

Student Supervisor Time Entry Approval Self Service (ESS) 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. This is where you go to enter your time and where supervisors go to approve time.

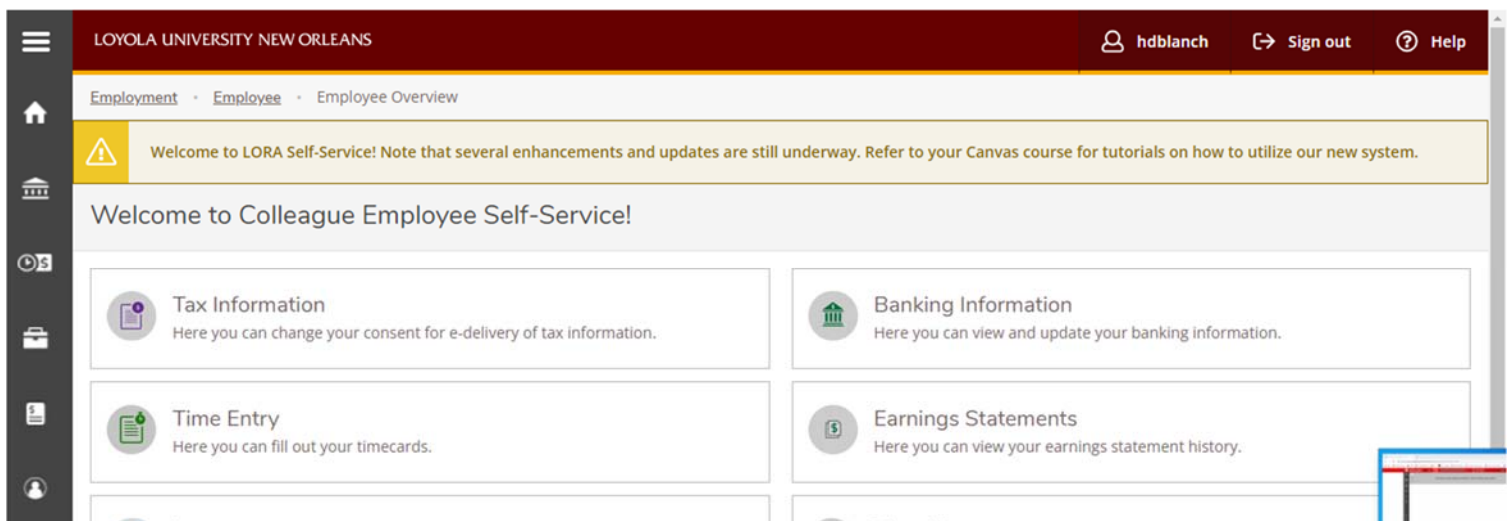
One of the major advantages of this system is that the data is real-time data. In other words, when you view your information, the system pulls the most current information directly from the HR/Payroll system. If any of the information that you view within ESS is incorrect or you encounter questions,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

