Self Service Time Approval

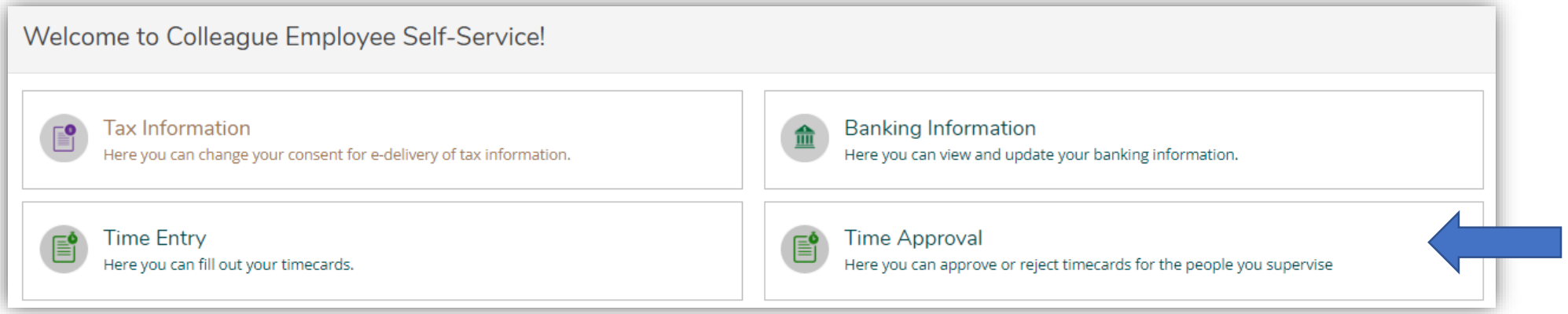
- All non-exempt employees will utilize Self Service Time Entry with the exception of student employees who use Time Clock Plus.

- 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).

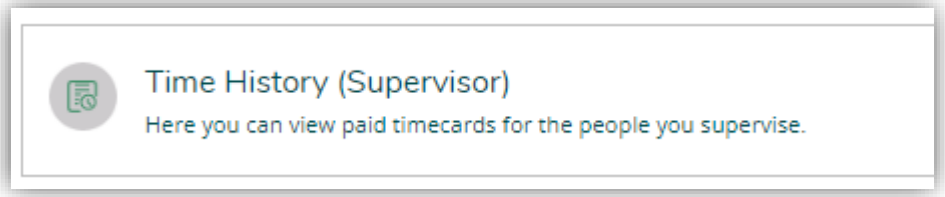
- To get started, navigate to the Self Service for Employees home page and log in. https://sservice.coastal.edu/Student/HumanResources/Home

- **As a Supervisor, it is your responsibility to ensure accurate time is reported and it is Approved by the due date.**

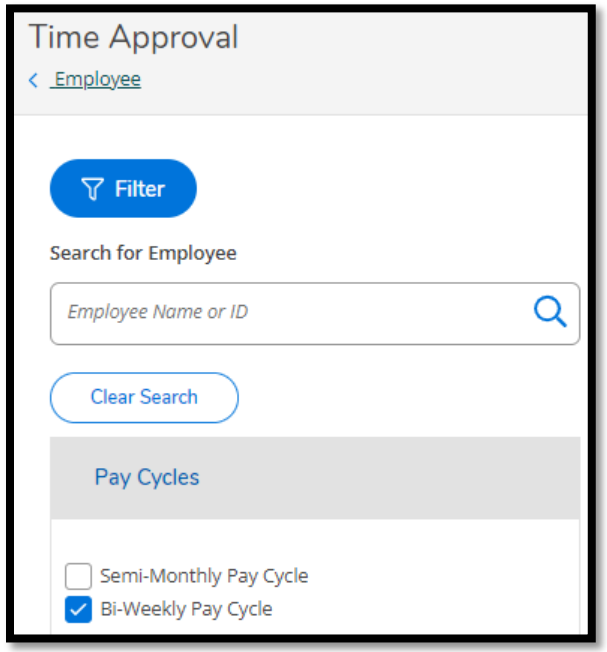
Employee Self-Service Home Page



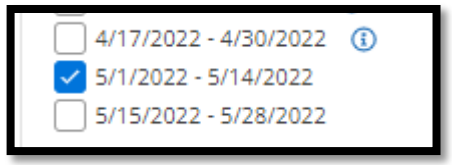
- Select Time Approval then make selections using the available filters.
- Only the direct Supervisor has access to Time Approval but Proxy access can be requested for an Alternate approver.
- Supervisors also have access to Time History of their employees.



