

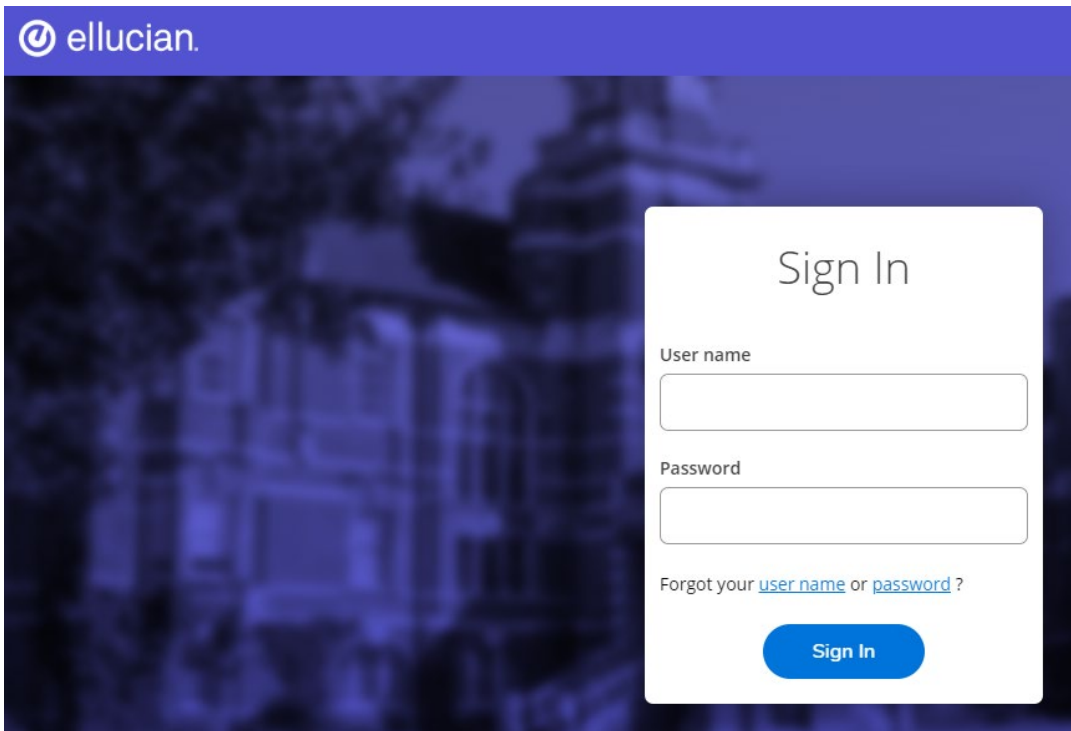
# Time Entry In Self Service

## Inputting Time Worked in Self Service:

Hourly employees need to enter their start and end time for each work day to be paid appropriately. The two week pay period begins on Sunday at 12:00 am and ends 14 days later on Saturday at 11:59 pm. All employee time must be entered by 9:00 am on the Monday after the end of the pay period, and supervisors must approve time entered by 12:00 pm on the Monday after the end of the pay period.

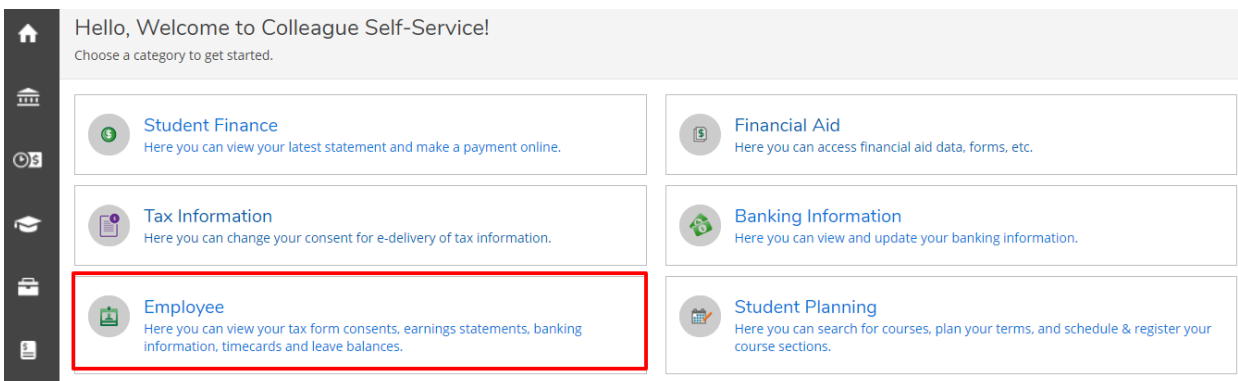
Logging in:

- Log into Self-Service using your Rivier credentials.



