

# Supervisor Self-Service Student Time Entry Approval Procedures

---

## Overview

This process documentation is to assist supervisors and proxy supervisors with student time entry approval. The following sections will be covered:

- Timesheet Submission Deadlines
- Supervisor Approval Steps for Student Time Entered
- Student Employees with Multiple Positions
- If Student Time Entry is Incomplete, Incorrect or Not Submitted
- Assigning a Proxy Approver by the Primary Supervisor
- Proxy User Access
- My Tasks at Self-Service Home Page

## Timesheet Submission Deadlines:

The two week pay period begins 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/>

### Student Employees Submission Deadline:

Can be submitted weekly, but must be submitted no later than Monday at 10:00 a.m. after the end of the two week pay period.

### Supervisor Approval Deadline:

Can be approved weekly, but must be approved no later than Monday at 10:00 p.m. after the end of the two week pay period.

# Supervisor Self-Service Student Time Entry Approval Procedures

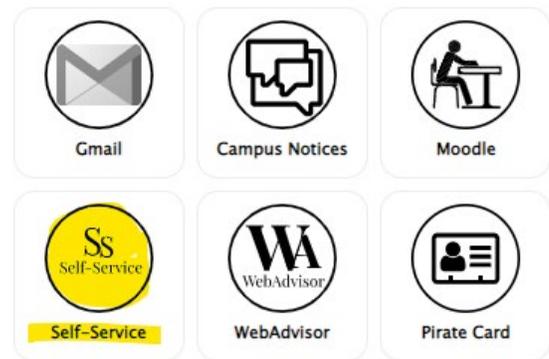
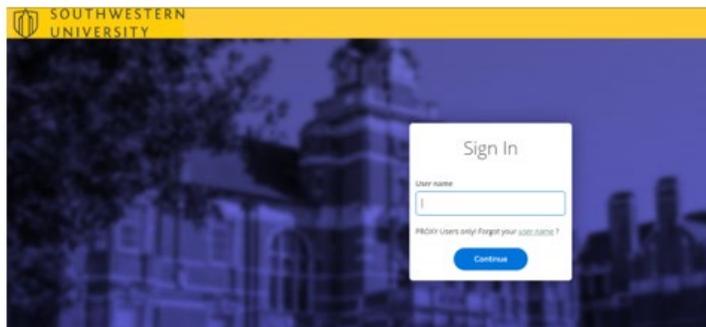
## Supervisor Approval Steps for Student Time Entered –

### Step 1

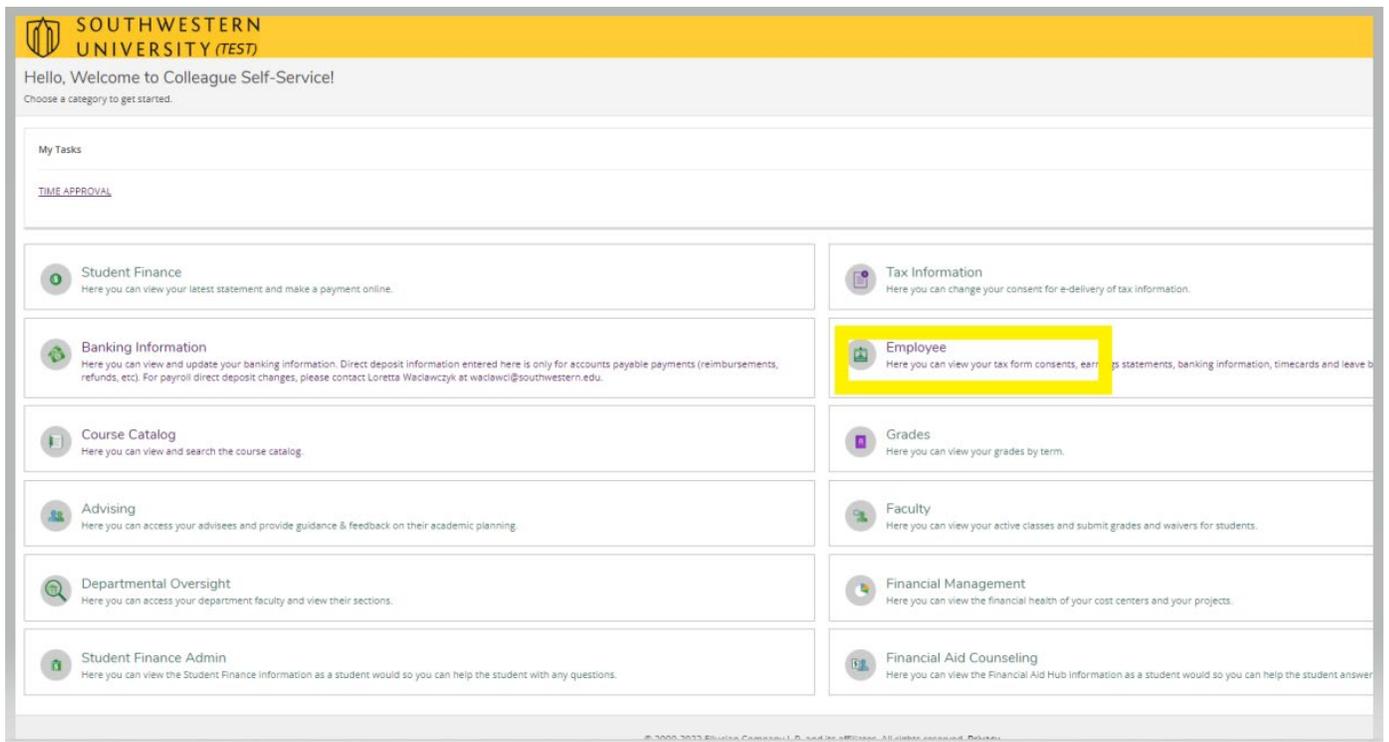
- a) Supervisors should watch their email for a notice that their employee(s) have submitted their time. Supervisors will receive a separate email for each week since each employee has to submit each week separately; thus, two emails per pay period per student.

