

# Self-Serve OnLine Timekeeping Instructions

## Table of Contents

Employee Instructions      page 2

Supervisor Instructions      page 13

# Self-Service Online Time Keeping Instructions

The \_\_\_\_\_ Department will begin using the online time keeping application for hours worked beginning \_\_\_\_\_.

## KEY POINTS TO REMEMBER

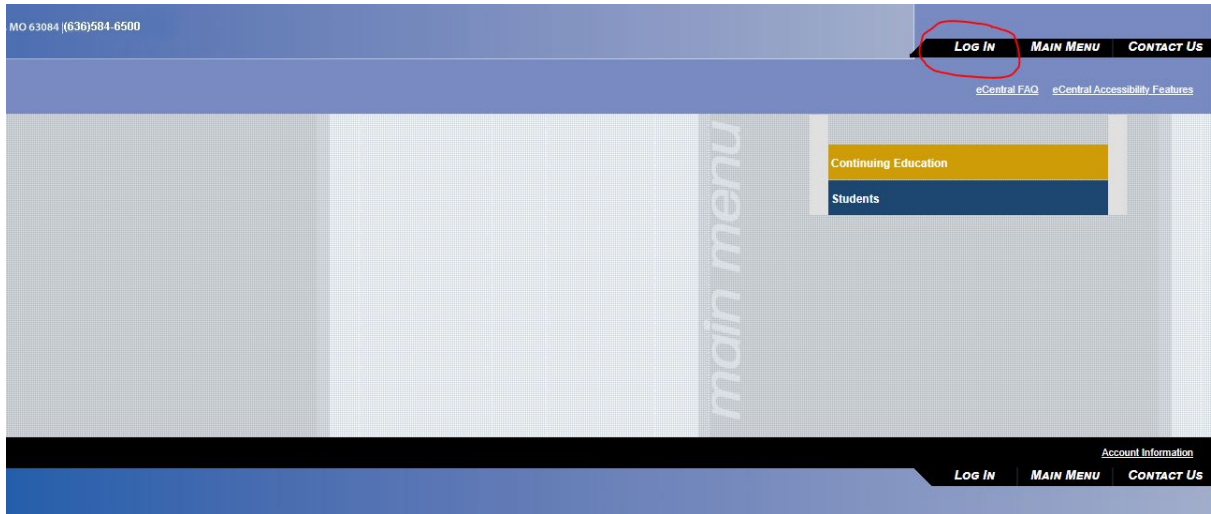
- You must submit your time before **10:00 AM each Monday morning**. (Your supervisor may ask that you submit them earlier than this.) Your supervisor will have until 12:00 PM to approve your time. If you do not submit your time by 10:00 AM, you will have to contact Carol Bailie and have her reopen your timecard.
- Enter you time in 15 minutes increments as you currently do on the paper time cards. If you come in at 7:58 enter 8:00 if you come in at 8:08 enter 8:15.
- You will also request leave through this same app. When you request leave in advance, and your supervisor approves the leave in advance, your requested leave will automatically show up on your timecard. If you do not request in advance, the leave can be added to the timecard.

## INSTRUCTIONS

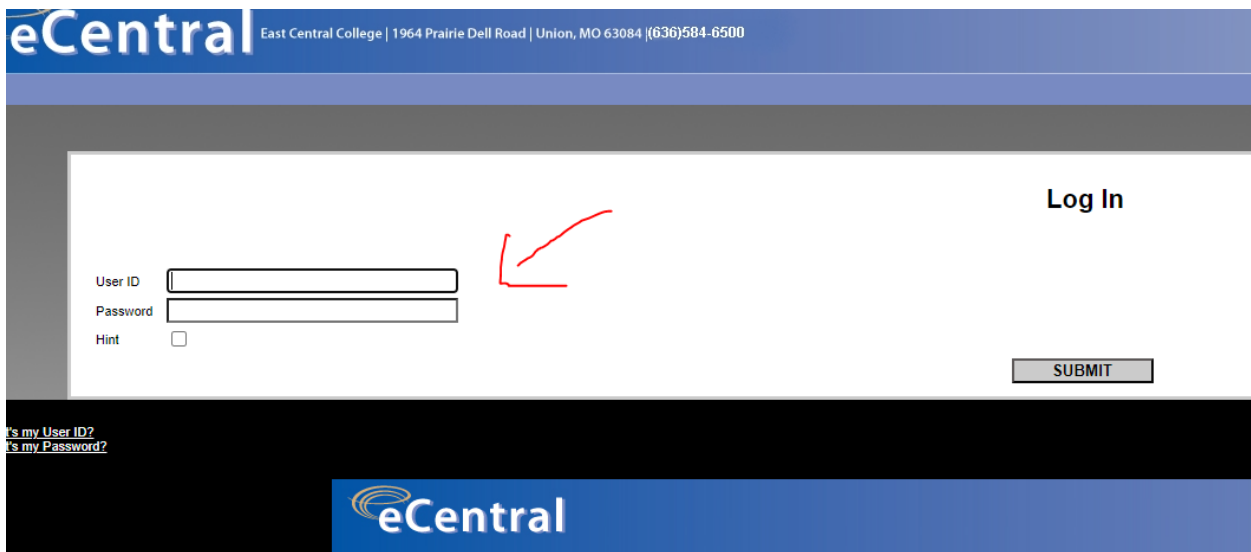
Log into your e-central account.