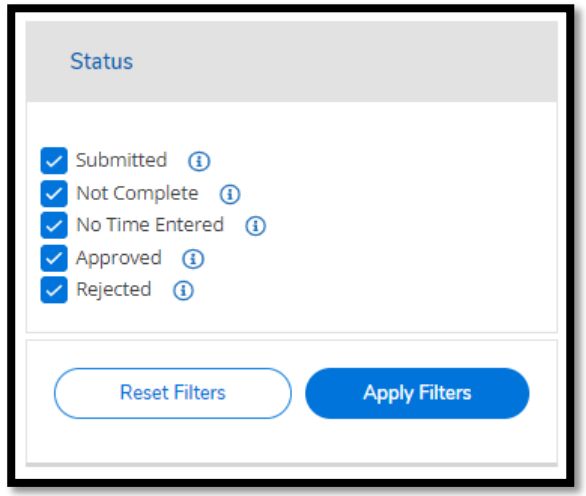
Time Approval Filters



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



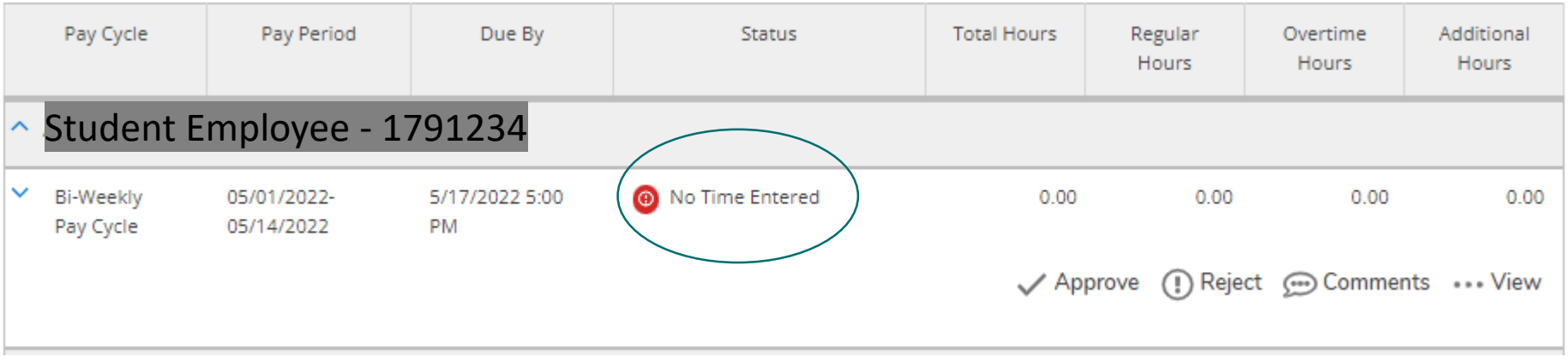
- Select a specific pay period.
- Completed pay periods will be information only (no editing)



