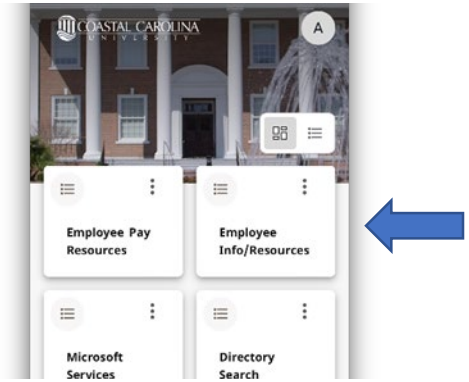
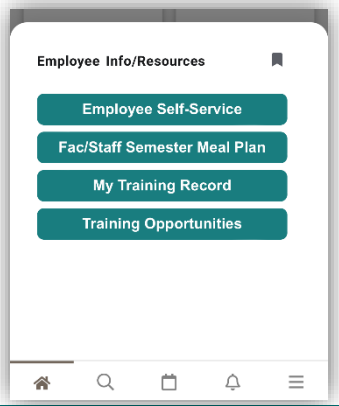
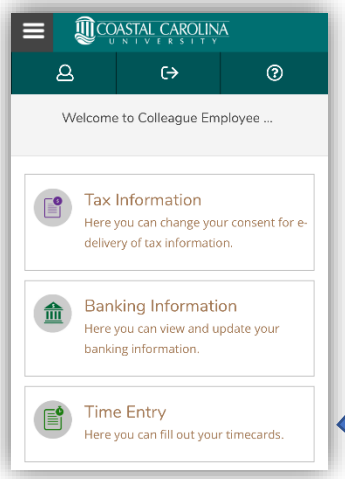
Self Service Time Entry

For Student Employees 2024

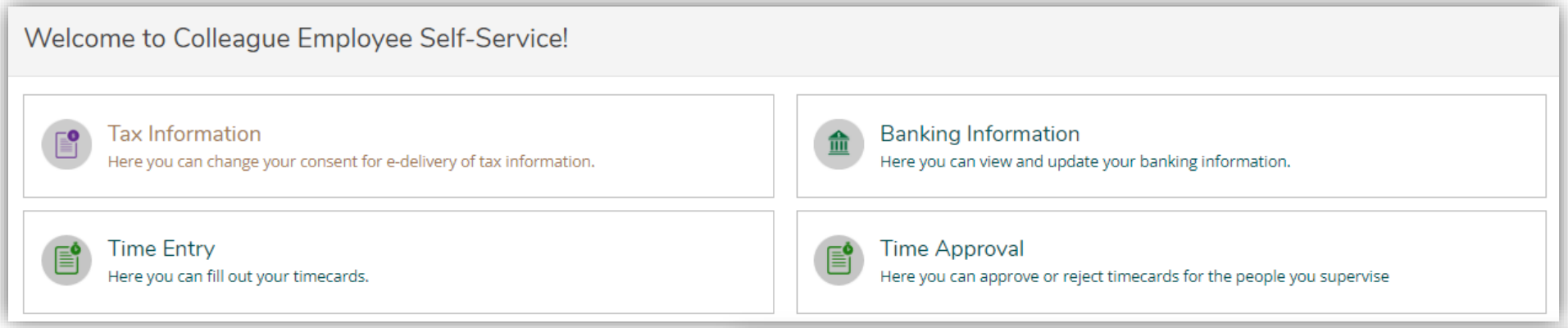
- Student Employees will begin reporting time worked through Employee Self-Service Time Entry.
- Self-Service Time Entry utilizes <u>weekly</u> time cards. Each week of the two-week pay period must be submitted by the published submission date (typically the Monday following the pay period end date).
- To get started, from MyCCU navigate to Employee Self-Service on the “Employee Info/Resources” card. We recommend having that card visible from the MyCCU homepage. https://experience.elluciancloud.com/ccu964/



