Student Self Service Time Entry

- These instructions will help you navigate and troubleshoot Colleague Self-Service Time Entry which has replaced WebTime.

- Contact payroll@yosemite.edu if you have questions or concerns

- <u>NOTE:</u> It is your responsibility to not work over 8 hours in a day or more that 20 hours in a week. If you go over, you can **jeopardize** your student employment status.

Access to Self-Service Time Entry:

- Access Time Entry in WebAdvisor:

Student Worker Info

Time Entry (New)
Time History
Time Entry Report
Position Summary
W-2 Statements - 2009 & Earlier
W-2 Statements - 2010 & Later
Earnings Statements
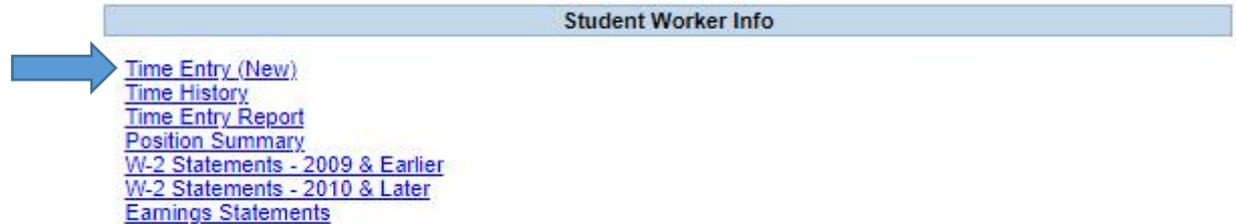
- To Access Time Entry directly:
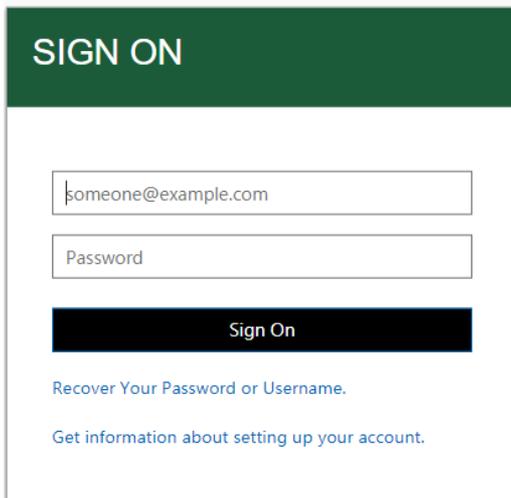
https://selfservice.yosemite.edu/Student/TimeManagement/TimeSheet

SIGN ON

someone@example.com

Password

Sign On

Recover Your Password or Username.

Get information about setting up your account.
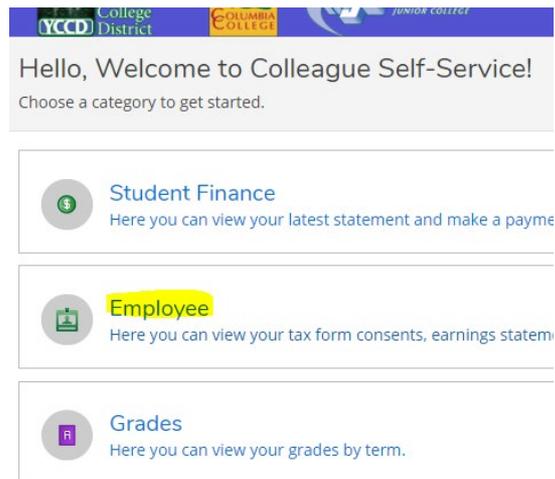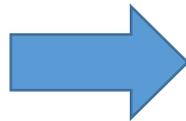
Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payme

Employee
Here you can view your tax form consents, earnings statem

Grades
Here you can view your grades by term.

Access to Self-Service Time Entry:

- Select Time Entry

- Choose the first week of the pay period for the position.

__Note:__ Pay periods always start on the 16ᵗʰ and end on the 15ᵗʰ

Entering Time Worked:

- **Enter number of hours worked per day.**
- **Be sure to click on "Submit for Approval" for each week.**
- **Approval is also required for weeks that have no hours worked.**

Pay Period 02/16/2021 - 03/15/2021
‹ All Time Sheets

‹ Week 02/16/2021 - 02/20/2021 ›
16.00 Total hours

REGM-STU-966GS • Regular Student Worker, Student Dev & Campus Life, MJC
Wellons, Jennifer E. • MJC Student Development • MJC - Distance Education
16.00

Earn Type	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19
Student Regular			4.00	4.00	4.00	4.00
Position Total Hours:	0.00	0.00	4.00	4.00	4.00	4.00

Comments   **Submit for Approval**

Weekly Totals						
Daily Total Hours:	0.00	0.00	4.00	4.00	4.00	4.00
Regular Hours:						

CONTROLLER'S OFFICE | Payroll

Yosemite Community College District

Making Corrections:

- If you made a mistake, don't panic.

- Click on "Return Timecard to Edit"

- Make corrections and resubmit

Supervisor Notifications:

- Your supervisor will receive an email for submitted time.

- If you make changes and click on "Return Timecard To Edit," your supervisor will receive a notification that time entered was unsubmitted.

Reply Reply All Forward

Wed 4/7/2021 12:58 PM

YP payroll@yosemite.edu

Time Entry Unsubmitted

To Jennifer Wellons

Hi there,

A timecard for 02/16/2021 - 02/20/2021 for position REGM-STU-966GS Regular Student Worker, Student Dev & Campus Life, MJC was unsubmitted by   Please contact   directly if you have questions or concerns.
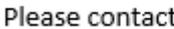
Thank you,
YCCD Payroll
payroll@yosemite.edu

CONTROLLER'S OFFICE | Payroll

YCCD

Yosemite Community College District

What if I get a rejection email?

- If you get an email that your supervisor has rejected your time, you **must** determine why and **resubmit**.

- If your hours are rejected by your supervisor and you take no action, payment **WILL NOT BE** processed or issued for the pay period.

Hi there,

Your timecard for 02/21/2021 - 02/27/2021 for position REGM-STU-943ES Regular Student Worker, Learning Resources, MJC has been rejected. You must resubmit all hours in order for any hours to be sent to payroll for processing. Please contact your Supervisor directly if you have questions or concerns. No pay will issue to you for this rejected time unless time is resubmitted.

Thank you,
YCCD Payroll

Time Approval Notification:

You will receive an email

Hi there,

Your timecard for 04/11/2021 - 04/15/2021 for position REGM-STU-966GS Regular Student Worker, Student Dev & Campus Life, MJC has been approved. Please contact your Manager or Department if you have questions or concerns.

Thank you,
YCCD Payroll
payroll@yosemite.edu

- You can login at any time to check the status of the pay period, and/or see past pay period timesheets.

BE PROACTIVE

- If your supervisor does not approve any day or week in the pay period, **NO PAY** will be processed or issued at all. If that happens you will need to submit a late timesheet in Etrieve.

CONTROLLER'S OFFICE | Payroll

Yosemite Community College District

To View Previous Time:

Go to

Employee
Here you can view your tax form consents, earnings statements timecards and leave balances.

Click on

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

Choose Pay Period

Select a Year to view associated Pay Period

2021

Pay Period

02/16/2021 - 03/15/2021
Student Payroll

02/16/2021 - 03/15/2021

Student Payroll

Dates

02/16/2021 - 02/20/2021

View week