

# Student Employee Self-Service Time Entry Procedures

## Overview

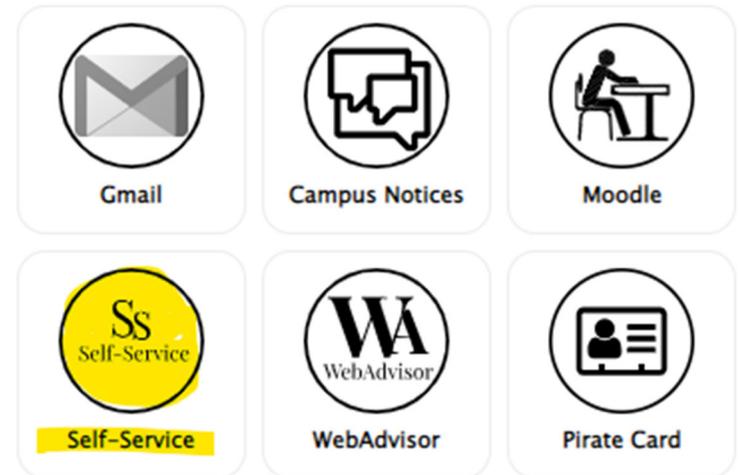
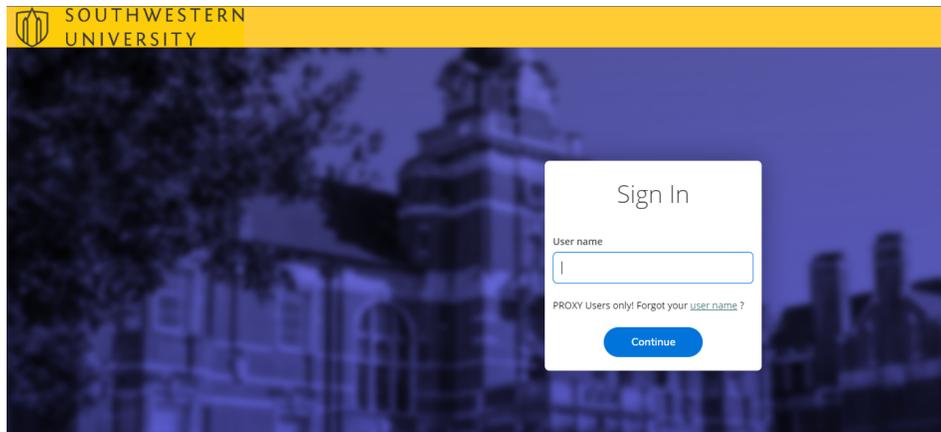
This process documentation is to assist student employees with their time entry in Self-Service.

## Time Entry Deadline

- The 2 week pay period now starts on Sunday and ends on Saturday. Please see the published schedule on the Business Office web page at <https://www.southwestern.edu/business-office/payroll/>.
- **Time must be entered and submitted separately for each week (Sunday through Saturday) in Self-Service before the deadline on Monday at 10am at the end of the two week pay period. However, we encourage all students not to wait until the end of the two week pay period to enter your time; you can enter your time on a daily basis and submit each week when complete for approval.**

