

Supervisor Self-Service Biweekly Time Entry Approval Procedures

Overview

This process documentation is to assist supervisors and proxy supervisors with biweekly employee time entry approval.

The following sections will be covered:

- Timesheet Submission Deadlines
- Supervisor Approval Steps for Employee Time Entered
- If Employee 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/>

Employees Submission Deadline:

Can be submitted weekly, but must be submitted no later than Monday at 9:00 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 a.m. after the end of the two week pay period.

Supervisor Self-Service Biweekly Time Entry Approval Procedures

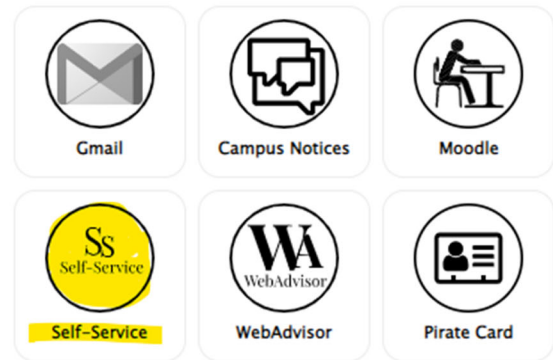
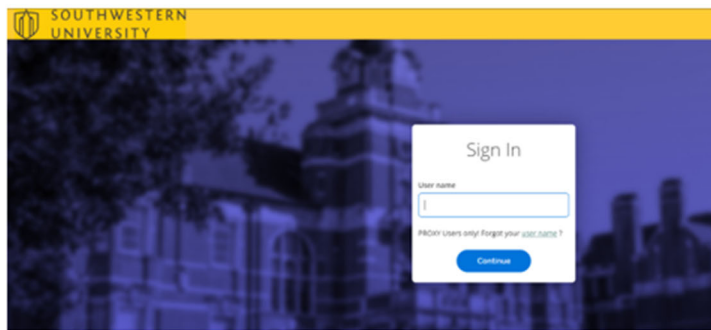
Supervisor Approval Steps for Student Time Entered –

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 employee.

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.

My Tasks

[Time Approval](#) 2

Tax Information
Here you can change your consent for e-delivery of tax information.

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

Grades
Here you can view your grades by term.

Banking Information
Here you can view and update your banking information. Direct deposit information entered here is only for accounts payable payments (reimbursements, refunds, etc). For payroll direct deposit changes, please contact Stephanie Brooks at brookss@southwestern.edu.

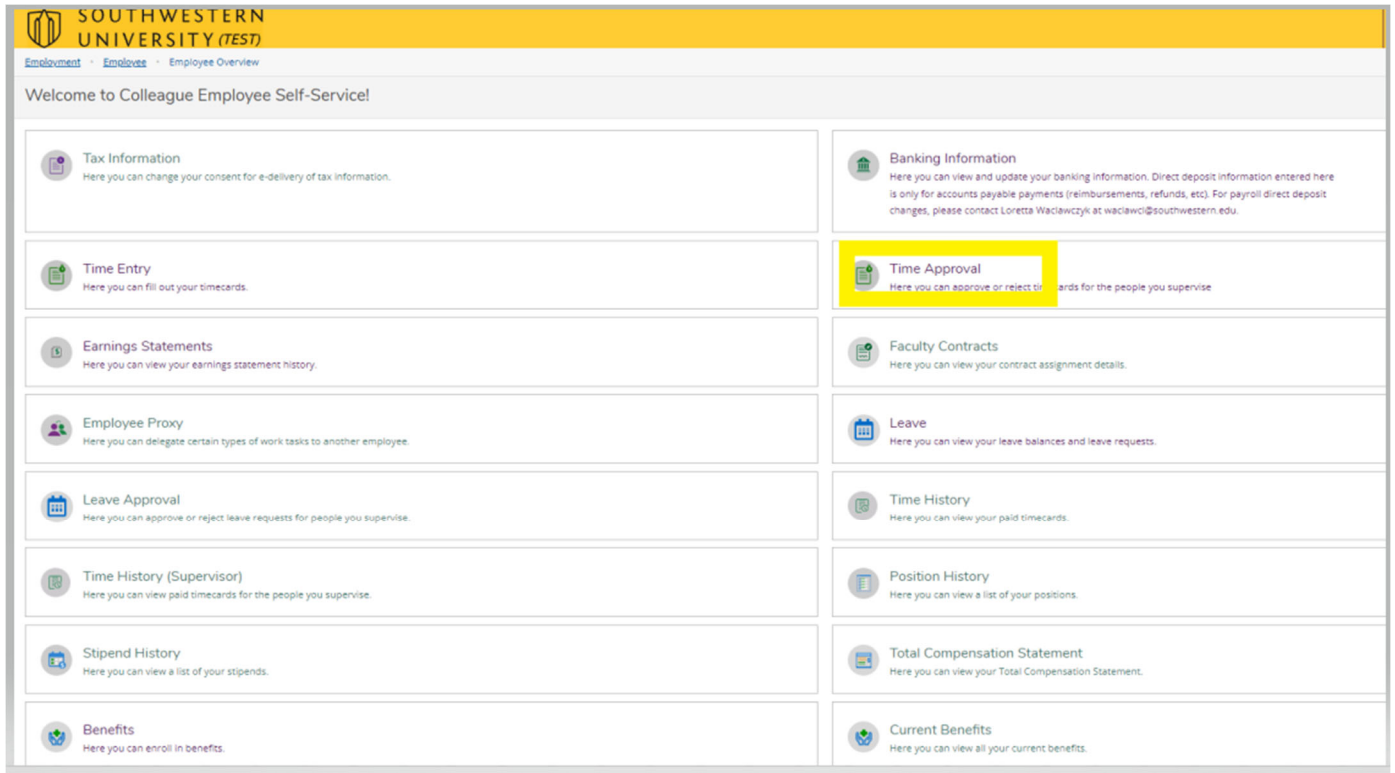
Course Catalog
Here you can view and search the course catalog.

