



# Using Self-Service Time Approval

(Updated as of Self-Service version 2.30.0.8)

Through Ellucian Self Service (accessible via <https://selfserve.com.edu/Student/TimeManagement/TimeApproval>), COM supervisors can approve time entered by the employees they supervise. Upon accessing the Time Approval module of Self Service, you should see a landing page that looks something like this:

The screenshot shows the Ellucian Self-Service Time Approval interface. On the left, there is a filter sidebar with sections for 'Pay Cycles' and 'Status'. The 'Pay Cycles' section has a checked box for 'Benefit and Adjunct' and two unchecked boxes for '4/1/2021 - 4/30/2021' and '5/1/2021 - 5/31/2021'. The 'Status' section has five unchecked boxes: 'Submitted', 'Not Complete', 'No Time Entered', 'Approved', and 'Rejected'. Below the filters are 'Reset Filters' and 'Apply Filters' buttons. The main area is a table with columns: Pay Cycle, Pay Period, Due By, Status, Total Hours, Regular Hours, Overtime Hours, and Additional Hours. The table contains several rows of data, including one redacted row. The bottom of the interface shows pagination controls and a 'Total: 2' indicator.

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
[Redacted]							
Benefit and Adjunct	04/01/2021-04/30/2021	1/24/2024 11:59 PM	Approved	0.00	0.00	0.00	0.00
Benefit and Adjunct	05/01/2021-05/31/2021	2/24/2024 11:59 PM	No Time Entered	0.00	0.00	0.00	0.00
Test, Another - 0258715							
Benefit and Adjunct	04/01/2021-04/30/2021	1/24/2024 11:59 PM	Approved	188.00	174.00	0.00	14.00
Benefit and Adjunct	05/01/2021-05/31/2021	2/24/2024 11:59 PM	No Time Entered	0.00	0.00	0.00	0.00

## Terminology Clarifications

For the purposes of this document, a **Timecard** refers to the hours worked/leave taken for a particular week in a Pay Period (month). All weeks have their own timecard that must be submitted and approved separately.

A **Timesheet** refers to all timecards in a particular pay period. If there are five weeks in April, the April Timesheet will have five timecards associated with it. **All timecards in a timesheet must be approved before the due date!**

## A) Time Approval Landing Page

### A1) Time Approval Filter Criteria

On the left side of the landing page, you will see the **Time Approval Filter Criteria**. You can use these options to determine which active timesheets will appear on the right side. You can collapse or un-collapse the Filter Criteria section by clicking the blue **Filter** button in the top left-hand corner of the page.

From the Filter Criteria section, you can limit what timecards you will see. You must click **Apply Filters** after entering some filter criteria to update what you can see.

### Time Approval

[< Employee](#)

**Filter**

Search for Employee

**Clear Search**

**Pay Cycles**

Benefit and Adjunct

4/1/2021 - 4/30/2021

5/1/2021 - 5/31/2021

Non-Benefit Pay

**Status**

Submitted ⓘ

Not Complete ⓘ

No Time Entered ⓘ

Approved ⓘ

Rejected ⓘ

**Reset Filters** **Apply Filters**

- **Search for Employee:** Type in an employee's name or ID number to lookup only timesheet for that employee.
- **Clear Search:** Clear the **Search for Employee** search box.
- **Pay Cycles:**
  - **Benefit and Adjunct:** Select Employees in the M1 Pay Cycle (includes most full-time employees)
  - **Non-Benefit Pay:** Select employees in the M2 Pay Cycle (includes most part time employees)
- **Pay Periods:** If multiple pay periods have timesheets available for the Pay Cycle you select, choose which Pay Period to view by checking the appropriate box here. Selecting no box will cause timecards to appear for all open pay periods.
- **Status:**
  - **Submitted:** Pull timesheets for which all timecards are submitted or approved.
  - **No Time Entered:** Pull timesheets for which no time was entered.
  - **Approved:** Pull timesheets for which all timecards are Approved.
  - **Rejected:** Pull timesheets for which any single timecard is rejected.
  - **Not Complete:** Pull timesheets that do not meet any of the above statuses.

**Note!** Sometimes the initial filter criteria may prevent you from seeing any timesheets upon entry. If you cannot see some or any records, try clicking **Reset Filters** to clear any existing filters.

