

# Employee HR and Payroll Self Service (ESS) Training Manual 2019



## **Introduction to Employee Self-Service (ESS)**

Employee Self-Service is a web-based portal that provides you with visibility to salary and benefit information contained within the Ellucian Colleague modules. The ability to view human resource

Enter the number of hours on the day of the week in which you took the leave. For this example, we will select funeral leave. Enter the number of hours. You can add other leave types by clicking "+ Additional Time" and repeating the process. Once you are done, you may exit the timecard (remember your time saves automatically) or you can click Save. If you have finished entering time for the pay week, click "Submit for Approval".

Pay Period 09/15/2019 - 09/28/2019  
 < All Time Sheets

Week 09/15/2019 - 09/21/2019  
 40.00 Total hours

Saved at 1:52 PM Save View Leave Balances


ZAPMAG2102CLER • Clerk, Ap Long Title  
 Ingram, Vikki L • AP Manager • Main Campus  
 40.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
+ Additional Time								
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Comments Submit for Approval

## Supervisor Time Approval

To access the time approval screen in ESS, click on "Time Approval"



### Time Approval

Here you can approve or reject timecards for the people you supervise

In the Time Approval area of ESS, you will be able to view, approve, reject, make comments and update your employee's time. There are multiple ways to do these functions. Any time you approve, reject, make a change, or unapprove a timecard, the system will send an email to your employee that you have done so. (Terminology Tip: "Reject" is used before you approve a timecard to send it back to the employee for changes. "Unapprove" is used after you have approved the timecard and realize that corrections are needed.)

A few general tips about time approval:

- If you are editing time, please note that supervisor screens do NOT save automatically, unlike employee time entry screens. You must "save" your changes as you go along.
- Be mindful of which week you are approving time for as more than one pay period may be open.

All of the employees that you are a time approver for will show up in one list.

### Timecards

Pay Period Ending 09/28/2019 Bi-Weekly Pay Cycle Due by: 10/29/2019 5:00 PM		Total Hours	Regular Hours	Overtime Hours	Additional Hours	
Graham, Riley - 0005364	09/15/2019 - 09/28/2019	No Time Entered				<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Comments"/>
∨	<b>Total Hours</b>	0.00	0.00	0.00	0.00	
Simpson, Major - 0005366	09/15/2019 - 09/28/2019	No Time Entered				<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Comments"/>
∨	<b>Total Hours</b>	0.00	0.00	0.00	0.00	

Supervisors have the option to approve, reject, or add comments. You have several ways to do all of these. Here is where you do it from the main screen.

Timecards			Total Hours	Regular Hours	Overtime Hours	Additional Hours			
Pay Period Ending 09/28/2019 Bi-Weekly Pay Cycle Due by: 10/29/2019 5:00 PM									
Graham, Riley - 0005364	<a href="#">09/15/2019 - 09/28/2019</a>	No Time Entered					Approve	Reject	Comments
∨	<b>Total Hours</b>		0.00	0.00	0.00	0.00			
Simpson, Major - 0005366	<a href="#">09/15/2019 - 09/28/2019</a>	No Time Entered					Approve	Reject	Comments
∨	<b>Total Hours</b>		0.00	0.00	0.00	0.00			

You can click on the dates next to the employee to view the timecard detail. It is highly recommended you do this before approving timecards. You can edit the employee's timecard from here, as well as approve.

Pay Period Ending 09/28/2019  
Bi-Weekly Pay Cycle  
Due by: 10/29/2019 5:00 PM

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Graham, Riley - 0005364      [09/15/2019 - 09/28/2019](#)







After you add the additional time, if you need to remove it you can click on "Remove".

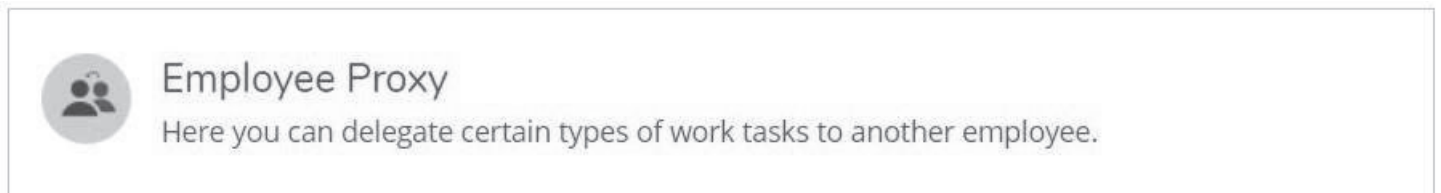


Once you have approved the timecard, green "Approved" boxes will appear and you are done with the employee.

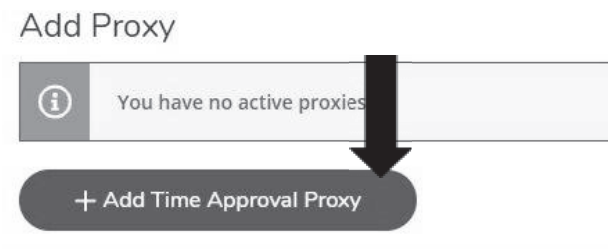


### **Set up a Timecard Proxy Approver**

To access the employee proxy area in ESS, click on "Employee Proxy".



Click "+ Add Time Approval Proxy"



Enter the name of the person you would like to approve your timecards and select their name from the list that pops up. Once selected click "Add Proxy". The system is not date sensitive. Once you set up a proxy, it goes into effect immediately and stays on until you remove it.



## Add Time Approval Proxy

### Employee Search

  
0000022  
Ms. Peggy X. Burns

Cancel

Add Proxy

When you are finished, it will look like this. Click the red circled X to remove a proxy.

### Employee Proxy

#### Add Proxy

Employee	Proxy Access	Effective Date	End Date	
Ms. Simpson	Time Approval	7/10/2019		
Ms. Peggy X. Burns	Time Approval	7/24/2019		

+ Add Time Approval Proxy

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## *Time History for Supervisor*



### Time History (Supervisor)

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

Enter in the name of the employee you would like to view and execute the search.

## Time History (Supervisor)

Financial Information

Search for Employee

Employee Name or ID



Once you have found the employee you are looking for, select the pay period and specific dates you wish to view. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue ">" to navigate between pay periods. Expand the time card by clicking the date range on the right side of the screen.

Select a Year to view associated Pay Period

2019



### Pay Period

07/28/2019 - 08/10/2019  
Bi-Weekly Payroll



07/14/2019 - 07/27/2019  
Bi-Weekly Payroll



06/30/2019 - 07/13/2019  
Bi-Weekly Payroll



06/16/2019 - 06/29/2019  
Bi-Weekly Payroll



07/28/2019 - 08/10/2019

Bi-Weekly Payroll

Dates

07/28/2019 - 08/03/2019

08/04/2019 - 08/10/2019

# Logging Off

You should always log off of ESS by exiting using the "SIGN-OUT" link as shown below.



The screenshot displays the ellucian Colleague Self-Service interface. At the top right, the user's name 'tgraham' is shown next to a 'Sign out' link and a 'Help' link. Below the header, a global message bar contains a warning icon and the text 'Sample global message that appears on all pages'. A welcome message reads 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' The main content area features several service tiles: 'Student Finance' (with a sub-label 'Academics'), 'Banking Information', 'Employee', 'Course Catalog', 'Nonacademic Attendance', and 'Faculty'. Each tile includes an icon and a brief description of the service. The footer contains the copyright notice: '© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy.'