Biweekly Employee Self-Service Time Entry Procedures

Overview

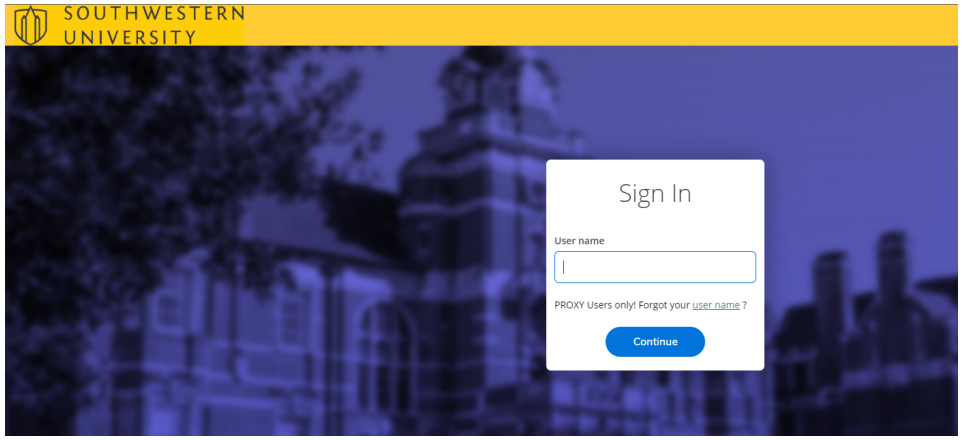
This process documentation is to assist Biweekly employees with their time entry in Self-Service.

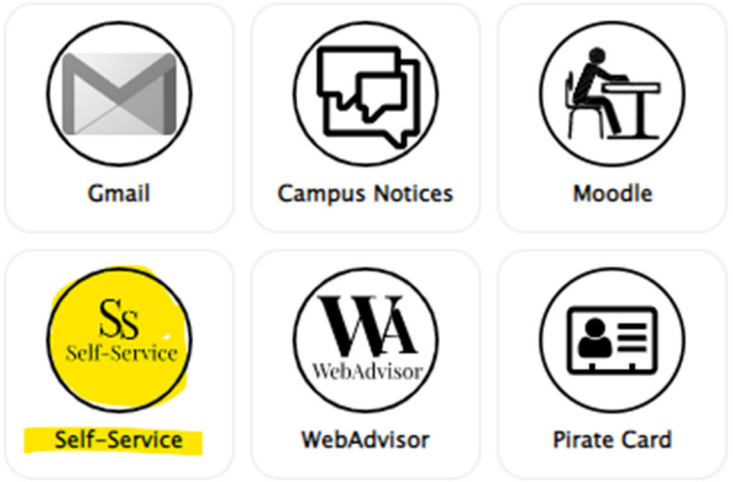
Time Entry Deadline

- The 2 week pay period 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 9:00am at the end of the two week pay period. However, we encourage all employees 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.**