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

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

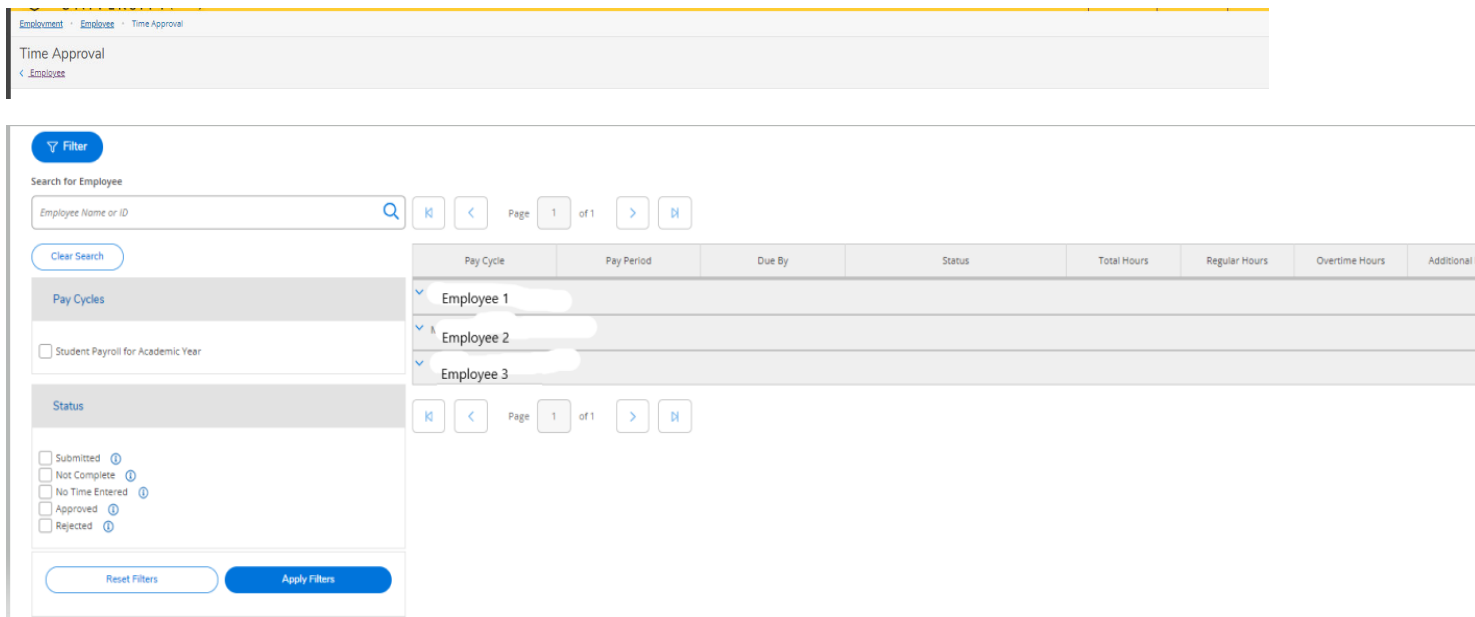
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c) The following screen will be displayed. Select Time Approval.