### Step 2

- a) 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.)



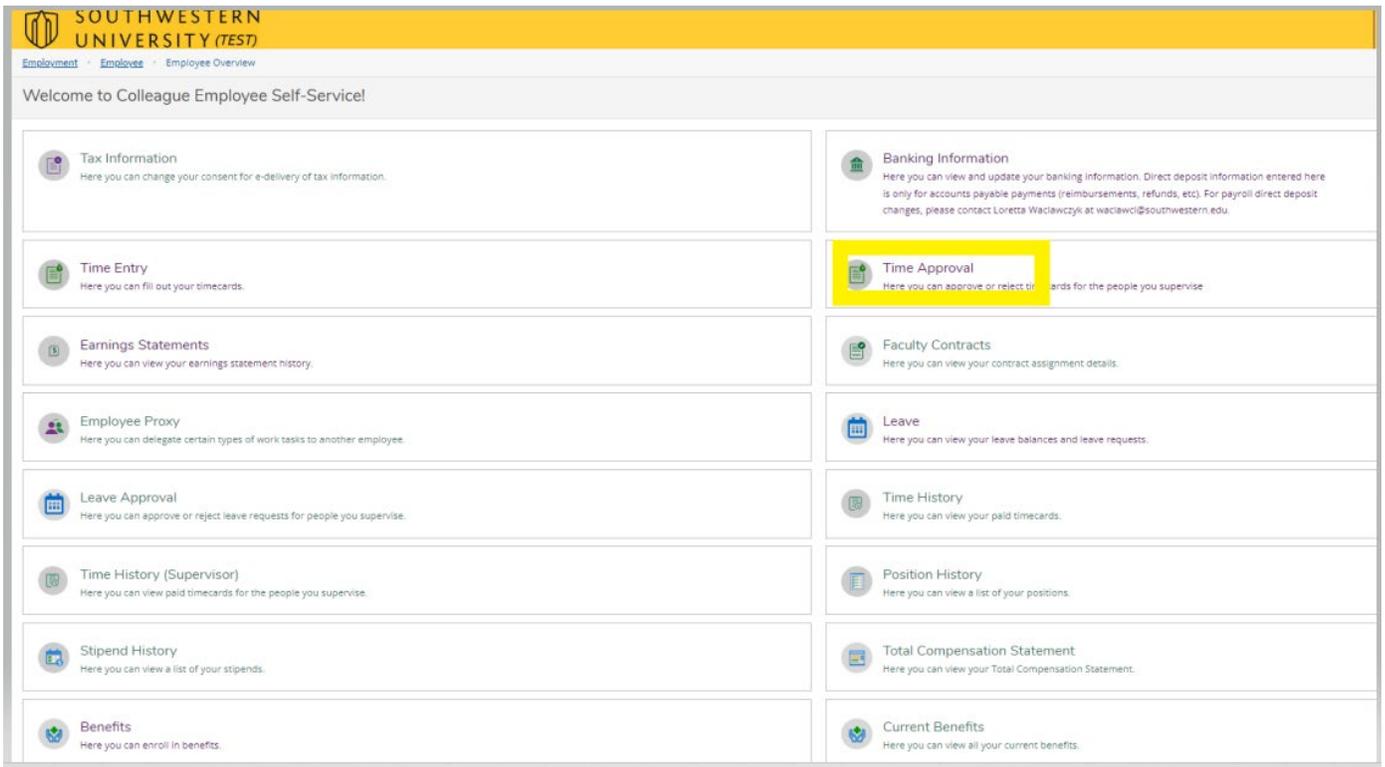
- b) The following screen will be displayed. Select Employee.



Please note the Employee box may or may not be located in the exact same place for the supervisor as shown on this page.