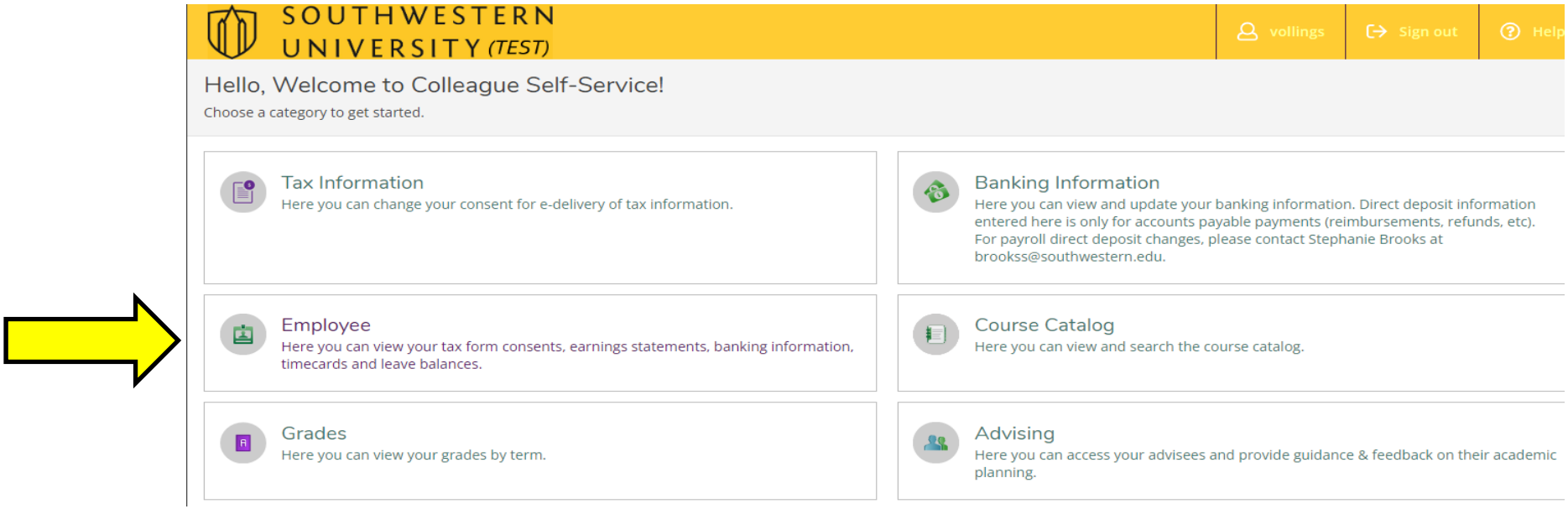
Step 1

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.)

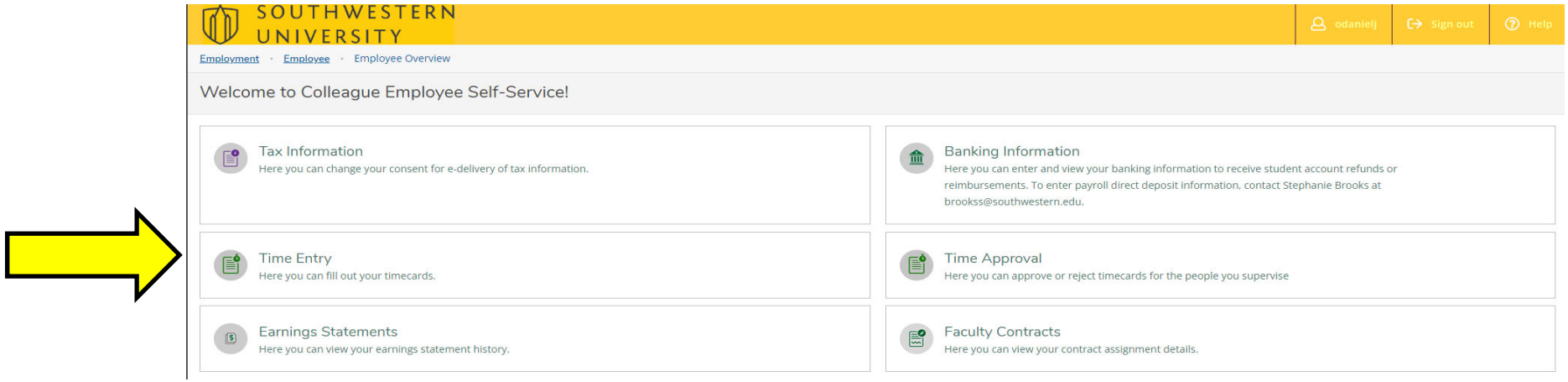




1b. Once in Self-Service, click on Employees box.



1c. Click on the Time Entry box.