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:



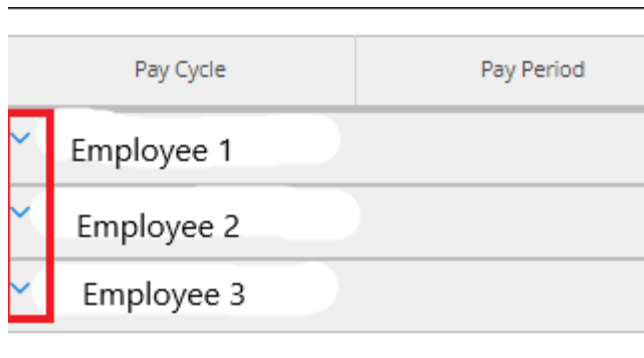
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In order for the Supervisor to see all of their Employees eligible to work this pay period, please verify the following and then click 'Apply Filters':

- 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). **If you use the filters, the system keeps these filters in place, so please clear filters before logging out so next time you log in you will see all employees and time.**

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



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
^							
✓ Bi-Weekly Employee Payroll	03/19/2023-04/01/2023	5/31/2023 10:00 AM	✓ Submitted	80.00	80.00	0.00	0.00
				✓ Approve	⚠ Reject	💬 Comments	• View

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Step 6 Based upon review, the Supervisor must select either approve or reject for 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 employee's position.
- Blue Box = Indicates the specific days of the week being reviewed.
- Brown Box = "+ Additional Time" – this link allows you to enter time for another Earn Type such as Sick and/or Vacation time
- 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

The screenshot displays the 'Weekly Totals' section with the following data:

Weekly Totals	Employee Name
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

The 'Time Approval' section shows the supervisor's name and the week being reviewed: Week 03/19/2023 - 03/25/2023, 40.00 Total hours Submitted. The job title is 1980 • Accounts Receivable Specialist. The 'Approve' button is highlighted in red.

The 'Regular Earnings' table shows the following data:

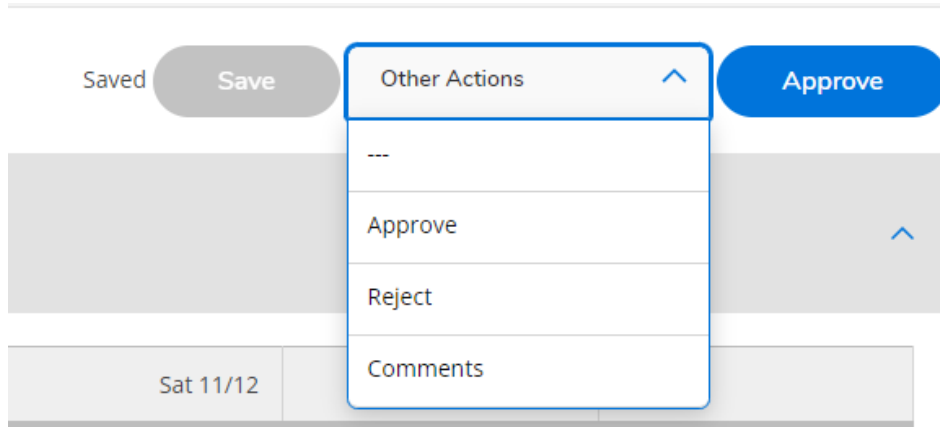
Earn Type	Su 3/19	Mo 3/20	Tu 3/21	We 3/22	Th 3/23	Fr 3/24	Sa 3/25	Total
Regular Earnings	00:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	00:00 AM	40.00
	00:00 AM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	00:00 AM	
		1:30 PM	1:30 PM	1:30 PM	1:30 PM	1:30 PM		
		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM		
		- +	- +	- +	- +	- +		

The '+ Additional Time' button is highlighted in brown, and the 'Position Total Hours' row at the bottom is highlighted in green, showing 0.00, 8.00, 8.00, 8.00, 8.00, 8.00, 8.00, 0.00, and 40.00.

