

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

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.
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

05/03/2021 - 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](#)