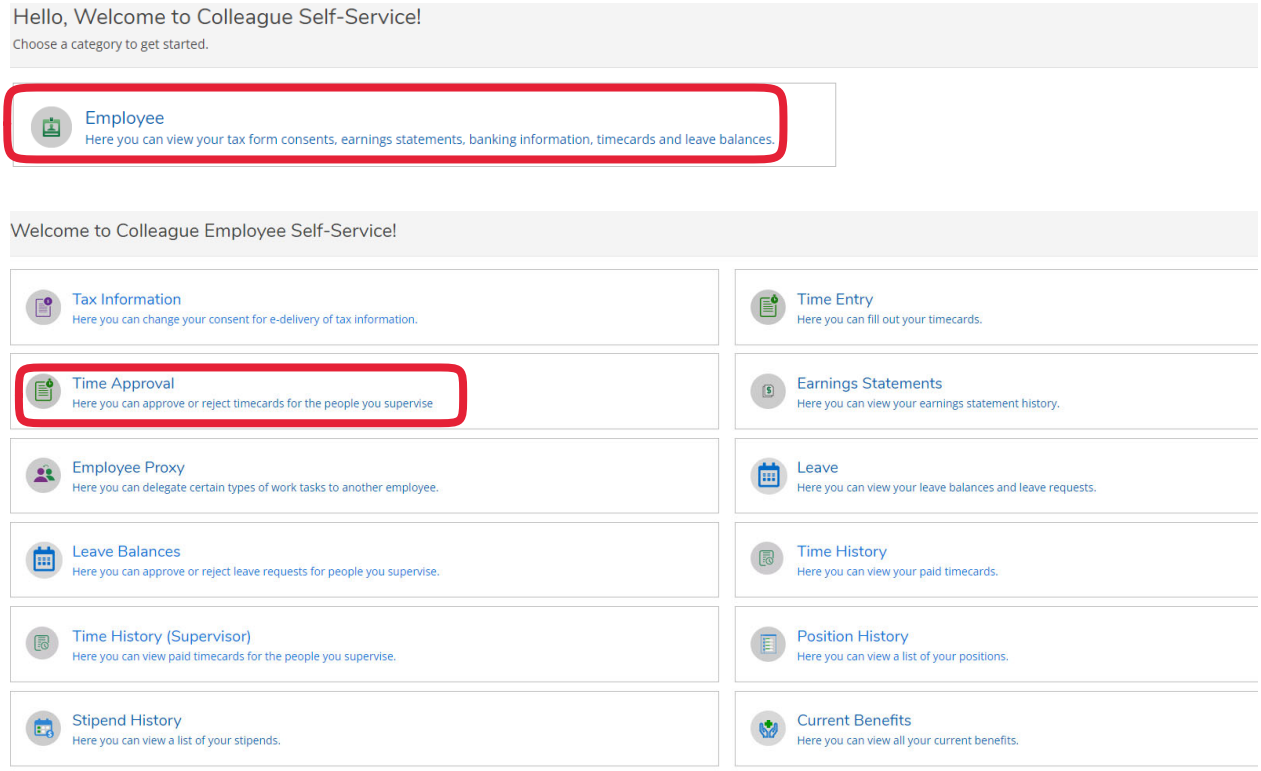
Colleague Self Service Users Guide

Instructions for Approving Electronic Time Sheets

Student Employees

Sign into Self Service (https://collss-prod.hamilton.edu/Student/Account/Login)

