

# Supervisor Time Approval

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- These instructions will help you navigate and troubleshoot the Colleague Self-Service Time Approval that has replaced WebTime.
- Contact [payroll@yosemite.edu](mailto:payroll@yosemite.edu) if you have questions or concerns
- Direct access to Self-Service Time Approval:  
<https://selfservice.yosemite.edu/Student/TimeManagement/TimeApproval>

# Student Status Rules for Work:

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If your student works multiple positions you will see the positions you do not supervise.

- This is to monitor overtime or over 20 hours a week between departments.
- Students can jeopardize their student status with the College if they do this. They and your Department could be subject to Social Security and Medicare taxes.
- It is your Department responsibility to ensure that all student workers are enrolled half time or more, and regularly attending classes in pursuit of a course of study.

# Login to Self Service:

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- Login

**SIGN ON**

someone@example.com

Password

**Sign On**

[Recover Your Password or Username.](#)

[Get information about setting up your account.](#)

- Then choose employee

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.



**Employee**

Here you can view your tax form consents, earnings statements



**Grades**

Here you can view your grades by term.

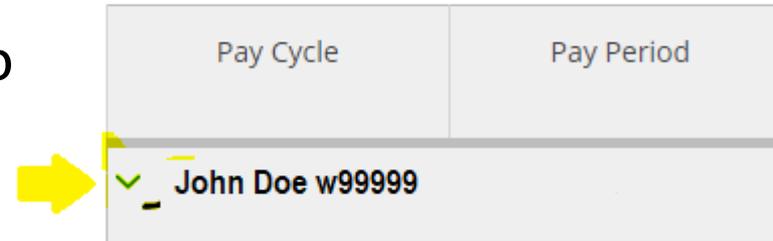
# Access Time Approval:

- You do not need to filter or search unless you want to narrow the results
  - If the status is “Not Complete” or “No Time Entered” the Supervisor will still **NEED** to approve.
  - All hours must be approved, **even zero hours**, or the student will NOT be paid
  - **Only a completed and approved pay period will come to Payroll**

The screenshot displays the 'Time Approval' interface. At the top, there are breadcrumb links: 'employment' > 'Employee' > 'Time Approval'. Below this is the title 'Time Approval' and a back link '< Employee'. A blue 'Filter' button is visible. A search bar labeled 'Search for Employee' contains the placeholder text 'Employee Name or ID' and a search icon. Below the search bar is a 'Clear Search' button. The interface is divided into two main filter sections: 'Pay Cycles' and 'Status'. The 'Pay Cycles' section has a single checkbox for 'Student Payroll'. The 'Status' section has five checkboxes: 'Submitted', 'Not Complete', 'No Time Entered', 'Approved', and 'Rejected'. Each checkbox has an information icon to its right. At the bottom of the filter section are two buttons: 'Reset Filters' and 'Apply Filters'.

# How do I see days and hours worked?

- Click the drop down arrow to view the details



- Do not approve these summary views.**

Payroll Type	Period	Status	Hours	Amount	Comments
Student Payroll	02/16/2021 - 03/15/2021	6/23/2021 11:59 PM Not Complete	34.00	34.00	0.00
				✓ Approve	! Reject
				🗨 Comments	⋮ View
	02/16/2021 - 02/20/2021	Submitted	14.00	14.00	0.00
				✓ Approve	! Reject
				🗨 Comments	⋮ View
	02/21/2021 - 02/27/2021	Submitted	15.00	15.00	0.00
				✓ Approve	! Reject
				🗨 Comments	⋮ View

# To Review and Approve Time:

- Click on *View* to audit and approve the actual days/time

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
<b>John Doe w99999</b>							
Student Payroll	02/16/2021-03/15/2021	6/23/2021 11:59 PM	Not Complete	34.00	34.00	0.00	0.00
				Approve	Reject	Comments	<b>View</b>



- You will need to review and approve each week

< [Time Approval](#)

Week 02/16/2021 - 02/20/2021  
14.00 Total hours  
Submitted >

Saved Save Other Actions Approve

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

Earn Type	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total
Student Regular			4.00	2.00	4.00	4.00		14.00

# What if time entered is incorrect?

Available options if approved:

A screenshot of a time entry interface. At the top, there are three buttons: 'Save' (disabled), 'Other Actions' (active, with a dropdown arrow), and 'Approve' (disabled). The 'Other Actions' dropdown menu is open, showing three options: 'Unapprove', 'Reject', and 'Comments'. Below the buttons, there is a table with columns for dates and a 'Total' column. The table shows 'Fri 2/19', 'Sat 2/20', and 'Total'.

