

Employee Self Service (ESS) Non-Exempt/Hourly Summary Time Entry Training Manual



Introduction to Employee Self-Service (ESS)

Employee Self-Service 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, this is where you go to enter your time and where supervisors go to approve time for payment.

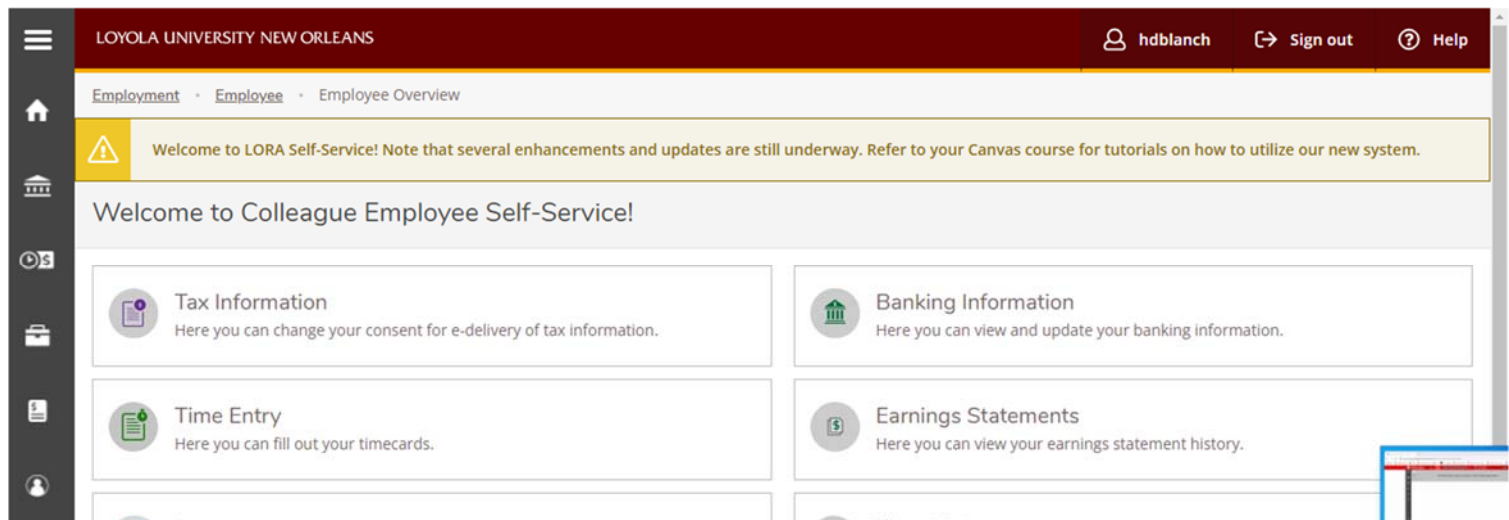
One of the major advantages of this system is that the data is real-time data. In other words, when you view your information, the system pulls the most current information directly from the HR/Payroll system. If any of the information that you view within ESS is incorrect or you encounter questions,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

Log in SSO

Choose this icon and login:

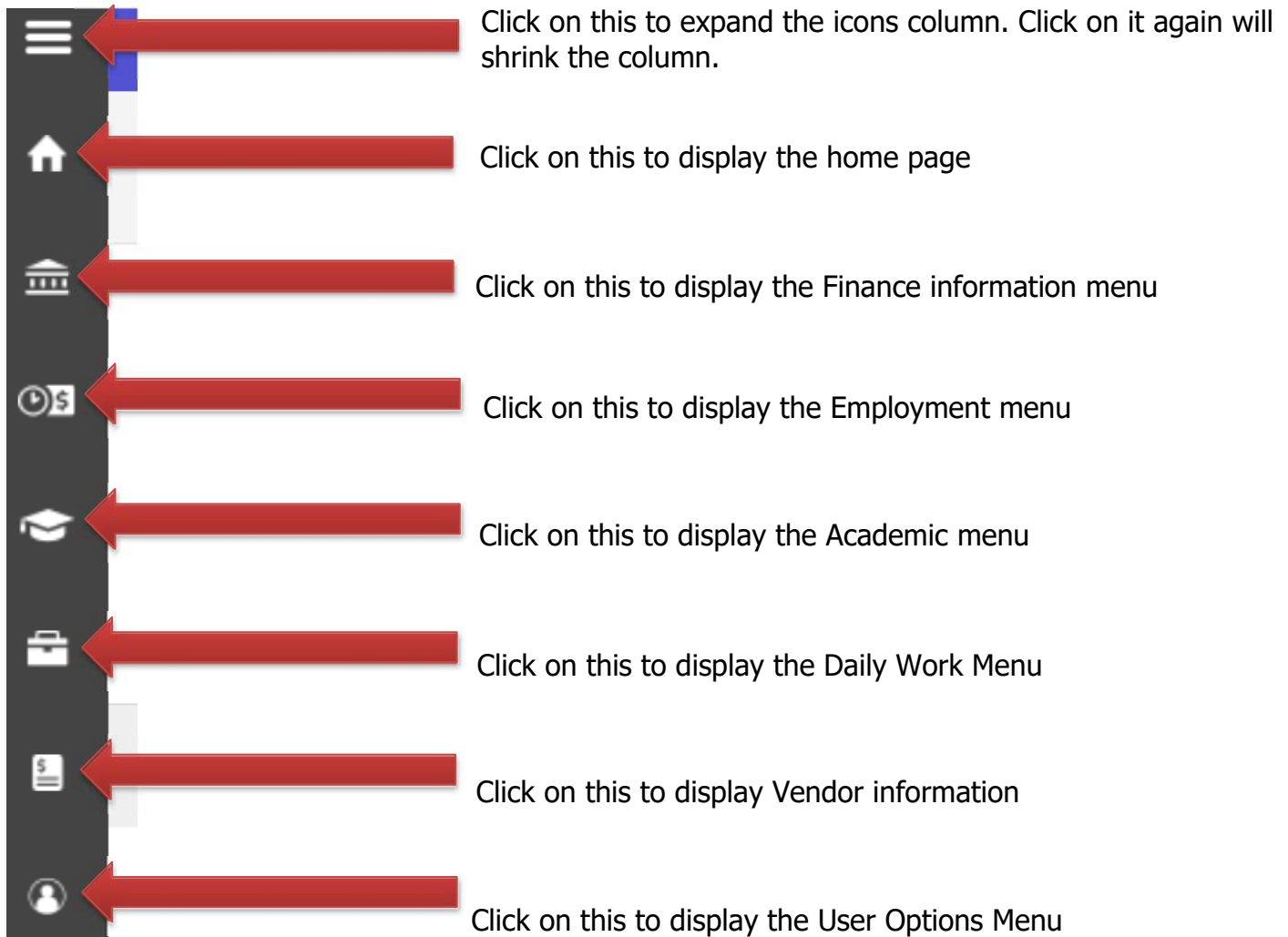


You will see a screen similar to this:



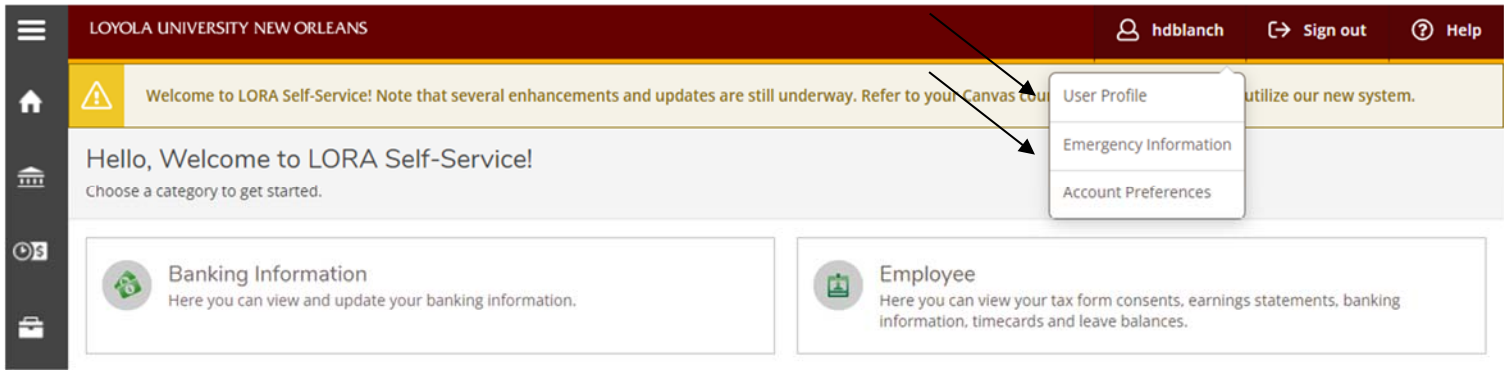
Please be sure to sign in and verify that you can access Self-Service.

This is the explanation of icons that appear along the left-hand side once you are logged in. You will only see the icons authorized for your position.



