

# Student Time Entry Self Service (ESS) Training Manual



## **Introduction to Student Employee Self-Service (ESS)**

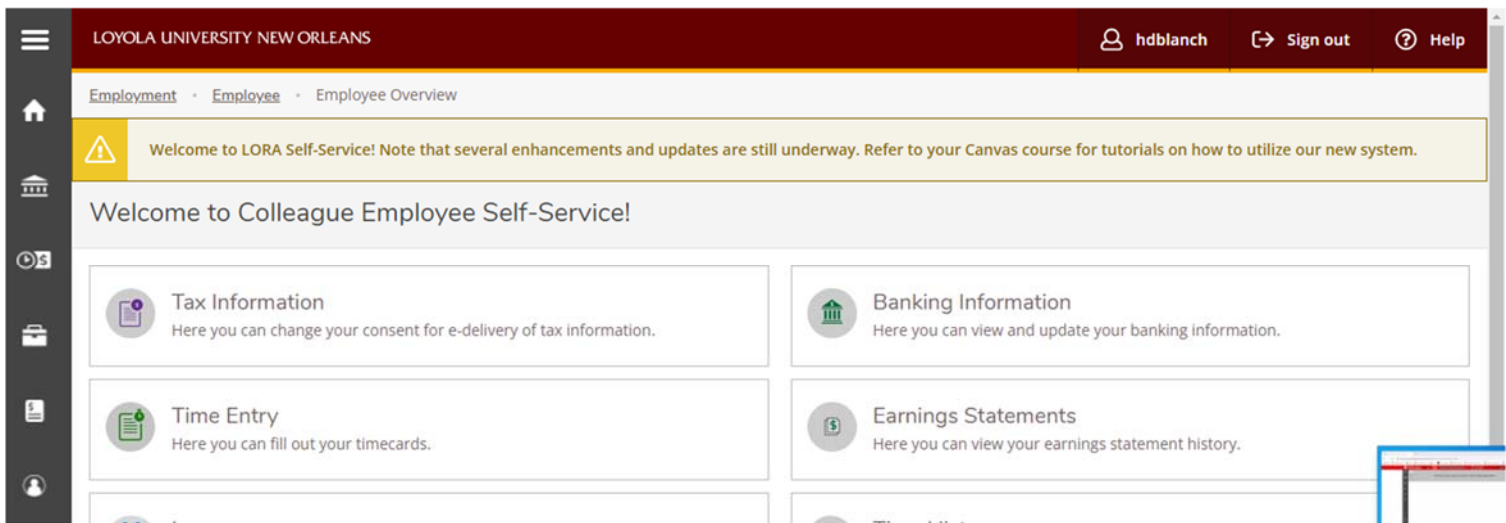
Employee Self-Service is a web-based portal that provides you with visibility to pay information contained within the Ellucian Colleague modules. The ability to view human resource and payroll data provides an excellent opportunity for you to ensure that the information is correct and kept up to date. The data visible to you includes current and past earnings statements (paycheck advice), current and past W-2's, direct deposit information, and more. This is where you go to enter your time.

