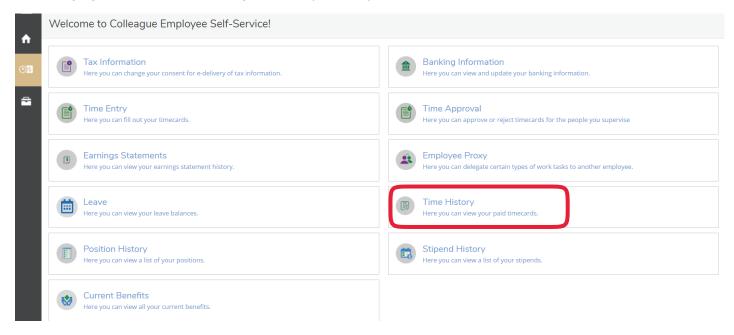
## **Colleague Self Service Users Guide**

## **Instructions for Time History**

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

Select *Employee* and then *Time History* to access your completed time sheet



Select the year and the pay period to view.