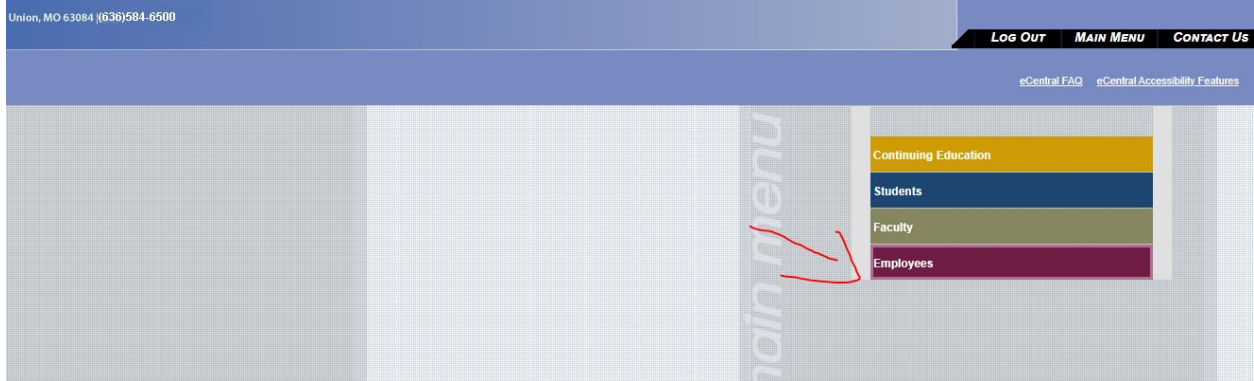
Select eCentral from the drop down menu



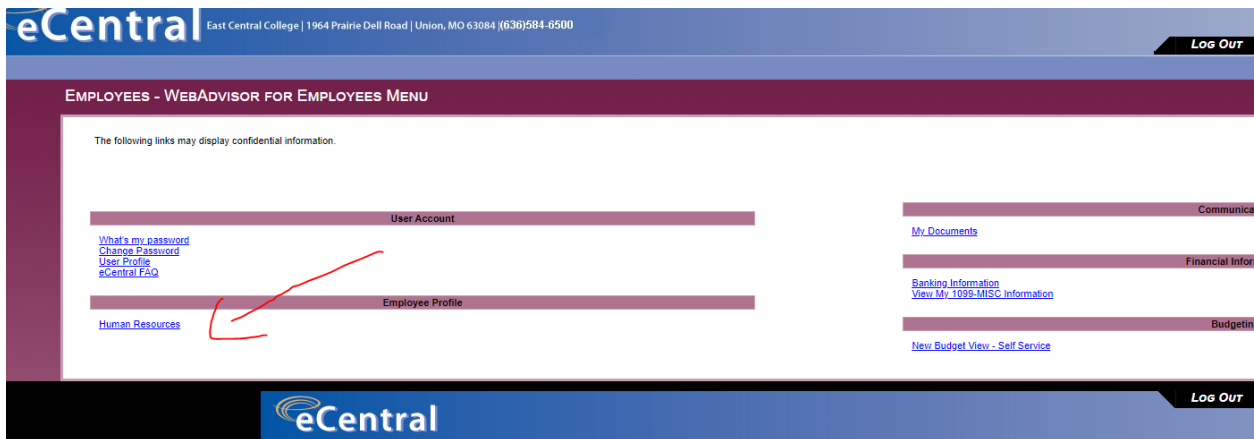
Click on the Log In tab



Enter your user ID, Password and click on submit