Log in SSO

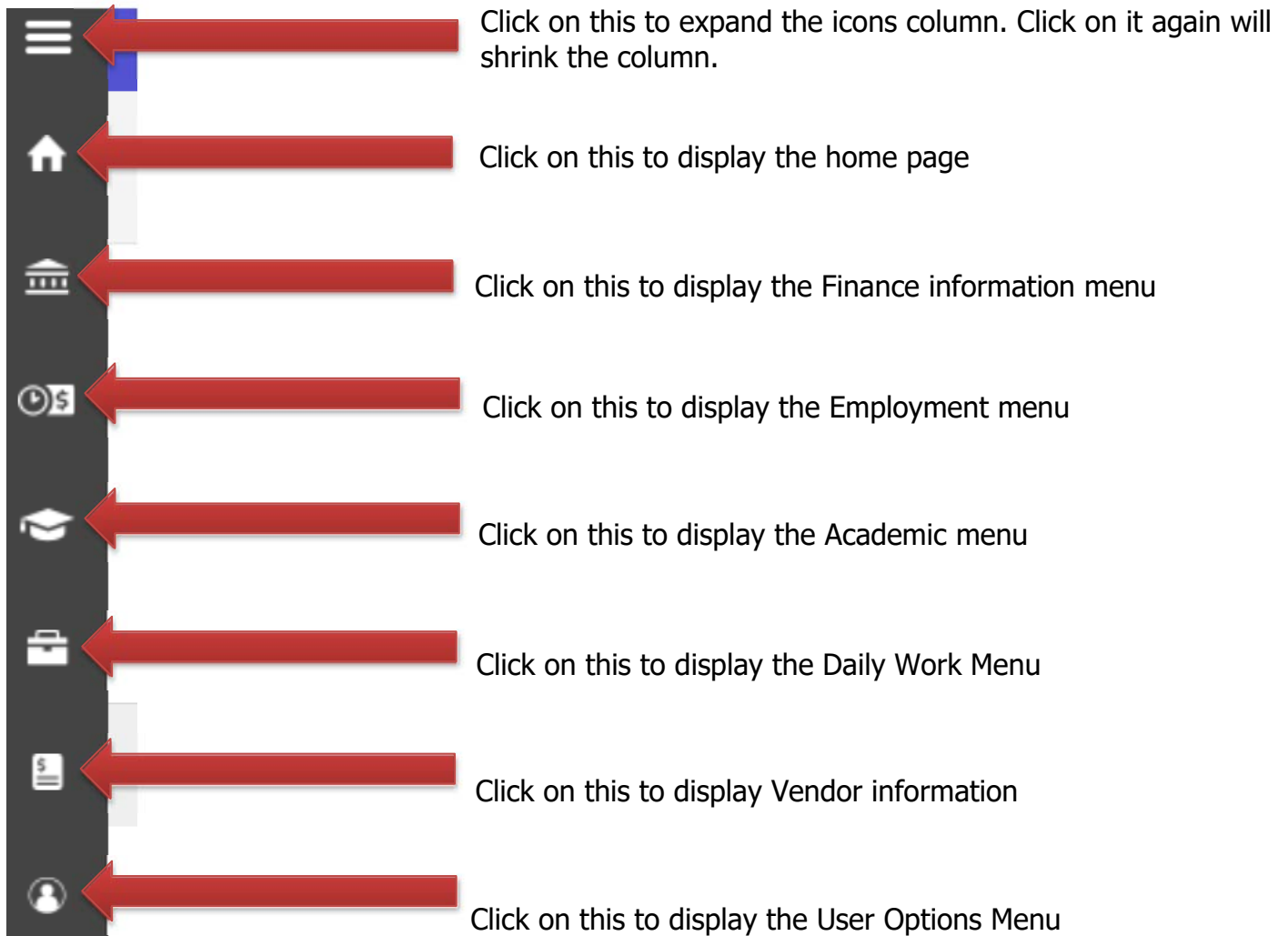
Choose this icon and login:



You will see a screen similar to this for the Employee Overview:

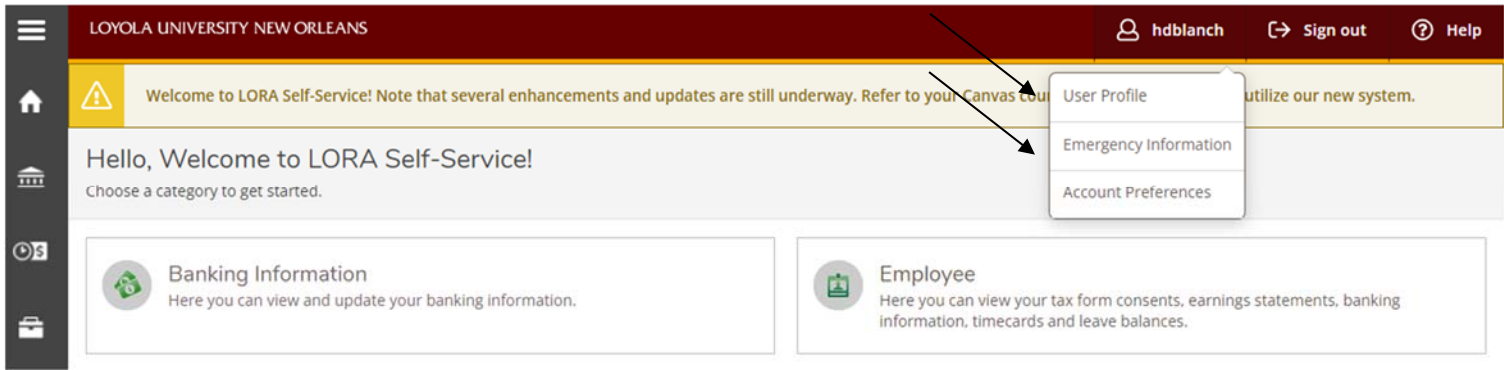


This is the explanation of icons that appear along the left-hand side once you are logged in. You will only see the icons available for your position.



