







Self Service Time Approval


- All non-exempt employees will utilize Self Service Time Entry with the exception of student employees who use Time Clock Plus.
- Self-Service Time Entry utilizes weekly time cards. Each week of the two-week pay period must be approved by the published submission date (typically the Tuesday following the pay period ending date but refer to the Bi-Weekly Pay Schedule on Payroll's site for dates).
- To get started, navigate to the Self Service for Employees home page and log in. <https://sservice.coastal.edu/Student/HumanResources/Home>
- **As a Supervisor, it is your responsibility to ensure accurate time is reported and it is Approved by the due date.**




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 Approval then make selections using the available filters.
- Only the direct Supervisor has access to Time Approval but Proxy access can be requested for an Alternate approver.
- Supervisors also have access to Time History of their employees.

 Time History (Supervisor) Here you can view paid timecards for the people you supervise.
--



Time Approval Filters

The screenshot shows the 'Time Approval' interface. At the top, there is a 'Filter' button. Below it is a search section titled 'Search for Employee' with a text input field labeled 'Employee Name or ID' and a search icon. A 'Clear Search' button is located below the search field. Underneath is a 'Pay Cycles' section with two radio button options: 'Semi-Monthly Pay Cycle' (unchecked) and 'Bi-Weekly Pay Cycle' (checked).

- Option to search for a single employee or view all employees for a pay period or specific timecard status.

This close-up shows three radio button options for pay periods: '4/17/2022 - 4/30/2022' (unchecked), '5/1/2022 - 5/14/2022' (checked), and '5/15/2022 - 5/28/2022' (unchecked). Each option has an information icon to its right.

- Select a specific pay period.
- Completed pay periods will be information only (no editing)

The screenshot shows the 'Status' filter section. It contains five radio button options, all of which are checked: 'Submitted', 'Not Complete', 'No Time Entered', 'Approved', and 'Rejected'. Each option has an information icon to its right. At the bottom of the section are two buttons: 'Reset Filters' and 'Apply Filters'.

- Select statuses needed to be viewed.
- Click Apply Filter to view employee timecards within the filter or Reset Filter to start over.



Viewing Employee Time Cards

- Employees will be listed and each can be expanded to view the pay period and expanded again to view each week.

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Student Employee - 1791234							
Staff Employee - 0261954							
Student Employee - 1790202							

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Student Employee - 1791234							
Bi-Weekly Pay Cycle	05/01/2022-05/14/2022	5/17/2022 5:00 PM	No Time Entered	0.00	0.00	0.00	0.00
				✓ Approve ! Reject 💬 Comments ⋮ View			

- Example of pay period for employee who did not enter any hours. If correct, timecard can be approved from period view.



Viewing Employee Time Cards continued

To view details of a Period expand using the down arrow.

	Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours	
	Student Employee - 1791234								
	Staff Employee - 0261954								
	Bi-Weekly Pay Cycle	05/01/2022 - 05/14/2022	5/17/2022 5:00 PM	Submitted	79.00	62.50	1.50	15.00	Approve Reject Comments View
First Week		05/01/2022 - 05/07/2022		Submitted	37.50	30.00	0.00	7.50	Approve Reject Comments View
Second Week		05/08/2022 - 05/14/2022		Submitted	41.50	32.50	1.50	7.50	Approve Reject Comments View

- By the Supervisor due day, the employee should have submitted the timecard and status should be “Submitted”.
- To see the timecard details, click “View”.



Viewing Employee Time Card Details

Staff Employee - 0261954

Week 05/01/2022 - 05/07/2022 > Saved just now Save Other Actions Approve

37.50 Total hours
No Time Entered

CL50071AD20NBW • Accountant/Fiscal Analyst I, Financial Services
Ritter, Amy C. • Financial Services
37.50 | No Time Entered

Earn Type	Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6 <small>Cinco de Mayo Observed</small>	Total	
Permanent Classified Pay		7.50	7.50	7.50	7.50		30.00	
Holiday Pay						7.50	7.50	
Remove Holiday Pay								
+ Additional Time								
Position Total Hours:	0.00	7.50	7.50	7.50	7.50	7.50	0.00	37.50



- Review employee's weekly timecard for accuracy and total hours for the week. Edit if needed. If correct, click "Approve" or select an Other Action from the drop down (Reject or View Comments). Report Leave without Pay if needed.



Viewing Employee Time Card Statuses

05/01/2022 - 05/07/2022 Approved

05/08/2022 - 05/14/2022 Submitted

- The Status of the first week now is now “Approved”
- The Second week still needs to be reviewed and approved.
- Once both weeks have been approved the status of the employee’s pay period will be Approved.