## A2) Monthly Timesheet View (Sorted by Employee, Pay Period, and Pay Cycle)

On the right side, you should initially see a summary of active timesheets for all employees you supervise. Timesheets are unique to each employee, pay period (typically one month), and Pay Cycle (*Benefit & Adjunct* or *Non-Benefit Pay*). You can change what timesheets are visible here using the **Time Approval Filter Criteria** (see section A1) This section should look something like this:

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Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
<b>[REDACTED]</b>							
Benefit and Adjunct	04/01/2021-04/30/2021	1/24/2024 11:59 PM	Approved	0.00	0.00	0.00	0.00
				✓ Unapprove	ⓘ Reject	💬 Comments	⋮ View
Benefit and Adjunct	05/01/2021-05/31/2021	2/24/2024 11:59 PM	ⓧ Rejected	0.00	0.00	0.00	0.00
				✓ Approve	ⓘ Unreject	💬 Comments	⋮ View
Test, Another - 0258715							
Benefit and Adjunct	04/01/2021-04/30/2021	1/24/2024 11:59 PM	ⓧ Rejected	188.00	174.00	0.00	14.00
				✓ Approve	ⓘ Unreject	💬 Comments	⋮ View
Benefit and Adjunct	05/01/2021-05/31/2021	2/24/2024 11:59 PM	ⓧ No Time Entered	0.00	0.00	0.00	0.00
				✓ Approve	ⓘ Reject	💬 Comments	⋮ View

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You can view the following data for each timesheet in this section:

- **Employee Name / ID Number**
- **Pay Cycle:** The pay cycle this timesheet is connected to.
- **Pay Period:** The Pay Period (typically a month) this timesheet is connected to.
- **Due by:** The day the timesheet in this pay cycle / pay period is due to be approved.
- **Status:** The status of this timesheet (meaning the combined status of all timecards connected to this timesheet).
- **Total Hours:** Total payable hours reported on this timesheet.
- **Regular Hours:** Total hours worked reported on this timesheet.
- **Overtime Hours:** The number of overtime hours the employee has worked on this timesheet.
- **Additional Hours:** Reports the number of Leave hours the employee took on this timesheet.

If you have a lot of timesheets visible in this section, you use the arrows (**|<, >, >|**) at the top and bottom of the section to navigate through them.

From the timesheet view, you can perform the following actions (**please note – these actions will affect ALL timecards associated with the Timesheet**):

- **Approve:** Approve ALL timecards connected to this timesheet.
- **Unapprove (Replaces Approve for Approved Timecards):** Unapprove ALL timecards connected to this timesheet.
- **Reject:** Reject ALL timecards connected to this timesheet. If you choose this option, you will be prompted to give a reason for why you are rejecting it. **Please Note! If you reject the timesheet after the employee time entry deadline, the employee will not be able to modify the timesheet. In that situation, you will need to make the necessary changes to each timecard yourself.**
- **Unreject (Replaces Reject for Rejected Timecards):** Unreject ALL timecards connected to this timesheet.
- **Comments:** Here you can view any comments that you or the employee previously entered on this timesheet. You can also enter a new comment to display to them.
- **View:** Detail into this timesheet, to view exactly what the employee entered for each timecard and approve them individually (see section B for more detailed instructions).

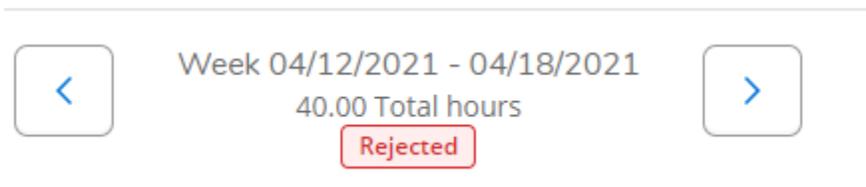
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## **B) Navigating the Weekly Timecard View**

### **B1) Weekly Navigation Menu**

In the top left-hand corner of the weekly timecard view, you should see the **Weekly Navigation Menu**, a series of icons like this:



- The top row shows you which week's timecard you are currently viewing.
- The second row shows how many hours were reported (both worked and leave taken) the employee reported for this week.
- The bottom row shows you the status of this week's timecard. Possible statuses include:
  - **No Time Entered:** The employee has not entered any time for this week.
  - **Submitted:** The employee has completed this week's timecard and submitted it to you for approval.
  - **Approved:** You have approved this week's timecard. Please note that you must approve **ALL** the employee's weekly timecards for their time to be considered complete.
  - **Rejected:** You have rejected this week's timecard, sending it back to the employee for review and resubmission.
  - **Paid:** This timecard has been processed by Payroll.
  - **Not Complete:** The timecard does not fit into any of the above statuses.
- The **Carrot icons (< & >)** on either side allow you to navigate to the next or previous week.