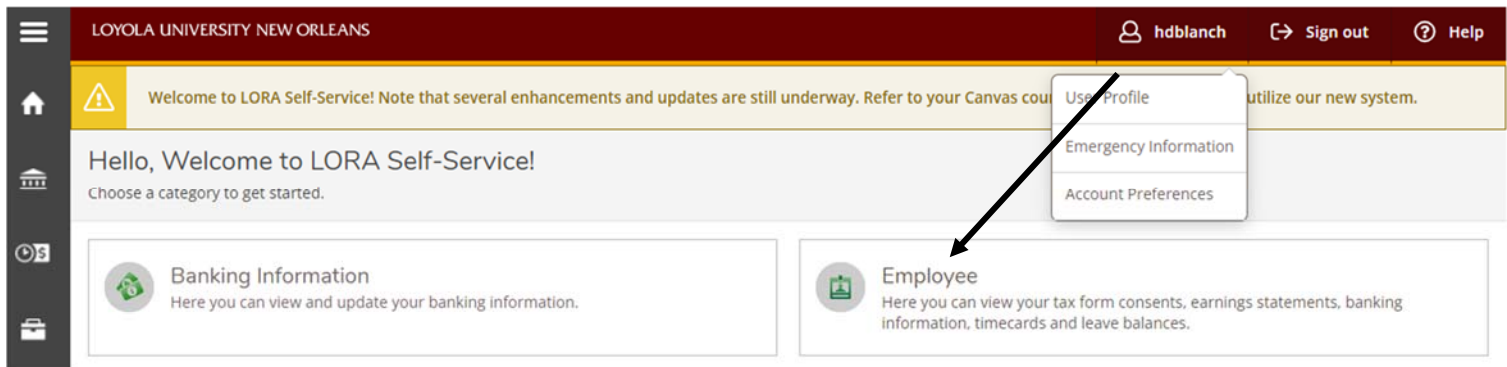
## Managing Your User Profile

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.