Find your time entry screen:

- Select the Employee Menu



- Select the Time Entry Menu

Employment · Employee · Employee Overview

Welcome to Colleague Employee Self-Service!

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

**Banking Information**  
Here you can view and update your banking information.

**Time Entry**  
Here you can fill out your timecards.

**Earnings Statements**  
Here you can view your earnings statement history.

**Leave**  
Here you can view your leave balances.

**Time History**  
Here you can view your paid timecards.

Select the week and position for inputting your time:

- Both weeks of the pay period will appear, with your job/position to the right.
- If you have **more than one position** for the University, both positions will appear on the first screen.

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Employment · Employee · Time Entry

Time Entry

Biweekly Hourly Payroll

<p><b>05/31/2020 - 06/06/2020</b> Due by: 6/15/2020 9:00 AM Total: 0.00 Hours</p>	<p>Ambassador and Team Leader Special Events Assistant</p>
<p><b>06/07/2020 - 06/13/2020</b> Due by: 6/15/2020 9:00 AM Total: 0.00 Hours</p>	<p>Ambassador and Team Leader Special Events Assistant</p>

- Select the week for which you want to enter hours worked, on the next screen you will be able to select the position/job for which you want to enter hours worked.
- You might need to expand or collapse the drop-down arrows to see multiple positions or for the hour entry screen to appear.

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Employment · Employee · Time Entry

Pay Period 05/31/2020 - 06/13/2020

[All Time Sheets](#)

Week 05/31/2020 - 06/06/2020  
0.00 Total hours

Saved Save View Leave Balances

<p>SF001805030000 • Ambassador and Team Leader supervisor Undergrad Admission, Ofce of • Main Campus 0.00</p>	<p>⌵</p>
<p>SF000201210000 • Special Events Assistant supervisor Christ College 0.00</p>	<p>⌵</p>
Weekly Totals	<p>⌵</p>

- You can **change weeks** using the right and left arrows
- After selecting a week, each of your jobs/positions will appear, with their respective time entry fields

### Input Your Start and End Times:

For each day worked, enter your start time(s) and end time(s) for hours worked. Time can be entered by:

- Hitting the Clock-in Button

THURSDAY 12/14

- And can be edited by typing directly in the field using the **blue pencil**.
- If you had a break in hours for the same position (e.g. lunch break) you will have the option to add another start and end time by selecting the **blue +** sign below your last out punch for the day.

Pay Period 05/31/2020 - 06/13/2020

[All Time Sheets](#)

Week 05/31/2020 - 06/06/2020  
4.00 Total hours

Saved just now

Save

[View Leave Balances](#)

SF001805030000 • Ambassador and Team Leader  
4.00  
• Undergrad Admission, Ofce of • Main Campus

Earn Type	Sun 5/31	Mon 6/1	Tue 6/2	Wed 6/3	Thu 6/4	Fri 6/5	Sat 6/6	Total
Federal Work Study	00:00 AM	8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	4.00
	00:00 AM	12:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	



- Your total hours will show as subtotals by day, by position, and as a grand total.

Enter Paid Leave Time:

- Select the blue **Additional Time** button in the lower left corner of your screen.
- You may also view your Leave Balances using the link in the upper right corner
- From the **Additional Time** drop-down menu, select the type of Leave Time you would like to use

Pay Period 07/12/2020 - 07/25/2020

[All Time Sheets](#)

Week 07/12/2020 - 07/18/2020  
16.00 Total hours

Saved at 4:45 PM

Save

[View Leave Balances](#)

4HB00306540000 • [Redacted]  
16.00

Earn Type	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Total
Regular Earnings-Staff	00:00 AM	8:00 AM	8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	16.00
	00:00 AM	12:00 PM	12:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
		1:00 PM	1:00 PM					
		5:00 PM	5:00 PM					
		- +	- +					

Position Total Hours: 0.00 8.00 8.00 0.00 0.00 0.00 0.00 16.00

[+ Additional Time](#)

[Comments](#) [Submit for Approval](#)

- After selecting the type of Leave, input the number of hours of leave you would like to take on the date the leave is to be taken.
- Your timecard will not have a subtotal for your hours actually worked, your hours of each Leave Type, and your total hours to be paid for the week.