Log in SSO

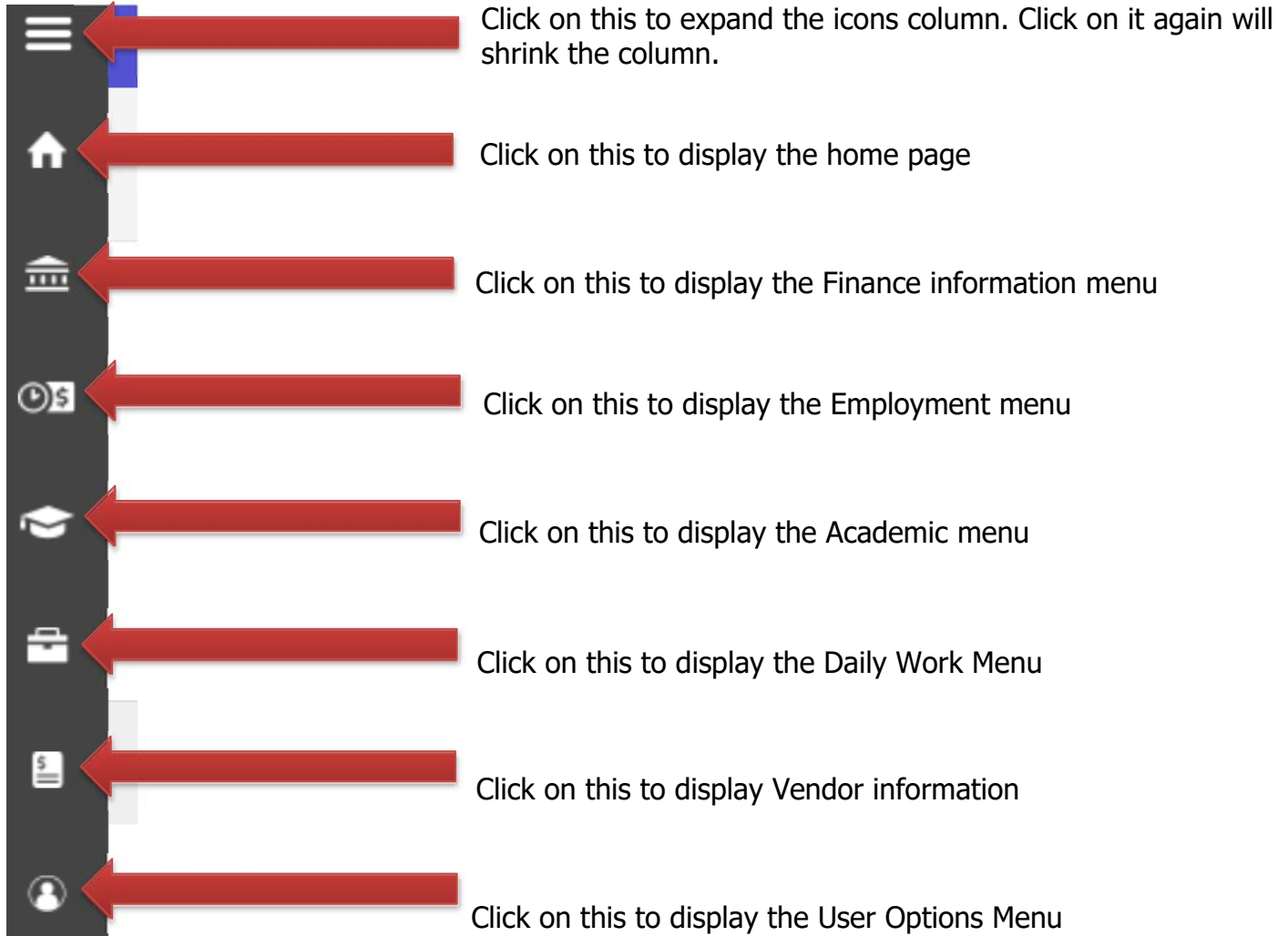
Choose this icon and login:



You will see a screen similar to this:

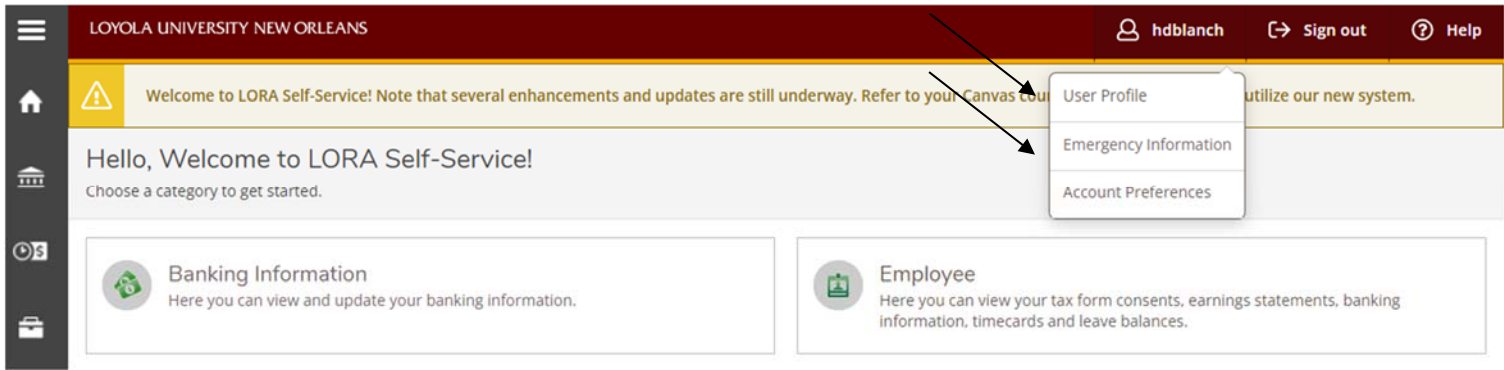


This is the explanation of icons that appear along the left-hand side once you are logged in. You will only see the icons authorized for your position.



