

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.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 **Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Welcome to Colleague Employee Self-Service!

 Tax Information Here you can change your consent for e-delivery of tax information.	 Time Entry Here you can fill out your timecards.
 Time Approval Here you can approve or reject timecards for the people you supervise.	 Earnings Statements Here you can view your earnings statement history.
 Employee Proxy Here you can delegate certain types of work tasks to another employee.	 Leave Here you can view your leave balances and leave requests.
 Leave Balances Here you can approve or reject leave requests for people you supervise.	 Time History Here you can view your paid timecards.
 Time History (Supervisor) Here you can view paid timecards for the people you supervise.	 Position History Here you can view a list of your positions.
 Stipend History Here you can view a list of your stipends.	 Current Benefits Here you can view all your current benefits.

- 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.

Time Approval
Employee

Filter

Search for Employee

Employee Name or ID

Clear Search

Pay Cycles

Bi-Weekly

Status

Submitted * Both time cards must be in the "submitted" status for this filter to work correctly. If one time card is submitted and one is not complete / no time entered it will not show in filtered results.

Not Complete

No Time Entered

Approved

Rejected

Reset Filters

Apply Filters

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Dhou [redacted]							
Page 1 of 1							

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.

Time Approval
Employee

Filter

Search for Employee

Employee Name or ID

Clear Search

Pay Cycles

Bi-Weekly

2/21/2022 - 3/6/2022

Status

Submitted

Not Complete

No Time Entered

Approved

Rejected

Reset Filters

Apply Filters

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Bi-Weekly	02/21/2022-03/06/2022	3/9/2022 4:30 PM	No Time Entered	0.00	0.00	0.00	0.00
Approve Reject Comments View							
Page 1 of 1							

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

Week 01/24/2022 - 01/30/2022
51.00 Total hours
Approved

Click to move to the second week of the pay period

Saved Save Other Actions Approve

BAYASSTDIGMED • Student Assistant, Digital Media
Wasserman, Jarrett M. • Communications
1.00 | Approved

Earn Type	Mon 1/24	Tue 1/25	Wed 1/26	Thu 1/27	Fri 1/28	Sat 1/29	Sun 1/30	Total
Work Schedule	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Student Wages	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	1:30 AM 2:30 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	1.00
Position Total Hours:	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00

2AYSTDNTEMPLOY • Student Employment Assistant (non-managed position)
Moskal, Anna • Human Resources
1.50 | Submitted

3AYASSTFRENCH • French Student Assistant (non-managed position)
Carrocks, Gary A. • French
0.00 | Submitted

3AYASSTQUANLIT • Quantitative Literacy Student Assistant (non-managed position)
Campione, Samantha L. • Quantitative and Symbolic Reasoning Center
1.75 | Approved

5AYASSTADMIS • Admission Student Assistant (non-managed position)
Moskal, Anna • Admission
46.75 | Approved

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.

Week 02/21/2022 - 02/27/2022
0.00 Total hours
No Time Entered

Saved Save Other Actions Approve

BAYASSTDIGMED • Student Assistant, Digital Media
Wasserman, Jarrett M. • Communications
0.00 | No Time Entered

Earn Type	Mon 2/21	Tue 2/22	Wed 2/23	Thu 2/24	Fri 2/25	Sat 2/26	Sun 2/27	Total
Work Schedule	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Student Wages	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	0.00
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

+ Additional Time

2AYSTDNTEMPLOY • Student Employment Assistant (non-managed position)
Moskal, Anna • Human Resources
0.00 | No Time Entered

3AYASSTFRENCH • French Student Assistant (non-managed position)
Carrocks, Gary A. • French
0.00 | No Time Entered

- 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**.

The screenshot shows the 'Employee Overview' page with a grid of options. The 'Employee Proxy' option is highlighted with a red box. Below this, the 'Employee Proxy' page is shown with the 'Active Proxies' section displaying 'You have no active proxies.' and a '+ Add Proxy' button highlighted with a red box. A modal window titled 'Add Employee Proxy' is open, showing the following fields:

- Select Proxy Type*: Time Approval
- Effective Date*: 6/8/2022
- Revoke Date: M/d/yyyy (with a note: Proxy access ends at 12:01 AM on this date.)
- Search for Proxy*: Search for Employee to Act as Proxy

Buttons for 'Cancel' and 'Add Proxy' are at the bottom of the modal.

- 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"