

Self Service Users Guide

Instructions for Completing Electronic Time Sheets

Student Employees

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

Select **Employee**

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.	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
 Course Catalog Here you can view and search the course catalog.	 Grades Here you can view your grades by term.

Then **Time Entry** to access your time sheet

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.	 Time History Here you can view your paid timecards.

Select the time sheet for the current pay period. The timesheets are by week (not bi-weekly) please refer to the due date. *Note: Prior pay periods will be moved to time history once payroll has been processed.*

Time Entry

Bi-Weekly

09/20/2021 - 09/26/2021 Due by: 10/5/2021 4:30 PM Total: 0.00 Hours	Student Employment Assistant Career Center Student Assistant	>
09/27/2021 - 10/03/2021 Due by: 10/5/2021 4:30 PM Total: 0.00 Hours	Student Employment Assistant Career Center Student Assistant	>
10/04/2021 - 10/10/2021 Due by: 11/5/2021 4:30 PM Total: 0.00 Hours	Student Employment Assistant Career Center Student Assistant	>

Select time in/time out for each day worked from the drop down menu.

Earn Type	Mon 1/10	Tue 1/11	Wed 1/12	Thu 1/13	Fri 1/14	Sat 1/15	Sun 1/16	Total
Work Schedule	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Student Wages	1:00 PM 2:00 PM +	00:00 AM 00:00 AM +	2:00 PM 4:00 PM +	00:00 AM 00:00 AM	00:00 AM 00:00 AM	9:00 AM 10:30 AM +	00:00 AM 00:00 AM	4.00
+ Additional Time								
Position Total Hours:	1.00	0.00	2.00	0.00	0.00	1.50	0.00	4.00
Comments	Submit for Approval							

Student Wages	Mon 1/10	Tue 1/11	Wed 1/12	Thu 1/13	Fri 1/14	Sat 1/15	Sun 1/16
	00:00 AM 00:00 AM	3:00 PM 5:00 PM 7:00 PM 8:00 PM +	00:00 AM 00:00 AM	00:00 AM 00:00 AM	9:00 AM 11:00 AM +	00:00 AM 00:00 AM	00:00 AM 00:00 AM
- +							
Sick					1.00		
Remove Sick							
Position Total Hours:	0.00	3.00	0.00	0.00	3.00	0.00	0.00

Comments **Submit for Approval**

- 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. Select time in / time out per day please be sure to use AM and PM correctly.
- Leave the day entry blank if you did not work on a particular day.
- To add additional time on the same day hit the plus sign.
- To access sick time, select the +ADDITIONAL TIME button.
- Completed time sheets are due every other Monday by the end of the day (*subject to change for holiday/shutdown*)

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.

11/01/2021 - 11/07/2021 Due by: 11/16/2021 4:30 PM Total: 89.75 Hours	Approved Submitted	Student Employment Assistant Career Center Student Assistant	>
11/08/2021 - 11/14/2021 Due by: 11/16/2021 4:30 PM Total: 23.75 Hours	Approved	Student Employment Assistant Career Center Student Assistant	>

<
Week 11/01/2021 - 11/07/2021
88.50 Total hours
>

Saved just now Save

Earn Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6
Student Wages	7:15 AM	00:00 AM	1:00 PM	10:00 PM	1:00 PM	12:00 AM
	10:45 PM	00:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
Position Total Hours:	15.50	0.00	11.00	2.00	11.00	24.00

Comments
Return Timecard to Edit

If you need make changes to a timecard that has been submitted to your supervisor too early or need to make an adjustment, select RETURN TIMECARD TO EDIT button. You may only edit your time sheet while the pay period is open for you to make changes and if the supervisor has not approved the time sheet. If your time sheet has been approved by your supervisor, contact them to “unapprove/reject” the time sheet to re-enable the Return to Timecard edit option. If the pay period is closed for employees, then the supervisor can make the change on the employee behalf.

Supervisors may REJECT A TIME SHEET back to you for corrections if they don’t agree with time submitted. Automated emails will be sent with the supervisors comments or you may view them 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 employees. If the pay period is closed for employees then the supervisor can make the change on the employee behalf.

Earnings Statement / Pay Advice

 **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.

 **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.

Earnings Statements

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

2021	 05/21/2021
2021	 05/14/2021
2020	 05/07/2021
2019	 04/30/2021
2018	 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.

 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.
 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 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	>	05/10/2021 - 05/16/2021 Weekly
05/03/2021 - 05/09/2021 Weekly	>	Dates
04/26/2021 - 05/02/2021 Weekly	>	05/10/2021 - 05/16/2021
04/19/2021 - 04/25/2021 Weekly	>	
04/12/2021 - 04/18/2021 Weekly	>	

W2 Consent and Retrieval

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

The screenshot shows a dashboard with several menu items. The 'Tax Information' item is highlighted with a red rectangular box. Other items include Banking Information, Time Entry, Time Approval, Earnings Statements, Employee Proxy, Leave, Time History, Position History, and Stipend History.

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

The screenshot shows the 'Tax Information' section with the 'W-2 Information' tab selected. A red box highlights the radio button for 'Receive my W-2 only in electronic format'. Below this, there are two informational boxes: a blue one explaining the benefits of electronic format and a yellow one explaining the consequences of withholding consent. At the bottom, there are 'Cancel' and 'Save' buttons.

Choose the year to view / print:

The screenshot shows the 'W-2 Statements' and 'Electronic W-2 Consent History' sections. The 'W-2 Statements' table has a red box around its header. The 'Electronic W-2 Consent History' table shows the consent status for the 2020 and 2019 tax years.

Tax Year	Notation
2020	2020 W-2 Statement
2019	2019 W-2 Statement

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