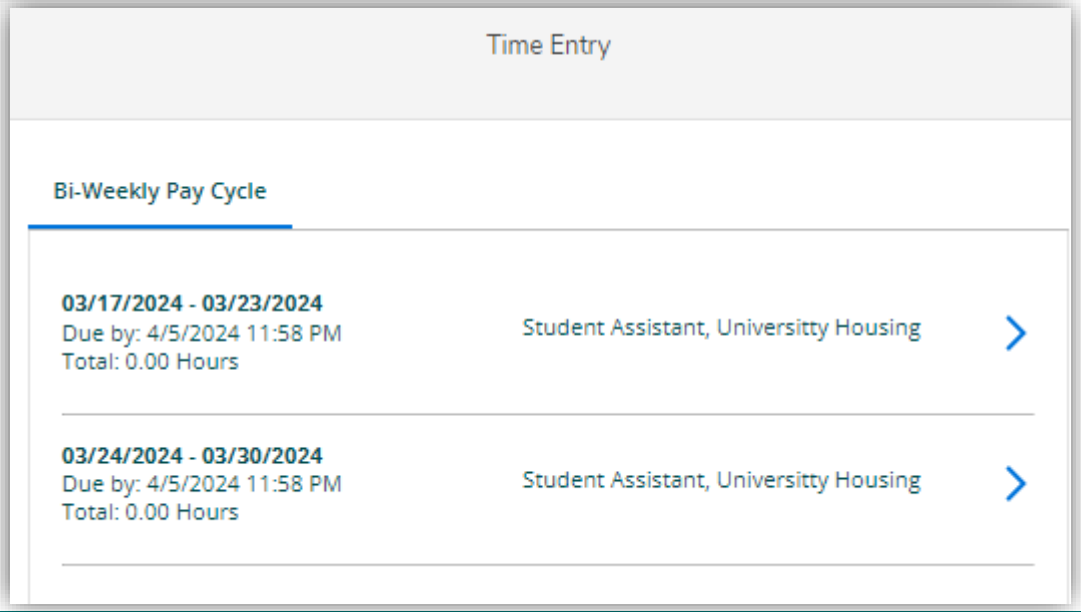




Employee Self-Service Home Page

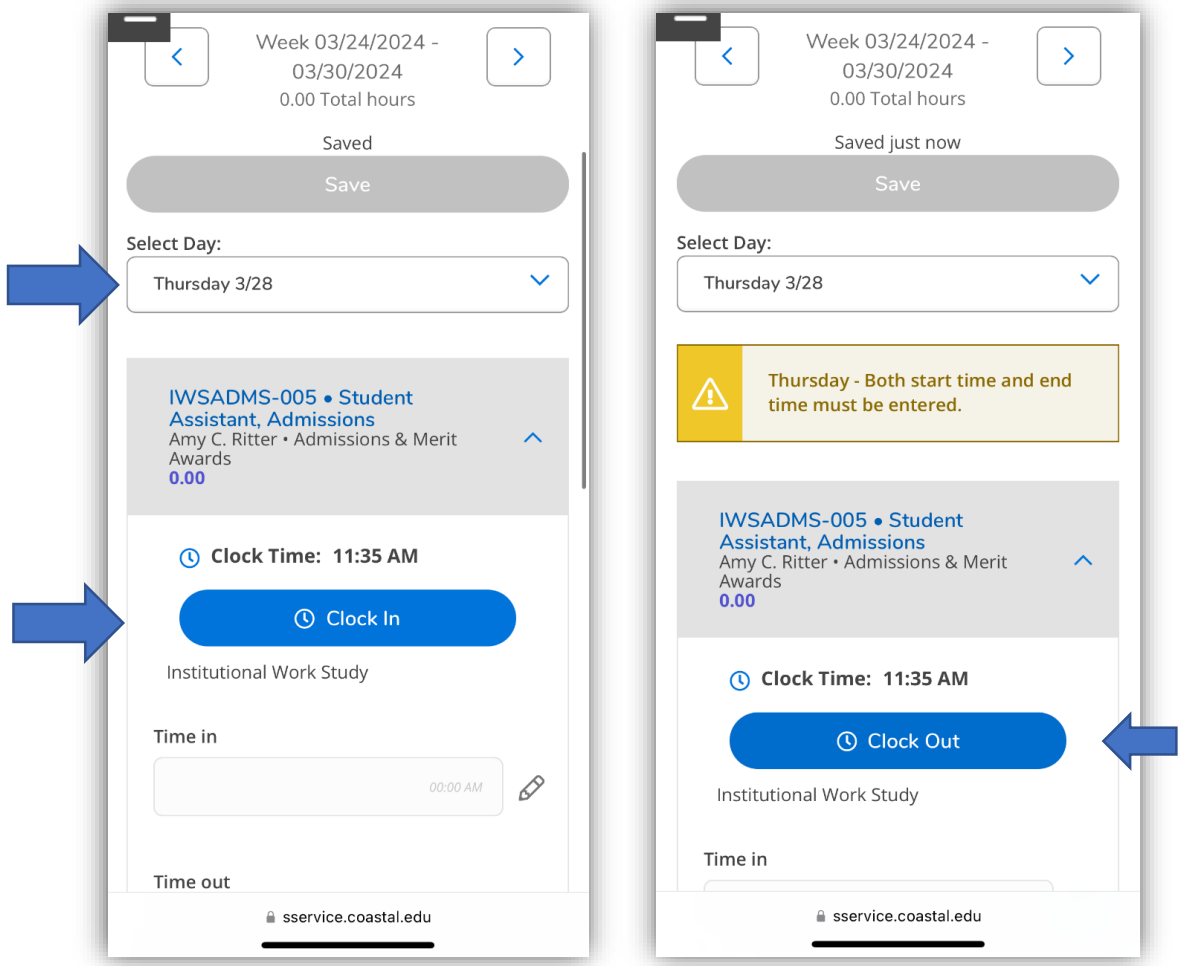


- Select Time Entry
- Select the Time Entry Week for the Position working.
- The due date for submission to your supervisor is noted along with your Position and total hours entered.



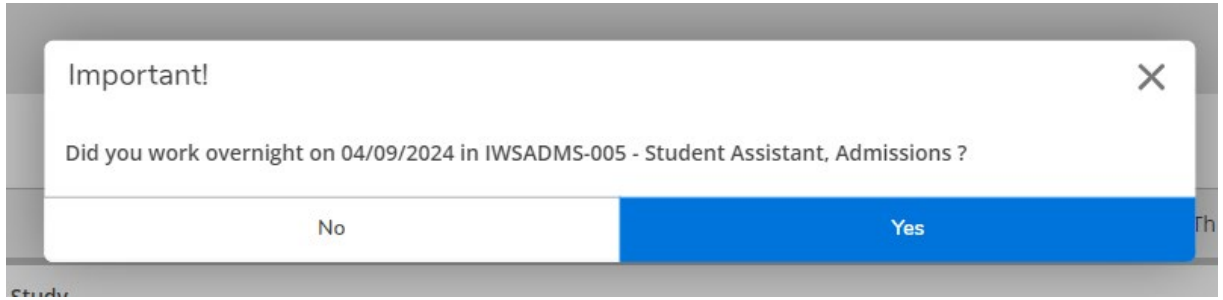
Time Entry Clock In & Out

- Once a weekly time card is selected, use the drop down to select the current day (ex. Thursday).
- Click/tap the blue “Clock In” button to have the current time populated on the time card.
- The blue button will change to read “Clock Out” to use at end of shift. Clicking the “Clock Out” button will populate the current time and length of shift will display.
- If another shift is worked in same position on same day, repeat the process.

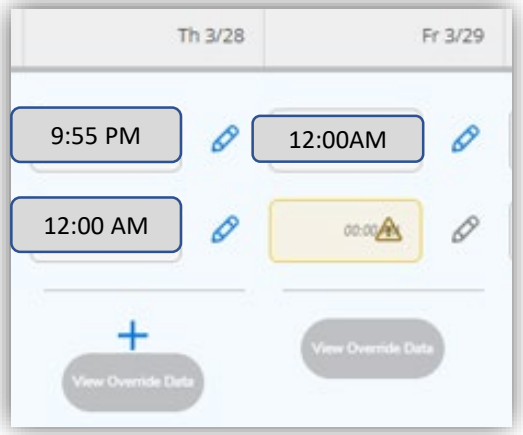


Overnight Shifts or Missed Punches

- If a shift crosses into a new day, when Clocking Out a prompt will pop-up asking "Did you work overnight on mm/dd/yyyy in POSITION?"



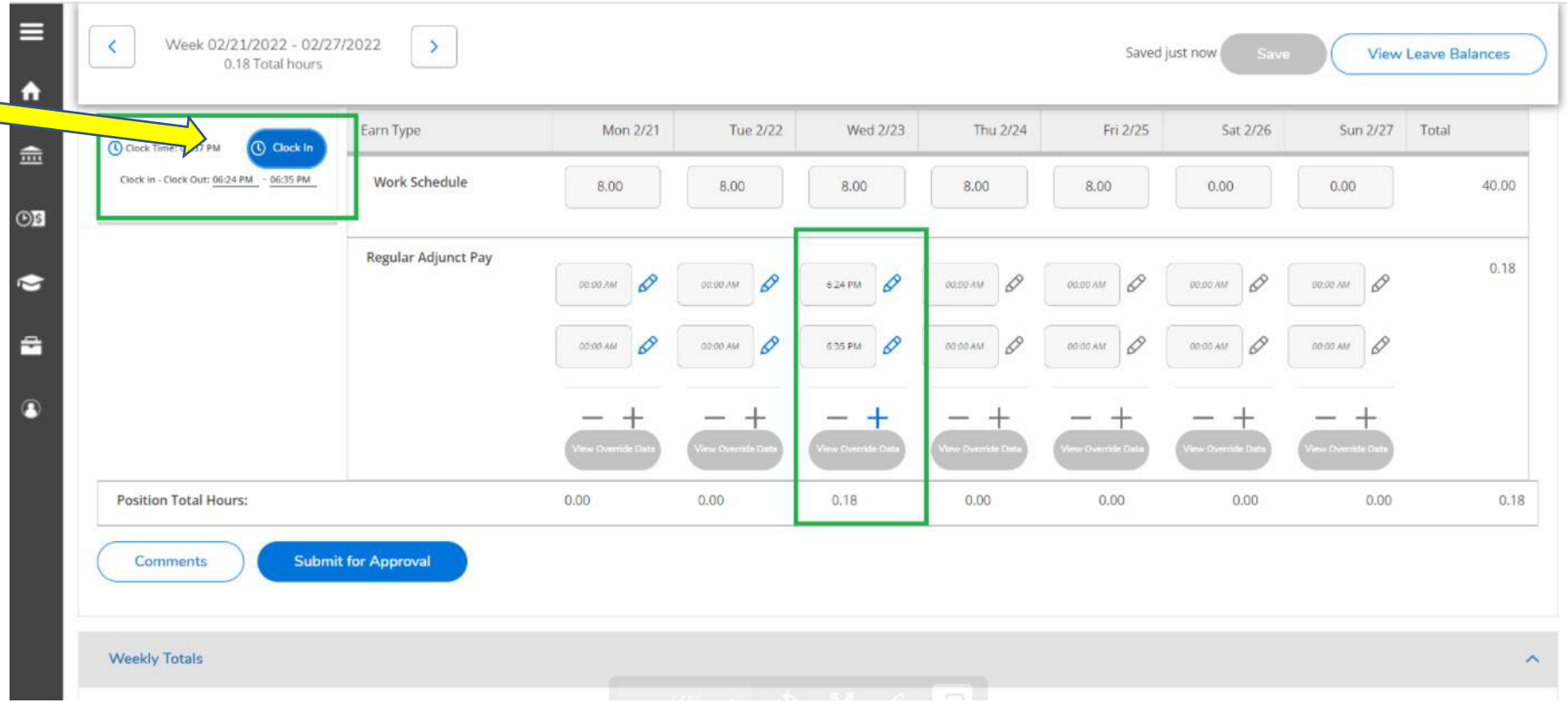
- If the shift was overnight, select "Yes". The system will create a clock out at midnight on the shift start day (Ex. Thursday night) and a clock in of 12:00AM on the shift end day (Ex. Friday).



- If the pop-up prompt is received because the employee forgot to clock out from the previous shift, answer "No" to the prompt and the system will allow a manual entry for the clock out time. The employee will then be able to Clock In to the new shift.