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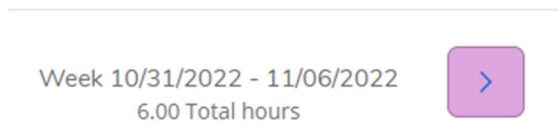
- a) The Supervisor can approve by clicking the “Approve” button. The “Other Actions” dropdown box is used to Reject and/or add a Comment. **If approving overtime, please add a Comment that overtime is approved.**

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

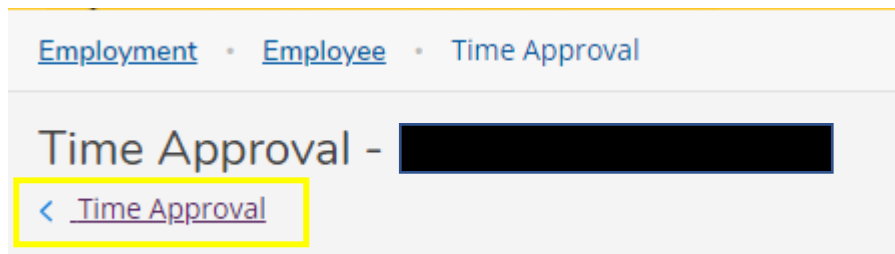


- b) Repeat the review and approval process for Week 2 hours, if necessary.

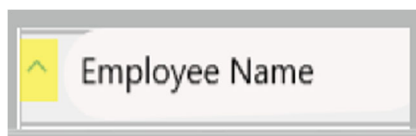
The arrow pointing to the right beside the Week one dates will forward you to the employee’s timecard for Week 2 of the pay period.



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.



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If Employee 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 an employee:

A supervisor should only enter time for an employee if the submission deadline (Monday at 9am for the end of the pay period) has ended or in rare cases where the employee is not able to enter their time. For more detailed procedures, please refer to the Biweekly 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 time that has been submitted for approval:

If it is **BEFORE** the employee submission deadline (Monday at 9:00 a.m. after the end of the pay period) –

the supervisor should REJECT the employee'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 employee submission deadline (Monday at 9:00 a.m. after the end of the pay period) –

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

If it is **AFTER BOTH** the employee submission deadline (Monday at 9:00 a.m. for the end of the pay period) and the supervisor approval deadline (Monday at 10:00 a.m. for the end of the pay period)-

then the supervisor needs to send an email to leatherp@southwestern.edu by noon on that Monday.

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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.

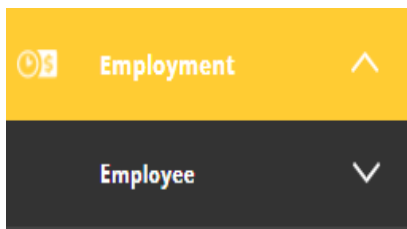
In cases when the primary supervisor will not be able to approve an employees’ time, the primary supervisor must assign proxy access to another SU employee in order to allow them to approve on the primary supervisor’s behalf. Proxy access will only allow the specific individual access to Self-Service 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).

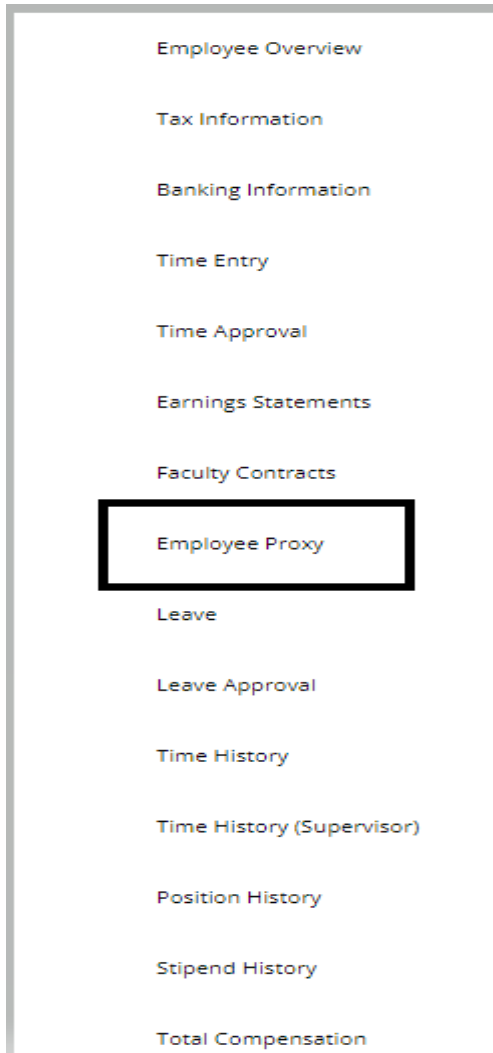


- 2 Once the Employment section is displayed, select the “Employee” option.