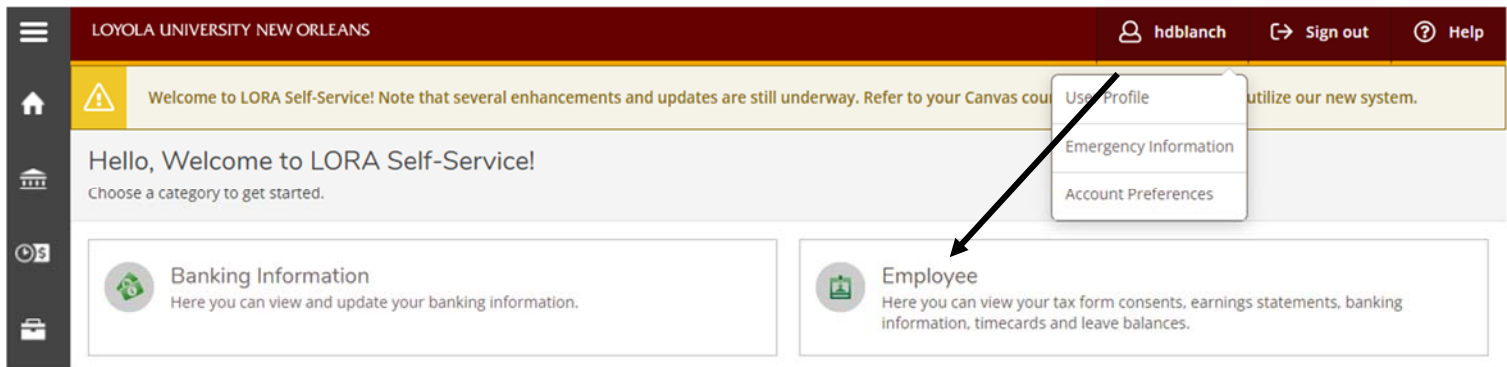
Managing Your User Profile

To access your user profile, click on your name in the upper right and then select "User Profile". It is very important that you keep the information in your User Profile current. You can view your address, phone number, and emergency contact information here, which can also be edited from this page.

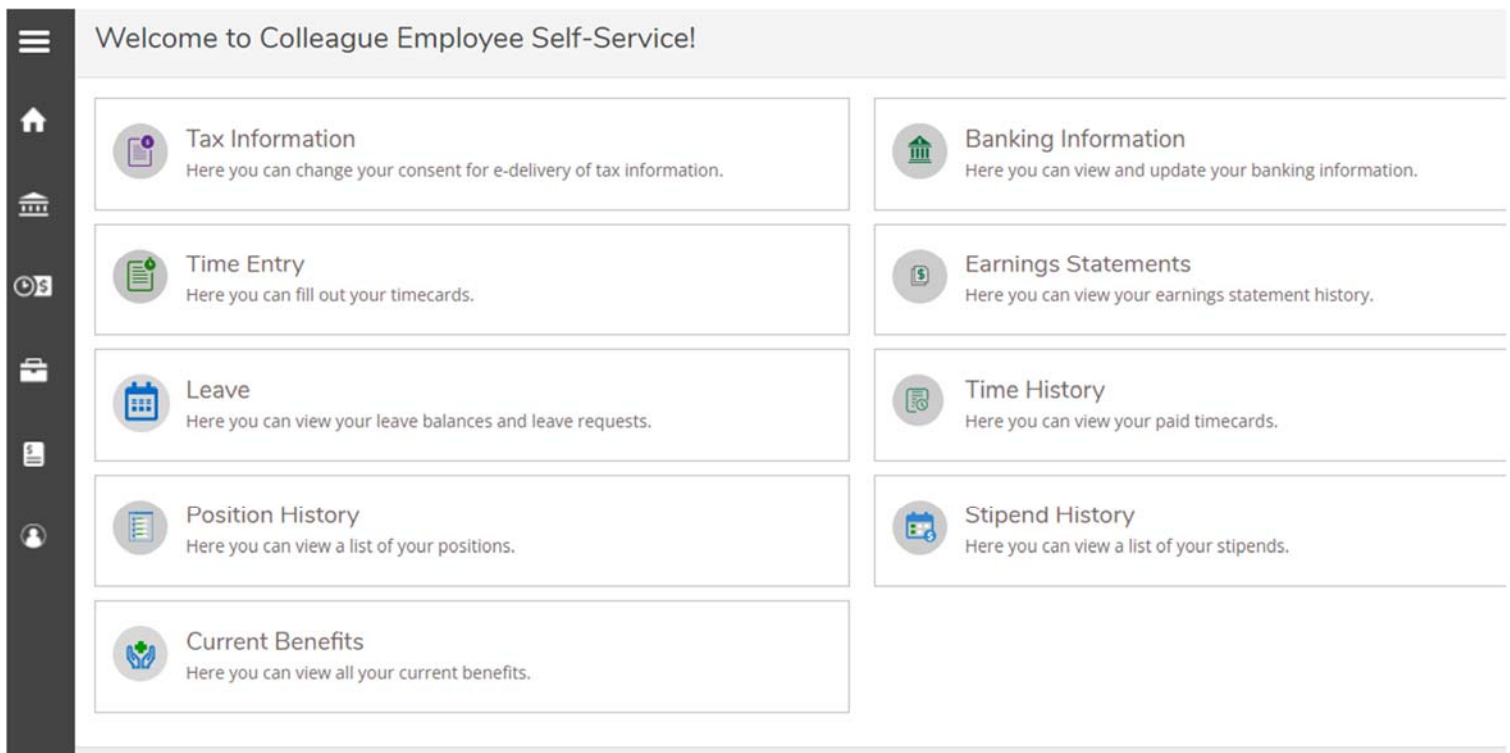


Accessing Employee Features within ESS

Click on the tab labeled "Employee".



This is where you will find all information related to Taxes, Time Entry, Earning Statements, Leave Balances, Leave Request, Banking Information, Position History, Stipend History, Total Compensation, Time History, Time Approval, Employee Proxy, Faculty Contracts, Current Benefits and Benefit Enrollment.



Employee Tax Information – W2's/1095C's

To view your Tax information, click on the “Tax Information” box.



Tax Information

Here you can change your consent for e-delivery of tax information.