- 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

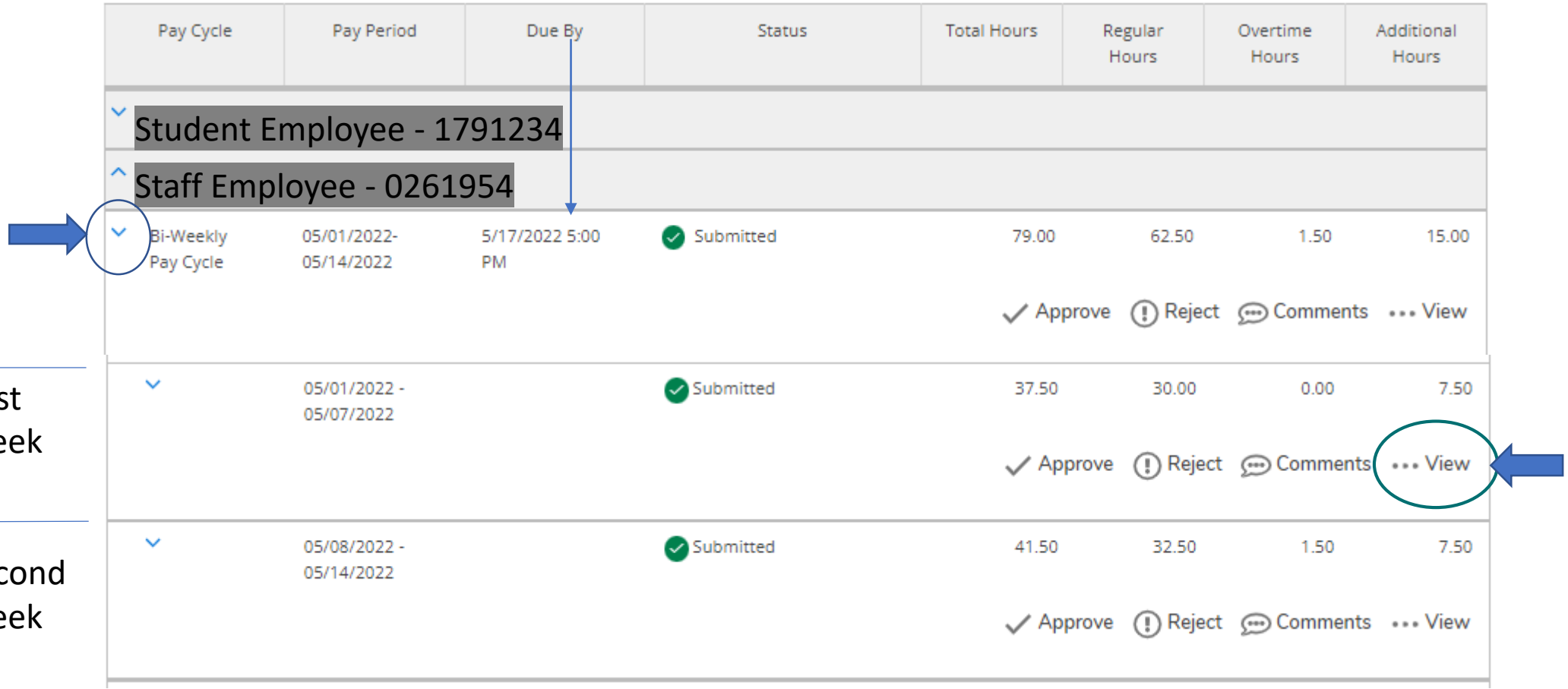
- Employees will be listed and each can be expanded to view the pay period and expanded again to view each week.



