



Self Service Time Entry

For Temporary and Student Employees 2022

- Effective 5/15/22, Temporary and Student Employees will report time through Self Service Time Entry.
- 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 self-service time entry sign-in page. It features the Coastal Carolina University logo at the top left, followed by the text "Sign in". Below this is a text input field containing the placeholder text "someone@coastal.edu".

 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

- Select the week that you need to enter time for.
- Once you click on a weekly time card, it will expand and allow you to enter your hours.

Time Entry

Bi-Weekly Pay Cycle

11/14/2021 - 11/20/2021
Due by: 11/29/2021 11:59 PM
Total: 0.00 Hours
Temporary, Payroll

11/21/2021 - 11/27/2021
Due by: 11/29/2021 11:59 PM
Total: 0.00 Hours
Temporary, Payroll

11/28/2021 - 12/04/2021
Due by: 12/13/2021 5:00 PM
Total: 0.00 Hours
Temporary, Payroll

< Week 12/19/2021 - 12/25/2021 4.00 Total hours > Saved just now Save View Leave Balances

TMHAA25PAYR001 • Temporary, Payroll
Ritter, Amy C. • Payroll
4.00

Earn Type	Sun 12/19	Mon 12/20	Tue 12/21	Wed 12/22	Thu 12/23	Fri 12/24	S
Temporary Staff Pay	8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 A
	12:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 A
	+						
Position Total Hours:	4.00	0.00	0.00	0.00	0.00	0.00	



Entering Additional Time

- When working multiple shifts, you will need to add additional entries for start and end times.
- Breaks longer than 20 minutes will require time to end and restart.
- Select the “+” to add an additional time segment.
- The bottom row will total the daily hours entered for the position.
- Once all hours have been entered and verified, click “Submit for Approval”. The system auto saves what has been entered.



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

Saved just now Save View Leave Balances

Temporary Staff Pay

8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM
12:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM
1:00 PM						
4:30 PM						
- +						

Position Total Hours: 7.50 0.00 0.00 0.00 0.00 0.00

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

Saved at 8:50 AM Save View Leave Balances

Position Total Hours: 7.50 7.00

Comments Submit for Approval



Multiple Positions

- For employees with multiple positions, select the appropriate position by using the down “V” to open the timecard for that position.
- Time entry will display fields to enter a start and end time. The fields also have a drop-down option to select the times. Once a start time is selected, the end time displays the length of segment next to the end time.
- Self-Service will not let you enter overlapping time in the same position or between your multiple positions.

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

Saved Save View Leave Balances

IWSFCLM-001 • Student Assistant, Facilities
Ritter, Amy C. • Facilities Management
11.50

IWSFINS-001 • Student Assistant, Financial Services
Ritter, Amy C. • Financial Services
11.25

8:15 AM

12:00 PM

11:45 AM (3 hrs 30 mins)

12:00 PM (3 hrs 45 mins)

12:15 PM (4 hrs)

12:30 PM (4 hrs 15 mins)

12:45 PM (4 hrs 30 mins)

1:00 PM (4 hrs 45 mins)

1:15 PM (5 hrs)

1:30 PM (5 hrs 15 mins)

Employment
Monday - Time entries cannot overlap. Correct the start or end time.