Desktop view

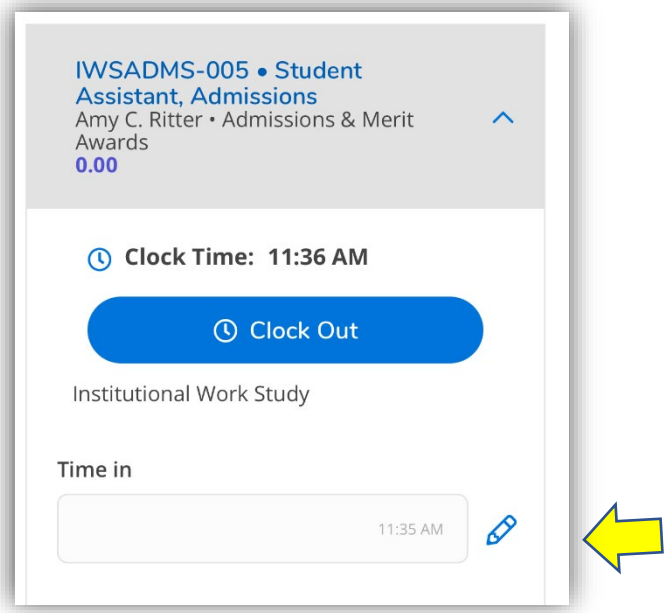
- Click the blue “Clock In” button to start shift.
- If working multiple shifts within same day or taking a break longer than 20 minutes, clock out then clock back in.
- The bottom row will total the daily hours entered for the position.



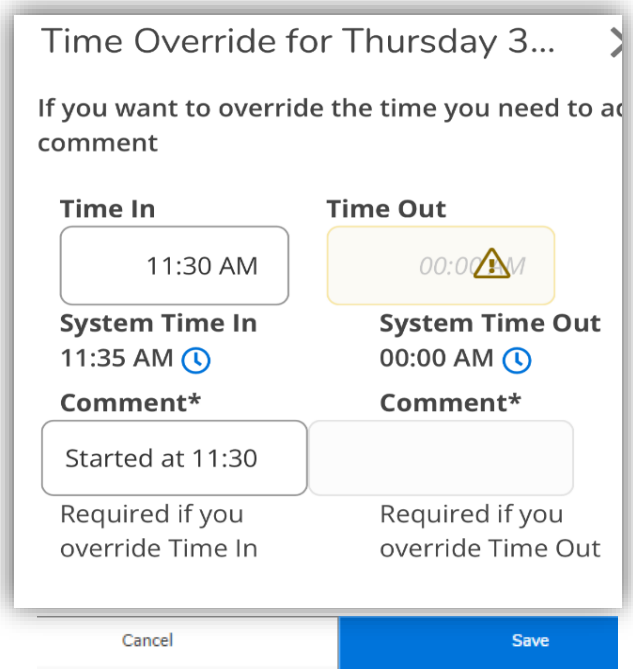
Editing Time

- If the “Clock In” or “Clock Out” time needs to be edited, use the blue pencil to open the editing box.
- Edit the time, enter comment (required), then Save.

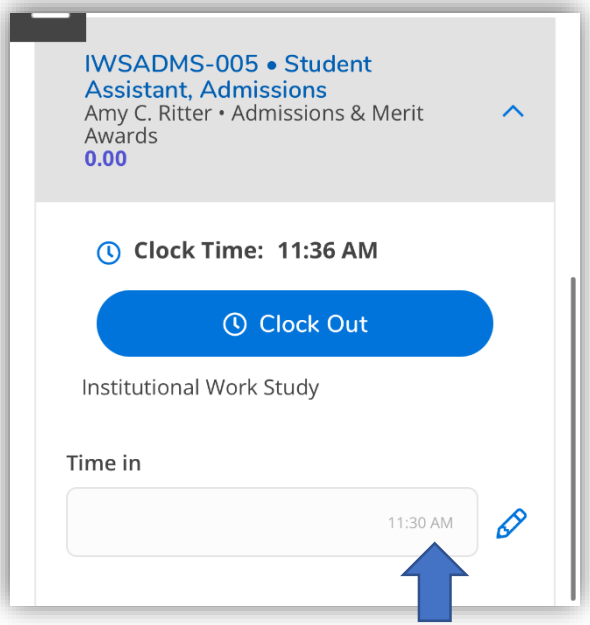
Original Clock In:



Editing Box:



After Saved Edit:

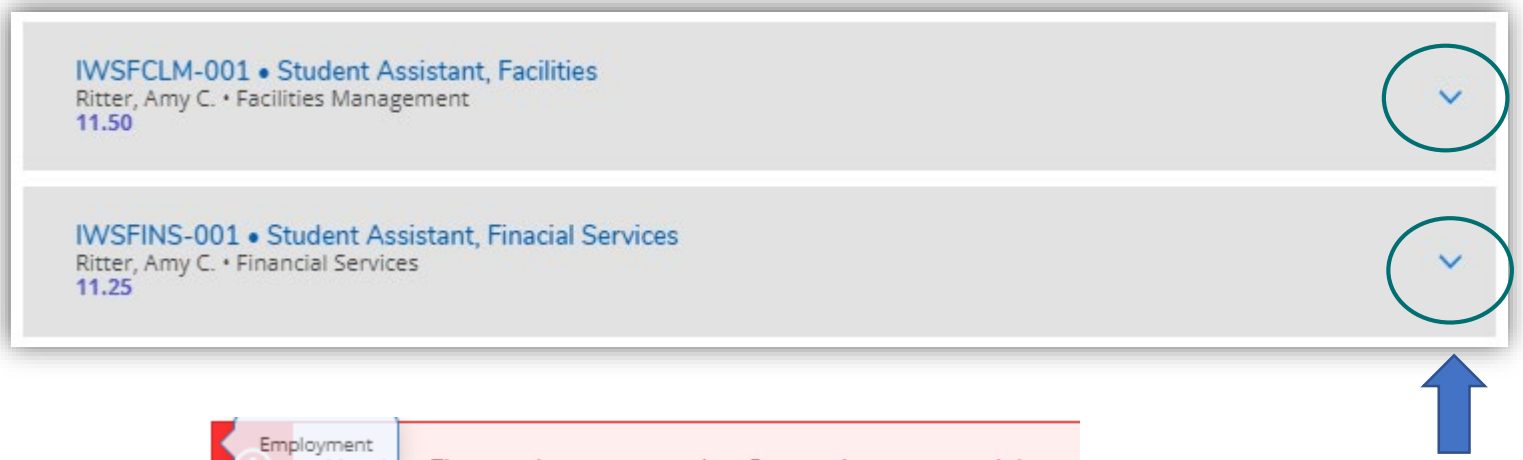


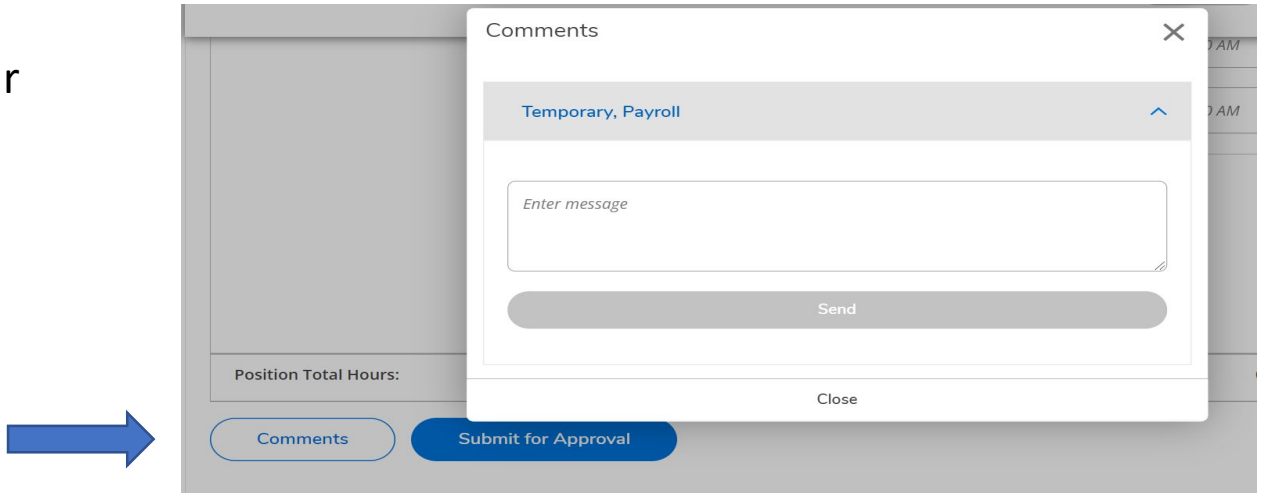
Time In is now 11:30 am

- The original clocked time and edited time will be viewable.

Multiple Positions & Comments

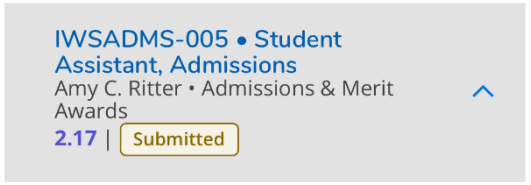
- For employees with multiple positions, select the appropriate position by using the down “v” to open the timecard for that position.
- Self-Service will not allow overlapping time in the same position or between your multiple positions.
- Comments can be entered for your Supervisor.
- Click “Comments” and enter your type in the box and save.