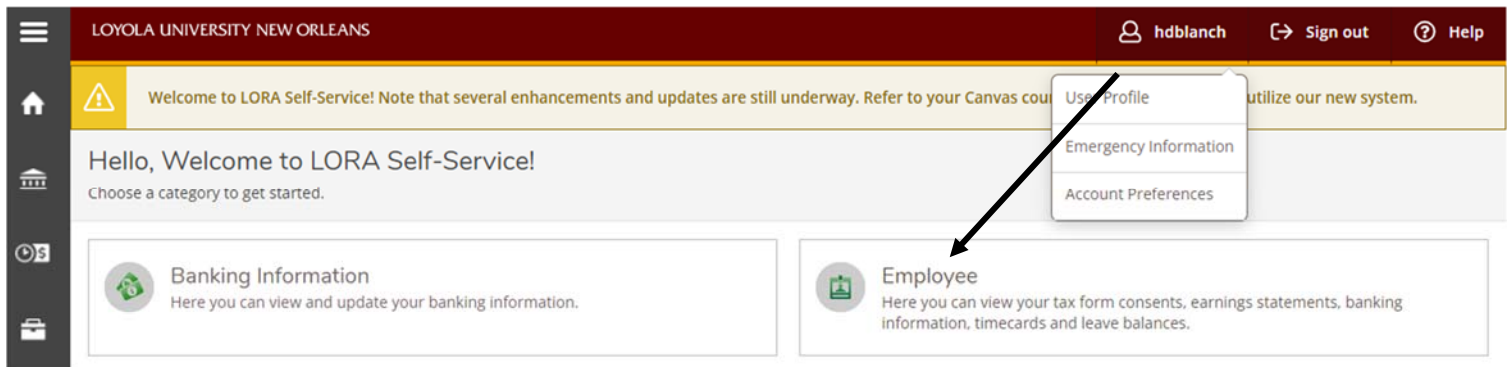
Managing Your User Profile

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.