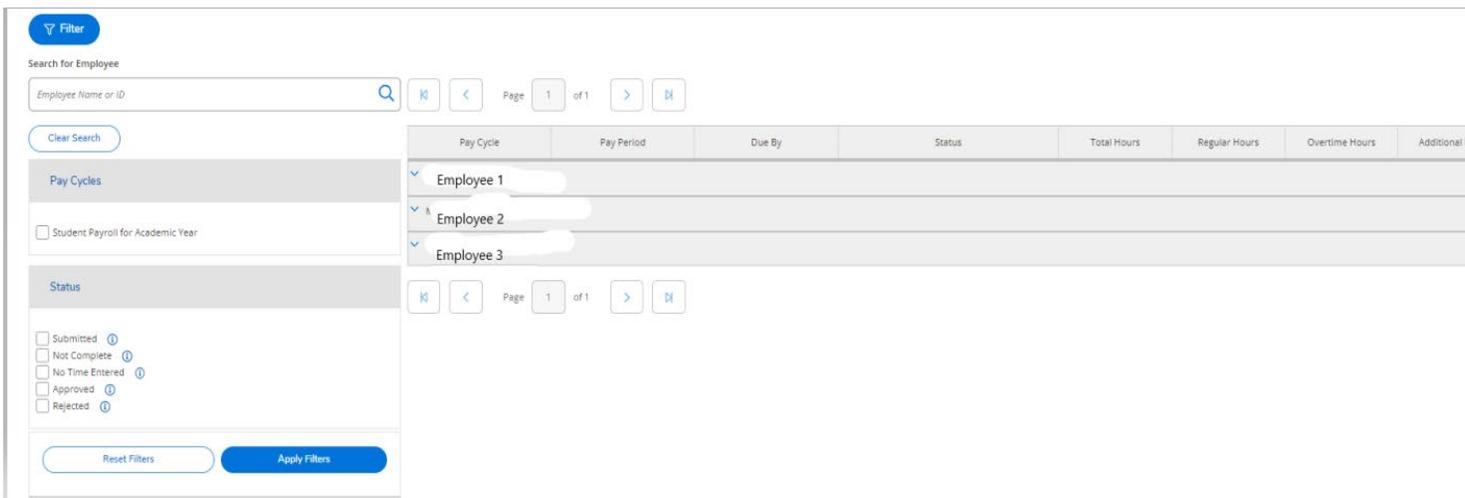
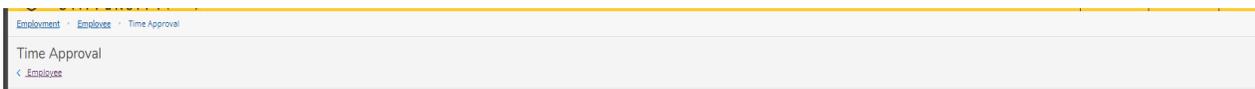
# Supervisor Self-Service Student Time Entry Approval Procedures

c) The following screen will be displayed. Select Time Approval.



Please note the Time Approval box may or may not be located in the exact same place for the supervisor as shown on this page.

**Step 3** The following screen will be displayed:



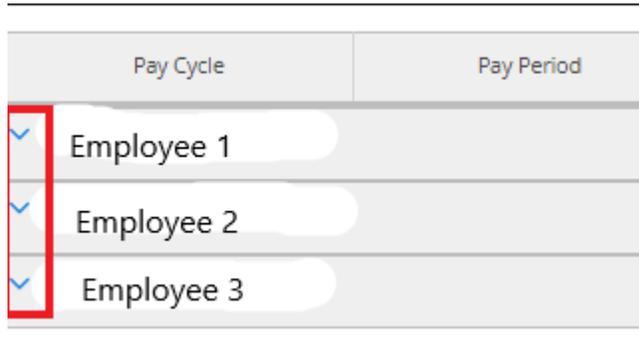
In order for the Supervisor to see all of their Employees eligible to work this pay period, please verify the following and then click 'Apply Filters':

# Supervisor Self-Service Student Time Entry Approval Procedures

- Search for Employee - make sure this box is empty, if not, click the 'Clear Search' button
- Status - nothing should be checked

The filters on the left are a way for the supervisor to narrow down the list of employees and time entered based on the filters selected (timecard status).

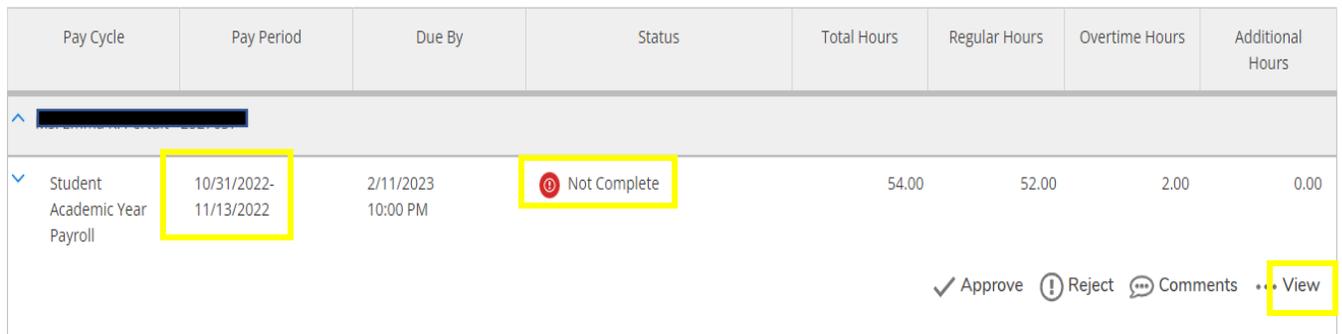
**Step 4** To review an employee's time card, click on the drop-down arrow to the left of their name.