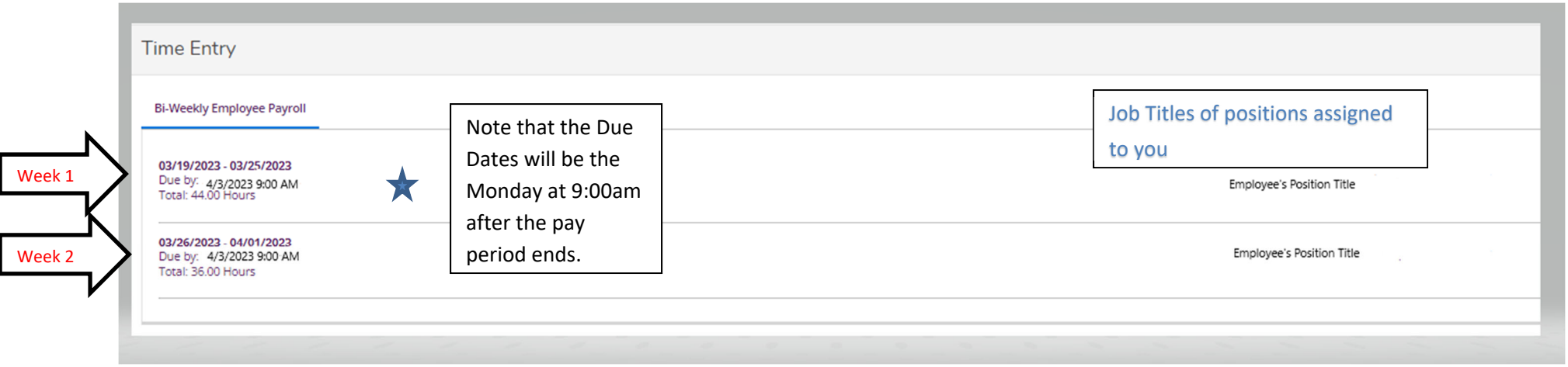


Step 2

2a. You will see the following screen:

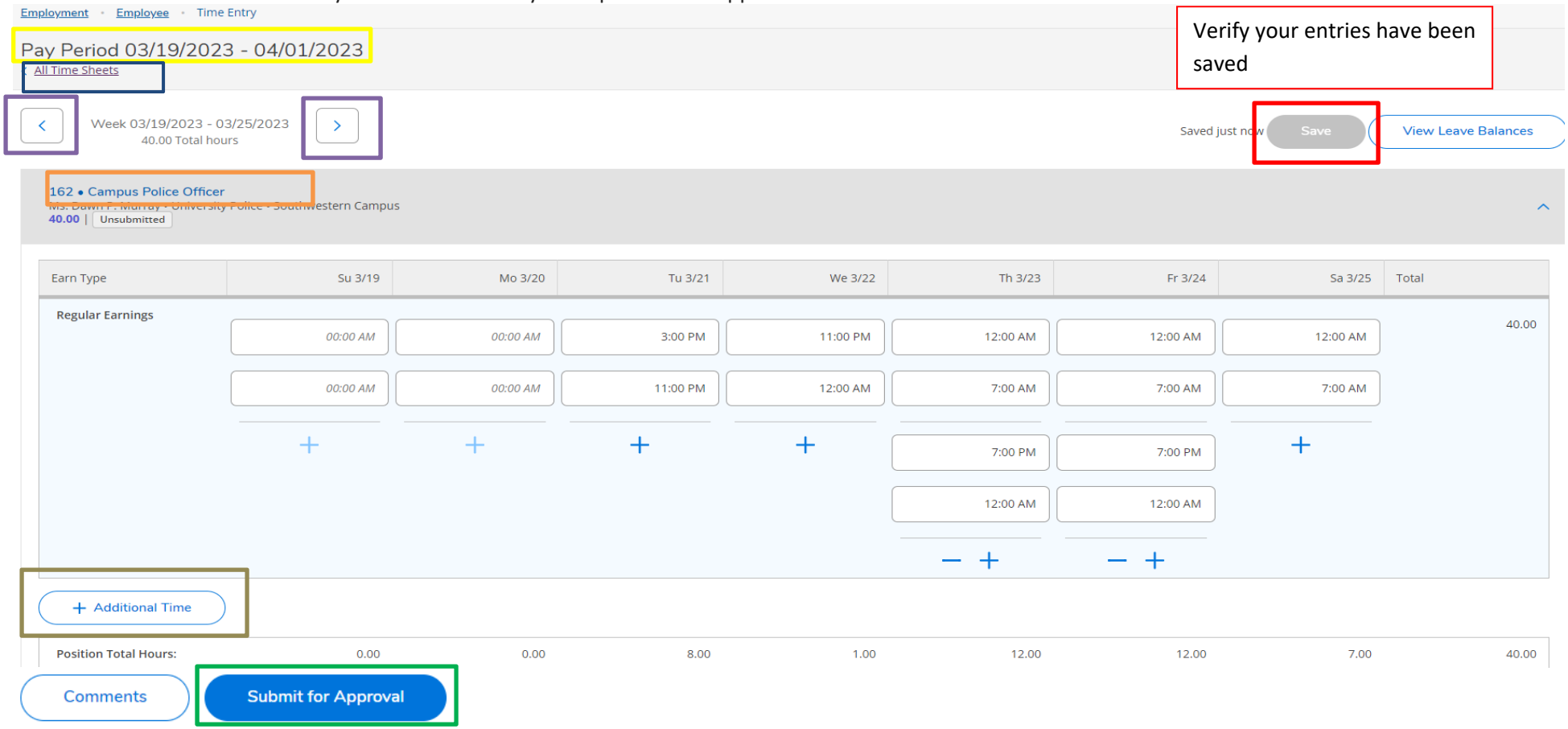
Click the week you need to enter your hours for.