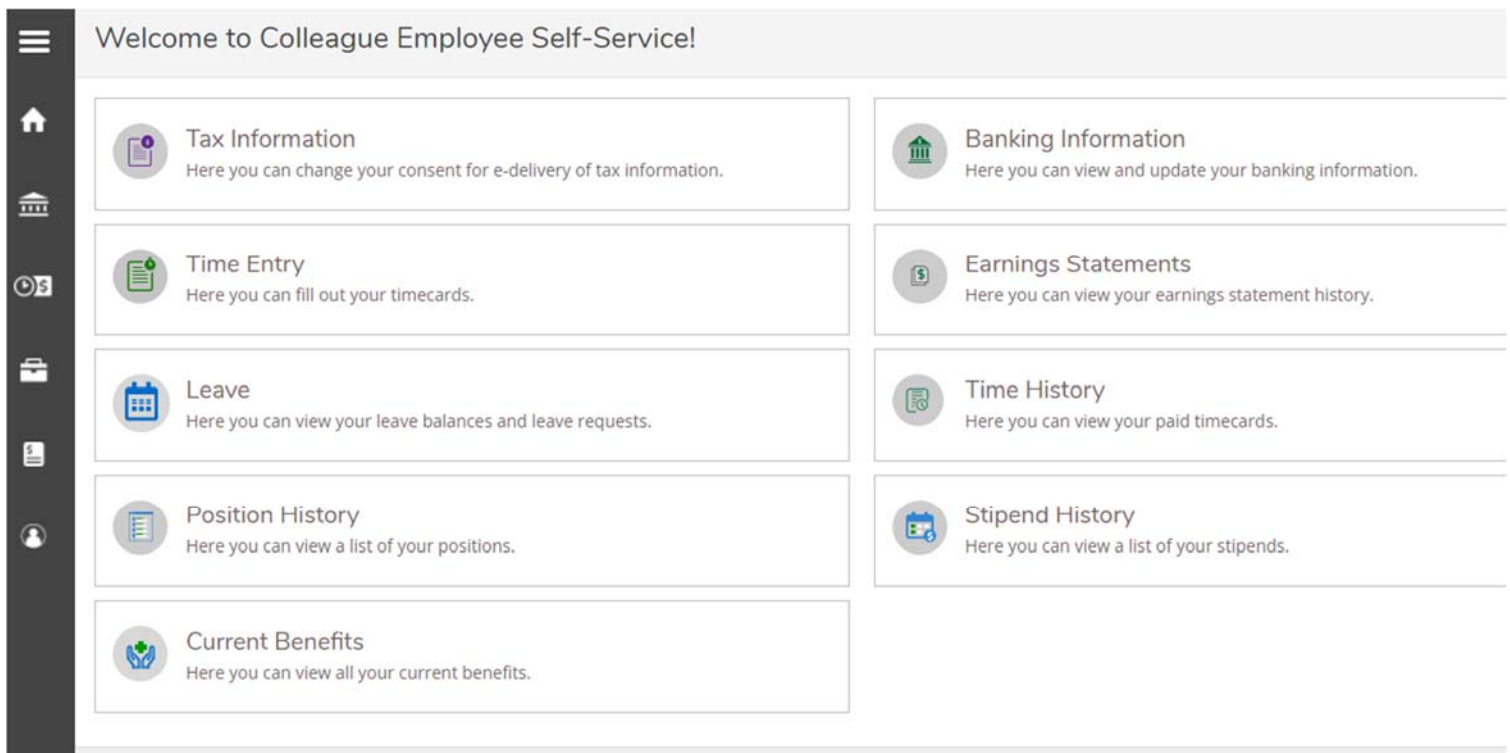


Accessing Employee Features within ESS

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

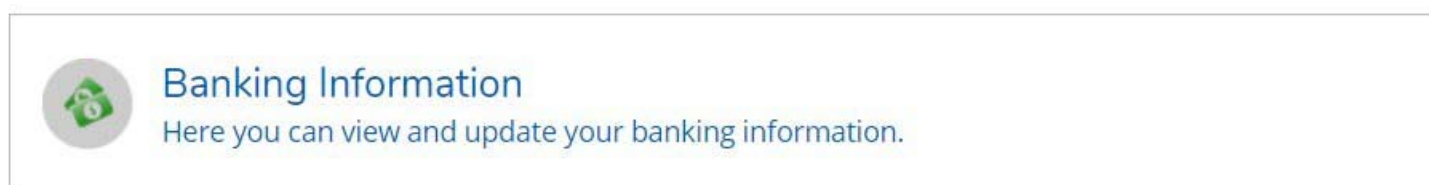
Tax Year	Notation
----------	----------

Electronic 1095-C Consent History

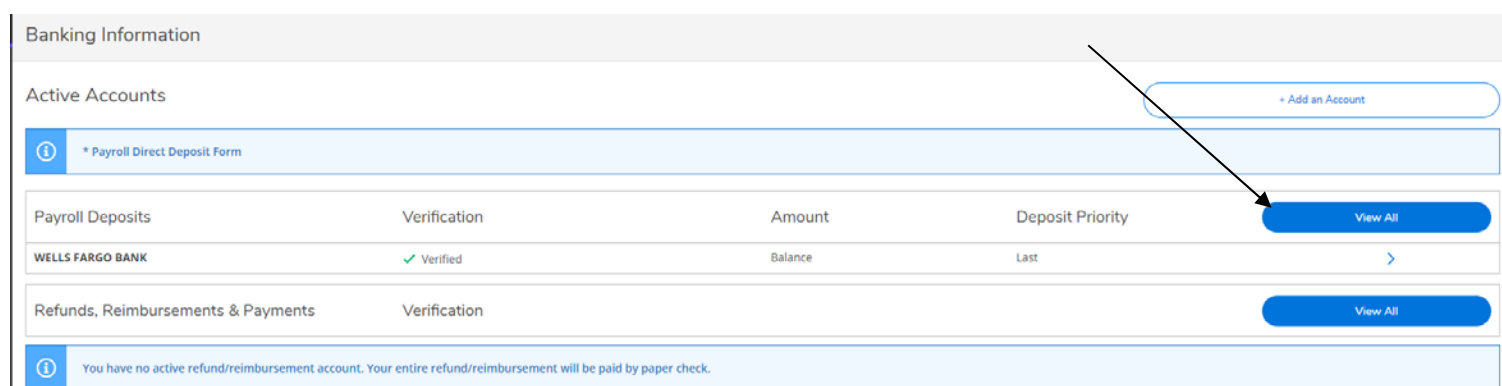
Date	Consent Status
5/6/2022 12:30:34 PM	Consent Given

