

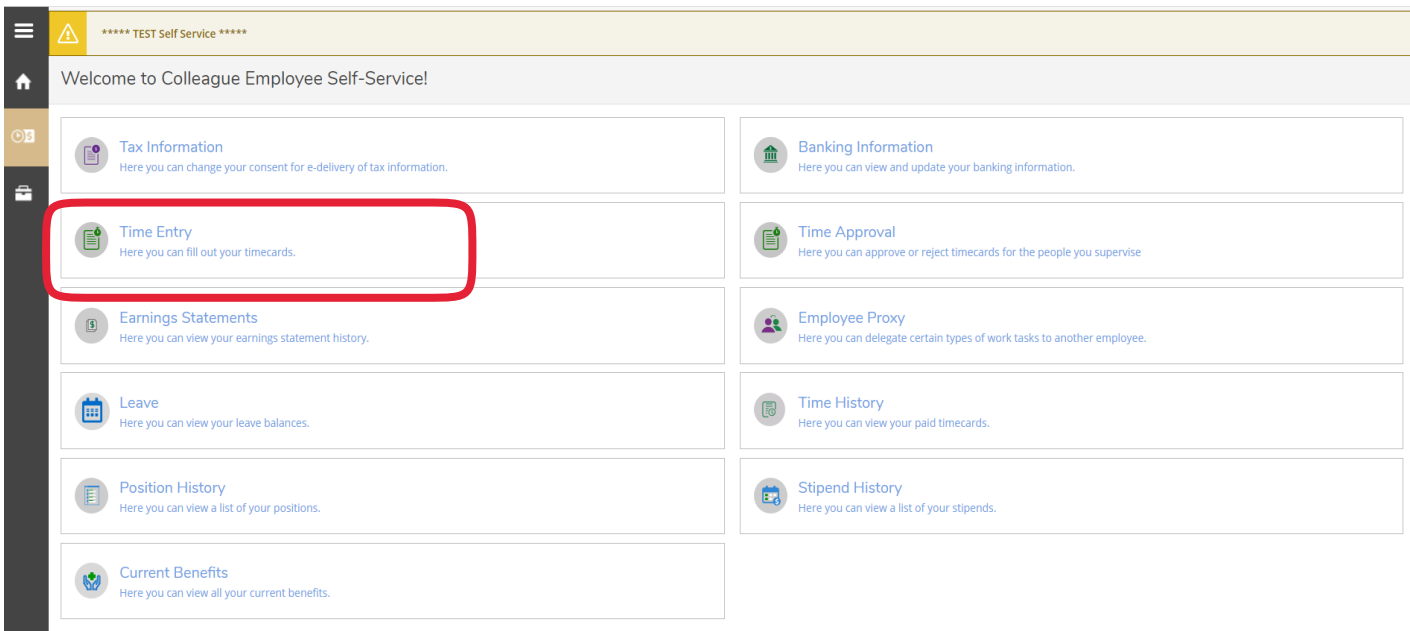
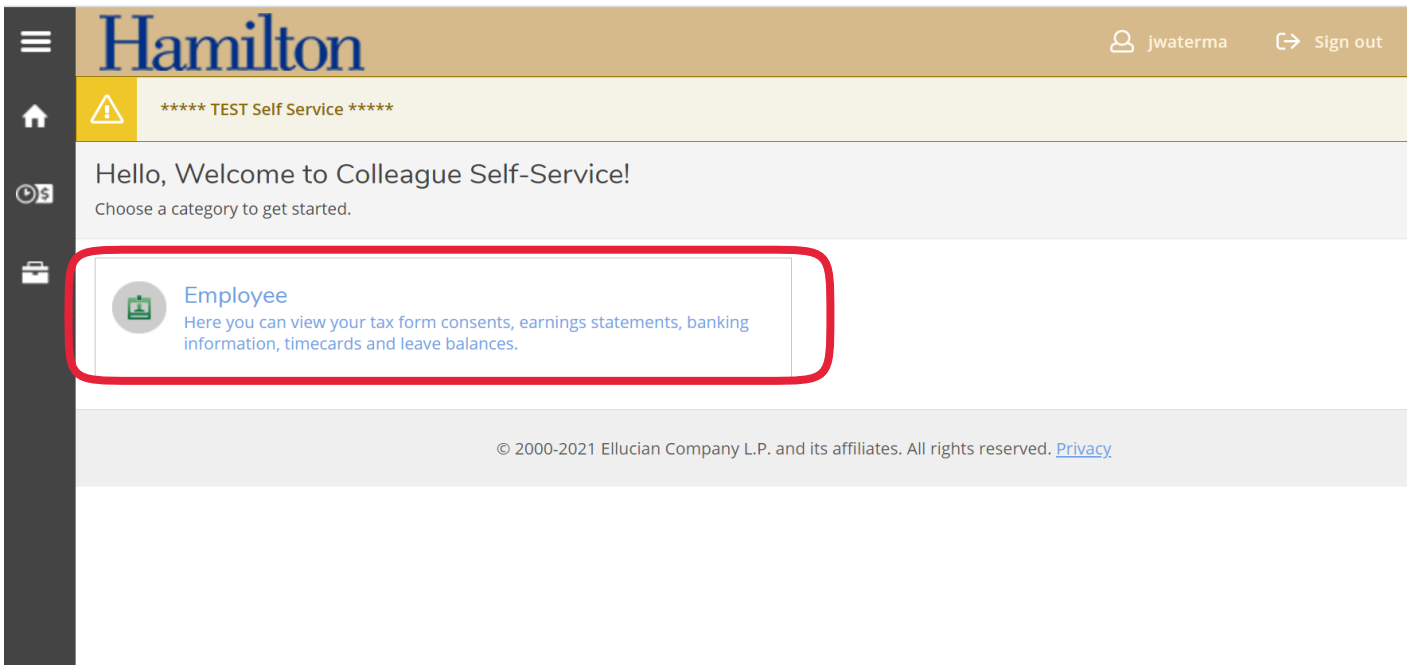
# Colleague Self Service Users Guide