| Pay Cycle  | Pay Period |
|------------|------------|
| Employee 1 |            |
| Employee 2 |            |
| Employee 3 |            |

**Step 5** The following screen will be displayed.

- The yellow highlighted area represents the pay period start and end dates and the status of the time card for the pay period (represents the combined status of both weeks and all positions).
- Click on "View" to proceed to the timecard detail.



| Pay Cycle                     | Pay Period            | Due By             | Status       | Total Hours | Regular Hours | Overtime Hours | Additional Hours |
|-------------------------------|-----------------------|--------------------|--------------|-------------|---------------|----------------|------------------|
| Student Academic Year Payroll | 10/31/2022-11/13/2022 | 2/11/2023 10:00 PM | Not Complete | 54.00       | 52.00         | 2.00           | 0.00             |

Approve Reject Comments View

# Supervisor Self-Service Student Time Entry Approval Procedures

**Step 6** Based upon review, the Supervisor must either select approve or reject the weekly time.

A brief overview of the timecard detail screen with descriptions is provided below:

- Yellow Box = Indicates the start and end date of the weekly time card, the total number of hours the employee has for all positions, and the status of the time card.
- Purple Box = The Arrow is the button to proceed to hours entered for week one or two.
- Orange Box = Job Title for the student employee’s position.
- Blue Box = Indicates the specific days of the week being reviewed.
- Green Box = Indicates the total hours worked for each day for this timecard and ends with the total hours for the week.
- Red Box = “Approve” button

Time Approval - [Employee Name]

Week 11/07/2022 - 11/13/2022  
42.00 Total hours  
Submitted

021070S999G • Student - Athletics/Game Day Worker  
6.00 | Submitted

| 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 | 00:00 AM | 1:00 PM  | 00:00 AM  | 00:00 AM  | 00:00 AM  | 00:00 AM  | 6.00  |
|                           | 00:00 AM | 00:00 AM | 7:00 PM  | 00:00 AM  | 00:00 AM  | 00:00 AM  | 00:00 AM  |       |
| Position Total Hours:     | 0.00     | 0.00     | 6.00     | 0.00      | 0.00      | 0.00      | 0.00      | 6.00  |

021071S999A • Student - CJR Operations - Proctor (non-managed position)  
33.00 | Submitted

021071S999C • Student - CJR Operations - Proctor Supervisor (non-managed position)  
3.00 | Approved

Weekly Totals

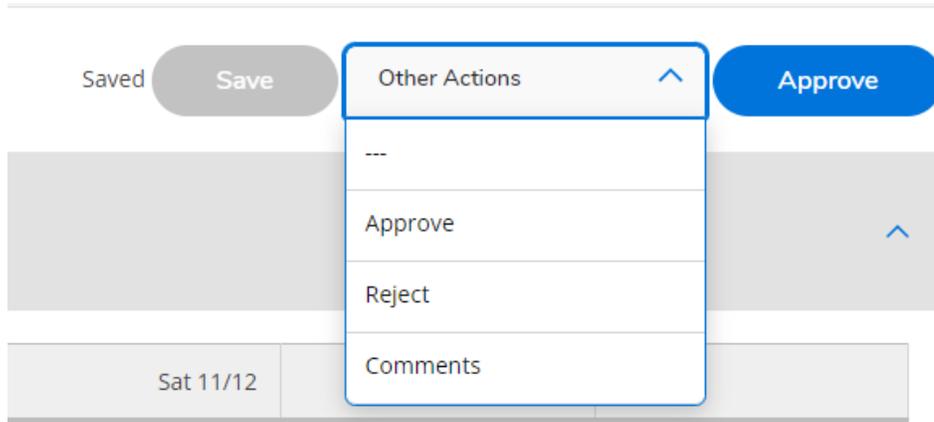
|                    |       |      |      |       |      |      |      |       |
|--------------------|-------|------|------|-------|------|------|------|-------|
| Daily Total Hours: | 12.00 | 3.00 | 6.00 | 12.00 | 0.00 | 2.00 | 7.00 | 42.00 |
| Regular Hours:     |       |      |      |       |      |      |      | 40.00 |
| Overtime Hours:    |       |      |      |       |      |      |      | 2.00  |

**\*\* If an Employee works multiple positions they will all be listed as shown on page 6 ‘Employee multi positions’\*\***

# Supervisor Self-Service Student Time Entry Approval Procedures

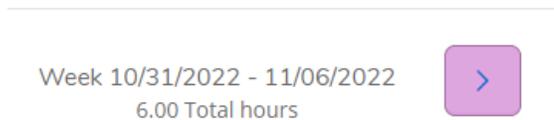
- a) The Supervisor can approve by clicking the “Approve” button.  
The “Other Actions” dropdown box is used to Reject and/or add a Comment.