## B2) Timecard Entry Table

Below the Weekly Navigation Menu, you will see the employee's **Timecard Entry Table** which looks something like this:

Earn Type	Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3	Sun 4/4	Total
Work Schedule	8.00	8.00	8.00	8.00	8.00			40.00
Regular Pay				6.00	4.00	12.00		22.00
Personal Business				2.00	4.00			6.00
<a href="#">Remove Personal Business</a>								
<a href="#">+ Additional Time</a>								
Position Total Hours:	0.00	0.00	0.00	8.00	8.00	12.00	0.00	28.00

The Weekly Time Entry Table can be collapsed or restored by clicking on the **Weekly Navigation Menu** (see section B1) above it. The columns on the table include each day in this work week. The table's rows are broken up by **Earn Type (aka Leave Type)**, including:

- **Work Schedule:** How many workable hours were scheduled by payroll for this week, typically equaling eight for each weekday. This is for reference only and does not actually affect the employee's timecard.
- **Regular Pay (aka Regular Hours Worked):** How many hours the employee reported themselves as having worked on each day of the week.
- **[LEAVE TYPE]:** There will be a row for each type of leave the employee has taken this week, such as **Personal Business, Holiday, College Leave, or Sick Leave**. If a certain type of leave is missing, you can add a new row to the table by clicking **Additional Time**. You can also click the button labeled **Remove [LEAVE TYPE]** to remove an unneeded row from the table.

As long as the status of this week's timecard is not Approved or Rejected, you have the ability to edit the hours listed in this table.



### IMPORTANT NOTICE!

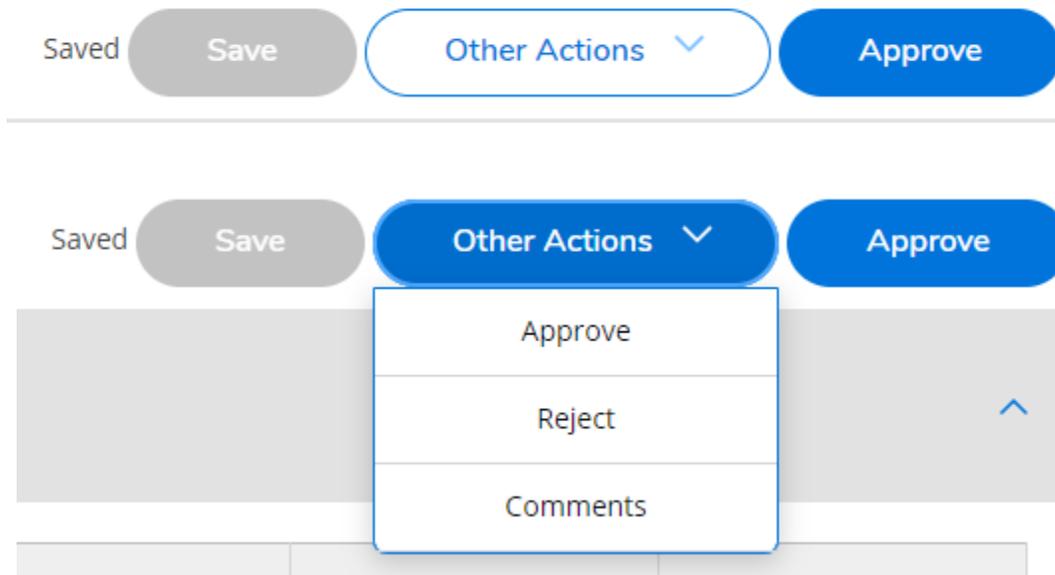


After the deadline for employees to enter time has passed and before the deadline for supervisors to approve time, you will have the ability to edit your employee's timecards while the employee does not. *Rejecting a timecard will not allow the employee to modify it during this timeframe!*

During this time, if changes need to be made to the timecard then you must perform them yourself. *If the timecard is rejected, you must unreject it to make changes.*

## B3) Timecard Actions

In the top righthand corner of the timecard, you will see the **Actions Menu**. It will look something like this:



Here is a brief explanation of each action you can perform:

- **Save:** Save any changes you made to the timecard. Self-Service will autosave changes as they occur, so using this action should not be necessary.
- **Approve:** Approve this timecard.
- **Unapprove (replaces approved action for Approved Timecards):** You can unapprove a timecard if changes need to be made. If you need the employee to edit the timecard themselves (assuming the deadline for time entry has not passed), you should Reject it instead.
- **Reject:** Reject this week's timecard, sending it back to the employee to review and resubmit. If you perform this action, you will be required to enter a message to the employee.
- **Unreject:** Unreject a rejected timecard, changing its status back to **Submitted**. **If the deadline for time entry has passed, you will need to perform this action on rejected timecards and perform the edits yourself!**
- **Comments:** Add a comment to this week's timecard to send to the employee.