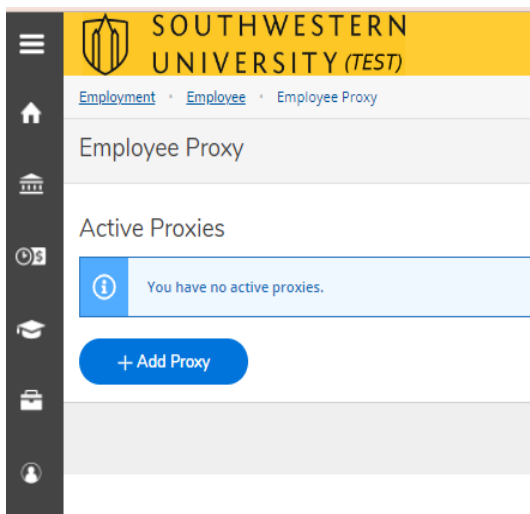


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3 The following list will be displayed. Select the “Employee Proxy” option shown below.



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



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- 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

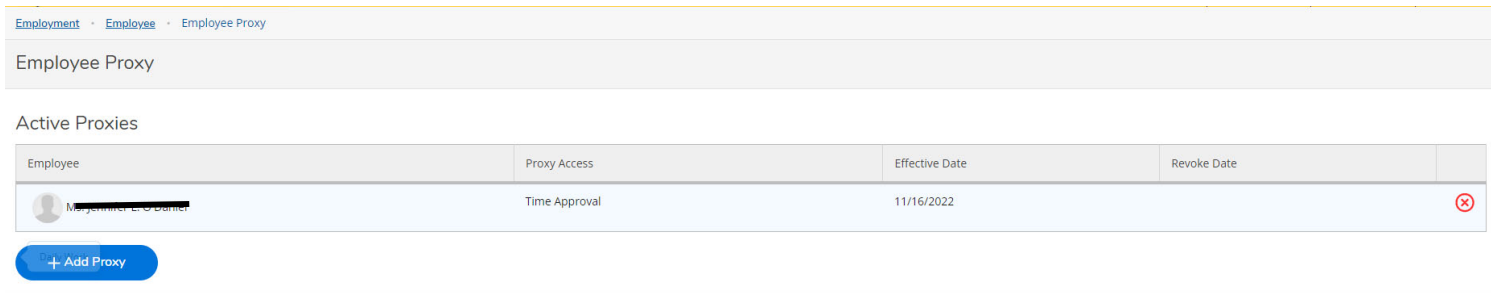
- d. Once the correct SU employee is located, click on their name, which allows the system to verify the person you are selecting.
 - e. Click the Add Proxy button, as shown below.

Ms. Jane M. Smith
1234567


Cancel Add Proxy

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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, it says '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. [REDACTED]' 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'.

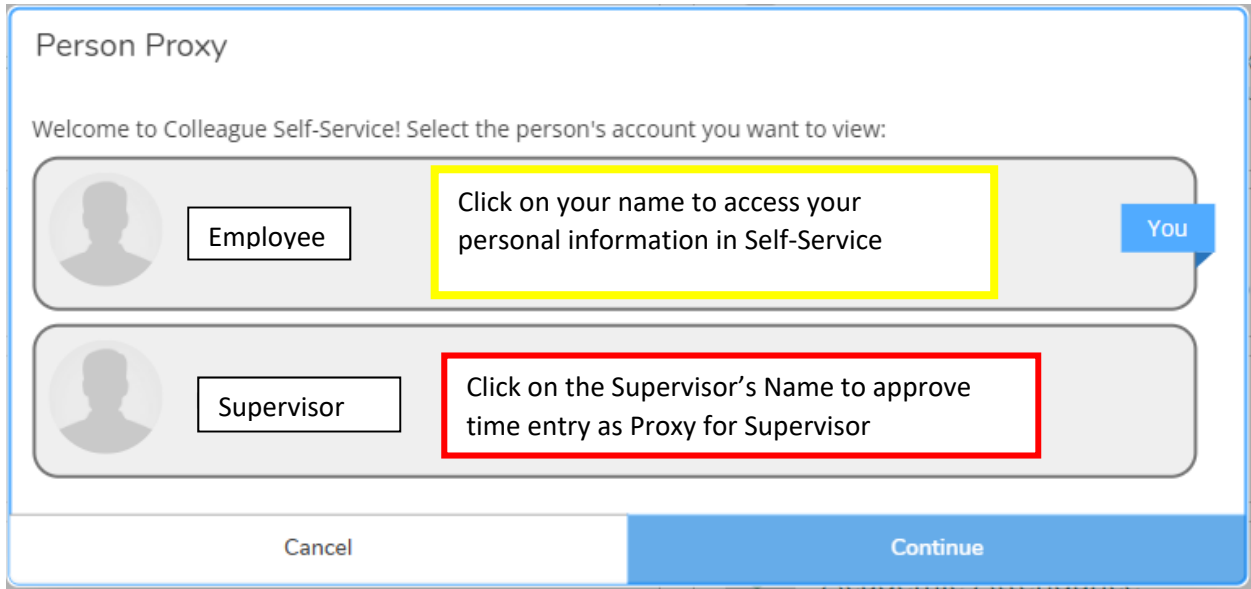
Employee	Proxy Access	Effective Date	Revoke Date
 M. [REDACTED]	Time Approval	11/16/2022	