In this area you can set your preference for receiving your W-2 and 1095C by clicking on the “Change Preferences” button. If you wish to receive them electronically then you can choose:

- Receive my W-2/1095C only in electronic format (Upgrade from EWS - **Official** Electronic W2 and 1095 forms; they may also be available to employees sooner than paper forms.)
- You may also withhold consent and get your W-2/1095C on paper. The forms will be mailed on or before the IRS’ required date to the address on file when the form is printed. Duplicates may not be requested until three weeks after the mailing date.

W-2 Information1095-C Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)

Receive my W-2 only in electronic format

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

W-2 Statements

Tax Year	Notation
----------	----------

Electronic W-2 Consent History

Date	Consent Status
5/6/2022 12:30:27 PM	Consent Given

Tax Information

W-2 Information1095-C Information

You have opted to receive your 1095-C in electronic format. [Change Preferences](#)

Receive my 1095-C only in electronic format

By selecting this option, I agree to receive my official 1095C only in electronic format. I understand that by consenting to receive my 1095C in electronic format, I will not receive a paper 1095C statement. I understand that by consenting I will have access to view and print all of my prior, current and future 1095C statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

1095-C Statements

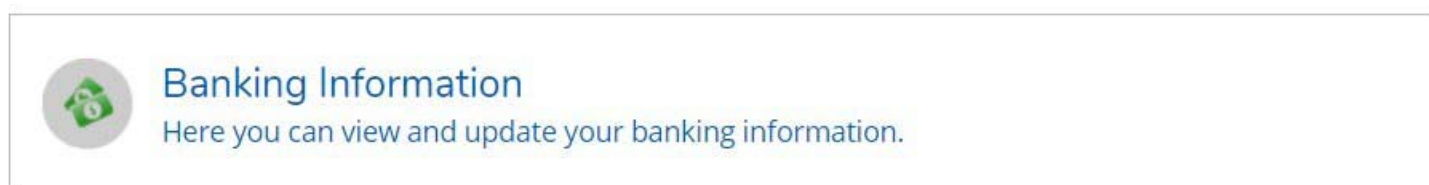
Tax Year	Notation
----------	----------

Electronic 1095-C Consent History

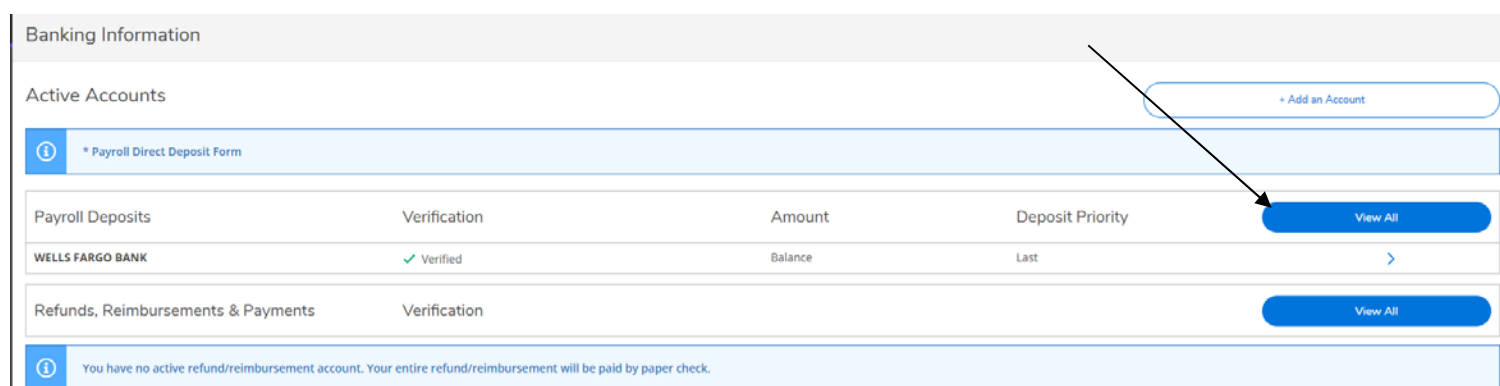
Date	Consent Status
5/6/2022 12:30:34 PM	Consent Given

Employee Banking Information

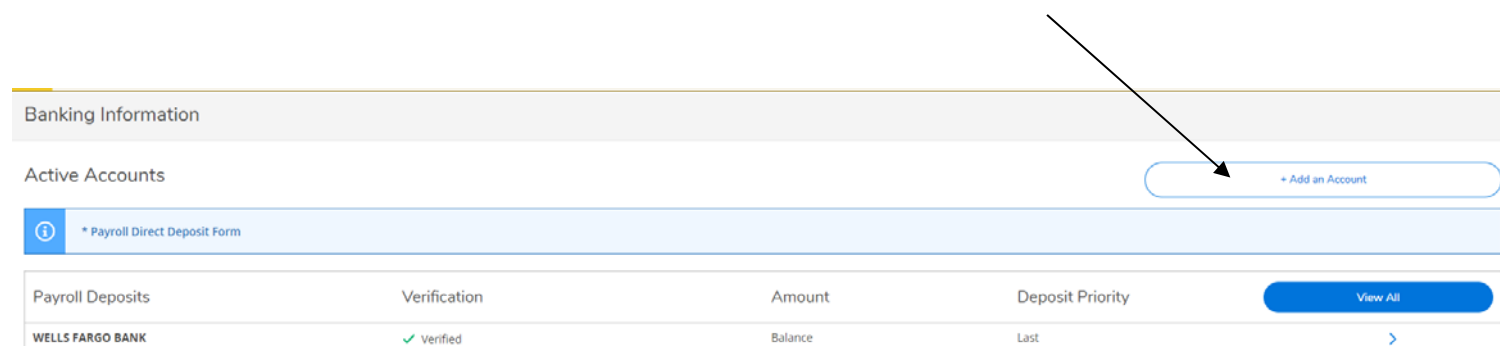
To view your banking information, click on the “Banking Information” box.



