

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

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"/>
∨	Total Hours	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"/>
∨	Total Hours	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	09/15/2019 - 09/28/2019	No Time Entered					Approve	Reject	Comments
∨	Total Hours		0.00	0.00	0.00	0.00			
Simpson, Major - 0005366	09/15/2019 - 09/28/2019	No Time Entered					Approve	Reject	Comments
∨	Total Hours		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

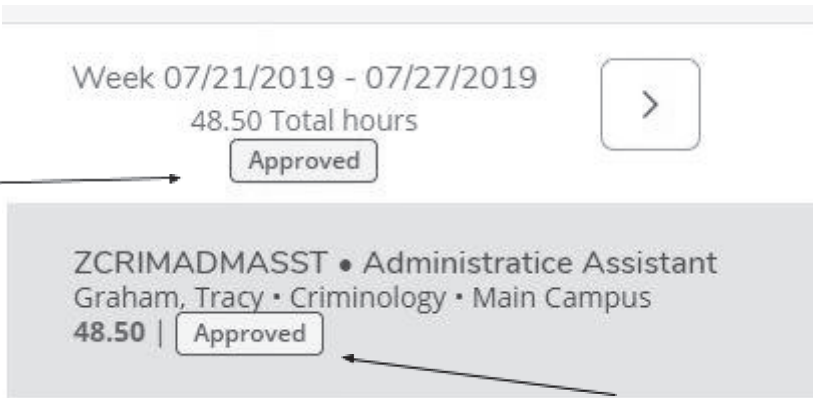
Graham, Riley - 0005364 [09/15/2019 - 09/28/2019](#)



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

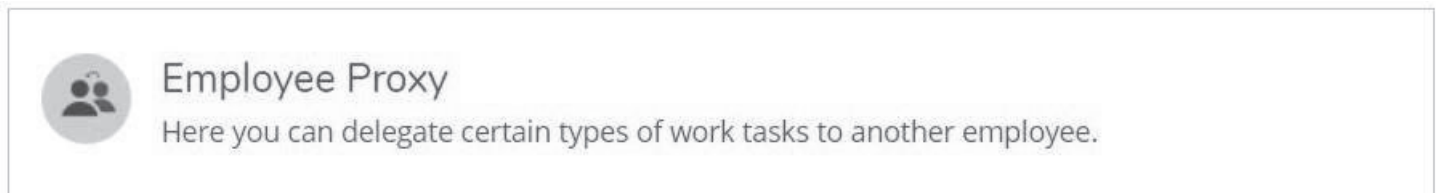


Once you have approved the timecard, green "Approved" boxes will appear and you are done with the employee.

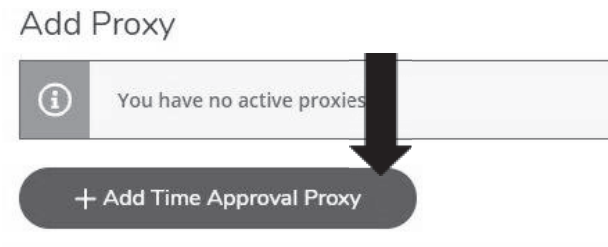


Set up a Timecard Proxy Approver

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. Stephanie 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 is visible. The main content area features a welcome message and a grid of service tiles for Student Finance, Banking Information, Employee, Course Catalog, Nonacademic Attendance, and Advising. A vertical navigation menu is on the left side. The footer contains the copyright notice: © 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#).