Employee Banking Information

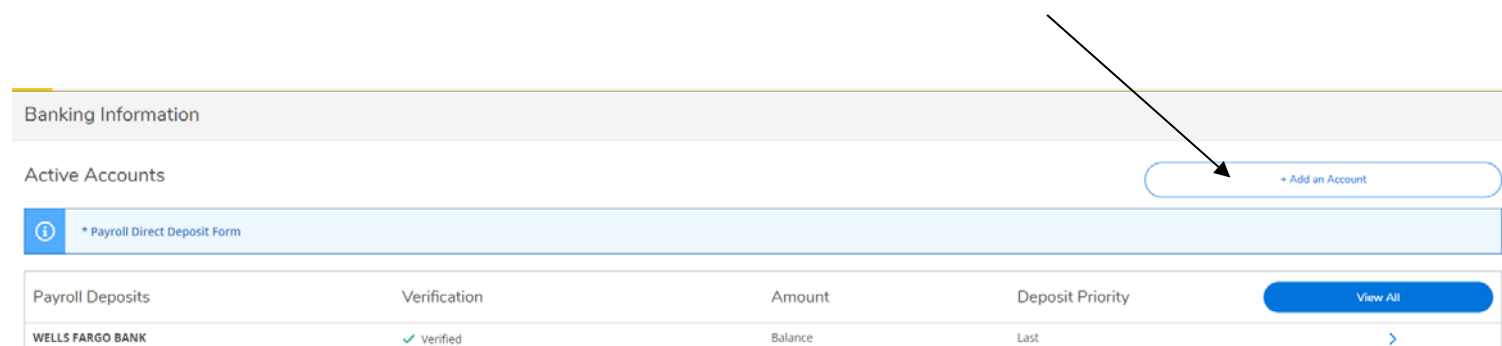
To view your banking information, click on the “Banking Information” box.



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: M/d/yyyy

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"). The bank name "Jpmorgan Chase Bank, Na" is displayed below the routing number. At the bottom of the form are two buttons: "Cancel" and "Save".

Accept the terms and conditions and save.

This screenshot shows a section of the form titled "Account Type" with a dropdown menu set to "Checking". Below this is a grey box with the heading "Terms and Conditions" and an upward-pointing arrow. Inside this box, the text 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", which is currently unchecked. 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

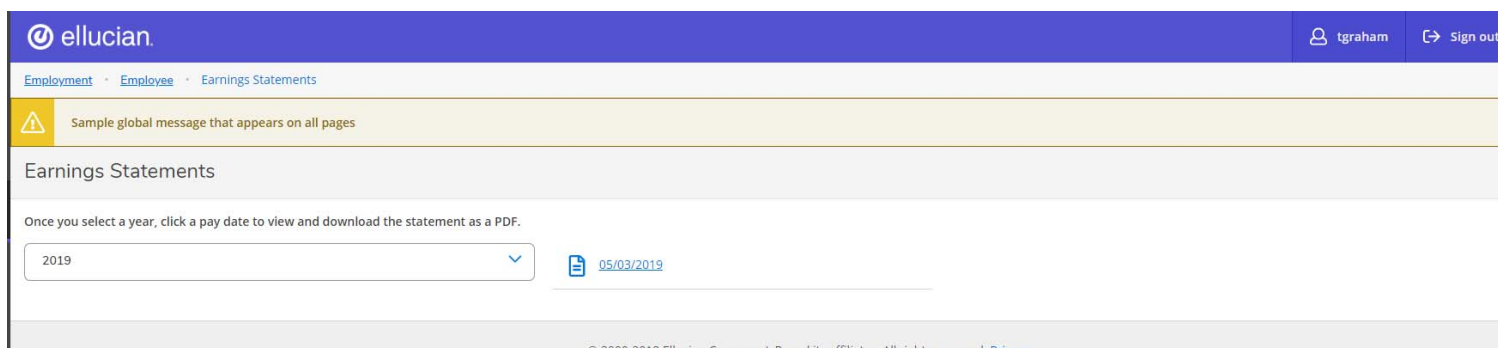
You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

Employee Earning Statements

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



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.