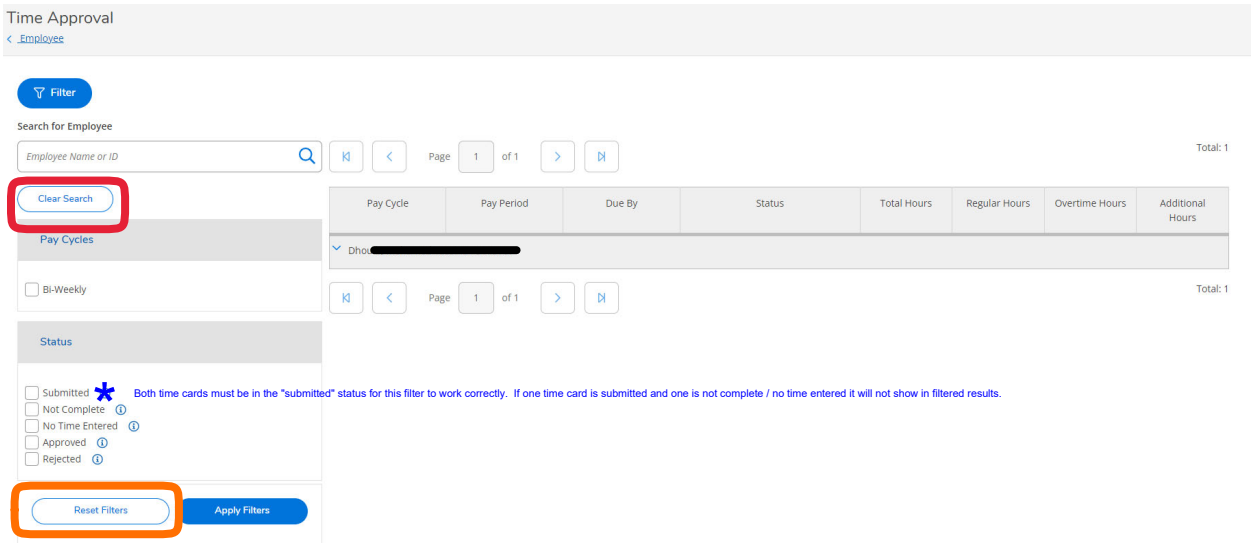
Select ***Employee*** and then ***Time Approval*** to access your pending time sheets.



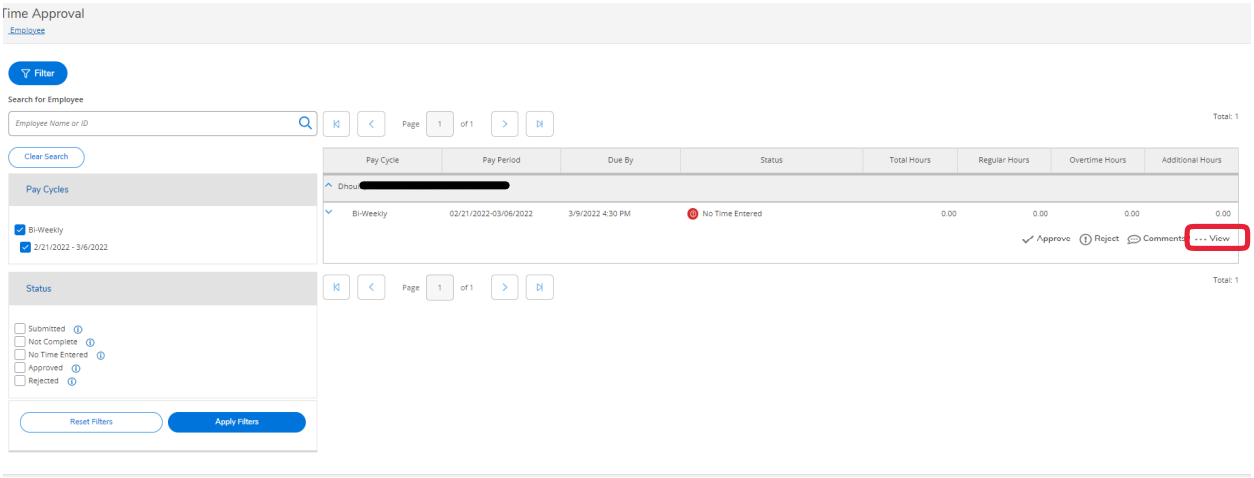
- Employees now have the ability to "Unsubmit" any time sheet that requires corrections prior to your approval.
- You will receive an email for every time sheet "Submitted" and "Unsubmitted" by your employee(s).
- Student time sheets for the pay period are managed weekly rather than by pay period. Which means that students will now have two time sheets per pay period. Both time sheets will still be due every other Monday following the Student Employment Payroll Calendar. If students only work one week of a pay period, they still need to submit both time sheets. The unworked week should be submitted with zero hours.
- Supervisors will approve both time sheets for the pay period even if one of the weeks has zero hours.

Use the “Filter” section to search by person, pay cycle, or time card status.