Please select “View All” to view your current banking information. Notice you can view both your payroll direct deposit accounts and direct deposit for checks processed through Accounts Payable (Refunds, Reimbursements & Payments).



To make changes to your account, click the “+ add account” button.



You will be required to confirm your existing bank account number at various stages of change requests. This feature is for your protection to safeguard against unauthorized changes.

Confirm your bank account number

Member One Credit Union Account Ending: . 123

Bank Account Number

.....| 

You must confirm a pre-existing account number to continue.

Cancel Confirm

Slide the activation button and then enter the new or updated information as you need.

New Deposit

Bank Account Usage

Payroll Deposit

 Activate

Next Cancel

New Deposit

Bank Account Usage

Payroll Deposit ☒ Activate

Effective Date 12/3/2018

End Date

☒ No end date

☐ End on: 12/3/2018

Deposit Details

Select the amount of your paycheck to be deposited

☐ Entire Balance

☒ Specific Amount

☐ Remaining Balance

Deposit Priority

New Account	1	🔒
J P Morgan Chase Bank Na	Balance	🔒

If you are depositing into multiple accounts and want to specify a specific dollar figure, enter as shown below. Then choose "Next".

Deposit Details

Select the amount of your paycheck to be deposited

☐ Entire Balance

☒ Specific Amount

☐ Remaining Balance

Deposit Priority

New Account	
J P Morgan Chase Bank Na	

Next Cancel

Add banking information in the prompts provided.

The screenshot shows a web form titled "Edit Bank Account Details". At the top, it says "New Account" and "Account # ...8387". Below this are four input fields, each with a pencil icon to its right: "Account Nickname" (containing "New Account"), "Routing Number" (containing "111000614"), "Last Four Digits of Account Number" (containing "...8387"), and "Account Type" (containing "Checking"). Below the input fields is a horizontal bar with "Cancel" on the left and "Save" on the right.

Accept the terms and conditions and save.

The screenshot shows a section of the form titled "Account Type" with a dropdown menu set to "Checking". Below this is a grey box titled "Terms and Conditions" with an upward arrow. Inside this box, it says: "Thank you for using Self-Service Banking. In order to continue, please check the Terms and Conditions checkbox and click the Submit button below." Below this text is a checkbox labeled "I agree to the terms and conditions". At the bottom of the form is a horizontal bar with "Back" on the left and "Submit" on the right.

This is what it should look like after you make your updates.

Banking Information

Active Accounts

+ Add an Account

Payroll Deposits	Verification	Amount	Deposit Priority	
New Account	Not Verified	\$25.00	1	>
J P Morgan Chase Bank Na	Not Verified	Balance	Last	>

Refunds, Reimbursements & Payments

Verification

View All

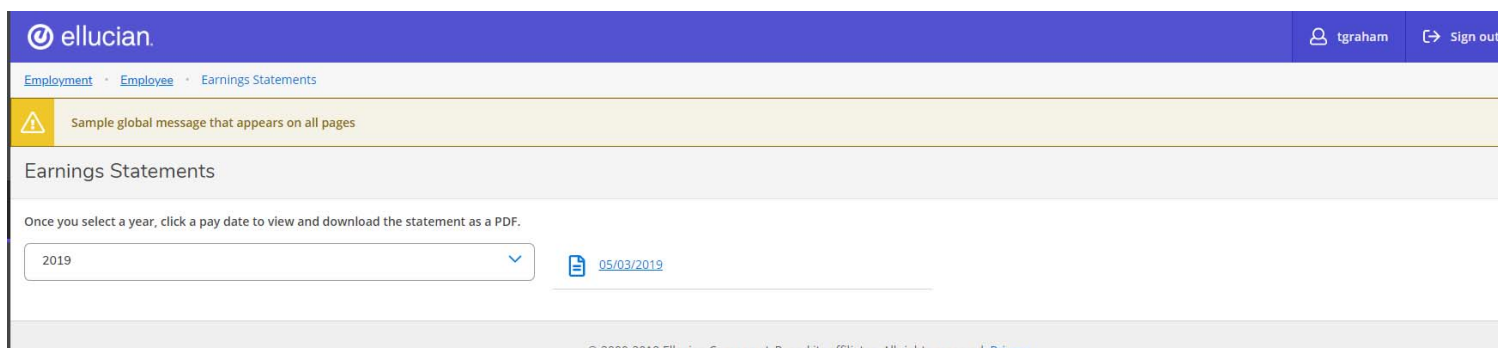
You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

Employee Earning Statements

To access your Earning Statements in ESS, click on "Earning Statements"



On this screen you can view your Earnings Statements, just click on the date of the one you want to view, and it will download. You can open to review or print it out.