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



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

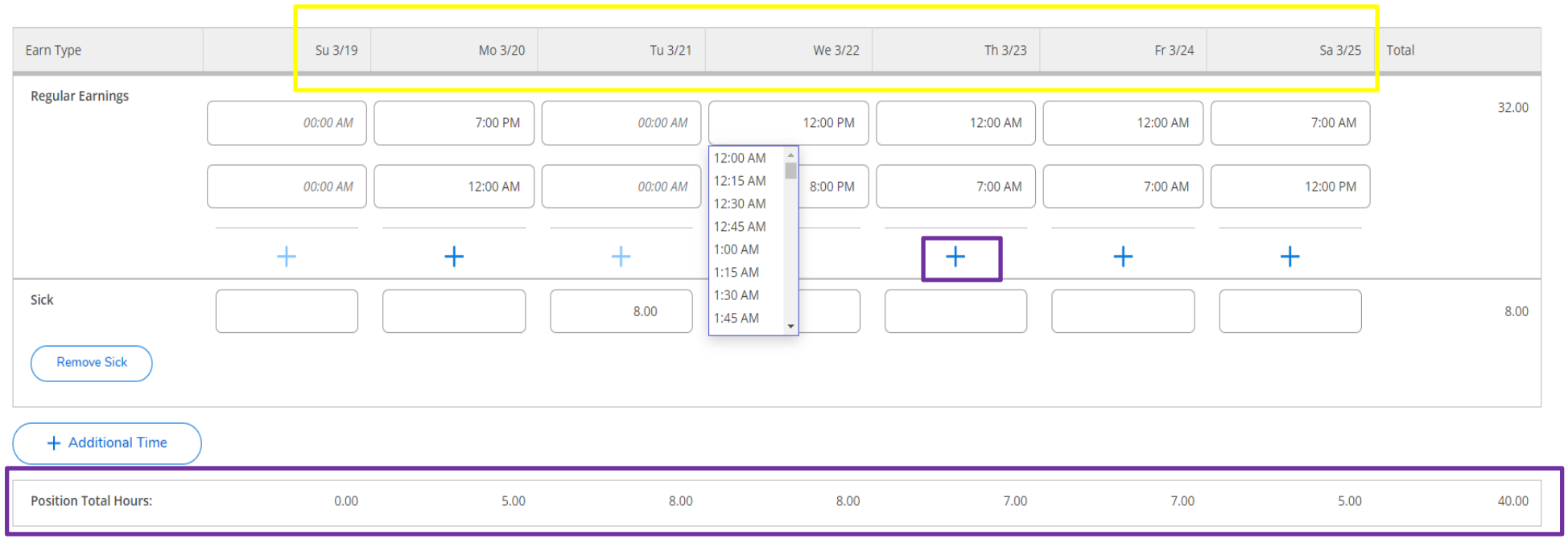
Yellow Box = Pay Period Dates - verify it is the correct pay period before you begin entering hours
Blue Box = "All Time Sheets" – this link returns you to the beginning of time entry
Purple Boxes = Arrows move you between the 2 weeks of the pay period
Orange Boxes = Job Title for your positions
Red Box = "Save" button – remember to click save in the top right corner to ensure your entries are saved for each position
Brown Box = "+ Additional Time" – this link allows you to enter time for another Earn Type such as Sick and/or Vacation time.
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.



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.

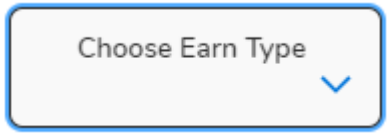
Enter your "time in" and "time out" times for each of the appropriate dates.

- 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



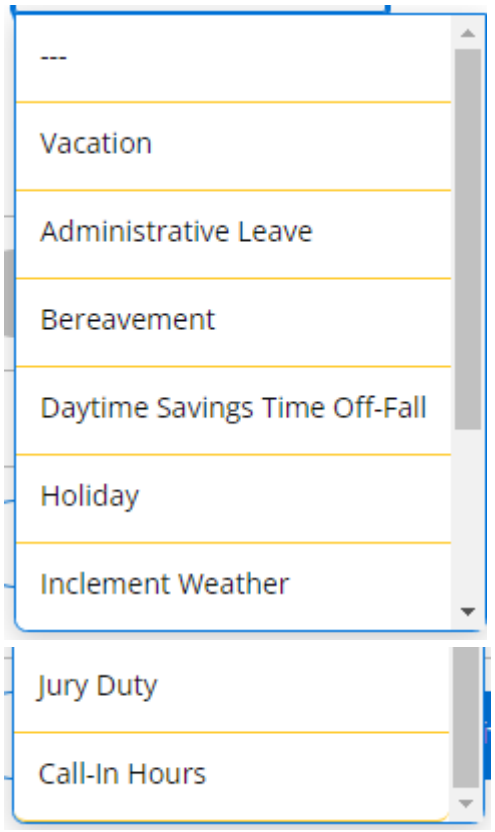
2d. To enter hours for an Earn Type other than Regular Earnings, click the

link.



You will then see this drop-down box

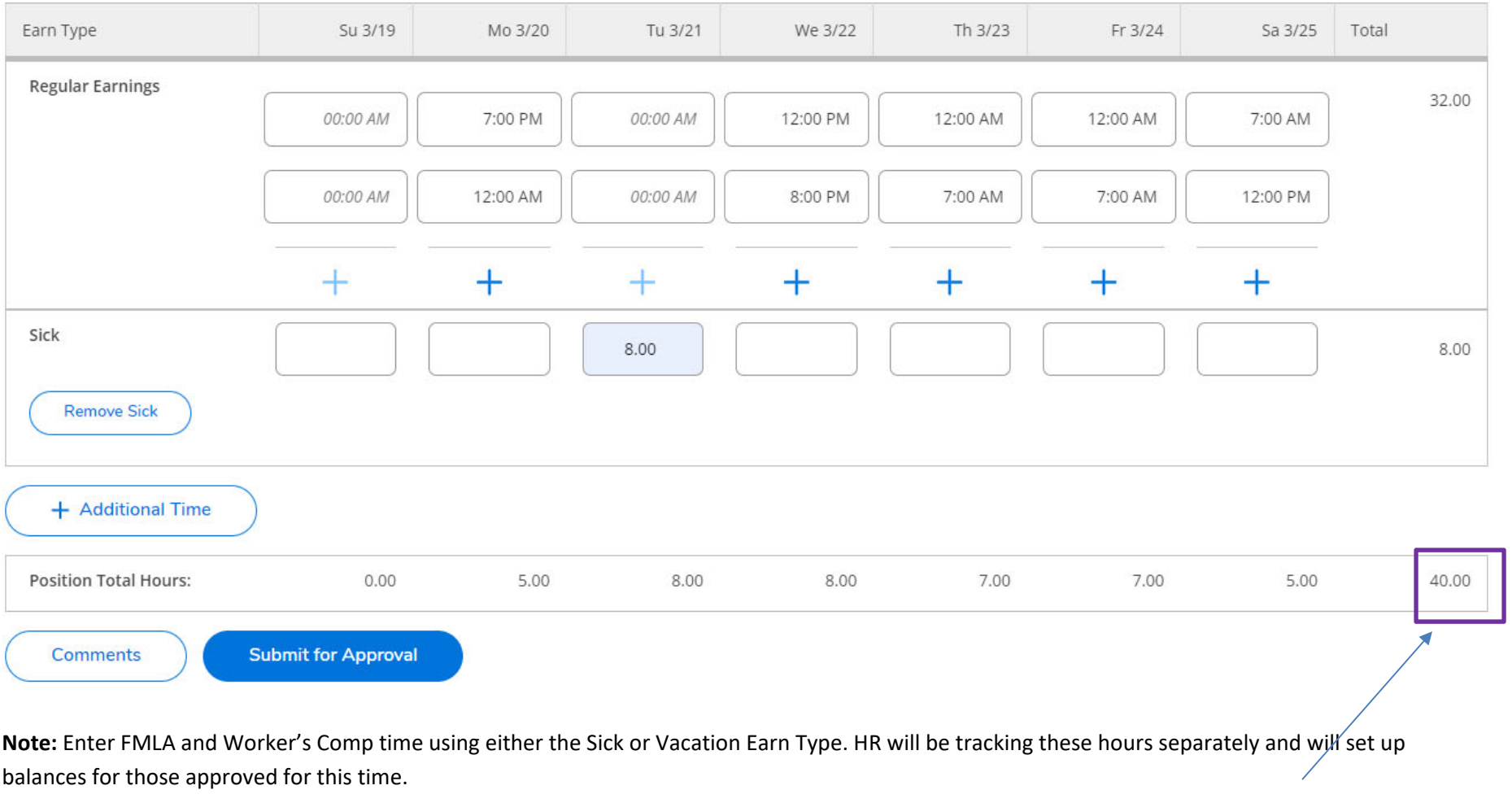
Click the down arrow and the Earn Types appear to choose from