- 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

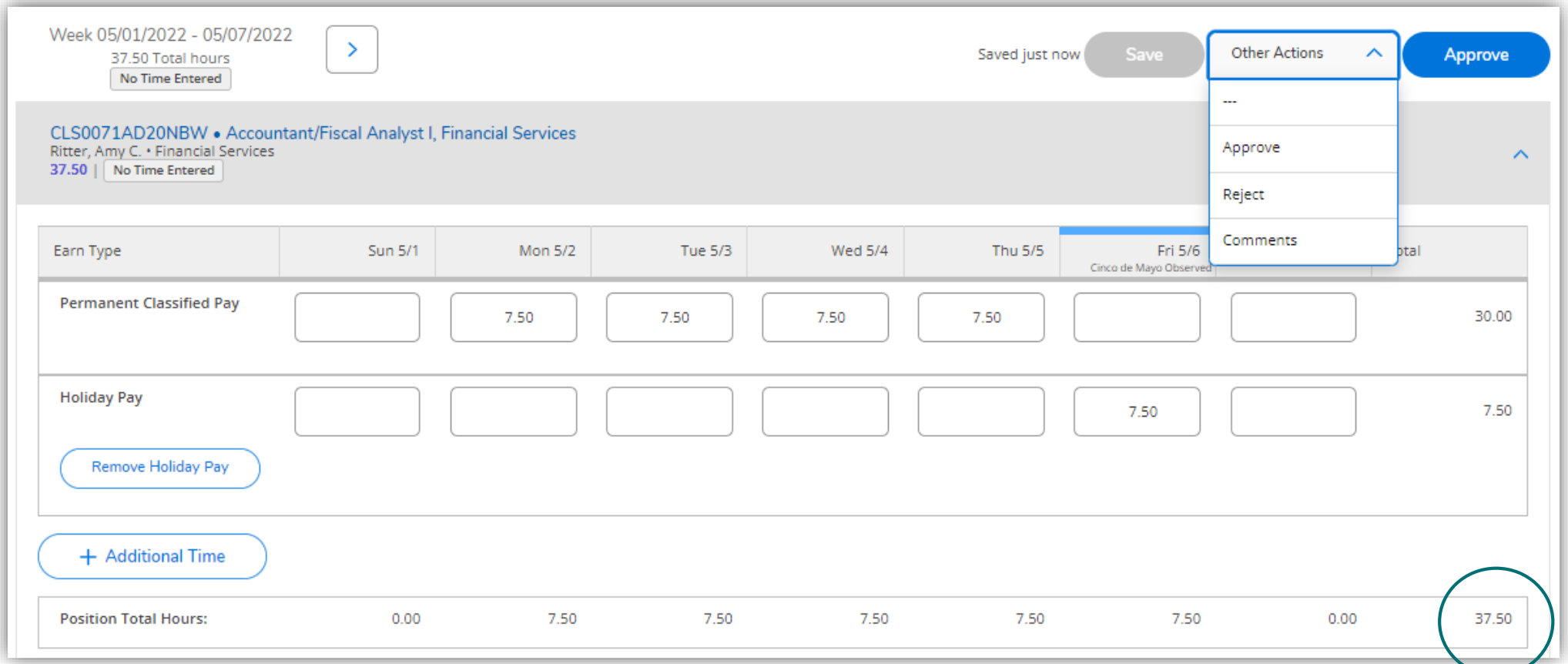
To view details of a Period expand using the down arrow.



- 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

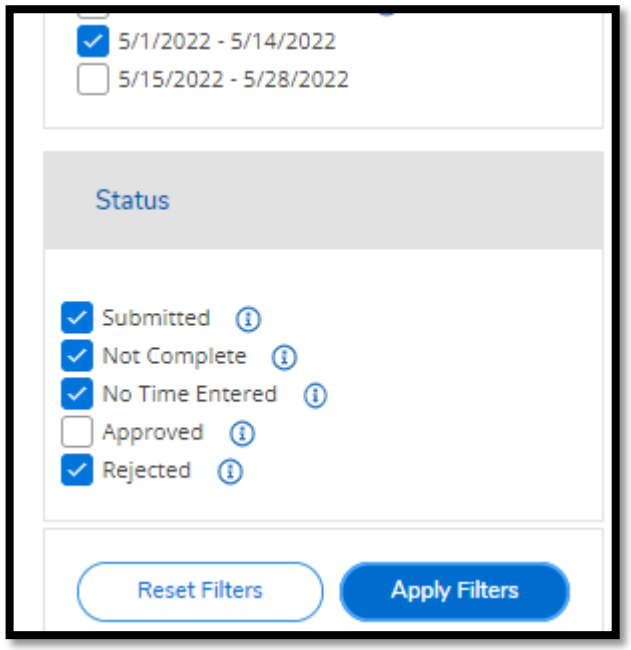
Staff Employee - 0261954



- 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

- 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.



- 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.