## Instructions for Completing Electronic Time Sheets

### Weekly Non-Exempt Employees

Sign into Self Service (<https://collss-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.*

Employment • Employee • Time Entry

\*\*\*\*\* TEST Self Service \*\*\*\*\*

### Time Entry

Weekly

05/24/2021 - 05/30/2021 Due by: 6/6/2021 10:00 AM Total: 46.50 Hours	Approved	Payroll Specialist	>
05/31/2021 - 06/06/2021 Due by: 6/7/2021 10:00 AM Total: 46.50 Hours	Submitted	Payroll Specialist	>
06/07/2021 - 06/13/2021 Due by: 6/14/2021 10:00 AM Total: 35.00 Hours	Approved	Payroll Specialist	>
06/14/2021 - 06/20/2021 Due by: 6/21/2021 10:00 AM Total: 35.00 Hours	Unsubmitted	Payroll Specialist	>

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.

Pay Period 06/14/2021 - 06/20/2021

< All Time Sheets

Week 06/14/2021 - 06/20/2021  
7.00 Total hours

Pending [Save](#) [View Leave Balances](#)

2SPECPAYROLL • Payroll Specialist  
Carrock, Gary A. • Business Office  
7.00

Earn Type	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Sun 6/20	Total
Regular	7.00							7.00
Choose Earn Type								0.00
Remove								
+ Additional Time								
Position Total Hours:	7.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00

- 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.

Week 06/14/2021 - 06/20/2021  
35.00 Total hours

Saved just now Save View Leave Balances

Earn Type	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Sun 6/20	Total
Regular	7.00		7.00	7.00	7.00			28.00
Sick		7.00						7.00
<a href="#">Remove Sick</a>								
<a href="#">+ Additional Time</a>								
Position Total Hours:	7.00	7.00	7.00	7.00	7.00	0.00	0.00	35.00
<a href="#">Comments</a> <a href="#">Submit for Approval</a>								

Weekly Totals

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.

Pay Period 06/14/2021 - 06/20/2021  
[All Time Sheets](#)

Week 06/14/2021 - 06/20/2021  
35.00 Total hours

Saved just now Save View Leave Balances

2SPECPAYROLL • Payroll Specialist  
Carrock, Gary A. - Business Office  
35.00 | Submitted

Earn Type	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Sun 6/20	Total
Regular	7.00		7.00	7.00	7.00			28.00
Sick		7.00						7.00
Position Total Hours:	7.00	7.00	7.00	7.00	7.00	0.00	0.00	35.00
<a href="#">Comments</a> <a href="#">Return Timecard to Edit</a>								

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.

# Earnings Statement / Pay Advice

Select **Earnings Statements** to access your advice

Welcome to Colleague Employee Self-Service!

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

**Position History**  
Here you can view a list of your positions.

**Current Benefits**  
Here you can view all your current benefits.

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

**Time Approval**  
Here you can approve or reject timecards for the people you supervise

**Employee Proxy**  
Here you can delegate certain types of work tasks to another employee.

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

**Stipend History**  
Here you can view a list of your stipends.

Select the year and pay period to view

**Hamilton**

[jwaterma](#) [Sign out](#) [Help](#)

[Employment](#) · [Employee](#) · [Earnings Statements](#)

\*\*\*\*\* TEST Self Service \*\*\*\*\*

## Earnings Statements

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

2021

2021

2020

2019

2018

[05/21/2021](#)

[05/14/2021](#)

[05/07/2021](#)

[04/30/2021](#)

[04/23/2021](#)

[04/16/2021](#)

[04/09/2021](#)

[04/02/2021](#)

## Time History

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

Welcome to Colleague Employee Self-Service!

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

**Position History**  
Here you can view a list of your positions.

**Current Benefits**  
Here you can view all your current benefits.

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

**Time Approval**  
Here you can approve or reject timecards for the people you supervise

**Employee Proxy**  
Here you can delegate certain types of work tasks to another employee.

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

**Stipend History**  
Here you can view a list of your stipends.

Select the year and the pay period to view.

**Time History**

Select a Year to view associated Pay Period

2021

**Pay Period**

05/10/2021 - 05/16/2021  
Weekly

05/03/2021 - 05/09/2021  
Weekly

04/26/2021 - 05/02/2021  
Weekly

04/19/2021 - 04/25/2021  
Weekly

04/12/2021 - 04/18/2021  
Weekly

05/10/2021 - 05/16/2021  
Weekly

**Dates**

05/10/2021 - 05/16/2021

## W2 Consent and Retrieval

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

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.

**Time Approval**  
Here you can approve or reject timecards for the people you supervise.

**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.

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

### Tax Information

**W-2 Information**1095-C Information

Select an option below to set your preferences for receiving your electronic W-2:

☒ Receive my W-2 only in electronic format

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

☐ Withhold my consent

I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

CancelSave

Choose the year to view / print:

### Tax Information

**W-2 Information**1095-C Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)

**Receive my W-2 only in electronic format**  
By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

#### W-2 Statements

Tax Year	Notation
2020	<a href="#">2020 W-2 Statement</a>
2019	<a href="#">2019 W-2 Statement</a>

#### Electronic W-2 Consent History

Date	Consent Status
6/23/2021 6:13:08 AM	Consent Given
6/23/2021 6:06:39 AM	Consent Withheld