

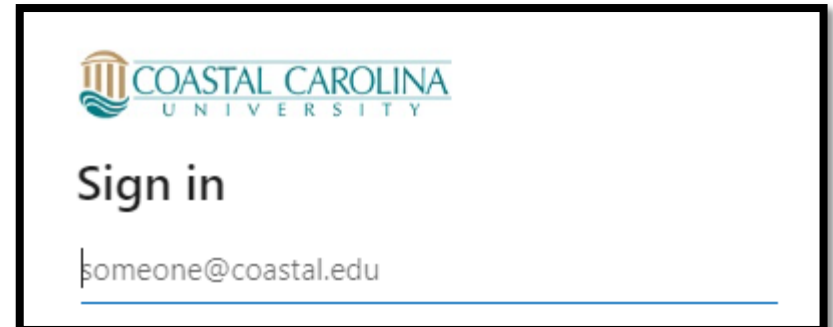


Self Service Time Entry

For Law Enforcement and Security Officers 2022

- Effective 5/15/22, Non-Exempt Employees will be utilizing Self Service Time Entry to report hours.
- Self-Service Time Entry utilizes weekly time cards. Each week of the two-week pay period must be submitted individually by the published submission date (typically the Monday following the pay period end date).
- To get started, navigate to the Self Service for Employees home page and log in.

<https://sservice.coastal.edu/Student/HumanResources/Home>

A screenshot of the login page for the Self Service Time Entry system. It features the Coastal Carolina University logo at the top left, the text "Sign in" in a large font, and a text input field containing the placeholder text "someone@coastal.edu". The entire screenshot is enclosed in a black rectangular border.

COASTAL CAROLINA
UNIVERSITY

Sign in

someone@coastal.edu



Employee Self-Service Home Page

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



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



Bi-Weekly Pay Cycle

05/01/2022 - 05/07/2022

Due by: 5/16/2022 5:00 PM
Total: 48 Hours

Security Specialist III, Public Safety



05/08/2022 - 05/14/2022

Due by: 5/16/2022 5:00 PM
Total: 0 Hours

Security Specialist III, Public Safety





Time Entry

- On the weekly time card, enter hours worked each day.
- Other Time Types is now called Additional Time.
- For sworn Law Enforcement Officers, overtime is calculated over a 2-week period. The calculation will not display since the time card is weekly.
- For other Public Safety employees, if hours exceed 40 in a week, straight time and overtime will be combined and reflected in the Weekly Totals Section as Overtime Hours. NOTE - only hours **worked** over 40 in a pay week are paid at the overtime rate.

< Week 05/01/2022 - 05/07/2022 48.00 Total hours >

Saved just now Save View Leave Balances

CLS0086JD15NBW • Security Specialist III, Public Safety
Tyler, Regina L. • Public Safety
48.00

Earn Type	Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7	Total
Permanent Classified Pay	<input type="text"/>	12.00	12.00	<input type="text"/>	<input type="text"/>	12.00	<input type="text"/>	36.00
Sick	<input type="text"/>	<input type="text"/>	<input type="text"/>	12.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	12.00
Remove Sick								
+ Additional Time								
Position Total Hours:	0.00	12.00	12.00	12.00	0.00	12.00	0.00	48.00
Comments Submit for Approval								

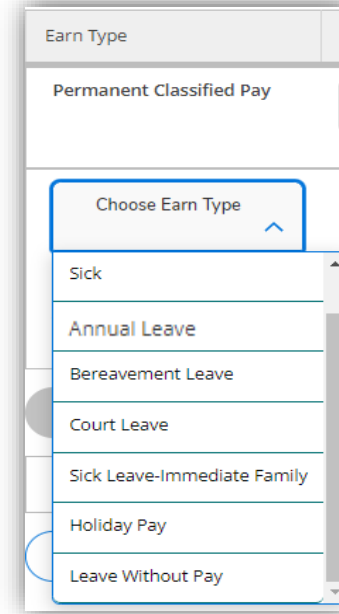
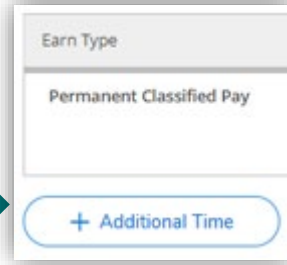
Weekly Totals

Daily Total Hours:	0.00	12.00	12.00	12.00	0.00	12.00	0.00	48.00
Regular Hours:								28.00
Overtime Hours:								8.00
Additional Hours:								12.00



Entering Leave Time

- To enter leave, select the Additional Time button found under worked Earn Type then select the appropriate Leave Type from the drop down menu.
- This will create an additional row for time entry.
- Ensure the weekly total hours are at least your scheduled hours.
- Unworked time without available leave must be reported as “Leave Without Pay”.