Click the Earn Type and enter the total number of hours on the appropriate day.

2e. 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

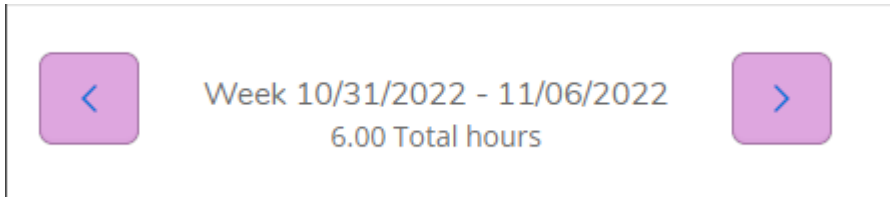


Earn Type	Su 3/19	Mo 3/20	Tu 3/21	We 3/22	Th 3/23	Fr 3/24	Sa 3/25	Total
Regular Earnings	00:00 AM	7:00 PM	00:00 AM	12:00 PM	12:00 AM	12:00 AM	7:00 AM	32.00
	00:00 AM	12:00 AM	00:00 AM	8:00 PM	7:00 AM	7:00 AM	12:00 PM	
Sick			8.00					8.00
Position Total Hours:	0.00	5.00	8.00	8.00	7.00	7.00	5.00	40.00

Note: Enter FMLA and Worker's Comp time using either the Sick or Vacation Earn Type. HR will be tracking these hours separately and will set up balances for those approved for this time.

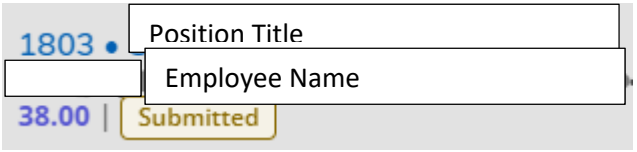
Note: Limit Sick and/or Vacation hours so that your weekly total does not exceed 40 hours in one week. This is very important. Review the total hours worked for the week before submitting for approval.

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.



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

N**ote: 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 9:00am) 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 9:00am).

Note – If your time is not submitted by the deadline (Monday at 9:00am), you will no longer be able to enter it online for that payroll period. Your supervisor can enter your time until Monday at 10:00am. If this is not done, your supervisor needs to send an email to leatherp@southwestern.edu by noon on Monday.

Please contact Pam Leatherwood at 863-1932 or payroll@southwestern.edu with questions.