Supervisor can use any of the following options for each timecard for the pay period:

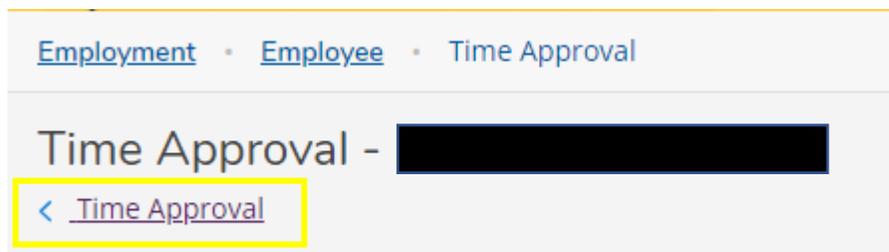


- b) Repeat the review and approval process for Week 2 hours, if necessary.

The arrow pointing to the right beside the employee’s name will forward you to the employee’s timecard for Week 2 of the pay period.



**Step 7** To return to the list of employees to proceed to your next employee, click on “Time Approval”



Use the up arrow beside the employee you just reviewed to close that record before selecting the next Employee.



# Supervisor Self-Service Student Time Entry Approval Procedures

## Student Employees with Multiple Positions –

- Yellow Box = Indicates the start and end date of the weekly time card, the total number of hours the employee has for all positions, and the status of the time card.
- Orange Box = The current Job Titles/Position for which hours are being displayed.
- Green Box = Indicates the total hours worked for each day for this timecard and ends with the total hours for the week.
- Red Box = Indicates the employee’s other positions and supervisor’s name
- Blue Box = Indicates the total hours worked each day for **all positions** and the total for the week.

If you are approving time for an employee with more than one position reporting to you, then make sure you review the time detail in both positions before clicking on Approve/Other Actions. **Whatever action is taken (approve or reject) is applied to ALL the employee’s positions you supervise.**

Time Approval [Redacted]

< Time Approval

Week 11/07/2022 - 11/13/2022  
42.00 Total hours  
Submitted

Saved Save Other Actions Approve

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

| 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 | 00:00 AM | 1:00 PM  | 00:00 AM  | 00:00 AM  | 00:00 AM  | 00:00 AM  | 6.00  |
|                           | 00:00 AM | 00:00 AM | 7:00 PM  | 00:00 AM  | 00:00 AM  | 00:00 AM  | 00:00 AM  |       |
| Position Total Hours:     | 0.00     | 0.00     | 6.00     | 0.00      | 0.00      | 0.00      | 0.00      | 6.00  |

021071S999A • Student - CJR Operations - Proctor (non-managed position)  
33.00 Submitted

021071S999C • Student - CJR Operations - Proctor Supervisor (non-managed position)  
3.00 Approved

Weekly Totals

|                    |       |      |      |       |      |      |      |       |
|--------------------|-------|------|------|-------|------|------|------|-------|
| Daily Total Hours: | 12.00 | 3.00 | 6.00 | 12.00 | 0.00 | 2.00 | 7.00 | 42.00 |
| Regular Hours:     |       |      |      |       |      |      |      | 40.00 |
| Overtime Hours:    |       |      |      |       |      |      |      | 2.00  |

# Supervisor Self-Service Student Time Entry Approval Procedures

---

In the example above, the employee has 3 positions as indicated by the separate job titles.

- The first job title is the orange box (near the top of the screen) and the last 2 positions are outlined in red box (at the bottom of the screen.) Additional positions are usually supervised by someone other than you.
- The **“non-managed position” notation** listed right after the job title indicates that you are not the supervisor for that position.

Student Employees are typically limited to 17 hours per week when classes are in session for the fall and spring semesters. The supervisors are able to see all positions assigned and hours worked (if entered) for a student employee, so all supervisors can see the weekly total. **It is the responsibility of the student employee and all supervisors to work together to ensure the maximum hours are not exceeded.**

For procedures on how to approve time, please return to page 3.

# Supervisor Self-Service Student Time Entry Approval Procedures

---

## If Student Time Entry is Incomplete, Incorrect or Not Submitted:

Supervisors have the ability to enter or correct hours for their employees when necessary, such as the employee's inability to record their time or the submission deadline has passed. In these rare cases, the following procedures can be used to enter the employees time.

