Colleague Self Service Users Guide

Instructions for Viewing Earnings Statement (Pay Advice)

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

Select *Employee* and then *Earnings Statements* to view your pay advice

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A	***** TEST Self Service *****		
<u>e)</u> ۽	Hello, Welcome to Colleague Self-Service! Choose a category to get started.		
-	Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.		
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≡	***** TEST Self Service *****						
ń	Welcome to Colleague Employee Self-Service!						
⊙ <u>s</u>	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.	Time Approval Here you can approve or reject timecards for the people you supervise					
	B Earnings Statements Here you can view your earnings statement history.	Employee Proxy Here you can delegate certain types of work tasks to another employee.					
	Leave Here you can view your leave balances.	Time History Here you can view your paid timecards.					
	Position History Here you can view a list of your positions.	Stipend History Here you can view a list of your stipends.					
	Current Benefits Here you can view all your current benefits.						

Select the year and pay period to view

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A	Employment · Employee · Earnings Statements				
	***** TEST Self Service *****				
() }	Earnings Statements				
=	Once you select a year, click a pay date to view and download the statem	ent as a PDF.			
	2021	05/21/2021			
	2021	05/14/2021			
	2020	 			
	2019				
	2018	04/30/2021			
		04/23/2021			
		■ 04/16/2021			
		■ 04/09/2021			
		04/02/2021			