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

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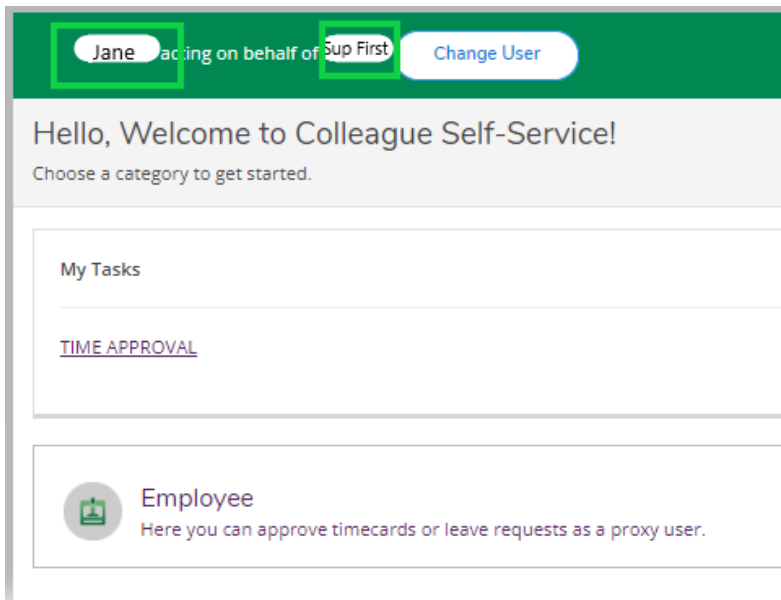
Proxy User Access

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 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.



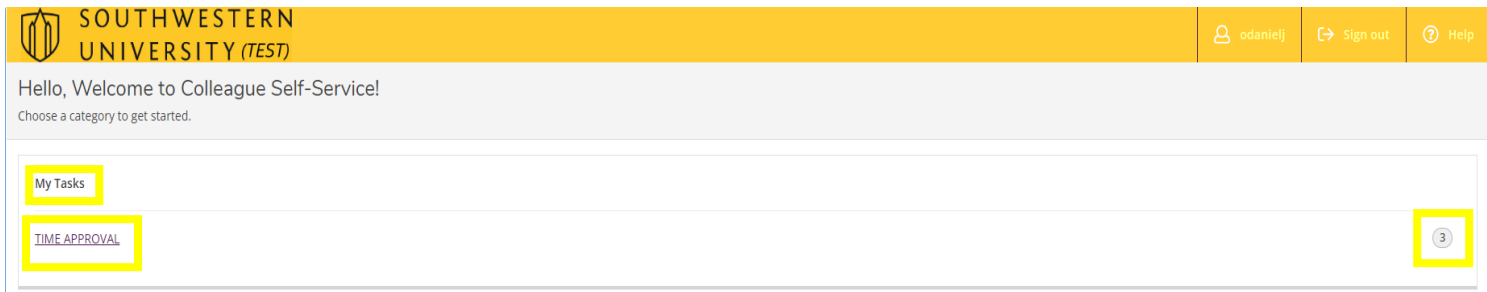
4. Proxy should then follow the Supervisor Procedures provided at the beginning of this document.

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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 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 supervisor's employees are listed.



SOUTHWESTERN UNIVERSITY (TEST)

odanielj Sign out Help

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

My Tasks

TIME APPROVAL 3