### How to enter time for a student employee:

A supervisor should only enter time for a student employee if the submission deadline (Monday at 10 a.m. for the end of the pay period) has ended or in rare cases where the student is not able to enter their time. For more detailed procedures, please refer to the Student Employee Self-Service Time Entry Procedures found [here](#).

- Click in the time entry box for the appropriate work day.
- Enter both the in/out hours, just like an employee.
  - A dropdown box will display 15-minute time intervals for a 24-hour day. Time can be selected from the dropdown box or entered manually.
  - To enter Time In and Time Out manually for 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
  - If you start and stop multiple times in one day for a position, use the + sign (purple box) to add another set of start and stop times for that day.
- Click the save button located at the top right-hand corner

### How to resolve incomplete or incorrect student time that has been submitted for approval:

If it is **BEFORE** the student employee submission deadline (Monday at 10 a.m. after the end of the pay period) –

the supervisor should REJECT the student's weekly time and add a comment as to what needs to be done to correct the time before resubmitting it for approval.

If it is **AFTER** the student employee submission deadline (Monday at 10 a.m. after the end of the pay period) –

the supervisor should correct the student's weekly time and add a comment to indicate what was changed by the supervisor prior to approval.

If it is **AFTER BOTH** the student submission deadline (Monday at 10 a.m. for the end of the pay period) and the supervisor approval deadline (Monday at 10 p.m. for the end of the pay period)-

then a paper timesheet needs to be completed by the student employee, approved by the supervisor, and submitted to the Business Office. The paper timesheet can be found on the Business Office website under the payroll section. The paper timesheet will be processed for payment on the next scheduled payroll. Only timesheets that are signed by both the student employee and supervisor will be accepted and processed for payment.

# Supervisor Self-Service Student Time Entry Approval Procedures

---

## Assigning a Proxy Approver by the Primary Supervisor

Please note that Self-Service does not have a function for Alternate Supervisors. Instead, Supervisors can assign a 'Proxy' to approve their employees' time.

In cases when the primary supervisor will not be able to approve a student employees' time, the primary supervisor must assign proxy access to another SU employee in order to allow them to approve on the primary supervisor's behalf. Proxy access will only allow the specific individual access to Self-Service Time Entry Approval for the time period you specify. The individual assigned as a proxy will receive an automated email notifying the individual that they have been added as your proxy.

To assign a proxy please follow the steps below:

- 1 In Self-Service you should see a 'task bar' on the left side of the screen that looks like the screenshot below. Select the icon for Employment (circled in Red).

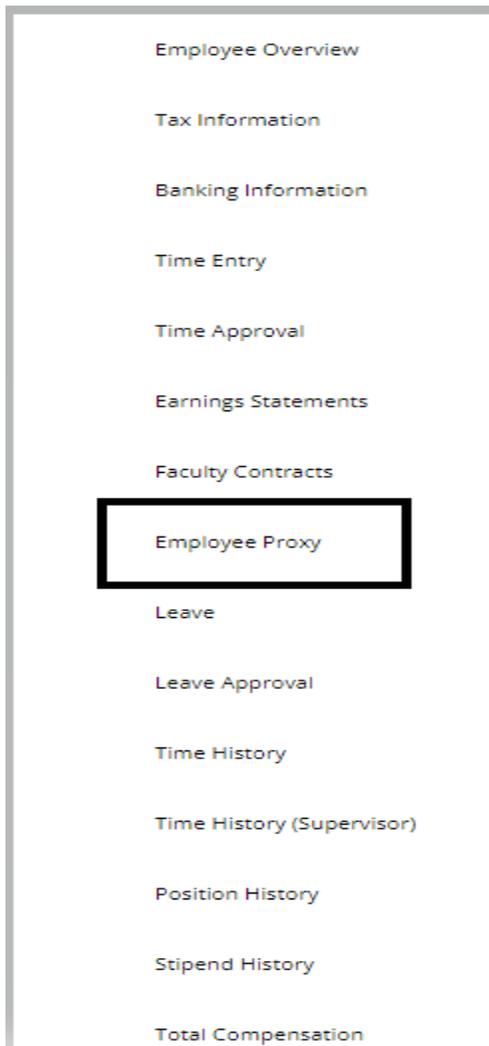


- 2 Once the Employment section is displayed, select the "Employee" option.