5/1/2022 - 5/14/2022
 5/15/2022 - 5/28/2022

Status

Submitted ⓘ
 Not Complete ⓘ
 No Time Entered ⓘ
 Approved ⓘ
 Rejected ⓘ

Reset Filters Apply Filters

- Supervisors MUST review & approve all timecards for their employees.

Tip: Supervisors can update the filter to hide Approved timecards so only timecards needing to be approved are viewable for the pay period.



Working on a University Holiday

- University Holidays will be identified by a blue line above the date.
- If an employee worked on a University Holiday, the worked hours should be reported in top row and Holiday hours equivalent to regular daily hours reported.

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

Ex: $37.5/5 = 7.5$

- ****NOTE:** There will be two entries on the same day if employee worked on a Holiday ******



[+ Additional Time](#)

Position Total Hours: 0.00

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



Earn Type

Permanent Classified Pay

Choose Earn Type

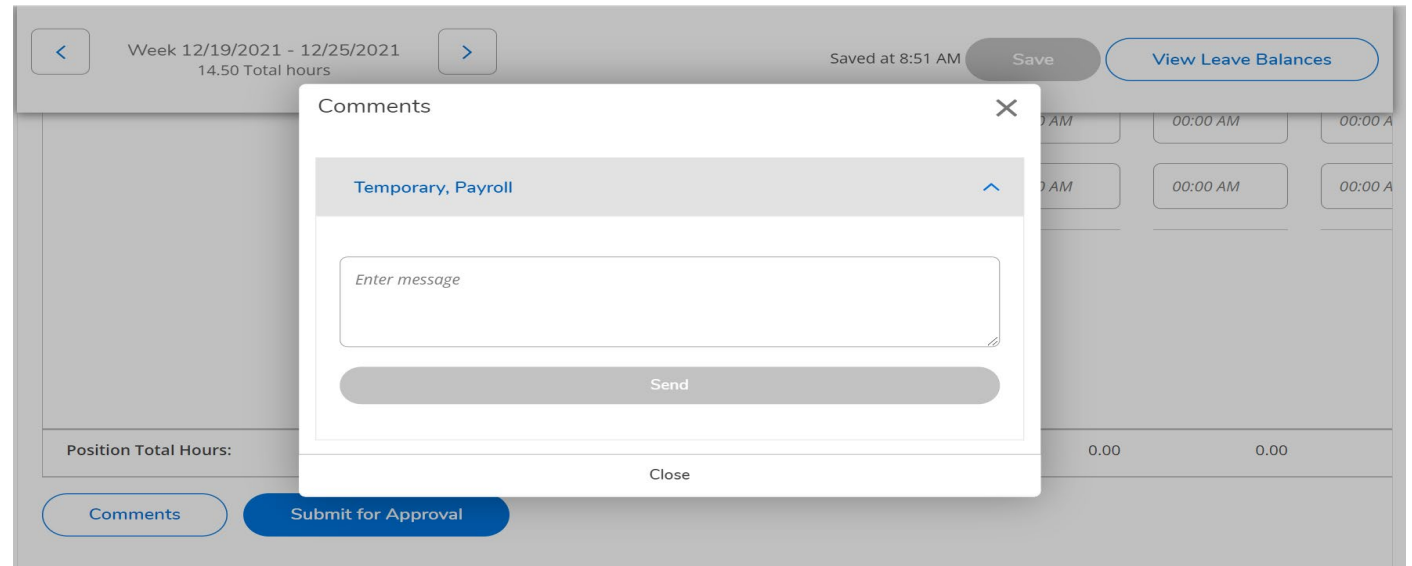
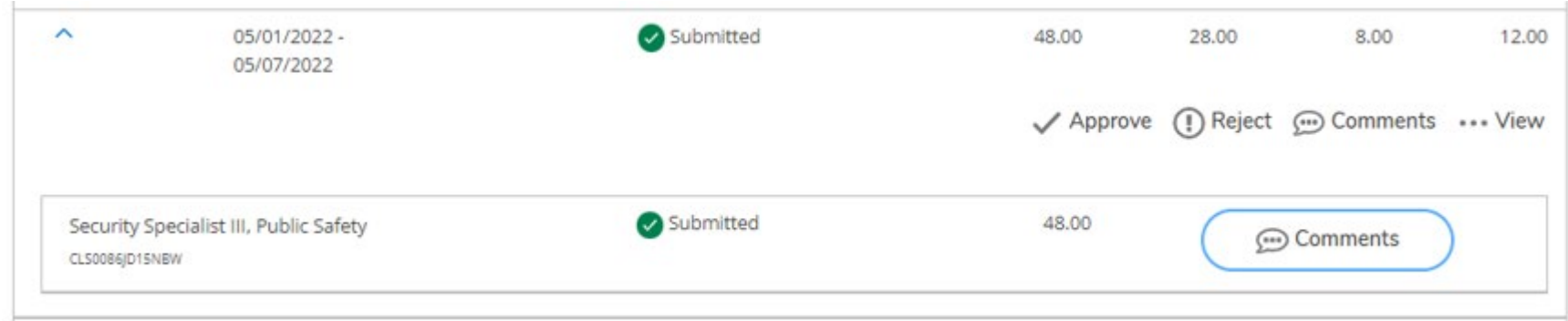
- Sick
- Annual Leave
- Bereavement Leave
- Court Leave
- Sick Leave-Immediate Family
- Holiday Pay
- Leave Without Pay