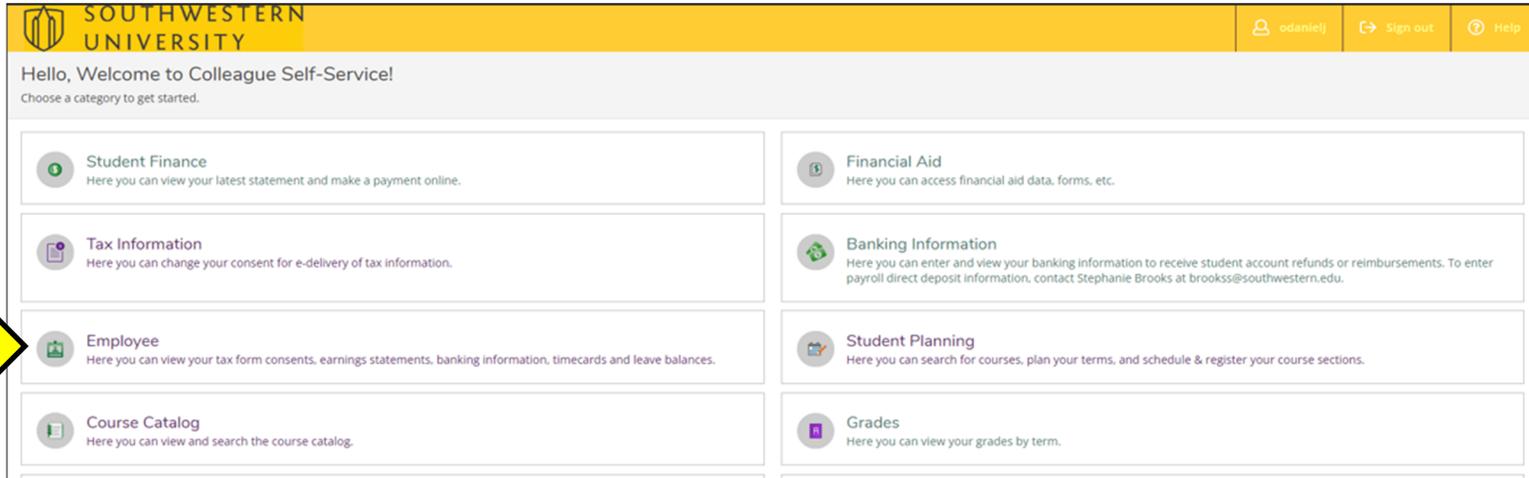
## Step 1

- 1a. Access Self-Service by either going directly to Self-Service in a web browser using <https://selfservice.southwestern.edu/Student> (shown on the left below) or by going to My Southwestern at <https://www.southwestern.edu/my/> and selecting the Self-Service icon (shown on the right below.)



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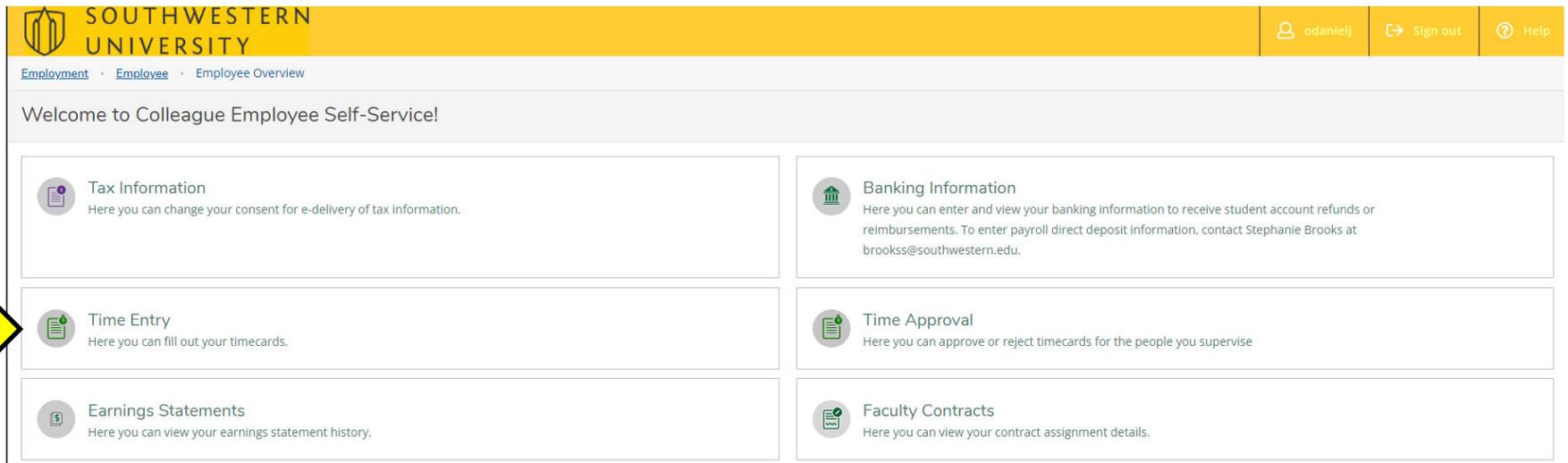
1b. Once in Self-Service, click on Employee box.