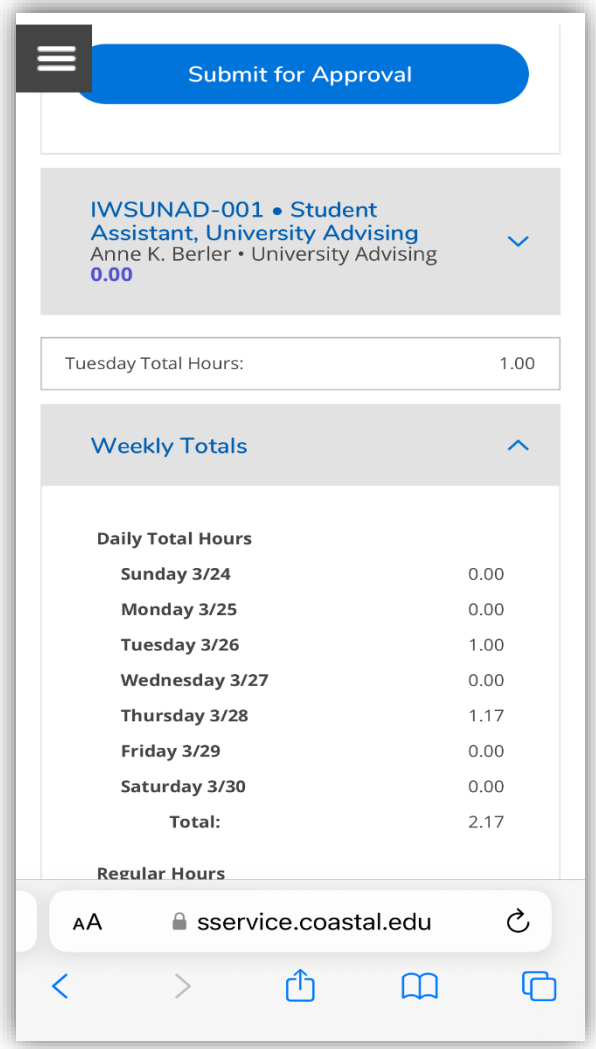


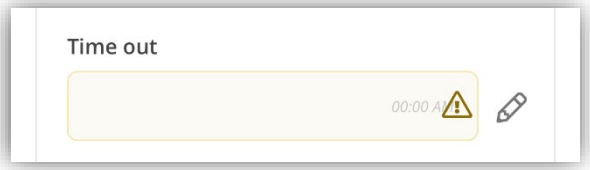
Submitting Time

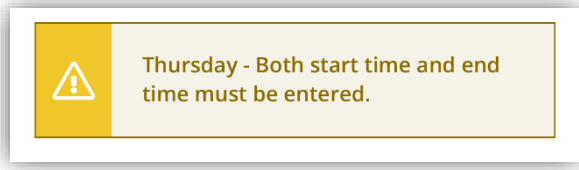
- Review hours for the week then click “Submit for Approval” when week’s hours are complete & accurate.
- Each **week** must be submitted for Approval.
- The status on your time entry will update to “Submitted” with the weekly total hours.



- Once approved by Supervisor the status of your time card will update to “Approved”.
- The “Submit for Approval” button will not be active if there are any missed clock in/outs.



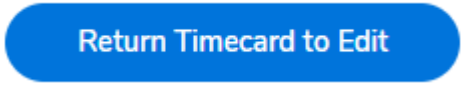




Status of Time Card

- Time cards are saved automatically by the system.

- If a timecard has been Submitted but your supervisor has not yet approved it and it is before the due date, click the “Return Timecard to Edit” icon to make any edits.



- If a timecard has been Submitted and your Supervisor has approved it and it is before the due date, you can request through your Supervisor that the timecard be Unapproved so it can be edited.

- If a timecard has been Submitted and your Supervisor has approved it and it is after the due date, your Supervisor can make an edit within their due date or Payroll can be contacted by your Supervisor to make an edit if beyond the due date.

- Any questions, contact payroll@coastal.edu (x 2042) or aspott@coastal.edu (x3419).