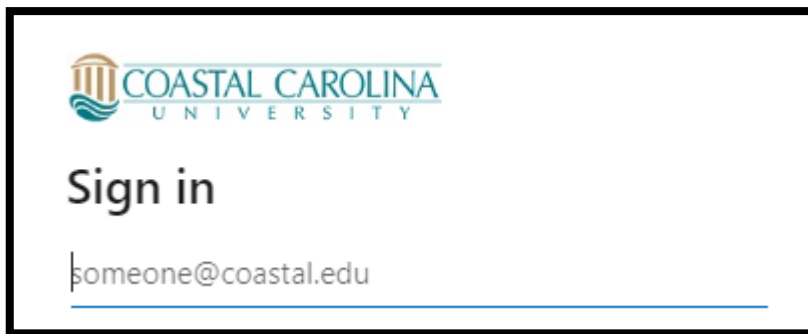# Self-Service Time Entry

Non-Exempt Employees 2022

- Effective 5/15/22, Non-exempt employees will be paid hourly on the Bi-weekly payroll cycle.

- Self-Service Time Entry utilizes <u>weekly</u> 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 ending date).

- To get started, navigate to the Self Service for Employees home page and log in.
https://sservice.coastal.edu/Student/HumanResources/Home

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.

- The daily hours are totaled for the position and the weekly hours for each type of pay are totaled.

- If hours exceeding 40 per week are entered, 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.

CLS0110KA15NBW • Building/Grounds Specialist III, University Housing
Tyler, Regina L. • University Housing
45.00

Earn Type	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9	Total
Permanent Classified Pay		7.50	7.50	7.50	7.50	7.50	7.50	45.00

+ Additional Time

| Position Total Hours: | 0.00 | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | 45.00 |

Comments   Submit for Approval

Weekly Totals

Daily Total Hours:	0.00	7.50	7.50	7.50	7.50	7.50	7.50	45.00
Regular Hours:								40.00
Overtime Hours:								5.00

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 37.5

- Unworked time without available leave must be reported as "Leave Without Pay".

Earn Type
Permanent Classified Pay

+ Additional Time

Earn Type
Permanent Classified Pay

Choose Earn Type ^
Sick
Annual Leave
Bereavement Leave
Court Leave
Sick Leave-Immediate Family
Holiday Pay
Leave Without Pay

CLS0110KA15NBW • Building/Grounds Specialist III, University Housing
Tyler, Regina L. • University Housing
37.50

Earn Type	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9	Total
Permanent Classified Pay Academics		7.50		7.50	7.50	7.50	I	30.00
Sick			7.50					7.50
Remove Sick								

+ Additional Time

Position Total Hours:	0.00	7.50	7.50	7.50	7.50	7.50	0.00	37.50

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 scheduled weekly hours divided by 5.
   So 37.5/5 = 7.5

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

Earn Type	
Permanent Classified Pay	

Choose Earn Type	^
Sick	
Annual Leave	
Bereavement Leave	
Court Leave	
Sick Leave-Immediate Family	
Holiday Pay	
Leave Without Pay	

+ Additional Time

Position Total Hours:	0.00

Comments   Submit for Approval

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		4.00						4.00
Holiday Pay		7.50						7.50
Remove Holiday Pay								

+ Additional Time

Position Total Hours:	0.00	11.50	0.00	0.00	0.00	0.00	0.00	11.50

Comments   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.

Position Total Hours: 7.50 7.00

Comments   Submit for Approval

Week 12/19/2021 - 12/25/2021
14.50 Total hours   Saved at 8:51 AM   Save   View Leave Balances

Comments   ✕

Temporary, Payroll   ⌃
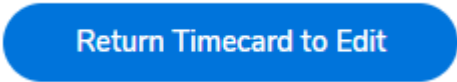
Enter message

Send

Close

Position Total Hours: 0.00   0.00

Comments   Submit for Approval

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.

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.

    Return Timecard to Edit

- 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.

    Approved

    ✓ Unapprove

- 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
Bi-Weekly Pay Cycle

04/17/2022 - 04/30/2022
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 in listed and each week is viewable by clicking the underlined dates.

- Time submitted through Web Advisor is viewable through Web Advisor Time History until Web Advisor is retired.

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 <u>not</u> allow leave entries which exceed the available balance.

  - Leave without Pay should be reported if insufficient or no leave available.

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 5/5/2022

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
Annual Leave	222.64	37.52	13.00	0.00	**247.16**	... View
Court Leave	0.00	0.00	0.00	0.00	**0.00**	... View
Bereavement	0.00	0.00	0.00	0.00	**0.00**	... View
Sick Leave-Employee	248.14	37.52	0.00	0.00	**285.66**	... View
Sick Leave-Immediate Family	0.00	75.00	0.00	0.00	**75.00**	... View
Leave With Out Pay	0.00	0.00	0.00	0.00	**0.00**	... View

Leave Balance Details   ✕

Description	Annual Leave
Accrual Rate	9.3800
Accrual Limit	
Maximum Carryover	337.5000
Starting Balance	222.64
Earned	37.52
Used	13.00
Adjustments	0.00
Balance	247.16

Change from Semi-Monthly to Bi-Weekly

- Q: Now that my bi-weekly position is hourly, how will my pay change?

- A: Your salary is divided into an hourly rate based on 2080 hours/year. This is 52 weeks times 40 weeks. Per DSHR, the minimum full-time workweek is 37.5 hours. Weekly hours exceeding 40 hours are paid in addition to your base pay. The hours paid between 37.5 and 40 were previously included in your weekly wages on the semi-monthly cycle. On the bi-weekly cycle these hours will be separately identified on the Earnings Statement as "Up to 40 Pay". Your pay for each week remains the same but the pay period and frequency of pay is changing. You will receive pay for periods of 2 weeks every other Friday.

CYCLE	Period Length	# of working days	Pays per year
Semi-monthly	Varied	Varied	24
Bi-weekly	14 days	10 days	26 * some years may have 27