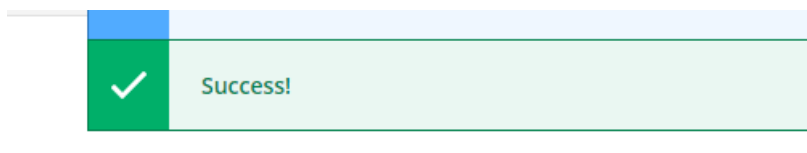
If you made a mistake on a timecard and you need to correct it, click "Return Timecard to Edit". This option is only available if the supervisor has NOT approved the timecard. If they have, contact your supervisor to "unapproved" the timecard to re-enable the Return Timecard to Edit option.

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.

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.

⚠ 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 ⌄

📄 08/14/2020

📄 06/30/2020

📄 06/15/2020

📄 05/29/2020

📄 05/15/2020