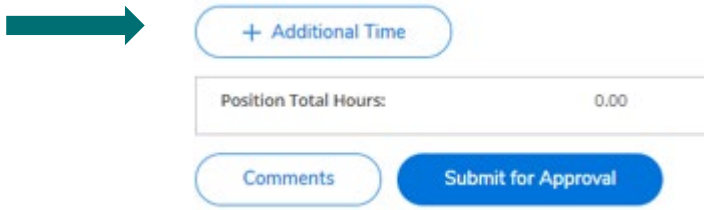
Working on a University Holiday

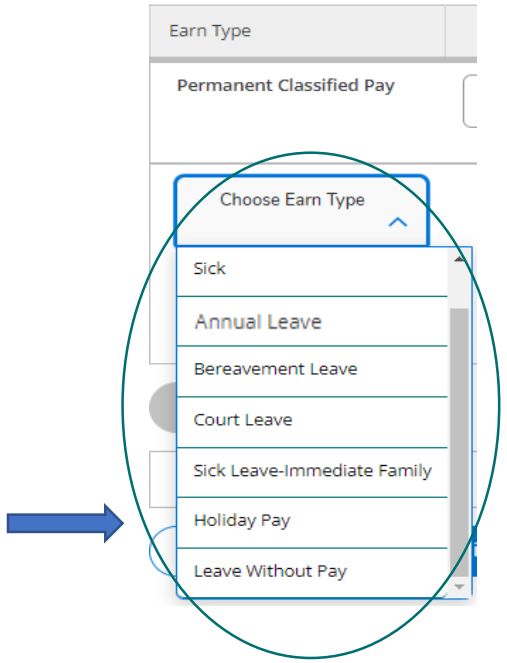
- University Holidays will be identified by a blue line above the date.
- If an employee worked on a University Holiday, the worked hours should be reported in top row and Holiday hours equivalent to regular daily hours reported.