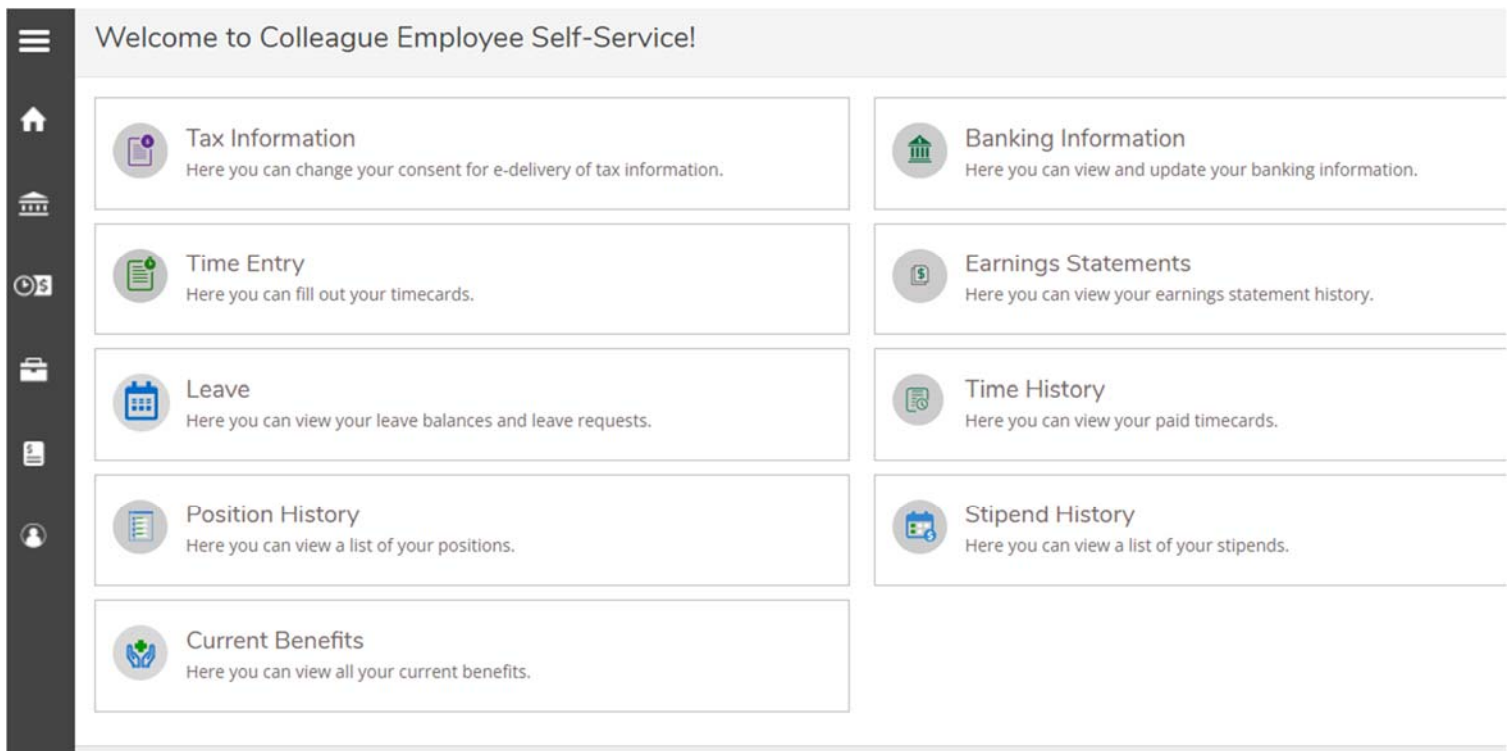


## Accessing Employee Features within ESS

Click on the tab labeled "Employee".



This is where you will find all information related to Taxes, Time Entry, Earning Statements, Banking Information, Position History, Stipend History, Total Compensation, Time History. You will only see the tiles that apply to you.



## **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 Information

1095-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 Information

1095-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

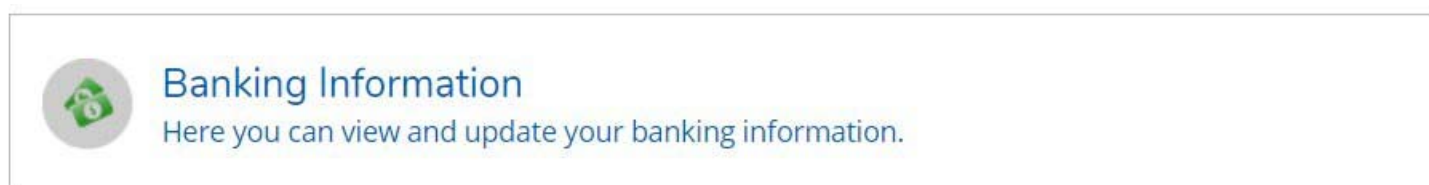
Tax Year	Notation
----------	----------

Electronic 1095-C Consent History

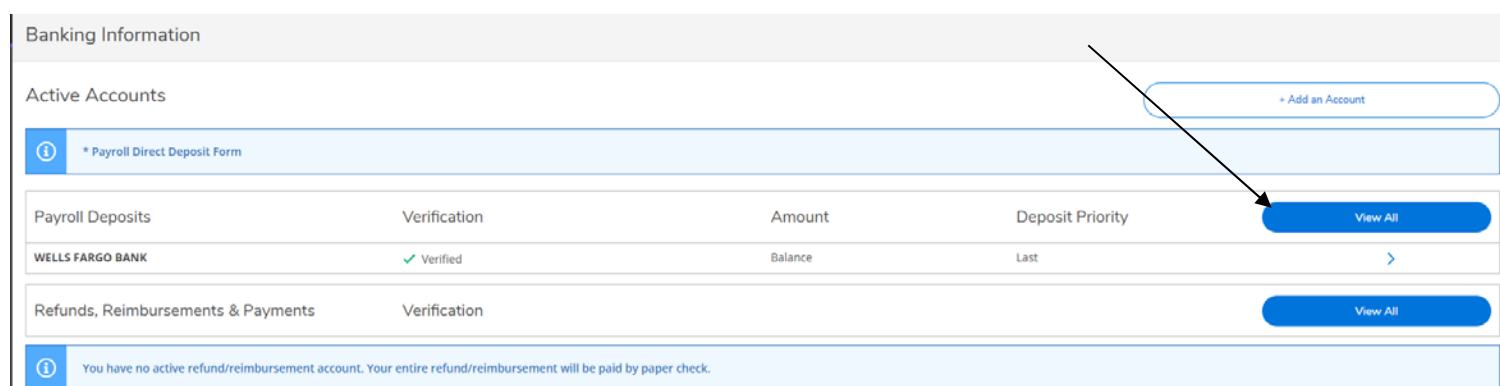
Date	Consent Status
5/6/2022 12:30:34 PM	Consent Given