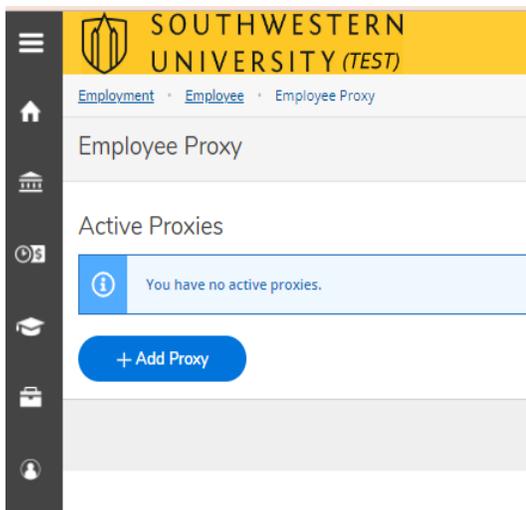


# Supervisor Self-Service Student Time Entry Approval Procedures

3 The following list will be displayed. Select the “Employee Proxy” option shown below.



4 Next select “Add Proxy” - shown below as the blue button.



# Supervisor Self-Service Student Time Entry Approval Procedures

- 5 Assign another SU employee as your Proxy approver.
  - a. Select 'Time Entry' from the Proxy Type drop box, shown below in the red box.
  - b. Enter an Effective Date (allows Proxy access) and a Revoke Date (removes Proxy access).
  - c. Use the 'Search for Proxy' box to find the name of the person you are assigning Proxy Access to. See helpful searching hints below

The following are examples of how or what can be entered in this box to accurately search the Ellucian database:

Person ID  
First Name Last Name (e.g. John Smith)  
First Name Middle Name Last Name (e.g. John Patrick Smith)  
Last Name, First Name (e.g. Smith, John)  
Last Name, First Name Middle Name (e.g. Smith, John Patrick).

Add Employee Proxy

Select Proxy Type\*

Select Proxy Type ▼ Select Time Entry

Effective Date\* 11/16/2022

Revoke Date M/d/yyyy ⓘ

Proxy access ends at 12:01 AM on this date.

Search for Proxy\*

Search for Employee to Act as Proxy 🔍

Cancel Add Proxy

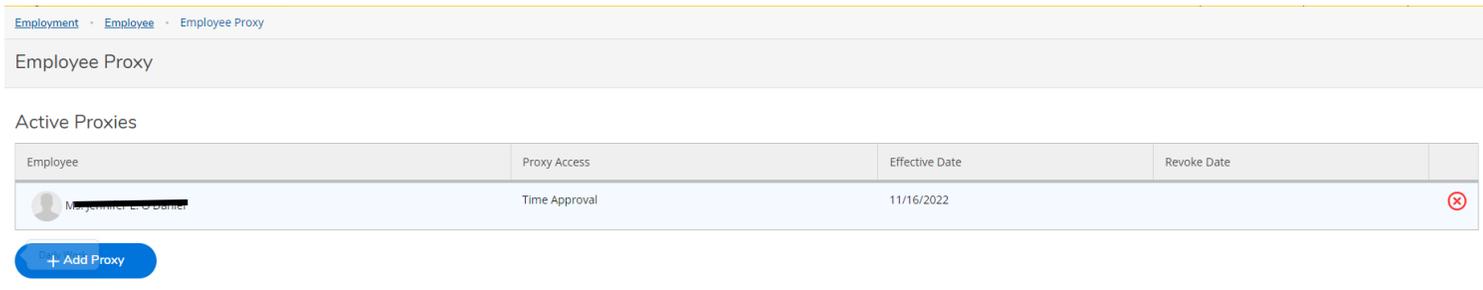
- d. Once the correct SU employee is located, click on their name, which allows the system to verify the person you are selecting.
    - e. Click the Add Proxy button, as shown below.

Ms. Jane M. Smith  
1234567

Cancel Add Proxy

# Supervisor Self-Service Student Time Entry Approval Procedures

f. Once the system updates the proxy person, you will be returned to the following page:



The screenshot shows the 'Employee Proxy' page. At the top, there are breadcrumb links: 'Employment' > 'Employee' > 'Employee Proxy'. Below this is the title 'Employee Proxy'. Underneath is the section 'Active Proxies'. A table lists the active proxies with columns for 'Employee', 'Proxy Access', 'Effective Date', and 'Revoke Date'. One proxy is listed for 'M. Janner, L. O. Damer' with 'Time Approval' access, effective from 11/16/2022. A red 'X' icon is visible in the rightmost column of this row. Below the table is a blue button labeled '+ Add Proxy'.