The screenshot shows the 'Colleague Self-Service' dashboard for Southwestern University. The header includes the university logo and name, and user information (odanielj, Sign out, Help). The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' There are eight category boxes arranged in a 4x2 grid:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Banking Information**: Here you can enter and view your banking information to receive student account refunds or reimbursements. To enter payroll direct deposit information, contact Stephanie Brooks at brookss@southwestern.edu.
- Employee**: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances. (Indicated by a yellow arrow)
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**: Here you can view and search the course catalog.
- Grades**: Here you can view your grades by term.

1c. Click on the Time Entry box.



The screenshot shows the 'Colleague Employee Self-Service' dashboard for Southwestern University. The header includes the university logo and name, and user information (odanielj, Sign out, Help). The main content area is titled 'Welcome to Colleague Employee Self-Service!' and has a breadcrumb trail: Employment > Employee > Employee Overview. There are six category boxes arranged in a 3x2 grid:

- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Banking Information**: Here you can enter and view your banking information to receive student account refunds or reimbursements. To enter payroll direct deposit information, contact Stephanie Brooks at brookss@southwestern.edu.
- Time Entry**: Here you can fill out your timecards. (Indicated by a yellow arrow)
- Time Approval**: Here you can approve or reject timecards for the people you supervise
- Earnings Statements**: Here you can view your earnings statement history.
- Faculty Contracts**: Here you can view your contract assignment details.

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## Step 2

2a. You will see the following screen:

Click the week you need to enter your hours for.

- If you have more than one position, they will be shown on the right side of the screen as shown below.

The screenshot displays the 'Time Entry' interface for 'Student Academic Year Payroll'. It features two rows of data representing different weeks. The first row is for the period '10/31/2022 - 11/06/2022' with a due date of '1/27/2023 10:00 AM'. A blue star icon is next to the due date, and a callout box labeled 'Note Due Date' points to it. The second row is for the period '11/07/2022 - 11/13/2022' with the same due date. Both rows have a 'Submitted' button and a right-pointing arrow. On the right side of the screen, a box labeled 'Job Titles of positions assigned to you' lists 'Student - CJR Operations - Proctor' and 'Student - Athletics/Game Day Worker'. On the left side, two arrows labeled 'Week 1' and 'Week 2' point to the respective rows.

Week	Period	Due Date	Status	Job Titles
Week 1	10/31/2022 - 11/06/2022	1/27/2023 10:00 AM	Submitted	Student - CJR Operations - Proctor Student - Athletics/Game Day Worker
Week 2	11/07/2022 - 11/13/2022	1/27/2023 10:00 AM	Submitted	Student - CJR Operations - Proctor Student - Athletics/Game Day Worker

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2b. A brief overview of the time entry screen with descriptions is provided below:

Yellow Box = Pay Period Dates - verify it is the correct pay period before you begin entering hours

Blue Box = "All Time Sheets" – this link returns you to the beginning of time entry

Purple Boxes = Arrows move you between the 2 weeks of the pay period

Orange Boxes = Job Title for your positions - Verify that this is the position you are entering time for, especially if you have two or more positions.

Red Box = "Save" button – remember to click save in the top right corner to ensure your entries are saved for each position

Green Box = "Submit for Approval" button – click this button when you have completed entering your hours for the entire week and are ready to submit them to your supervisor for approval.

The screenshot shows the 'Time Entry' interface for a student employee. The top navigation bar includes 'Employment', 'Employee', and 'Time Entry'. The main content area is titled 'Pay Period 10/31/2022 - 11/13/2022'. Below this, there is a link for 'All Time Sheets'. The current week is 'Week 11/07/2022 - 11/13/2022' with '17.00 Total hours'. Navigation arrows are present. A 'Save' button is highlighted in red, and a 'Submit for Approval' button is highlighted in green. The job title '021071S999A • Student - CJR Operations - Proctor' is highlighted in orange. The table below shows time entry for various days, with a total of 9.50 hours. A 'View Leave Balances' button is also visible.