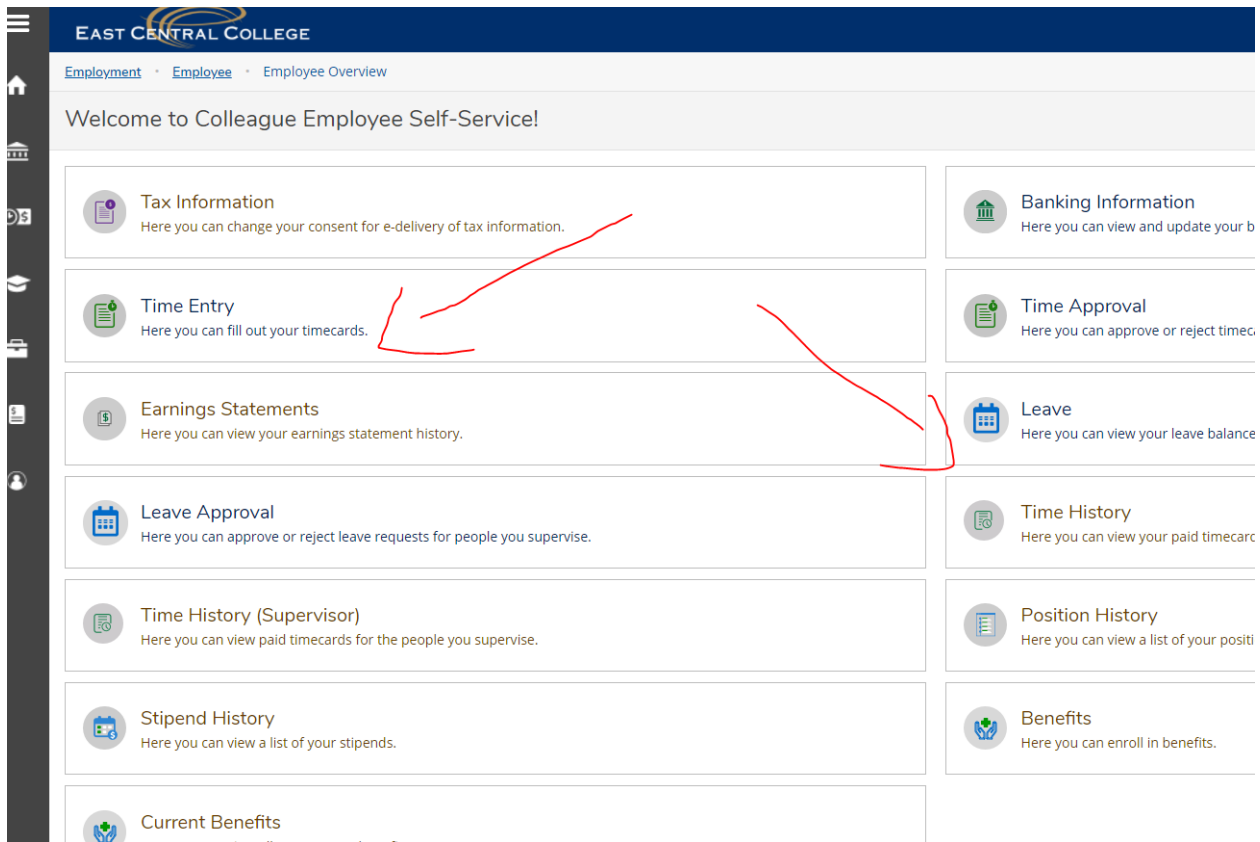


Click on the Employees Bar

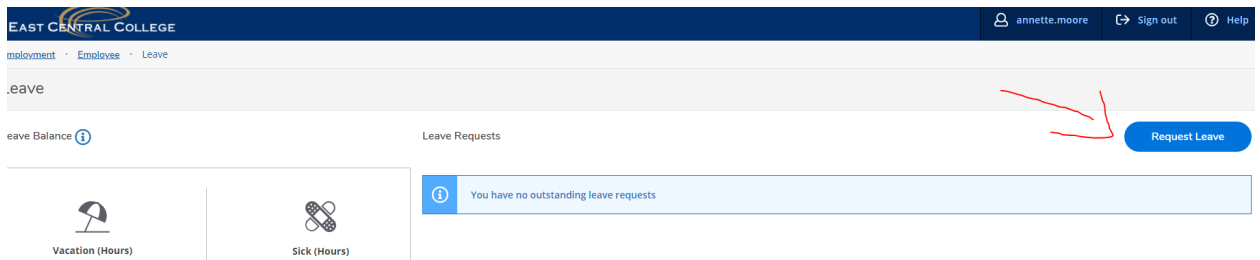


Click on Human Resources

You are now in Self-Service and should see a screen that looks similar to this:



To request leave select Leave



Click on the Request Leave button

**EAST CENTRAL COLLEGE**

Employment • Employee • Leave

## Leave Request

[Return to Leave Dashboard](#)

New Request

Save Submit Comments Delete

Leave Type  
Select a Leave Type

Start Date *M/d/yyyy* End Date *M/d/yyyy*

Current Leave Balance: 0.00 hours  
Total Requested: 0.00 hours

At this screen you can select the leave type from the drop down menu, select the dates you are requesting & add comments. When you are finished hit submit.

Save Request

[Return to Leave Dashboard](#)

Outstanding Leave Requests

Vacation 7/19/2021 - 7/20/2021

Save Submit Comments Delete

Leave Type  
Vacation

Start Date *7/19/2021* End Date *7/20/2021*

SUN	MON	TUE	WED	THU	FRI	SAT
18	19 8.00	20 8.00	21	22	23	24

Current Leave Balance: 346.82 hours  
Total Requested: 16.00 hours

When you hit submit, your supervisor will receive an e-mail notifying him/her that you have requested leave.

To return to the main menu at anytime click on the house icon. When you click on Employee you will see all the options you saw when you clicked on Human Resources when you first logged in.

The screenshot shows the 'Leave Request' page in the East Central College Employee Self-Service system. The page title is 'Leave Request' with a breadcrumb trail: 'Home' > 'Employee' > 'Leave'. A red arrow points to the 'Home' icon in the left sidebar. The main content area is titled 'Outstanding Leave Requests' and shows a 'Vacation 7/19/2021 - 7/20/2021' request. The request details are as follows:


Leave Type	Vacation
Total Hours	16.00
Date Range	7/19/2021 - 7/20/2021
Approver	
Status	Draft

The form also includes a 'Leave Type' dropdown menu set to 'Vacation' and a 'Start Date' field set to '7/19/2021'. Below the form is a calendar view showing the dates 'SUN 18' and 'MON 19' with a time entry of '8.00' for Monday.

## Time Entry and Approval

### Employee Time Entry

In the Time Entry area of ESS you can view, enter, make comments, and submit time worked. To start entering your time in ESS click on "Time Entry"



### Time Entry

Here you can fill out your timecards.

1. Select the pay period and click the blue arrow on the far right to open the timesheet.

*In this example, the person has one job.*

<b>07/07/2019 - 07/13/2019</b> Due by: 8/19/2019 11:00 AM Total: 40.00 Hours	Submitted	Clerk, Ap Long Title	>
<b>07/14/2019 - 07/20/2019</b> Due by: 8/19/2019 11:00 AM Total: 40.00 Hours		Clerk, Ap Long Title	>
<b>07/21/2019 - 07/27/2019</b> Due by: 9/2/2019 11:00 AM Total: 40.00 Hours	Approved	Clerk, Ap Long Title	>
<b>07/28/2019 - 08/03/2019</b> Due by: 9/2/2019 11:00 AM Total: 64.00 Hours	Approved	Clerk, Ap Long Title	>
<b>09/15/2019 - 09/21/2019</b> Due by: 10/28/2019 11:00 AM Total: 0.00 Hours		Clerk, Ap Long Title	>

*Multiple jobs will look like this; click the blue arrow to expand all timesheets.*

Administrative Assistant to the President

Admissions Counselor (temporary, Non-Exempt)

>





2. Enter Time Worked. Some positions require detailed time entry, others only summary hours per day. Your time will save automatically. There is a Save button, but you don't really need it.

### Summary time entry view

Pay Period 09/15/2019 - 09/28/2019  
[All Time Sheets](#)

Week 09/15/2019 - 09/21/2019  
 40.00 Total hours

Saved at 1:52 PM [Save](#) [View Leave Balances](#)

ZAPMA62102CLER • Clerk, Ap Long Title  
 Ingram, Vikki L • AP Manager • Main Campus  
 40.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
<a href="#">+ Additional Time</a>								
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