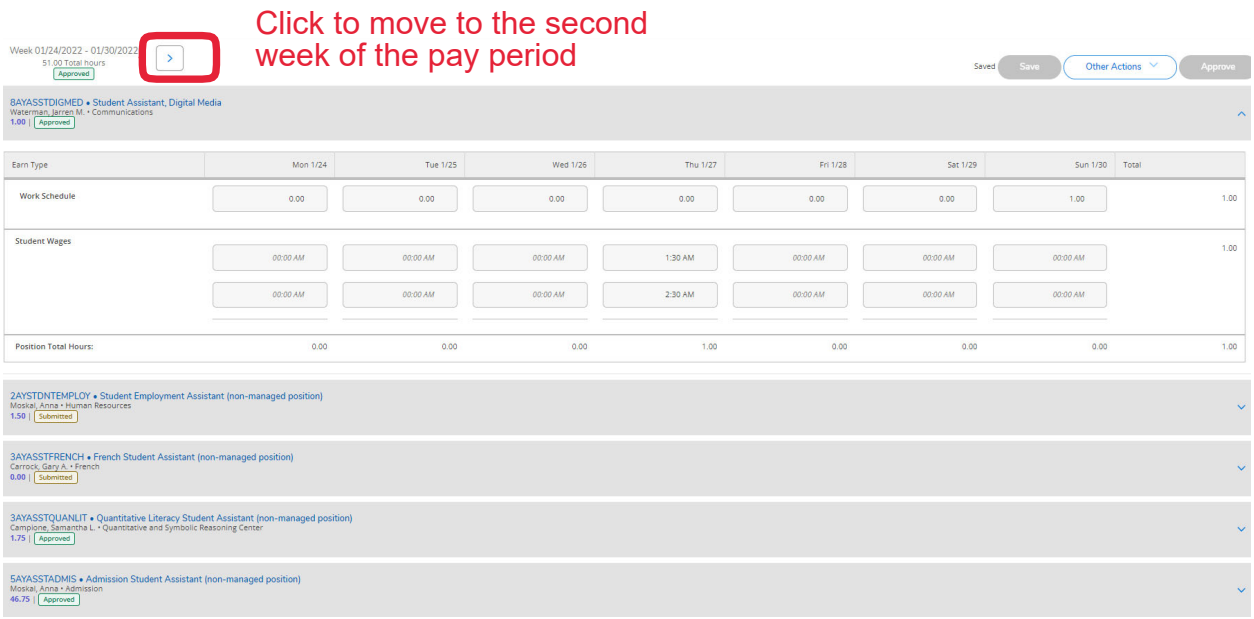
If you are unable to find an employee, please be sure to clear all filters. “Clear Search” under the Employee search and/or the “Reset Filters” under the Status.



If a student has multiple positions you will see the total hours for all positions on the summary page. Click “View” to detail your department time sheet.



- To fully access the employee’s time sheet, click the ***View*** button.



You will not approve “Non Managed Positions” by clicking on the approve button.

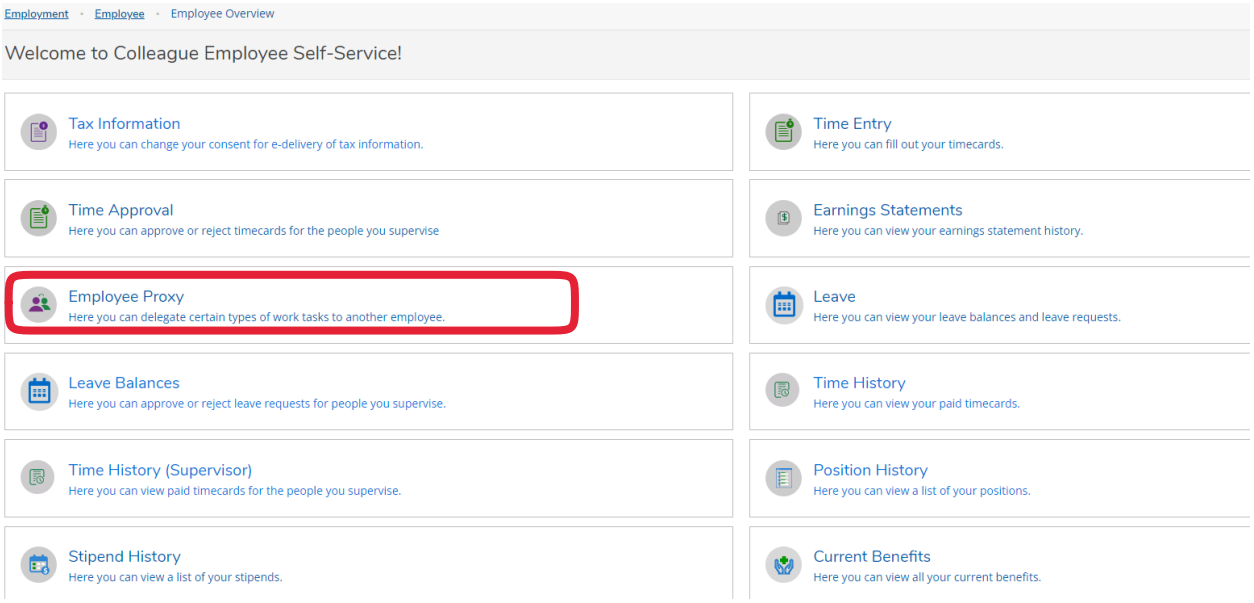
Select ***Other Actions*** to reject, unapproved, or add a comment to a time sheet.