Earn Type	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Sun 11/13	Total
Su Work-Study F450 & F451	00:00 AM	9:00 AM	00:00 AM	1:00 PM	00:00 AM	00:00 AM	00:00 AM	9.50
	00:00 AM	12:00 PM	00:00 AM	4:00 PM	00:00 AM	00:00 AM	00:00 AM	
		1:30 PM						
		5:00 PM						
Position Total Hours:	0.00	6.50	0.00	3.00	0.00	0.00	0.00	9.50

Verify your entries  
have been saved

Saved Save

View Leave Balances

021071S999A • Student - CJR Operations - Proctor  
9.50

Comments Submit for Approval

031070S999G • Student - Athletics/Game Day Worker  
7.50 Submitted

Weekly Totals

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2c. The days of the week are identified in the yellow box below. To enter hours, click in the top “time in” box for the correct date. A dropdown box will display 15-minute time intervals for a 24-hour day. You can select from the dropdown box or enter the time yourself. In the bottom box you will need to enter your “time out” time. If you start and stop multiple times in one day for a position, use the + sign (purple box below) to add another set of start and stop times for that day. The total hours worked will calculate at the bottom of each day.

Enter your “time in” and “time out” times for each of the appropriate dates.

- Enter time with ‘a’ or ‘am’, or ‘p’ or ‘pm’.
  - Example 1: 9:00 in the morning is entered as 9:00am or 9a
  - Example 2: 4:00 in the afternoon is entered as 4pm or 4p
  - Example 3: 1:30 in the afternoon can be entered as 0130pm or 1:30p

Earn Type	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Sun 11/13	Total
Su Work-Study F450 & F451	00:00 AM	9:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	6.50
	00:00 AM	12:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
	+	1:30 PM		+	+	+	+	
		5:00 PM						
		- +						
Position Total Hours:	0.00	6.50	0.00	0.00	0.00	0.00	0.00	6.50

Comments [Submit for Approval](#)

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2d. You can submit the hours entered for Week 1 for the position listed by clicking on the “Submit for Approval” blue button at the bottom of the screen. **You must submit each week separately.** This action sends an email to your supervisor letting them know you have completed and submitted your time for approval

Example of a completed timecard for week 1

Earn Type	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Sun 11/13	Total
Su Work-Study F450 & F451	00:00 AM	9:00 AM	00:00 AM	1:00 PM	00:00 AM	00:00 AM	00:00 AM	9.50
	00:00 AM	12:00 PM	00:00 AM	4:00 PM	00:00 AM	00:00 AM	00:00 AM	
	+	1:30 PM	+	+	+	+	+	
		5:00 PM						
		- +						
Position Total Hours:	0.00	6.50	0.00	3.00	0.00	0.00	0.00	9.50

Comments
Submit for Approval

2e. To enter hours for Week 2, use the purple buttons to move to the next week in the pay period to enter hours for the same position.

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Week 10/31/2022 - 11/06/2022

6.00 Total hours

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## Student Employee Self-Service Time Entry Procedures

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If you have multiple positions and you are entering hours for the first week for all of your positions, when you are finished with the first position, click on the next position listed right below the first position. An example is shown on the overview with the positions highlighted in orange (see step 2b).

2f. Once your hours are submitted for approval, you will see for each week and each position that your status is now shown as “Submitted.” This is also where you can look for approval for the hours entered.

**Note:** Time should be entered during each shift, as you work.



**Step 3.** You can close Self-Service to log out.

**Step 4.** Watch your SU email for approval or rejection of time card notifications. A submitted time card can be “Retrieved” by you, to make corrections if it is before the cutoff time (Monday at 10:00am) and if your Supervisor has not yet approved it. If you retrieve your timecard, you will need to submit it again for approval. If a time card is “Rejected” by your Supervisor, you can make edits to the timecard and resubmit it for approval as long as it is before the cutoff time (Monday at 10:00am).

**Note** – If your time is not submitted by the deadline (Monday at 10am), you will no longer be able to enter it online for that payroll period. Your supervisor can enter hours for you by Monday at 10pm. If this is not done, a paper timesheet must be completed, approved by your supervisor, and submitted to the Business Office. Payment will be processed during the next scheduled student payroll.

Please contact Pam Leatherwood at 863-1932 or [studentpayroll@southwestern.edu](mailto:studentpayroll@southwestern.edu) with questions.