  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 **





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

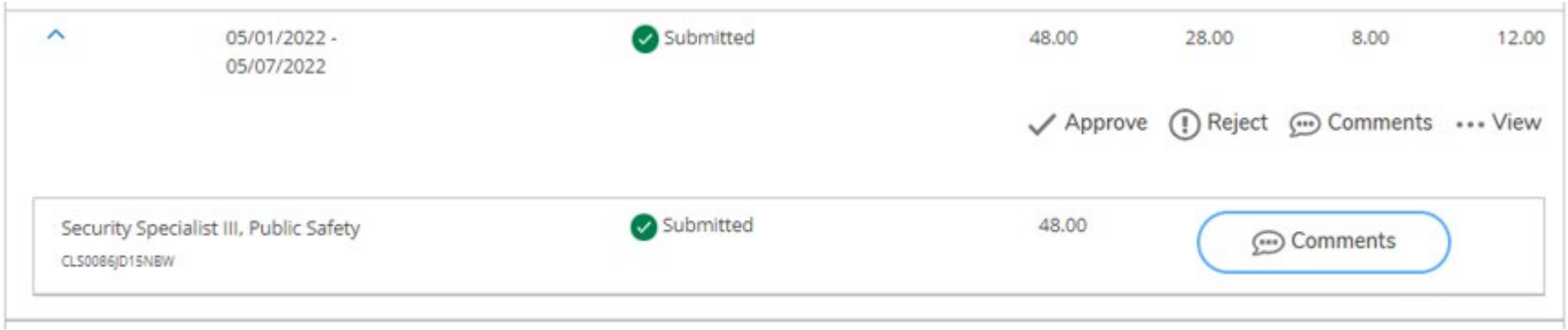
Remove Holiday Pay

+ Additional Time

Comments | Submit for Approval

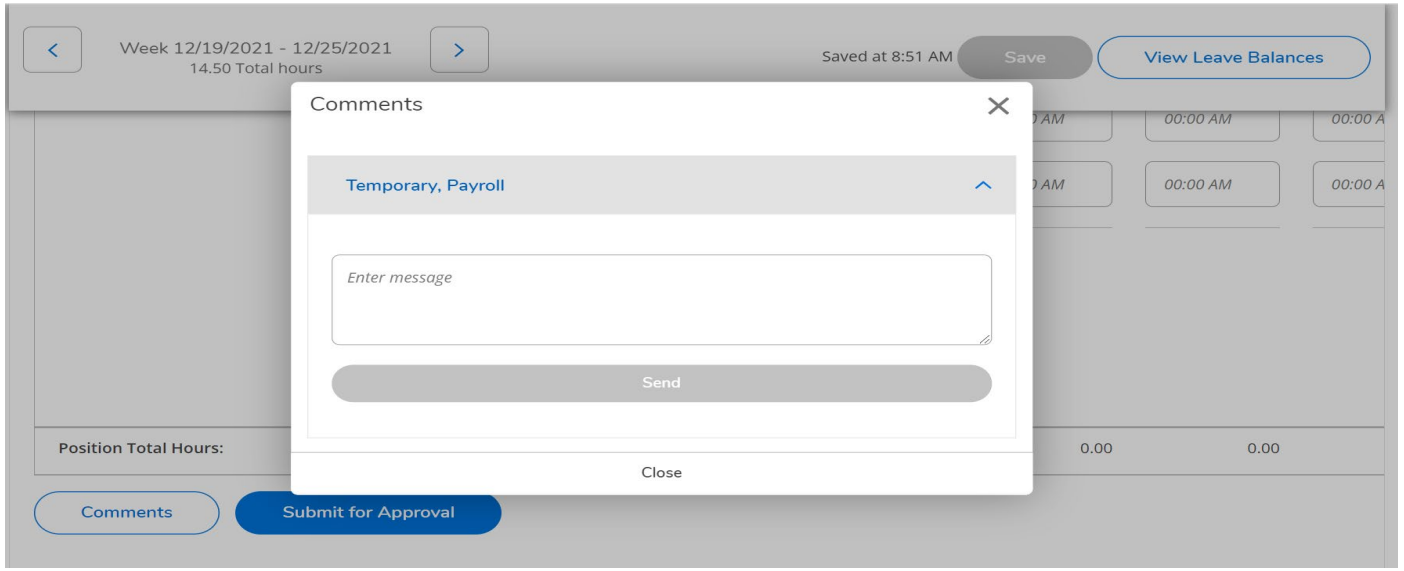
Comments on Time Card

- Employees can enter Comments on the timecard for their Supervisor.
- To view click the “Comments” icon.



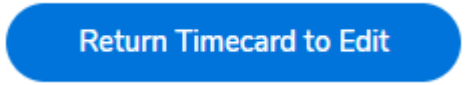
- Supervisors can also leave a comment for the employee.

- You may need to notify your employee if a comment was made since the system does not send comment notifications.



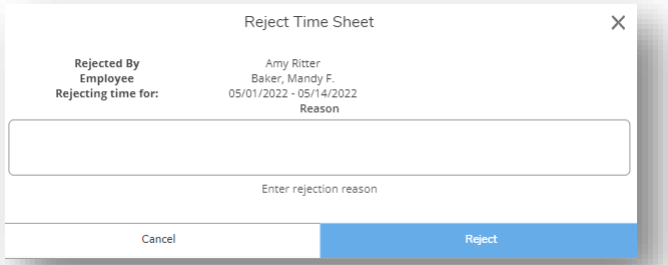
Editing Time

- 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.



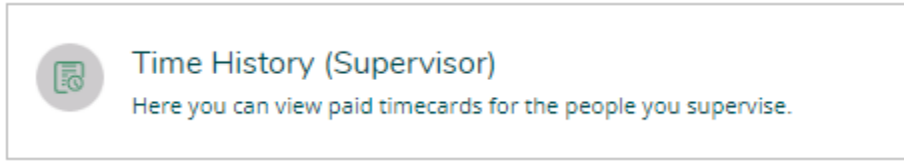
- If a timecard has been Submitted by the employee and the Supervisor has approved it and it is <u>before</u> the employee due date, you can Unapprove the timecard so it can be edited by the employee.