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

### Detail time entry view (time in and out)

To

Week 09/22/2019 - 09/28/2019  
 39.50 Total hours

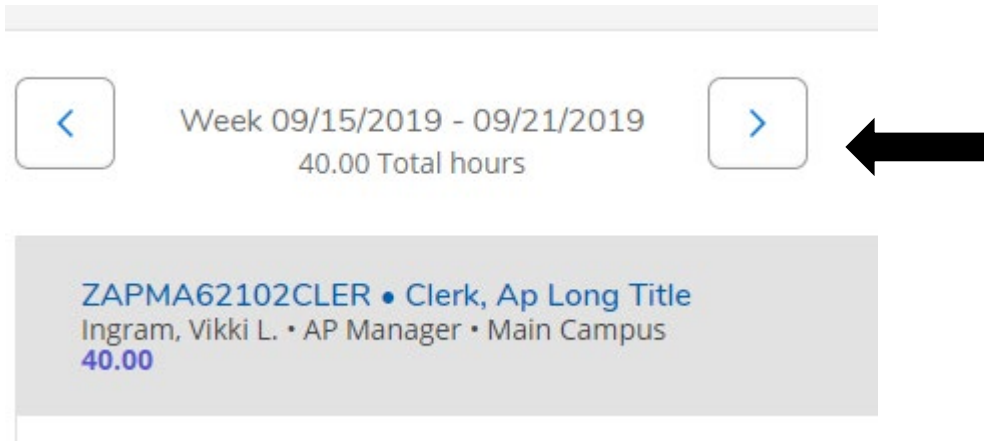
Saved just now [Save](#) [View Leave Balances](#)

ZAPMA62102CLER • Clerk, Ap Long Title  
 Ingram, Vikki L • AP Manager • Main Campus  
 39.50

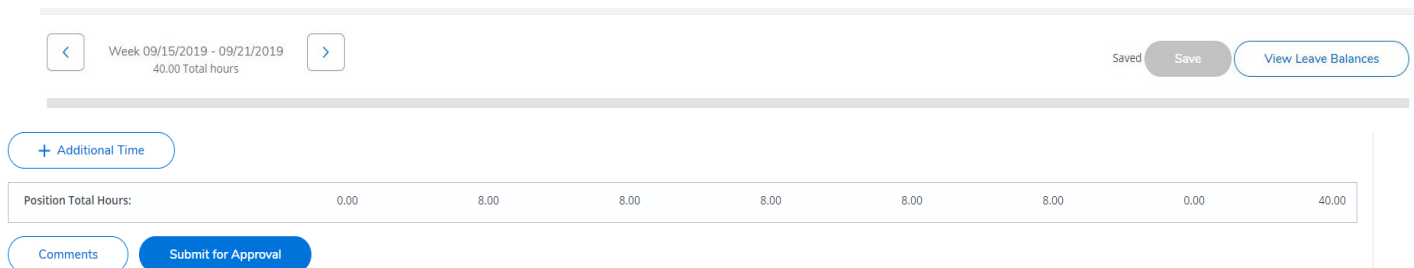
Earn Type	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Sat 9/28	Total
Work Schedule							0.01	0.01
Regular Pay	00:00 AM	8:00 AM	8:00 AM	9:00 AM	00:00 AM	8:00 AM	00:00 AM	31.50
	00:00 AM	12:00 PM	11:30 AM	4:30 PM	00:00 AM	12:00 PM	00:00 AM	
		1:00 PM	12:30 PM	+		1:00 PM		
		5:00 PM	5:00 PM			5:00 PM		
		- +	- +			+ -		
Sick					8.00			8.00

[Remove Sick](#)

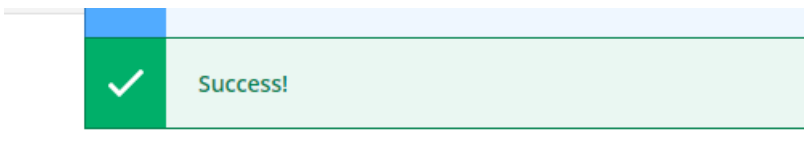
Notice that the arrows toggle back and forth between both weeks in the pay period to allow you to enter time on the correct week.



3. Submit time for approval based on HR policies. If you wish to make comments on your timesheet, you must do it before you "Submit for Approval".




4. After clicking "Submit for Approval" you will see this pop up in the upper right corner of your screen. Your Supervisor will get an e-mail that you have submitted your timecard.



If you made a mistake on a timecard and you need to correct it, click “Return Timecard to Edit”. Once you’ve made your changes, resubmit the time. Keep in mind that your Supervisor will get an email for each action that you make to the timecard.