## Employee Banking Information

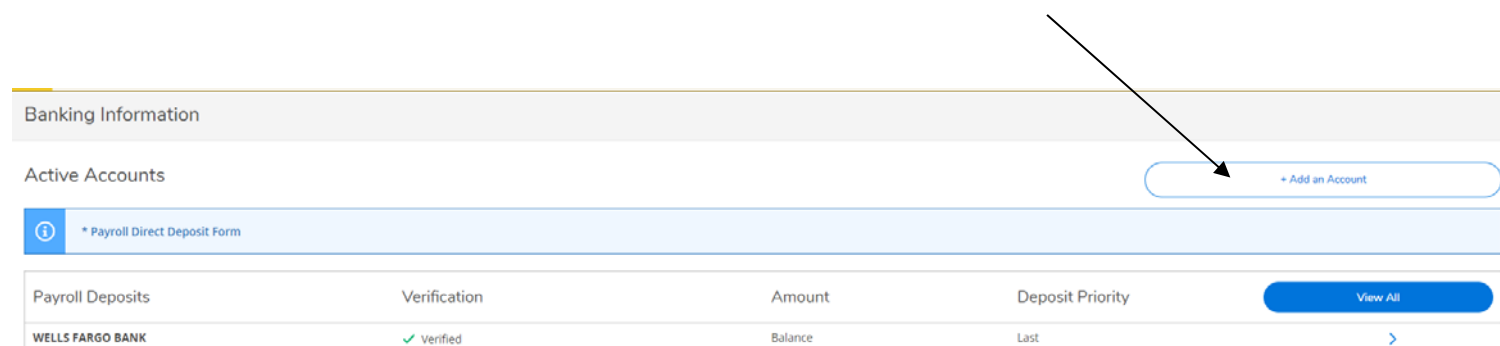
To view your banking information, click on the "Banking Information" box.



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	

Refund, Reimbursement & Payment Deposit ☐ Activate

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 are two buttons: "Cancel" and "Save".

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 section titled "Terms and Conditions" with a blue upward arrow icon. The text in this section reads: "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 the text is a checkbox labeled "I agree to the terms and conditions". At the bottom of the form are two buttons: "Back" and "Submit".

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”

Earnings Statements

Here you can view your earnings statement history.

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.

ellucian.

tgrahamSign out

EmploymentEmployeeEarnings Statements

Sample global message that appears on all pages

Earnings Statements

Once you select a year, click a pay date to view and download the statement as a PDF.

2019

05/03/2019

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## 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"

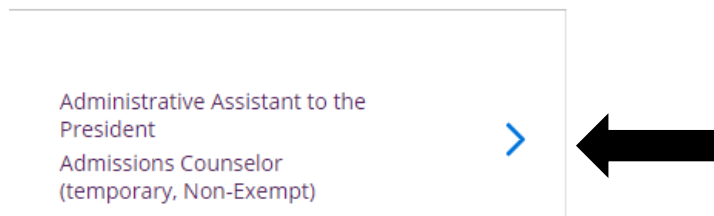


1. Select the pay period and click the blue arrow on the far right to open the timesheet.

*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. 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".

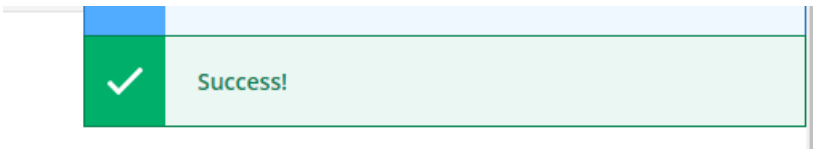
< Week 09/15/2019 - 09/21/2019 40.00 Total hours > Saved Save View Leave Balances

+ 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

- 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

## **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

04/14/2019 - 04/20/2019

04/21/2019 - 04/27/2019

## Logging Off

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

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tgraham Sign out Help

Sample global message that appears on all pages

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

Student Finance  
Here you can view your latest statement and make a payment online.

Banking Information  
Here you can view and update your banking information.

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

Course Catalog  
Here you can view and search in course catalog

Nonacademic Attendance  
Here you can view your nonacademic attendance

Advising  
Here you can access your advisees and provide guidance & feedback on their academic planning.

Faculty  
Here you can view your active classes and submit grades and waivers for students.

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