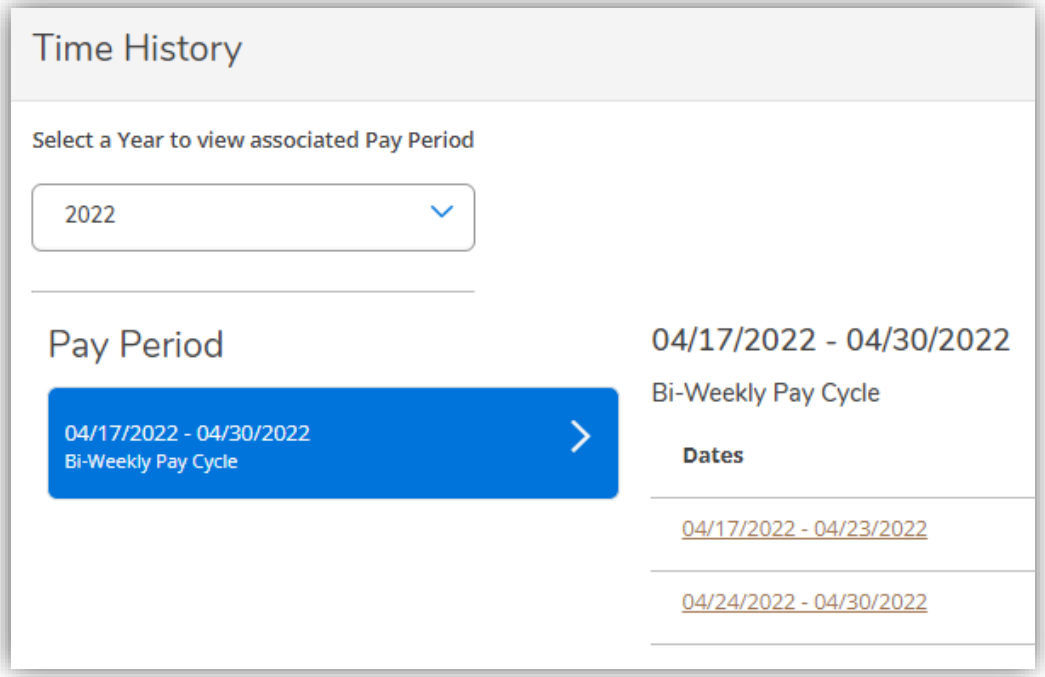
- A rejected timecard must have a reason entered and the timecard must be corrected and Approved by the due date.



- If a timecard has been Submitted by the employee and the Supervisor has approved it and it is <u>after</u> 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.

Time History (Supervisor)





- Click on Time History (Supervisor) to view timecards of employees submitted through Self Service.
- Search for employee.
- 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 (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

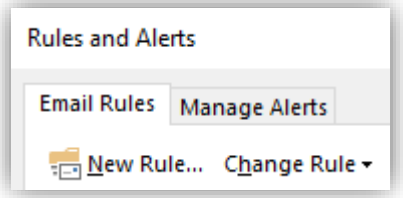
- Automated emails are sent from the system to the Supervisor (and Proxy, if one is set) each time a timecard is submitted or unsubmitted.

- Likewise, automated emails are sent from the system to the employee each time a timecard is Approved, Unapproved, Rejected, or Unrejected by the Supervisor.

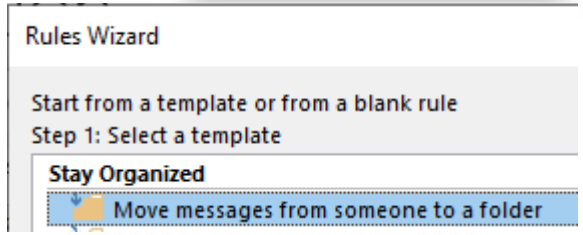
- Payroll intends to continue to send the bi-weekly time approval reminder. Since the automated emails can not be turned off an Outlook rule can be created to move all the automated timecard emails to a folder.

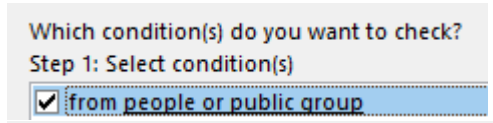
<u>To create Outlook Rule for Supervisors</u>:

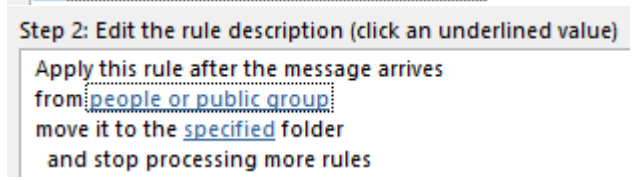
- Create a "Timecard Emails" folder within your inbox.
- Go to File → Manage Rules & Alerts

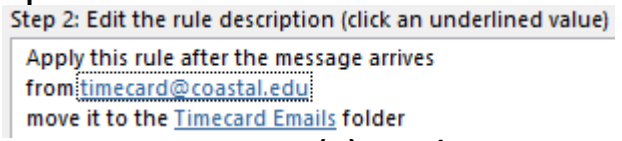


- Click "New Rule"
- Select first option to "Move messages from someone to a folder."
- Click "Next"
- Step 1: from people or public group
- Step 2: click "people or public group" and in the "From" box, type timecard@coastal.edu.
  Click on "specified" and select the folder you created.









- Select appropriate action(s) and exception(s). Finish.