Available options if not approved:

A screenshot of a time entry interface. At the top, there are three buttons: 'Save' (active), 'Other Actions' (active, with a dropdown arrow), and 'Approve' (disabled). The 'Other Actions' dropdown menu is open, showing four options: 'Cancel Changes', 'Approve', 'Reject', and 'Comments'. Below the buttons, there is a table with columns for dates and a 'Total' column. The table shows 'Fri 3/5' and 'Total'.

- If a student forgets to submit time but did save it, it will say not complete. You can still approve if it is correct

REGM-STU-966GS • Regular Student Worker, Student Dev & Campus Life, MJC  
Wellons, Jennifer E. • MJC Student Development • MJC - Distance Education  
5.00 **Not Complete**

- If you reject time and the student doesn't fix it, no time will be paid for the entire pay period
- **It is preferred that you edit the time yourself by entering the correct time and approving it**

A screenshot of a time entry interface. At the top, there is a button 'Approve' (disabled). Below it, there is a table with columns for dates and a 'Total' column. The table shows 'Thu 3/4' and 'Total' with a value of '1.00' highlighted in yellow.

# If I approved all the time, why does it still say not complete?

✓ Student Payroll 02/16/2021-03/15/2021 6/23/2021 11:59 PM ⓘ Not Complete

- This means you did not approve either ***“No Time Entered”*** or ***“Zero Hours”***.
- These must be approved before payment can be issued.

✓	03/07/2021 - 03/13/2021	ⓘ No Time Entered	0.00	0.00	0.00	0.00	✓ Approve ⓘ Reject 💬 Comments ... View
✓	03/14/2021 - 03/15/2021	ⓘ No Time Entered	0.00	0.00	0.00	0.00	✓ Approve ⓘ Reject 💬 Comments ... View

# Students will be notified of edited, approved or unapproved hours.

YP Wed 4/7/2021 2:47 PM  
payroll@yosemite.edu  
Time Entry Edited by Approver

To Jennifer Wellons

Hi there,

Your timecard for 02/28/2021- 03/06/2021 for position REGM-STU-966GS Regular Student Worker, Student Dev & Campus Life, MJChas been edited by your supervisor.

Thank you,  
YCCD Payroll  
[payroll@yosemite.edu](mailto:payroll@yosemite.edu)

Hi there,

Your timecard for 02/21/2021 - 02/27/2021 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](mailto:payroll@yosemite.edu)

Hi there,

Your previously approved timecard for 02/28/2021 - 03/06/2021for position REGM-STU-966GS Regular Student Worker, Student Dev & Campus Life, MJC has been unapproved. No pay will issue to you for this unapproved time. Please contact your Manager or Department if you have questions or concerns.

Thank you,  
YCCD Payroll  
[payroll@yosemite.edu](mailto:payroll@yosemite.edu)

# 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.

Search for Employee

Search



Select a Year to view associated Pay Period

Choose Pay Period

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

# Important items to remember:

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- If any week of a student's time entry is **not complete**, the student will not be paid.
  - The approved time will be received by payroll unless every week is approved, regardless of hours
  - If you miss the approval deadline, or did not make necessary edits and approve, a late Etrieve payclaim will be required.
- Use the enhanced features to monitor overtime and the max of 20 hours by looking at the summary of all positions held by the student.
  - You do not need to run reports to view this information. You can see it in the time approval section of self-service.
  - Working more than 20 hours and/or overtime can jeopardize their relationship with YCCD as a student for IRS purposes.