Submit your Timecard for Approval by Your Supervisor:

- After you have entered all of your hours for a given week, click the blue **Submit for Approval** button to submit your timecard for approval by your supervisor.
- If you have more than one position, you will need to submit the timecard for EACH position.

Week 05/31/2020 - 06/06/2020  
18.83 Total hours

Saved just now Save View Leave Balances

5HB00606310000 • Temporary Staff  
Info Tech Svcs, Office of • Main Campus  
18.83 | Unsubmitted

Earn Type	Sun 5/31	Mon 6/1	Tue 6/2	Wed 6/3	Thu 6/4	Fri 6/5	Sat 6/6	Total
Regular Earnings-Staff	00:00 AM	8:10 AM	6:00 AM	00:00 AM	8:30 AM	00:00 AM	00:00 AM	18.83
	00:00 AM	9:30 AM	8:00 PM	00:00 AM	12:00 PM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	1.33	14.00	0.00	3.50	0.00	0.00	18.83

Comments Submit for Approval

Weekly Totals  
Regular Hours: 18.83

- After submitting, you will see a green checkbox immediately in the upper right corner with 'Success!'
- There will be a yellow **"Submitted"** box under the position title for which you have submitted that will remain.

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Employment Employee Time Entry

Pay Period 05/31/2020 - 06/13/2020  
< All Time Sheets

Week 05/31/2020 - 06/06/2020  
18.83 Total hours

Saved just now Save View Leave Balances

5HB00606310000 • Temporary Staff  
Info Tech Svcs, Office of • Main Campus  
18.83 | Submitted

Earn Type	Sun 5/31	Mon 6/1	Tue 6/2	Wed 6/3	Thu 6/4	Fri 6/5	Sat 6/6	Total
Regular Earnings-Staff	00:00 AM	8:10 AM	6:00 AM	00:00 AM	8:30 AM	00:00 AM	00:00 AM	18.83
	00:00 AM	9:30 AM	8:00 PM	00:00 AM	12:00 PM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	1.33	14.00	0.00	3.50	0.00	0.00	18.83

Success!

- If you realize you made a mistake or omission in reporting your time prior to the timecard deadline (9:00 am Monday after pay period ends) click **Return Timecard for Edit**.
- This will send a notification to your supervisor that you have unsubmitted your timecard.

Pay Period 05/31/2020 - 06/13/2020  
[All Time Sheets](#)

Week 05/31/2020 - 06/06/2020  
 18.83 Total hours

Saved just now [Save](#) [View Leave Balances](#)

5HB00606310000 • Temporary Staff  
 Info Tech Svcs, Office of • Main Campus  
 18.83 | Submitted

Earn Type	Sun 5/31	Mon 6/1	Tue 6/2	Wed 6/3	Thu 6/4	Fri 6/5	Sat 6/6	Total
Regular Earnings-Staff	00:00 AM	8:10 AM	6:00 AM	00:00 AM	8:30 AM	00:00 AM	00:00 AM	18.83
	00:00 AM	9:30 AM	8:00 PM	00:00 AM	12:00 PM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	1.33	14.00	0.00	3.50	0.00	0.00	18.83

[Comments](#) [Return Timecard to Edit](#)

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



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Sample global message that appears on all pages

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

- Academics
  - Student Finance: Here you can view your latest statement and make a payment online.
  - Employee: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
  - Nonacademic Attendance: Here you can view your nonacademic attendance.
  - Faculty: Here you can view your active classes and submit grades and waivers for students.
- Banking Information: Here you can view and update your banking information.
- Course Catalog: Here you can view and search in course catalog.
- Advising: Here you can access your advisees and provide guidance & feedback on their academic planning.

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