Employee Leave Balances/Requests

In this area you will be able to view your Vacation and Sick/Personal balances and make leave requests. Click on "Leave".



Notice you can view what you have used and your overall balance in the graphic at the top of the screen. Details about accrual earnings, usage and adjustments are found below. By clicking on "view" you can see additional details regarding your leave plans.

**Vacation (Hours)**

0.00 | 43.08

Used | Balance

**Sick (Hours)**

0.00 | 84.00

Used | Balance

Leave Balance ⓘ

Leave Requests

Request Leave

Leave Type	Total Hours	Date Range	Approver	Status
Vacation	16.00	7/20/2020 - 7/21/2020		Submitted

Page 1 of 1

Per Page: 4 Total: 1

Leave - As Of 7/28/2020 ⓘ

Description	Starting Balance	Earned	Used	Adjustments	Balance	
Personal Leave 40 Hours	0.00	0.00	0.00	24.00	24.00	... View
Sick Salary 40 Hours	0.00	4.00	0.00	80.00	84.00	... View
Vacation Salary 40 Hours	0.00	3.08	0.00	40.00	43.08	... View

Leave Balance Details

Description

Personal Leave 40 Hours

Accrual Rate

80.0000

Accrual Limit

80.0000

Maximum Carryover

0.0000

Starting Balance

0.00

Earned

0.00

Used

0.00

Adjustments

24.00

Balance

24.00

Close

Employees can also request leave by clicking on the “Request Leave” button.

Leave Request

[Return to Leave Dashboard](#)

Leave Type

Total Hours

Date Range

Approver

Status

Vacation

16.00

7/20/2020 - 7/21/2020

Submitted

New Request

Save

Submit

Comments

Delete

Current Leave Balance: 0.00 hours

Total Requested: 0.00 hours

Leave Type

Select a Leave Type

Start Date

M/d/yyyy

End Date

M/d/yyyy

Next, select the type of leave and the start and end dates of the leave and a calendar will appear where you can enter the number of hours of leave you wish to take each day.

Leave Request

[Return to Leave Dashboard](#)

Leave Type

Total Hours

Date Range

Approver

Status

Vacation

16.00

7/20/2020 - 7/21/2020

Submitted

Vacation 8/19/2020 - 8/21/2020

Save

Submit

Comments

Delete

Current Leave Balance: 43.08 hours

Total Requested: 0.00 hours

Leave Type

Vacation

Start Date

8/19/2020

End Date

8/21/2020

SUN

16

MON

17

TUE

18

WED

19

0.00

THU

20

0.00

FRI

21

0.00

SAT

22

Once the leave has been “submitted” your outstanding leave requests will display on your dashboard. Once your supervisor “approves” the request, the “submitted” status will change to “approved.”

Leave Balance

Vacation (Hours)

17.00

Used

38.40

Balance

Sick (Hours)

1.00

Used

15.00

Balance

Leave Requests

Request Leave

Leave Type	Total Hours	Date Range	Approver	Status
Sick	1.00	2/23/2021	Brown, Sally	Approved
Vacation	1.00	2/26/2021	Brown, Sally	Approved
Sick	2.00	3/19/2021		Submitted
Vacation	4.00	3/22/2021	Brown, Sally	Approved

Employee Self-Service Training Manual

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Once the leave is approved, it will drop into your timecard.

Earn Type	Sun 3/21	Mon 3/22	Tue 3/23	Wed 3/24	Thu 3/25	Fri 3/26	Sat 3/27	Total
Work Schedule		8.00	8.00	8.00	8.00	8.00		40.00
Regular Earnings			8.00	8.00	8.00	8.00		32.00
Leave Request - Vacation		4.00						4.00
Vacation		4.00						4.00

Remove Vacation

If for some reason, you decide not to take the leave, you must remove the hours from the bottom field, and it will give you a Leave Mismatch warning. This is fine but you may want to add a comment for your supervisor and then submit your timecard.

Leave Request - Vacation		4.00						4.00
Vacation								0.00

Remove Vacation

Time Entry

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"

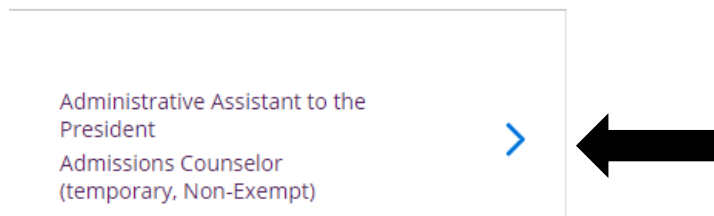


1. Select the pay period and click the blue arrow on the far right to open the timesheet.

In this example, the person has one job.