Position Total Hours:	0.00	5.0
-----------------------	------	-----

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

## Entering in Vacation/Sick or other Leave Time

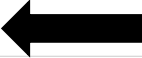
1. From your timecard, Select “+ Additional Time”.

Pay Period 09/15/2019 - 09/28/2019  
[All Time Sheets](#)

< Week 09/15/2019 - 09/21/2019 40.00 Total hours > Saved at 1:52 PM [Save](#) [View Leave Balances](#)

ZAPMA62102CLER • Clerk, Ap Long Title  
Ingram, Vikki L • AP Manager • Main Campus  
40.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00

[+ Additional Time](#) 

Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
-----------------------	------	------	------	------	------	------	------	-------

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

## 2. Select the earnings type you wish to enter

Enter the number of hours on the day of the week in which you took the leave. For this example, we will select funeral leave. Enter the number of hours. You can add other leave types by clicking "+ Additional Time" and repeating the process. Once you are done, you may exit the timecard (remember your time saves automatically) or you can click Save. If you have finished entering time for the pay week, click "Submit for Approval".

Pay Period 09/15/2019 - 09/28/2019  
[All Time Sheets](#)

Week 09/15/2019 - 09/21/2019  
 40.00 Total hours

Saved at 1:52 PM [Save](#) [View Leave Balances](#)

ZAPMA62102CLER • Clerk, Ap Long Title  
 Ingram, Vikki L • AP Manager • Main Campus  
 46.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
<b>Position Total Hours:</b>	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

[+ Additional Time](#) [Comments](#) [Submit for Approval](#)

## Supervisor Time Approval

Access Time card approval through self serve. See page 2-4 of Employee instructions at the top of this document.

### Important Reminders:

All Timecards must be approved by noon on Monday.

Make sure you view the detail of each week in the pay period and approve each week separately.

To access the time approval screen in ESS, click on "Time Approval"



### Time Approval

Here you can approve or reject timecards for the people you supervise

In the Time Approval area of ESS, you will be able to view, approve, reject, make comments and update your employee's time. There are multiple ways to do these functions. Any time you approve, reject, make a change, or unapprove a timecard, the system will send an email to your employee that you have done so. (*Terminology Tip: "Reject" is used before you approve a timecard to send it back to the employee for changes. "Unapprove" is used after you have approved the timecard and realize that corrections are needed.*)

A few general tips about time approval:

- If you are editing time, please note that supervisor screens do NOT save automatically, unlike employee time entry screens. You must "save" your changes as you go along.
- Be mindful of which week you are approving time for as more than one pay period may be open.

Filters are provided to make it easier to view different pay periods, statuses, etc.

Time Approval

< Employees

Filter

Search for Employee

Employee Name or ID

Page 1 of 1

Total: 5

Clear Search

**Pay Cycles**

- Bi-Weekly
  - 2/21/2021 - 3/6/2021 ⓘ
  - 3/7/2021 - 3/20/2021 ⓘ
  - 3/21/2021 - 4/3/2021
  - 4/4/2021 - 4/17/2021
- Manual Check
- Monthly Pay Cycle
- Student Payroll

**Status**

- Submitted ⓘ
- Not Complete ⓘ
- No Time Entered ⓘ
- Approved ⓘ
- Rejected ⓘ

Reset Filters Apply Filters

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
▼ Brown, Sally - 1000186							
▼ Jones, Sam - 1000168							
▼ Ritchie, Lionel - 1000142							
▼ Tank, Frank T. - 1000170							
▼ Tucker, George W. - 1000360							

Page 1 of 1

Total: 5

Supervisors have the option to approve, reject, or add comments. You have several ways to do all of these. Here is where you do it from the main screen.

Search for Employee

Employee Name or ID

Page 1 of 1

Clear Search

Pay Cycles

- Bi-Weekly
  - 2/21/2021 - 3/6/2021
  - 3/7/2021 - 3/20/2021
  - 3/21/2021 - 4/3/2021
  - 4/4/2021 - 4/17/2021
- Manual Check
- Monthly Pay Cycle
- Student Payroll

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Personal Hours
^ Brown, Sally - 1000186							
✓ Bi-Weekly	03/21/2021-04/03/2021	4/30/2021 12:00 PM	No Time Entered	0.00	0.00	0.00	0.00
✓ Approve ⓘ Reject 💬 Comments ⋮ View							
^ Jones, Sam - 1000168							
^ Ritchie, Lionel - 1000142							
^ Tank, Frank T. - 1000170							
^ Tucker, George W. - 1000360							

Total: 5

Please click on view to review the timecard detail. It is highly recommended you do this before approving timecards. You can edit the employee's timecard from here, as well as approve.