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"

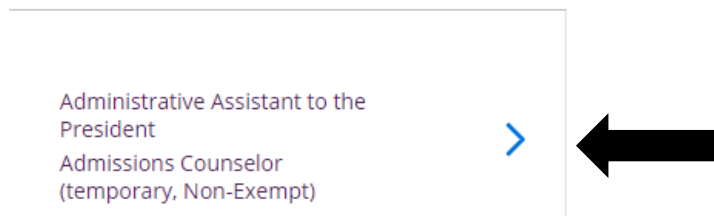


1. Select the pay period and click the blue arrow on the far right to open the timesheet.

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".

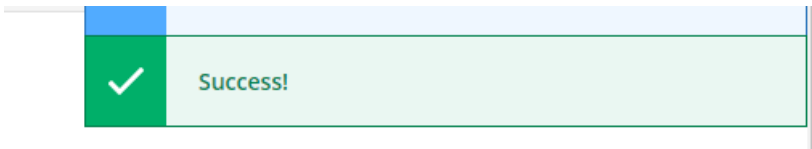
< Week 09/15/2019 - 09/21/2019 40.00 Total hours > Saved Save View Leave Balances

+ 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.

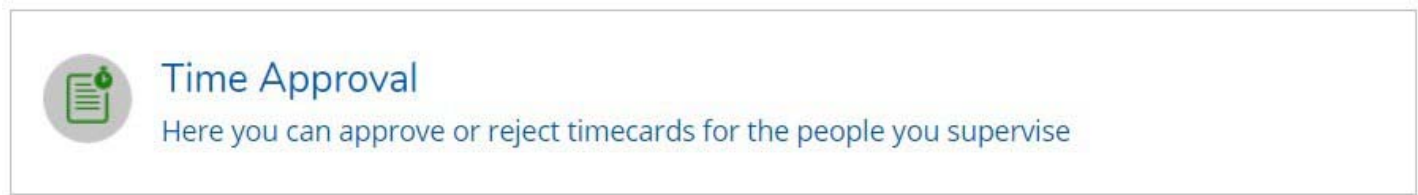
Position Total Hours:	0.00	5.0
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Comments
Return Timecard to Edit



Supervisor Time Approval

To access the time approval screen in ESS, click on “Time Approval”