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	<input type="text"/>	<input type="text" value="4.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.00
Holiday Pay	<input type="text"/>	<input type="text" value="7.50"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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

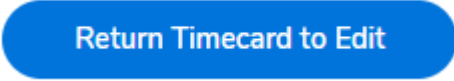
- Employees can enter Comments on the timecard for their Supervisor.
- To view click the “Comments” icon.
- Supervisors can also leave a comment for the employee.
- You may need to notify your employee if a comment was made since the system does not send comment notifications.





Editing Time

- If a timecard has been Submitted by the employee and it is before the employee due date and it has not been Approved by the supervisor, the employee can use the “Return Timecard to Edit” icon to reopen the timecard.
- If a timecard has been Submitted by the employee and the Supervisor has approved it and it is before the employee due date, you can Unapprove the timecard so it can be edited by the employee.
- A rejected timecard must have a reason entered and the timecard must be corrected and Approved by the due date.
- If a timecard has been Submitted by the employee and the Supervisor has approved it and it is after the employee due date, the Supervisor can make an edit if it is before the supervisor due date. If past the supervisor due date, contact Payroll@coastal.edu with the edit.

A blue rounded rectangular button with the text "Return Timecard to Edit" in white.A green rounded rectangular button with the text "Approved" in white.A white rectangular button with a green checkmark icon and the text "Unapprove" in black.A dialog box titled "Reject Time Sheet" with a close button (X) in the top right corner. It contains the following information:

Rejected By	Amy Ritter
Employee	Baker, Mandy F.
Rejecting time for:	05/01/2022 - 05/14/2022
Reason	

Below the table is a text input field with the placeholder text "Enter rejection reason". At the bottom of the dialog are two buttons: "Cancel" and "Reject".



Time History (Supervisor)



Time History (Supervisor)

Here you can view paid timecards for the people you supervise.

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 (Supervisor) to view timecards of employees submitted through Self Service.
- Search for employee.
- 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 (for Supervisors).



Proxy Access (Alternate Processor)

- Only the primary Supervisor has access to timecards. The authorized processor does *not* automatically have access.
- Supervisors can submit the Proxy Access Request Form to Payroll to grant an additional Time Approver.
 - NOTE – the Supervisor and Proxy will receive all automated time card submission emails. **An Outlook rule can move emails to a folder.
 - Automated emails will be sent from TimeCard@coastal.edu
- To log-in as Proxy, in Self Service click your user name and select “Change Proxy User” and select primary Supervisor to view timecards.

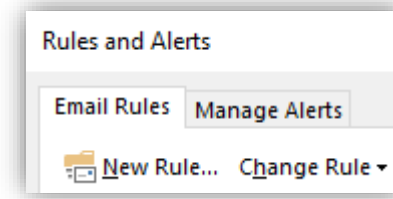
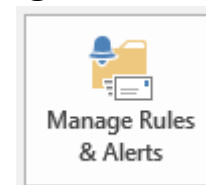
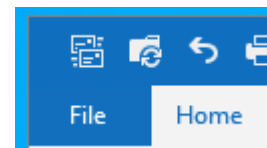


Email Notifications

- Automated emails are sent from the system to the Supervisor (and Proxy, if one is set) each time a timecard is submitted or unsubmitted.
- Likewise, automated emails are sent from the system to the employee each time a timecard is Approved, Unapproved, Rejected, or Unrejected by the Supervisor.
- Payroll intends to continue to send the bi-weekly time approval reminder. Since the automated emails can not be turned off an Outlook rule can be created to move all the automated timecard emails to a folder.

To create Outlook Rule for Supervisors:

- Create a “Timecard Emails” folder within your inbox.
- Go to File → Manage Rules & Alerts



- Click “New Rule”
- Select first option to “Move messages from someone to a folder.”
- Click “Next”
- Step 1: from people or public group
- Step 2: click “people or public group” and in the “From” box, type timecard@coastal.edu.
Click on “specified” and select the folder you created.
- Select appropriate action(s) and exception(s). Finish.