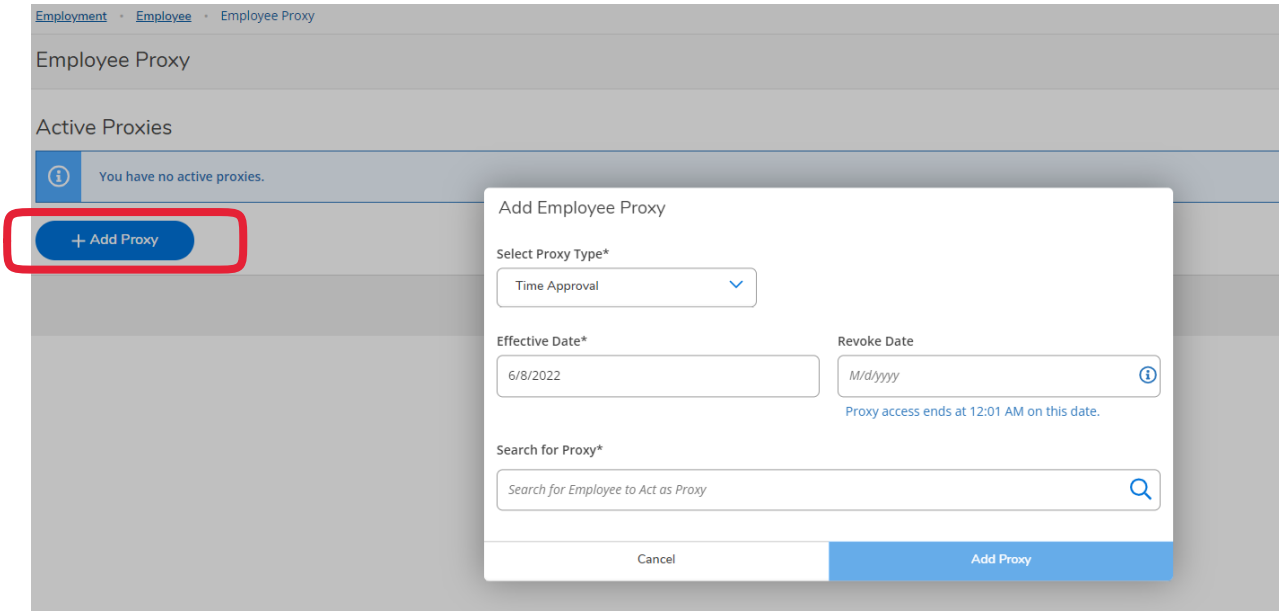
- If your employee needs to correct a time sheet that you have already approved, you can choose “Unapproved” from the “Other Actions” drop down.
- If a time sheet is incorrect and needs to be corrected by the employee, you can choose to “Reject” their time sheet. You will be prompted to leave a comment for the employee which is automatically emailed to the employee for their reference. (This can only be done before the employee time entry deadline of 10 AM on Monday)
- If changes need to be made after the employee time entry deadline, the supervisor can make the adjustment and approve the time sheet.
    - Supervisors should add a comment explaining the change made to the employee’s time sheet. Once the comment is saved, the employee will receive an automated email of the comment for their reference.

Set up a Proxy Approver

Supervisors in Self-Service can designate another employee to act as their proxy. Which grants the employee access to approve an employee's time sheet on their behalf.

To access select ***Employee Proxy.***





- Select "Add Proxy"
- Select "Time Approval" from the drop down menu
- Enter the Effective Dates and Name of the person you would like to approve time sheets.
- Select "Add Proxy"