Week 05/01/2022 - 05/07/2022
48.00 Total hours

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

CLS0086JD15NBW • Security Specialist III, Public Safety
Tyler, Regina L. • Public Safety
48.00

Earn Type	Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7	Total
Permanent Classified Pay		12.00	12.00			12.00		36.00
Sick				12.00				12.00
Remove Sick								
+ Additional Time								
Position Total Hours:	0.00	12.00	12.00	12.00	0.00	12.00	0.00	48.00

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



Working on a University Holiday

- University Holidays will be identified by a blue line above the date.
- Enter hours worked in the top row then select “Additional Time” and then choose “Holiday Pay” from the drop down. Enter Holiday hours.

Holiday Pay hours should be the average scheduled weekly hours divided by 5.

Ex: $42/5 = 8.4$ Holiday hours
or $40/5 = 8$ Holiday hours

- ****NOTE: You will have two entries on the same day if you work on a holiday****

Week 05/08/2022 - 05/14/2022
20.40 Total hours

Saved just now Save View Leave Balances

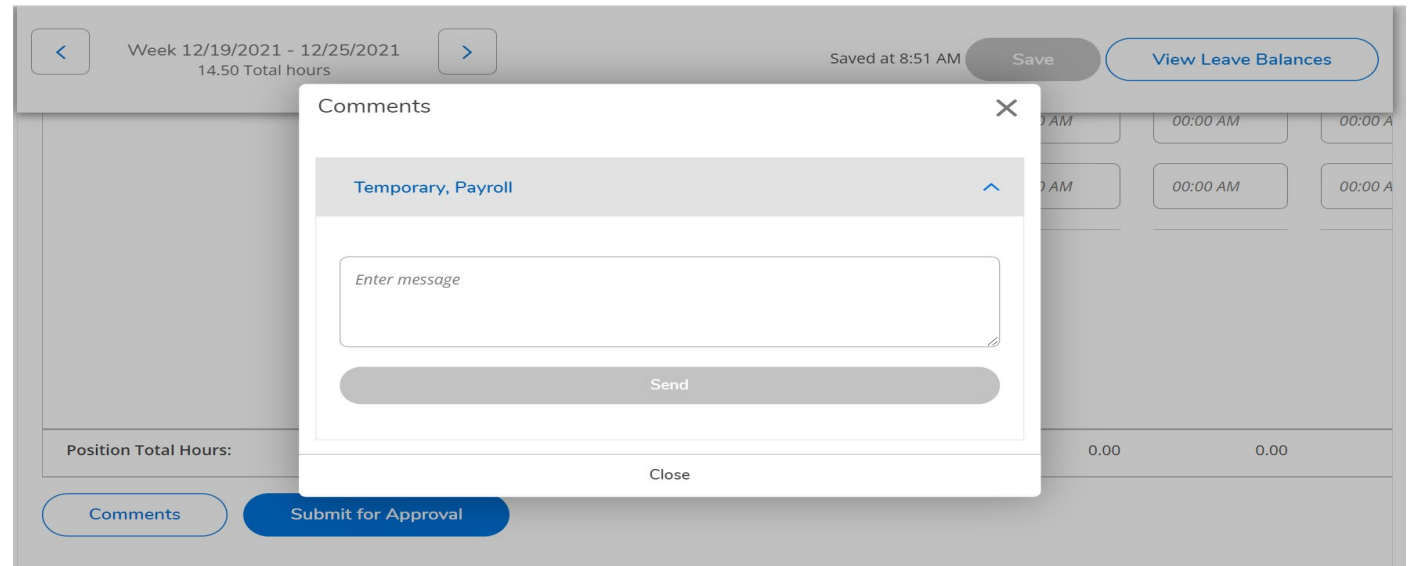
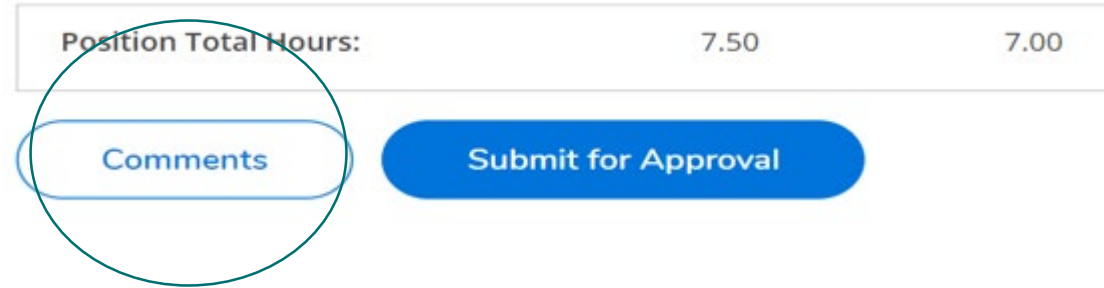
CLS0086BA20NBW • Communications Specialist II, Public Safety
Tyler, Regina L. • Public Safety
20.40

