

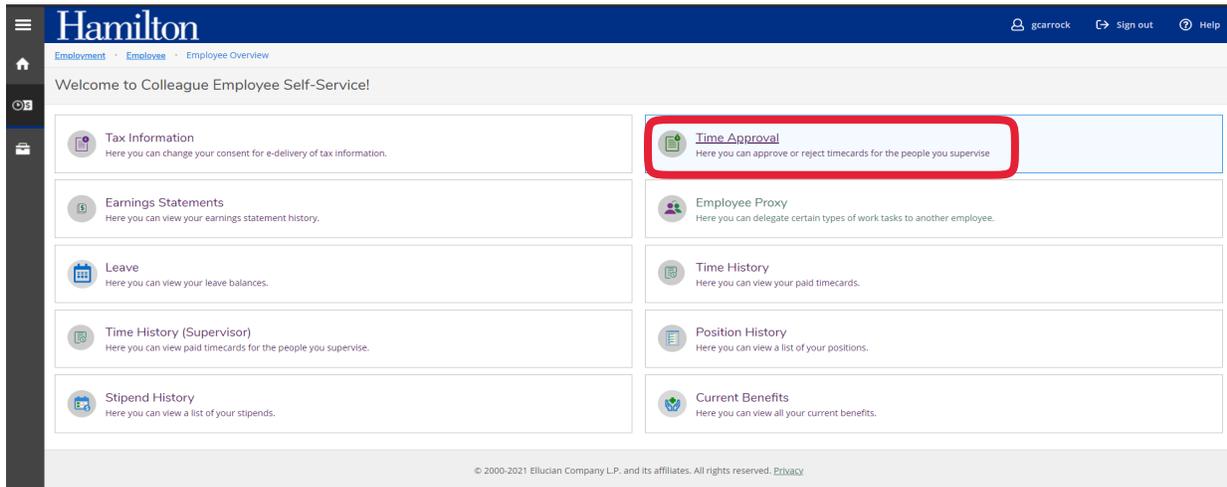
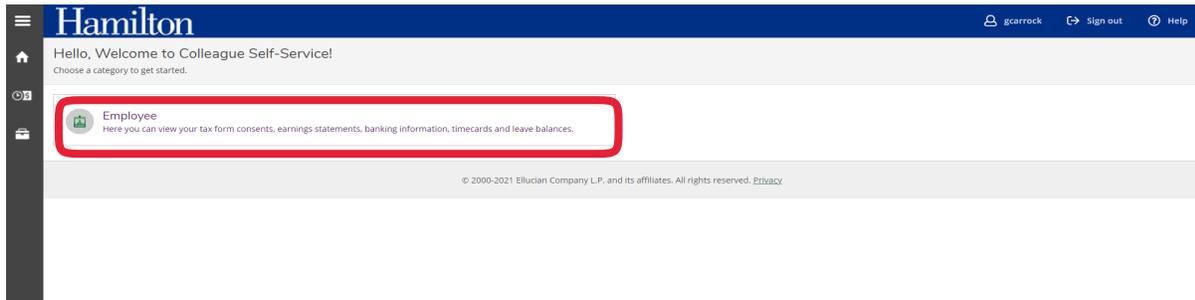
Colleague Self Service Users Guide

Instructions for Approving Electronic Time Sheets

Weekly Non-Exempt Employees

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

Select **Employee** and then **Time Approval** to access your pending time sheets.



- Employees now have the ability to “Unsubmit” any time sheet that requires corrections prior to your approval.
- You will receive an email for every time sheet “Submitted” and “Unsubmitted” by your employee(s).
- Each weekly time sheet must be reviewed and approved **before 10 AM each Monday** morning.

Select the pay period to review by employee.

- The status will show if the time sheet is complete and approved by employee along with a summary of the hours entered.
- To fully access the employee’s time sheet, click the **View** button.

Time Sheets	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours				
Gleasman, Amanda L. [REDACTED]										
07/19/2021-07/25/2021	7/26/2021 12:00 PM	No Time Entered	0.00	0.00	0.00	0.00	✓	ⓘ	💬	⋮
07/12/2021-07/18/2021	7/19/2021 12:00 PM	Submitted	38.00	31.00	2.00	5.00	✓	ⓘ	💬	View
Jeffers, Roxann R. [REDACTED]										
07/19/2021-07/25/2021	7/26/2021 12:00 PM	No Time Entered	0.00	0.00	0.00	0.00	✓	ⓘ	💬	⋮
07/12/2021-07/18/2021	7/19/2021 12:00 PM	Submitted	37.00	37.00	0.00	0.00	✓	ⓘ	💬	View
Waterman, Jarren M. [REDACTED]										
07/19/2021-07/25/2021	7/26/2021 12:00 PM	No Time Entered	0.00	0.00	0.00	0.00	✓	ⓘ	💬	⋮
07/12/2021-07/18/2021	7/19/2021 12:00 PM	Submitted	38.25	28.75	1.50	8.00	✓	ⓘ	💬	View

- Review time worked for each day
- Verify weekly totals of regular, sick, personal, vacation, and/or overtime.

Time Approval - Waterman, Jarren M.

Week 07/12/2021 - 07/18/2021
38.25 Total hours
Submitted

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

Earn Type	Mon 7/12	Tue 7/13	Wed 7/14	Thu 7/15	Fri 7/16	Sat 7/17	Sun 7/18	Total
Regular	7.50	7.25	9.50	6.00				30.25
Personal				1.00	7.00			8.00
Position Total Hours:	7.50	7.25	9.50	7.00	7.00	0.00	0.00	38.25

Weekly Totals

Daily Total Hours:	7.50	7.25	9.50	7.00	7.00	0.00	0.00	38.25
Regular Hours:								28.75
Overtime Hours:								1.50
Additional Hours:								8.00

- Select **“Approve”** if the time entered is correct. (see below for incorrect time sheets)
- The employee listing should now show “approved” as the status.
- Go to next employee to repeat approval process.

Select **Other Actions** to reject, unapproved, or add a comment to a time sheet.

Time Approval - Waterman, Jarren M.

Week 07/13/2021 - 07/19/2021
38.25 Total hours

2SPECPAYROLL • Payroll Specialist
Carrock, Gary A. - Business Office
38.25

Earn Type	Mon 7/12	Tue 7/13	Wed 7/14	Thu 7/15	Fri 7/16	Sat 7/17	Sun 7/18	Total
Regular	7.50	7.25	9.50	6.00				30.25
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Position Total Hours:	7.50	7.25	9.50	7.00	7.00	0.00	0.00	38.25

- If your employee needs to correct a time sheet that you have already approved, you can choose “Unapproved” from the “Other Actions” drop down. The employee can then “Unsubmit” their time sheet, adjust their time, and resubmit for approval.
 - You will then need to “Approve” again. (This can only be done before the employee time entry deadline of 10 AM on Monday)
- If a time sheet is incorrect and needs to be corrected by the employee, you can choose to “Reject” their time sheet. You will be prompted to leave a comment for the employee which is automatically emailed to the employee for their reference. (This can only be done before the employee time entry deadline of 10 AM on Monday)
- If changes need to be made after the employee time entry deadline, the supervisor can make the adjustment and approve the time sheet.
 - Supervisors should add a comment explaining the change made to the employee’s time sheet. Once the comment is saved, the employee will receive an automated email of the comment for their reference.

Set up a Proxy Approver

Supervisors in Self-Service can designate another employee to act as their proxy. Which grants the employee access to approve an employee’s time sheet on their behalf.

To access select **Employee Proxy**.

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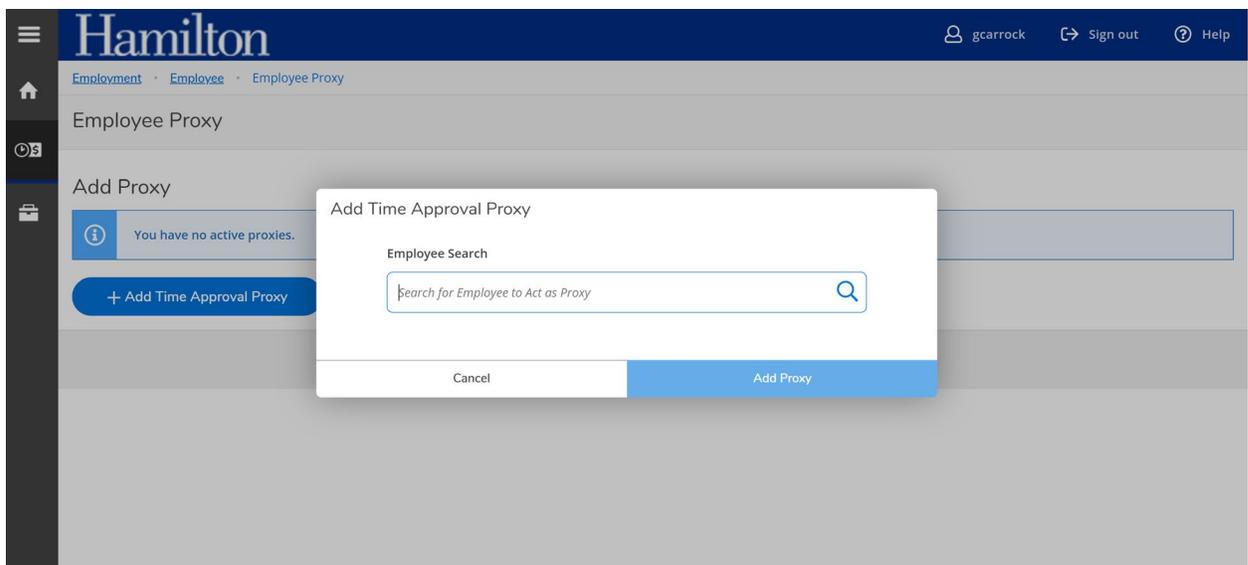
Welcome to Colleague Employee Self-Service!

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

- Select “+Add Time Approval Proxy”



- Once selected click “Add Proxy”
- Enter the name of the person you would like to approve time sheets.



- Once you set up a proxy, it goes into effect immediately and remains until you remove it.
 - Either you or the proxy will be able to approve the employee’s time sheet.
- To remove a proxy click the red x in a circle.