Pay Period Ending 09/28/2019  
Bi-Weekly Pay Cycle  
Due by: 10/29/2019 5:00 PM

---

Graham, Riley - 0005364      [09/15/2019 - 09/28/2019](#)



Time Approval - Graham, Riley  
[Time Approval](#)

Week 09/15/2019 - 09/21/2019 >  
 0.00 Total hours  
 Not Complete

Saved Save Other Actions Approve

ZCRIMADMASST • Administrative Assistant  
 Graham, Tracy • Criminology • Main Campus  
 0.00 | Not Complete

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Regular Pay	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
<span>+ Additional Time</span>								
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

If you wish to add a comment, you must do it BEFORE you approve the timecard. If you forget, you will need to unapprove the timecard, make the comment and approve again. (Note: Your employee will get an e-mail when you unapprove the timecard, and again when you approve it.)

Another option is to click “Other Actions”; you can add comments and approve or reject from here.

Time Approval - Graham, Riley  
[Time Approval](#)

Week 09/15/2019 - 09/21/2019 >  
 0.00 Total hours  
 Not Complete

Saved Save Other Actions Approve

ZCRIMADMASST • Administrative Assistant  
 Graham, Tracy • Criminology • Main Campus  
 0.00 | Not Complete

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Regular Pay	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
<span>+ Additional Time</span>								
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Approve  
Reject  
Comments



If your employee forgets to add leave to their timecard, you can add it for them or reject the timecard, sending it back for them to edit. Click “+ Additional Time” to edit time.

After you click on “+ Additional Time” choose the description that matches the time you need to enter for the employee. Key in the hours on the date the leave was used.

Time Approval - Graham, Riley

< Time Approval

Week 09/15/2019 - 09/21/2019  
0.00 Total hours  
Not Complete

Saved Save Other Actions Approve

ZCRIMADMASST • Administrative Assistant  
Graham, Tracy • Criminology • Main Campus  
0.00 | Not Complete

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Regular Pay	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

+ Additional Time

Holiday

On Call

+ Additional Time

After you add the additional time, if you need to remove it you can click on “Remove”.




Once you have approved the timecard, green "Approved" boxes will appear and you are done with the employee.

Week 07/21/2019 - 07/27/2019  
48.50 Total hours  
Approved

ZCRIMADMASST • Administratice Assistant  
Graham, Tracy • Criminology • Main Campus  
48.50 | Approved

## Time History for Employee

Select Time History

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

In this section you can view time sheet history. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue ">" to navigate between pay periods. Expand the timecard by clicking the date range on the right side of the screen.

Time History

Select a Year to view associated Pay Period

2019

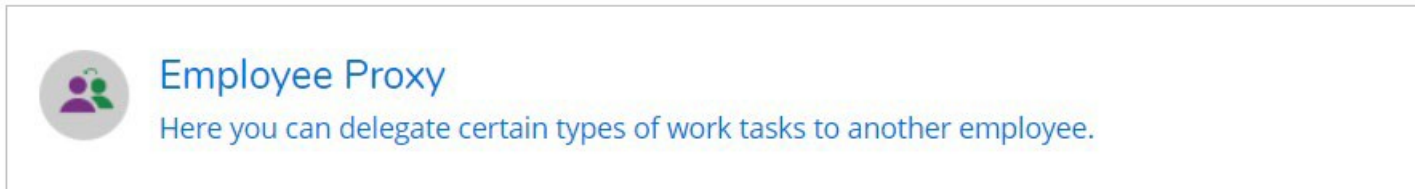
Pay Period

04/07/2019 - 04/27/2019  
Bi-Weekly Pay Cycle

04/07/2019 - 04/13/2019  
04/14/2019 - 04/20/2019  
04/21/2019 - 04/27/2019

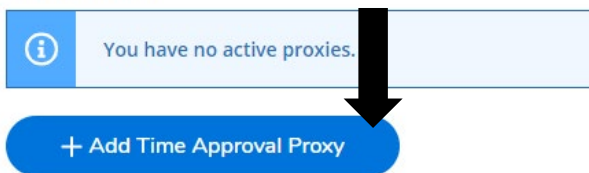
## Set up a Timecard Proxy Approver

To access the employee proxy area in ESS, click on “Employee Proxy”.