Earn Type	Sun 5/8	Mon 5/9 National Lost Sock Memorial	Tue 5/10	Wed 5/11	Thu 5/12	Fri 5/13	Sat 5/14	Total
Permanent Classified Pay		12.00						12.00
Holiday Pay		8.40						8.40
<input type="button" value="Remove Holiday Pay"/>								
<input type="button" value="+ Additional Time"/>								
Position Total Hours:	0.00	20.40	0.00	0.00	0.00	0.00	0.00	20.40
<input type="button" value="Comments"/> <input type="button" value="Submit for Approval"/>								



Comments on Time Card

- Comments can be added for your Supervisor.
- Click “Comments” and enter your comment in the box.
- You may need to notify your Supervisor a comment was made unless your Supervisor requires a comment for all Time Card submissions.





Submitting Time

- Once all time for the week has been accurately entered, click Submit for Approval.
- A green “Success” pop up will show in the top right corner and the status will update to “Submitted”.
- Once your Supervisor approves your time, the status of your time card will update to “Approved”.
- An automated email will be sent once your Supervisor approves, edits, or rejects your time card. Rejected time cards will need to be reviewed, corrected, and resubmitted by the due date.

Position Total Hours: 0.00

Comments Submit for Approval

TEST SERVER

rtyler Sign out Help 2

Employment Employee Time Entry

This is a test

Pay Period 12/12/2021 - 12/25/2021

All Time Sheets

Week 12/19/2021 - 12/25/2021 37.00 Total hours

Saved just now Save View Leave Balances

TMHAA25PAYR001 Temporary, Payroll
Ritter, Amy C. Payroll
37.00 Submitted

Earn Type	Sun 12/19	Mon 12/20	Tue 12/21	Wed 12/22	Thu 12/23	Fri 12/24	Sat 12/25
Temporary Staff Pay	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM



Editing Time

- 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, if edits are needed, click the “Return Timecard to Edit” icon.

A blue rounded rectangular button with the text "Return Timecard to Edit" in white.

- 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.

A light green rounded rectangular button with a dark green border and the text "Approved" in dark green.A white rounded rectangular button with a grey border, a checkmark icon, and the text "Unapprove" in grey.

- 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.



Time History



Time History

Here you can view your paid timecards.

Time History

Select a Year to view associated Pay Period

2022

Pay Period 04/17/2022 - 04/30/2022

04/17/2022 - 04/30/2022 Bi-Weekly Pay Cycle >

Bi-Weekly Pay Cycle

Dates

04/17/2022 - 04/23/2022

04/24/2022 - 04/30/2022

- Click on Time History to view time submitted through Self Service.
- Each pay period is listed and each week is viewable by clicking the underlined dates.
- Time submitted through Web Advisor is viewable through Web Advisor Time History.





Viewing Leave Balances



- To view your Leave balances, select “View Leave Balances” above your timecard.
- Annual and Sick leave balances are displayed with hours Used within the calendar year and Balance of hours available to use.
- Self Service Time Entry will *not* allow leave entries which exceed the available balance.
- Leave without Pay should be reported if insufficient or no leave available.



Leave Balance			
			
Annual Leave (Hours)		Sick (Hours)	
13.00	247.16	0.00	285.66
Used	Balance	Used	Balance



Viewing Leave Details

- All leave types are viewable on the Leave screen.
- Leave Balance Details can be viewed by selecting “View” from the Actions column.
- The Accrual Rate, Maximum Carryover, Plan/Calendar Year Starting Balance, Earned (accrued) hours, Used hours with the Plan/Calendar Year, Adjustments, and Balance is displayed.

Leave - As Of 5/12/2022

Leave Balance Summary							
Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions	
Bereavement ~	0.00	0.00	0.00	0.00	0.00	... View	
Leave With Out Pay ~	0.00	0.00	0.00	0.00	0.00	... View	
Court Leave ~	0.00	0.00	0.00	0.00	0.00	... View	
Sick Leave - 42 Hours ~	341.15	42.00	101.00	0.00	282.15	... View	
Annual Leave - 42 Hours ~	366.69	60.39	116.50	0.00	310.58	... View	
Sick Leave-Immediate Family 42 ~	0.00	84.00	0.00	0.00	84.00	... View	

~ Leave balance does not include any leave taken but not yet paid, even if leave request has been approved.

Leave Balance Details

Description	Annual Leave - 42 Hours ~
Accrual Rate	15.7500
Accrual Limit	
Maximum Carryover	378.0000
Maximum Rollover	
Starting Balance	366.69
Earned	60.39
Used	116.50
Adjustments	0.00
Balance	310.58

Close