Adding Comments

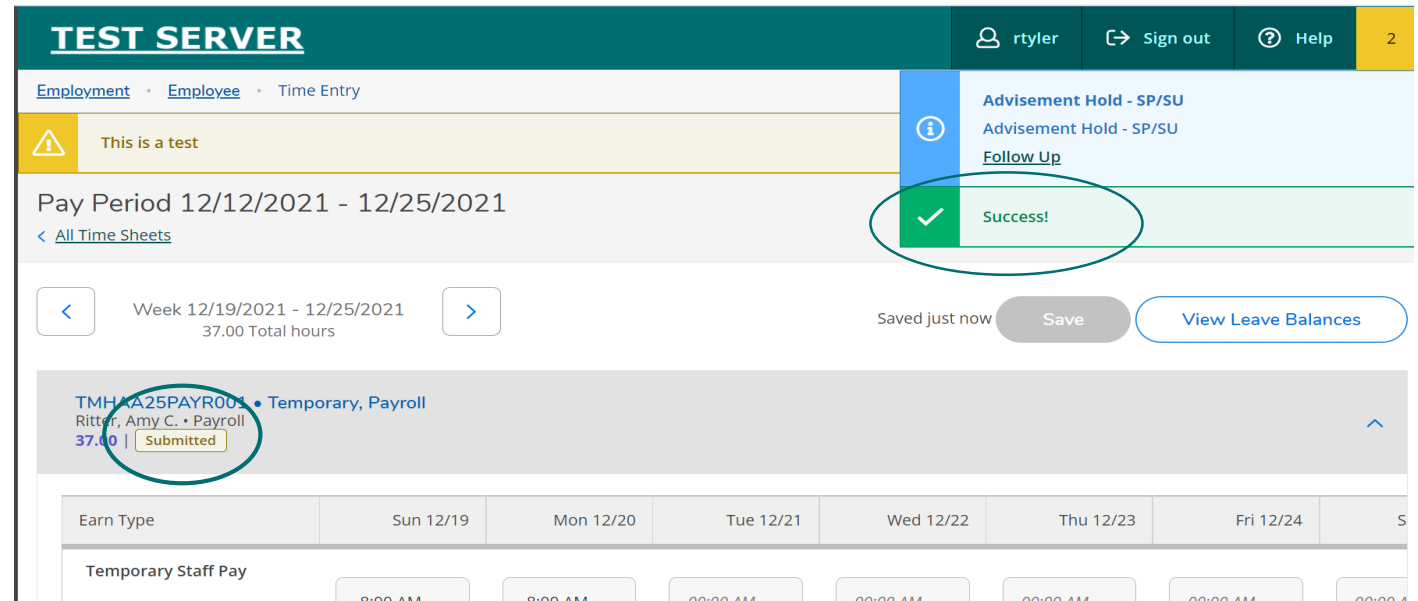
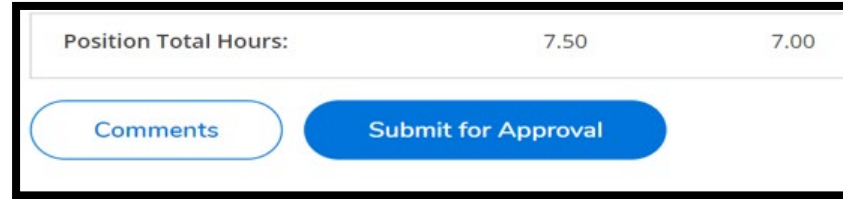
- Comments can be entered for your Supervisor.
- Click “Comments” and enter your type in the box and save.
- You may need to notify your Supervisor a comment was made unless your Supervisor requires a comment for all Leave Request

A screenshot of a web interface showing a form for 'Position Total Hours'. The form has two input fields: the first contains '7.50' and the second contains '7.00'. Below the form are two buttons: 'Comments' and 'Submit for Approval'. The 'Comments' button is circled in blue.A screenshot of a web interface showing a 'Comments' dialog box overlaid on a leave request form. The dialog box has a title bar with 'Comments' and a close button. Below the title bar is a dropdown menu with 'Temporary, Payroll' selected. Below the dropdown is a text input field with the placeholder text 'Enter message'. Below the text input field is a 'Send' button. Below the 'Send' button is a 'Close' button. The background shows a leave request form with a 'Position Total Hours' section and a 'Submit for Approval' button.



Submitting Time

- Once time has been Submitted for Approval, “Success” will show in the top right corner.
- The status on your time entry will update to “Submitted”
- Once your Supervisor approves the weekly time card, the status of your time card will update to “Approved”.
- An automated email will be received once the timecard is approved or rejected by the Supervisor for that position.





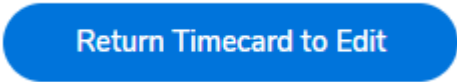
Editing Time

- 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.

- 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.



Return Timecard to Edit



Approved



✓ Unapprove