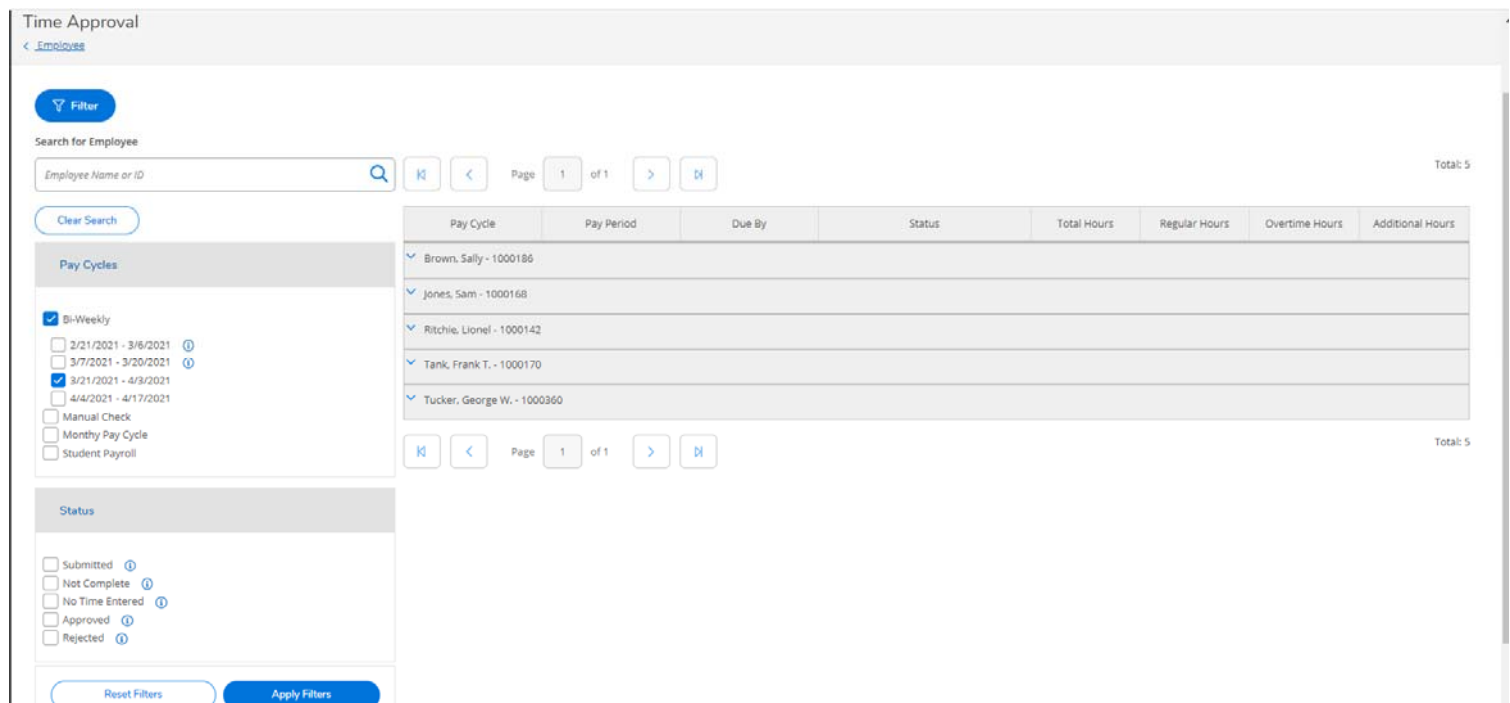


In the Time Approval area of ESS, you will be able to view, approve, reject, make comments and update your employee’s time. There are multiple ways to do these functions. Any time you approve, reject, make a change, or unapprove a timecard, the system will send an email to your employee that you have done so. (*Terminology Tip: "Reject" is used before you approve a timecard to send it back to the employee for changes. "Unapprove" is used after you have approved the timecard and realize that corrections are needed.*)

A few general tips about time approval:

- If you are editing time, please note that supervisor screens do NOT save automatically, unlike employee time entry screens. You must “save” your changes as you go along.
- Be mindful of which week you are approving time for as more than one pay period may be open.

Filters are provided to make it easier to view different pay periods, statuses, etc.

A screenshot of the 'Time Approval' web application interface. The header shows 'Time Approval' and a breadcrumb link '< Employee'. Below the header is a search bar labeled 'Search for Employee' with a text input field containing 'Employee Name or ID', a search icon, and pagination controls showing 'Page 1 of 1' and 'Total: 5'. To the left of the main table are two filter panels. The 'Pay Cycles' panel has a 'Clear Search' button and a list of checkboxes: 'Bi-Weekly' (checked), '2/21/2021 - 3/6/2021', '3/7/2021 - 3/20/2021', '3/21/2021 - 4/3/2021' (checked), '4/4/2021 - 4/17/2021', 'Manual Check', 'Monthly Pay Cycle', and 'Student Payroll'. The 'Status' panel has checkboxes for 'Submitted', 'Not Complete', 'No Time Entered', 'Approved', and 'Rejected'. At the bottom of the filters are 'Reset Filters' and 'Apply Filters' buttons. The main table has columns: 'Pay Cycle', 'Pay Period', 'Due By', 'Status', 'Total Hours', 'Regular Hours', 'Overtime Hours', and 'Additional Hours'. It lists five employees: 'Brown, Sally - 1000186', 'Jones, Sam - 1000168', 'Ritchie, Lionel - 1000142', 'Tank, Frank T. - 1000170', and 'Tucker, George W. - 1000360'. Each row has a dropdown arrow on the left. The table also includes pagination controls at the bottom showing 'Page 1 of 1' and 'Total: 5'.