07/07/2019 - 07/13/2019 Due by: 8/19/2019 11:00 AM Total: 40.00 Hours	Submitted	Clerk, Ap Long Title	>
07/14/2019 - 07/20/2019 Due by: 8/19/2019 11:00 AM Total: 40.00 Hours		Clerk, Ap Long Title	>
07/21/2019 - 07/27/2019 Due by: 9/2/2019 11:00 AM Total: 40.00 Hours	Approved	Clerk, Ap Long Title	>
07/28/2019 - 08/03/2019 Due by: 9/2/2019 11:00 AM Total: 64.00 Hours	Approved	Clerk, Ap Long Title	>
09/15/2019 - 09/21/2019 Due by: 10/28/2019 11:00 AM Total: 0.00 Hours		Clerk, Ap Long Title	>

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



2. 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 don't really need it.

Summary time entry view

Pay Period 09/15/2019 - 09/28/2019
[All Time Sheets](#)

< Week 09/15/2019 - 09/21/2019 40.00 Total hours > Saved at 1:52 PM Save View Leave Balances

ZAPMA62102CLER • Clerk, Ap Long Title
Ingram, Vikki L. • AP Manager • Main Campus
40.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00

+ Additional Time

Position Total Hours: 0.00 8.00 8.00 8.00 8.00 8.00 0.00 40.00

Comments Submit for Approval

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.

< Week 09/15/2019 - 09/21/2019 40.00 Total hours > ←

ZAPMA62102CLER • Clerk, Ap Long Title
Ingram, Vikki L. • AP Manager • Main Campus
40.00

3. 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".

< Week 09/15/2019 - 09/21/2019 40.00 Total hours > Saved Save View Leave Balances

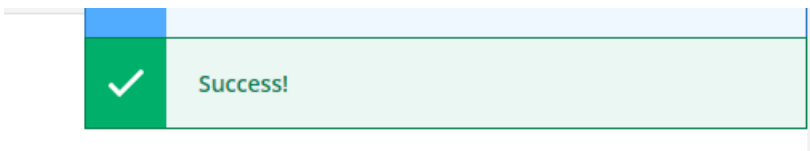
+ Additional Time

Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
-----------------------	------	------	------	------	------	------	------	-------

Comments

Submit for Approval

4. 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". Once you've 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.

Position Total Hours:

0.00

5.0

Comments

Return Timecard to Edit



Entering in Vacation/Sick or other Leave Time

- 1. From your timecard, Select "+ Additional Time".

Pay Period 09/15/2019 - 09/28/2019

[All Time Sheets](#)

<

Week 09/15/2019 - 09/21/2019

>

40.00 Total hours

Saved at 1:52 PM

Save

View Leave Balances

ZAPMA62102CLER • Clerk, Ap Long Title

Ingram, Vikki L • AP Manager • Main Campus

40.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00

+ Additional Time

Position Total Hours:

0.00

8.00

8.00

8.00

8.00

8.00

0.00

40.00

Comments

Submit for Approval



2. Select the earnings type you wish to enter

The screenshot shows a dropdown menu titled "Choose Earn Type" with a list of options: "Sick/Personal", "Vacation", "Jury Duty", "Funeral", "Personal Time", and "Holiday/Weather Closing". The "Funeral" option is highlighted with a blue background. A "Submit for Approval" button is visible at the bottom right of the menu.

Enter the number of hours on the day of the week in which you took the leave. For this example, we will select funeral leave. Enter the number of hours. You can add other leave types by clicking "+ Additional Time" and repeating the process. Once you are done, you may exit the timecard (remember your time saves automatically) or you can click Save. If you have finished entering time for the pay week, click "Submit for Approval".

The screenshot shows the timecard entry interface for the pay period 09/15/2019 - 09/28/2019. The interface includes a header with the pay period, a navigation bar with "All Time Sheets", and a main table for entering hours. The table has columns for "Earn Type", "Sun 9/15", "Mon 9/16", "Tue 9/17", "Wed 9/18", "Thu 9/19", "Fri 9/20", "Sat 9/21", and "Total". The "Regular Pay" row shows 8.00 hours for each day from Monday to Friday, totaling 40.00 hours. The "Work Schedule" row shows 0.01 hours for Saturday, totaling 0.01 hours. The "Position Total Hours" row shows 0.00 hours for Sunday, 8.00 hours for Monday to Friday, 0.00 hours for Saturday, and 40.00 hours for the total. A "+ Additional Time" button is located below the table. A "Submit for Approval" button is at the bottom. Two large black arrows point to the "Submit for Approval" button: one from the "+ Additional Time" button and one from the "Position Total Hours" row.

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

If your employee forgets to add leave to their timecard, you can add it for them or reject the timecard, sending it back for them to edit. Click "+ Additional Time" to edit time.

After you click on "+ Additional Time" choose the description that matches the time you need to enter for the employee. Key in the hours on the date the leave was used.

Time Approval - Graham, Riley

< Time Approval

Week 09/15/2019 - 09/21/2019
0.00 Total hours
Not Complete

Saved Save Other Actions Approve

Other Actions
Approve
Reject
Comments

ZCRIMADMASST • Administrative Assistant
Graham, Tracy • Criminology • Main Campus
0.00 | Not Complete

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Regular Pay	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	
+ Additional Time								
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Holiday

On Call

+ Additional Time

After you add the additional time, if you need to remove it you can click on "Remove".