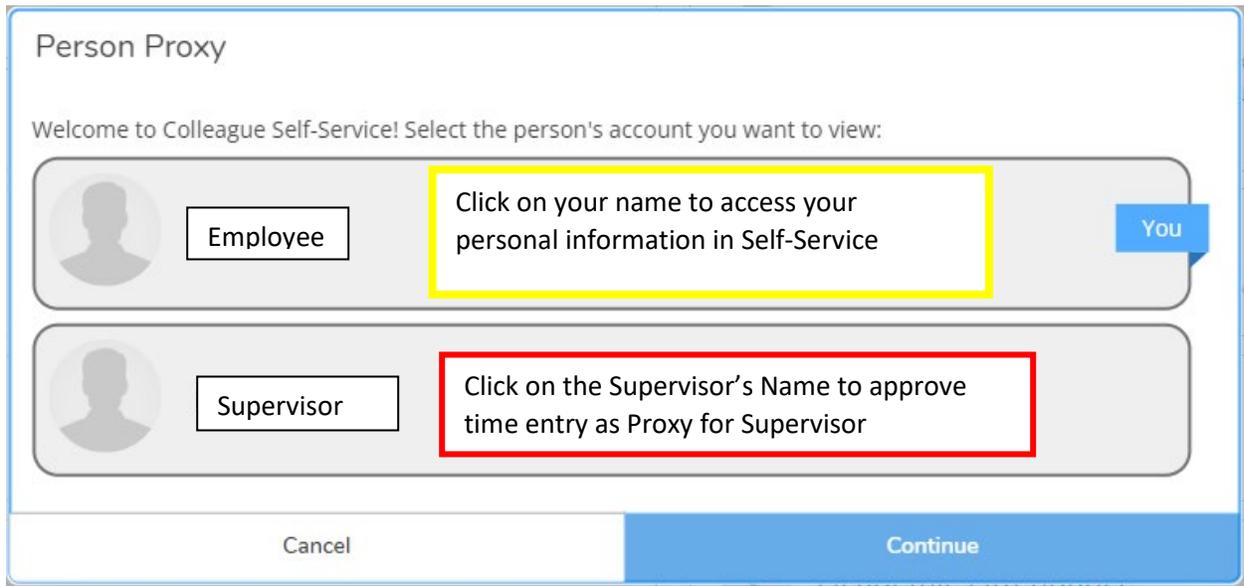
| Employee   | Proxy Access  | Effective Date | Revoke Date   |
|--|---------------|----------------|---|
|  M. Janner, L. O. Damer | Time Approval | 11/16/2022     |  |

g. To remove Proxy access, click on the Red X on the Employee Proxy screen. As shown by the red box above.

# Supervisor Self-Service Student Time Entry Approval Procedures

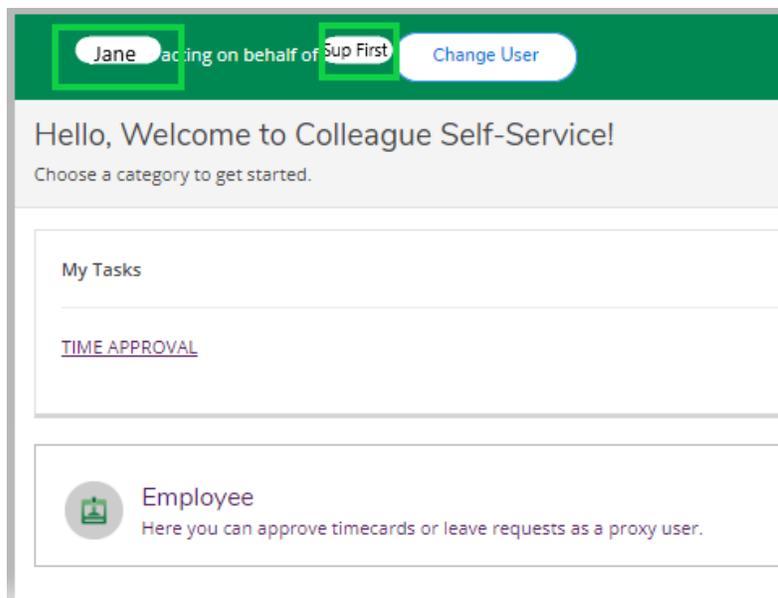
## Proxy User Access

1. Upon logging into Self Service, the proxy user will see the screen below
  - The top box is your name (“Jane” in the example below), and it is your personal self-service account.
  - The second box is the Primary Supervisor’s name, and how a proxy user will access the student employee time that needs to be approved.
2. Select the Supervisor Name and “continue” to proceed to approve time as the Proxy user.



The following screen will appear. Notice the green bar across the top of the page reads: ‘Jane acting on behalf of Supervisor First Name’

- As Proxy, click on the “Time Approval” link or “Employee” box to start the approval process.



4. Proxy should then follow the Supervisor Procedures provided at the beginning of this document.

# Supervisor Self-Service Student Time Entry Approval Procedures

## My Tasks at Self-Service Home Page

Upon logging into Self-Service, supervisors will be alerted if they have time approval tasks outstanding. Whereas email notifications tell a supervisor when an employee submits a weekly timecard, My Tasks notifies the supervisor when an employee submits all timecards for the pay period for a position that the supervisor approves. A time approval task remains open until the supervisor approves or rejects all of the employee's timecards for a position in the pay period. The number shown after "Time Approval" indicates the number of student employees that have submitted both timecards for the pay period.

Clicking on TIME APPROVAL link under My Tasks takes you straight to the screen where the supervisors' employees are listed.

The screenshot shows the top portion of a web application. At the top is a yellow navigation bar containing the Southwestern University logo and name on the left, and user profile information (username 'odanielj', 'Sign out' button, and 'Help' button) on the right. Below this is a grey banner with the text 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' Underneath is a white area with a list of categories. Two categories are highlighted with yellow boxes: 'My Tasks' and 'TIME APPROVAL'. To the right of the 'TIME APPROVAL' link is a small yellow square containing the number '3'.