Supervisors have the option to approve, reject, or add comments. You have several ways to do all of these. Here is where you do it from the main screen.

Search for Employee

Employee Name or ID

Page

1

of 1

Total: 5

Clear Search

Pay Cycles

☒ Bi-Weekly

☐ 2/21/2021 - 3/6/2021
 ☐ 3/7/2021 - 3/20/2021
 ☒ 3/21/2021 - 4/3/2021
 ☐ 4/4/2021 - 4/17/2021
 ☐ Manual Check
 ☐ Monthly Pay Cycle
 ☐ Student Payroll

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
<div> <div>^</div> <div>Brown, Sally - 1000186</div> </div>							
<div> <div>^</div> <div>Bi-Weekly</div> </div>	03/21/2021-04/03/2021	4/30/2021 12:00 PM	<div> <div>⛔</div> <div>No Time Entered</div> </div>	0.00	0.00	0.00	0.00
<div> <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Comments <input type="checkbox"/> View </div>							
<div> <div>^</div> <div>Jones, Sam - 1000168</div> </div>							
<div> <div>^</div> <div>Ritchie, Lionel - 1000142</div> </div>							
<div> <div>^</div> <div>Tank, Frank T. - 1000170</div> </div>							
<div> <div>^</div> <div>Tucker, George W. - 1000360</div> </div>							

You can click on view to review the timecard detail. It is highly recommended you do this before approving timecards. You can edit the employee's timecard from here, as well as approve.

Pay Period Ending 09/28/2019
Bi-Weekly Pay Cycle
Due by: 10/29/2019 5:00 PM

Graham, Riley - 0005364 [09/15/2019 - 09/28/2019](#)

[illegible]

If you wish to add a comment, you must do it BEFORE you approve the timecard. If you forget, you will need to unapprove the timecard, make the comment and approve again. (Note: Your employee will get an e-mail when you unapprove the timecard, and again when you approve it.)

Another option is to click "Other Actions"; you can add comments and approve or reject from here.

Time Approval - Graham, Riley

< Time Approval

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

Saved Save Other Actions Approve

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 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	0.00
+ Additional Time								
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00


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 • Administrative 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

Set up a Timecard Proxy Approver

To access the employee proxy area in ESS, click on "Employee Proxy".




Employee Proxy

Here you can delegate certain types of work tasks to another employee.

Click "+ Add Time Approval Proxy"

Add Proxy

 You have no active proxy




+ Add Time Approval Proxy


Enter the name of the person you would like to approve your timecards and select their name from the list that pops up. Once selected click "Add Proxy". The system is not date sensitive. Once you set up a proxy, it goes into effect immediately and stays on until you remove it.

Add Time Approval Proxy

Employee Search

peggy burns 

0000022
Ms. Peggy X. Burns



Cancel

Add Proxy

When you are finished, it will look like this. Click the red circled X to remove a proxy.

Employee Proxy

Add Proxy

Employee	Proxy Access	Effective Date	End Date	
 Ms. Simpson	Time Approval	7/10/2019		
 Ms. Peggy X. Burns	Time Approval	7/24/2019		

+ Add Time Approval Proxy

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Time History for Supervisor



Time History (Supervisor)

Here you can view paid timecards for the people you supervise.

Enter in the name of the employee you would like to view and execute the search.

Time History (Supervisor)

Financial Information

Search for Employee



Once you have found the employee you are looking for, select the pay period and specific dates you wish to view. 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.

Select a Year to view associated Pay Period

2019

Pay Period

- 07/28/2019 - 08/10/2019
Bi-Weekly Payroll
- 07/14/2019 - 07/27/2019
Bi-Weekly Payroll
- 06/30/2019 - 07/13/2019
Bi-Weekly Payroll
- 06/16/2019 - 06/29/2019
Bi-Weekly Payroll

07/28/2019 - 08/10/2019

Bi-Weekly Payroll

Dates

[07/28/2019 - 08/03/2019](#)

[08/04/2019 - 08/10/2019](#)

Logging Off

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

ellucian.

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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