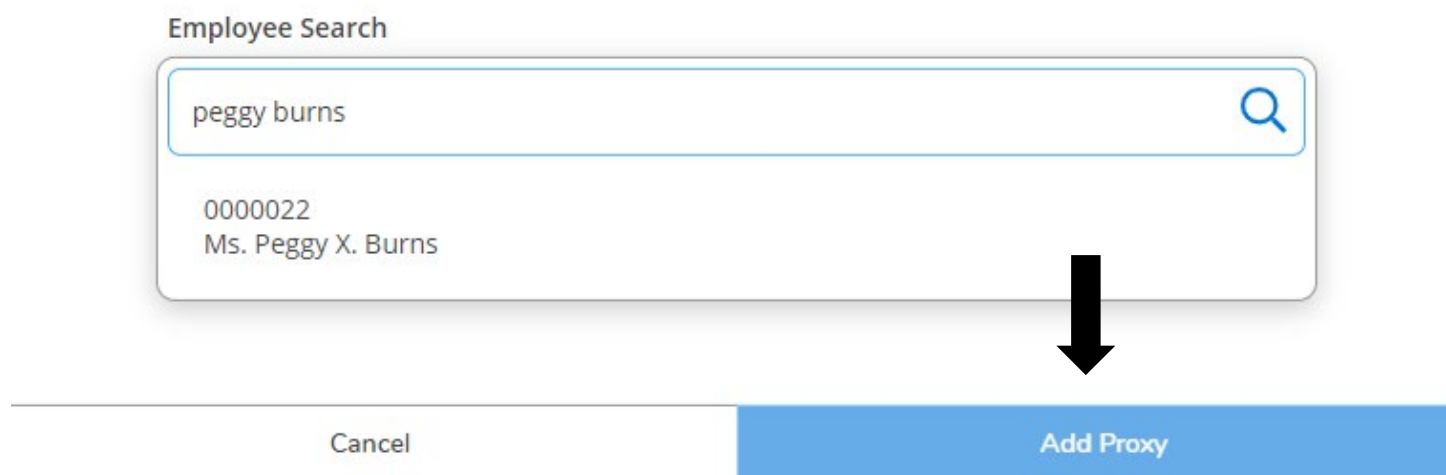
Click “+ Add Time Approval Proxy”

### Add Proxy



Enter the name of the person you would like to approve your timecards and select their name from the list that pops up. Once selected click “Add Proxy”. The system is not date sensitive. Once you set up a proxy, it goes into effect immediately and stays on until you remove it.

### Add Time Approval Proxy



When you are finished, it will look like this. Click the red circled X to remove a proxy.

Employee Proxy

Add Proxy


Employee	Proxy Access	Effective Date	End Date
 Ms. Sie Simpson	Time Approval	7/10/2019	
 Ms. Peggy X. Burns	Time Approval	7/24/2019	

+ Add Time Approval Proxy

© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)



## Time History for Supervisor


 **Time History (Supervisor)**  
Here you can view paid timecards for the people you supervise.

Enter in the name of the employee you would like to view and execute the search.

Time History (Supervisor)

Financial Information

Search for Employee







Once you have found the employee you are looking for, select the pay period and specific dates you wish to view. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue ">" to navigate between pay periods. Expand the timecard by clicking the date range on the right side of the screen.

Select a Year to view associated Pay Period

2019 

### Pay Period

- 07/28/2019 - 08/10/2019**  
Bi-Weekly Payroll 
- 07/14/2019 - 07/27/2019  
Bi-Weekly Payroll 
- 06/30/2019 - 07/13/2019  
Bi-Weekly Payroll 
- 06/16/2019 - 06/29/2019  
Bi-Weekly Payroll 

07/28/2019 - 08/10/2019

Bi-Weekly Payroll

#### Dates

[07/28/2019 - 08/03/2019](#)

[08/04/2019 - 08/10/2019](#)

## Current Benefits

This is where employees can view their current benefit elections.

### Current Benefits

Current Benefits - As Of 7/28/2020

Current Benefits	Coverage	Employee Cost	Dependents	Health Care Provider Information	Beneficiaries
Group Term Life Insurance	\$105,000.00				
Long Term Disability Insurance	\$52,342.82				
Teachers Retirement 01		7.7000%			

#### Additional Information

Ellucian University offer Free Parking and Free Membership to the Fitness Center.

# Logging Off

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



ellucian

tgraham Sign out Help

Sample global message that appears on all pages

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

- Student Finance**  
Here you can view your latest statement and make a payment online.  
Academics
- 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.

© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)