Once you have approved the timecard, green "Approved" boxes will appear and you are done with the employee.

Week 07/21/2019 - 07/27/2019

48.50 Total hours

Approved

>

ZCRIMADMASST • Administratice Assistant

Graham, Tracy • Criminology • Main Campus

48.50 | Approved

Time History for Employee

Select Time History



Time History

Here you can view your paid timecards.

In this section you can view time sheet history. 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.

Time History

Select a Year to view associated Pay Period

2019

Pay Period

04/07/2019 - 04/27/2019
Bi-Weekly Pay Cycle

>

04/07/2019 - 04/27/2019
Bi-Weekly Pay Cycle

Dates

04/07/2019 - 04/13/2019

04/14/2019 - 04/20/2019

04/21/2019 - 04/27/2019

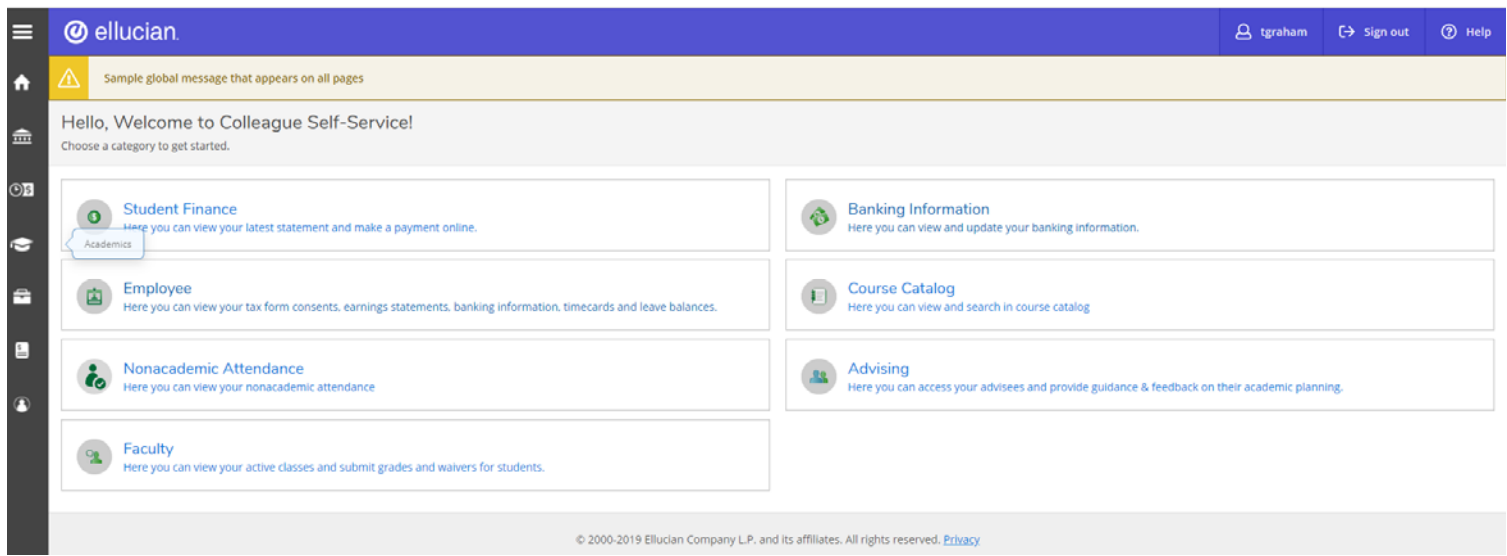
Current Benefits

This is where employees can view their current benefit elections.

Current Benefits					
Current Benefits - As Of 7/28/2020					
Current Benefits	Coverage	Employee Cost	Dependents	Health Care Provider Information	Beneficiaries
Group Term Life Insurance	\$105,000.00				
Long Term Disability Insurance	\$52,342.82				
Teachers Retirement 01		7.7000%			
Additional Information					
Ellucian University offer Free Parking and Free Membership to the Fitness Center.					

Logging Off

You should always log off ESS by exiting using the "SIGN-OUT" link as shown below.



The screenshot displays the ellucian self-service portal interface. At the top, a blue navigation bar contains the ellucian logo on the left and user controls on the right, including a user profile icon labeled 'tgraham', a 'Sign out' button with an arrow icon, and a 'Help' button with a question mark icon. An arrow from the text above points to the 'Sign out' button. Below the navigation bar is a yellow banner with a warning icon and the text 'Sample global message that appears on all pages'. The main content area features a welcome message 'Hello, Welcome to Colleague Self-Service!' and a prompt 'Choose a category to get started.' Below this, there are several category tiles: 'Student Finance' (with a sub-category 'Academics'), 'Employee', 'Nonacademic Attendance', 'Faculty', 'Banking Information', 'Course Catalog', and 'Advising'. Each tile includes a brief description of the services available. At the bottom of the page, a footer contains the copyright notice '© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved.' and a link to the 'Privacy' policy.