Colleague Self Service Users Guide

Instructions for Completing Electronic Time Sheets

Weekly Non-Exempt Employees

Sign into Self Service (https://colss-prod.hamilton.edu/Student/Account/Login)

Select **Employee** and then **Time Entry** to access your time sheet
Select the time sheet for the current pay period

**Note:** Prior pay periods will be moved to time history once payroll has been processed.

Enter time worked per day. To access “Earn Type” other than “Regular”, select the **+ADDITIONAL TIME** button. After you have entered your time, click on the **SAVE** button. If you forget, the system periodically saves your entries but may not capture the latest changes if you exit the screen before it the system updates.

- Enter only actual hours worked during the pay period. Hours from a previous pay period should be submitted to Payroll on a past due time sheet.
- Daily entry is recommended.
- Time is recorded in 15 minute increments.
- If you did not work on a particular day, leave the entry box empty.
- Completed time sheets are due each Monday by 9 AM *(subject to change for holiday/shutdown)*
- Supervisor approval is due each Monday by 10 AM *(subject to change for holiday/shutdown)*
- Payroll Calendar with deadlines is located on the Payroll webpage.
To submit your time sheet for approval, click the **SUBMIT FOR APPROVAL** button. You will know your time sheet has been submitted three ways: **SUCCESS** will appear in the top right in green, the submit button will change to **RETURN TIMECARD TO EDIT**, and your time sheet landing page will have the word **SUBMITTED** below the pay period range.

If you need to correct your time sheet, select **RETURN TIMECARD TO EDIT** button. You may only edit your time sheet if the pay period is open for entry submission and the supervisor has not approved the time sheet.

If you need to correct your time sheet and your supervisor has already approved it, you will need to ask them to “Unapproved/Reject” the time sheet. This will allow you to select the **RETURN TIMECARD** edit option.

If the pay period is closed for employee submission, then the supervisor can make the change on the employee’s behalf. Supervisors should indicate adjustments in the comment box. An automated email will notify the employee that an adjustment was made.

Supervisors may **REJECT A TIME SHEET** back to you for corrections if they do not agree with time submitted. Automated emails are sent with the supervisors comments or you may also view the comments in Self Service. If your time sheet is rejected you will see “Rejected” under the pay period date range.

Corrections must be made before the pay period closes for employee time entry. If the pay period is closed, then the supervisor can make the change on the employee behalf. Supervisors should indicate adjustments in the comment box as an automated email will be received by the employee that an adjustment was made.

### Submit for Approval

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon 6/14</th>
<th>Tue 6/15</th>
<th>Wed 6/16</th>
<th>Thu 6/17</th>
<th>Fri 6/18</th>
<th>Sat 6/19</th>
<th>Sun 6/20</th>
<th>Total</th>
</tr>
</thead>
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<td>7.00</td>
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<td>28.00</td>
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</table>

### Return Timecard to Edit

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon 6/14</th>
<th>Tue 6/15</th>
<th>Wed 6/16</th>
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</tr>
</tbody>
</table>

Updated December 2021
Earnings Statement / Pay Advice

Select Earnings Statements to access your advice

Select the year and pay period to view

Once you select a year, click a pay date to view and download the statement as a PDF.
**Time History**

Employees may review prior completed time sheets in Self Service under the *Time History* heading.

Select the year and the pay period to view.
W2 Consent and Retrieval

Employees can consent and view their W2’s under the **Tax Information** tab.

To consent select the box to “Receive my W2 only in electronic Format” and click save.

Choose the year to view / print: