



# Self-Service Time Entry Begins Fall 2018 for Student Workers

- All student workers will begin using the new self-service time entry system beginning with the Fall 2018 semester.
- Some test students may begin using the new self-service time entry system with a portion of the Summer 2018 semester.
- The new self-service time entry system can be used on any device and can be accessed anywhere there is an internet connection.
  - Desktop computer
  - Laptop computer
  - Tablet
  - Phone

# Self-Service Time Entry Landing Page

**JACKSONVILLE**  
UNIVERSITY

cbryan3 Sign out Help

**\*\*\* Test A \*\*\***

**Info**

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

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Employee** ←  
Here you can view your tax form consents, earnings statements, banking information, and timecards
- Course Catalog**  
Here you can view and search in course catalog

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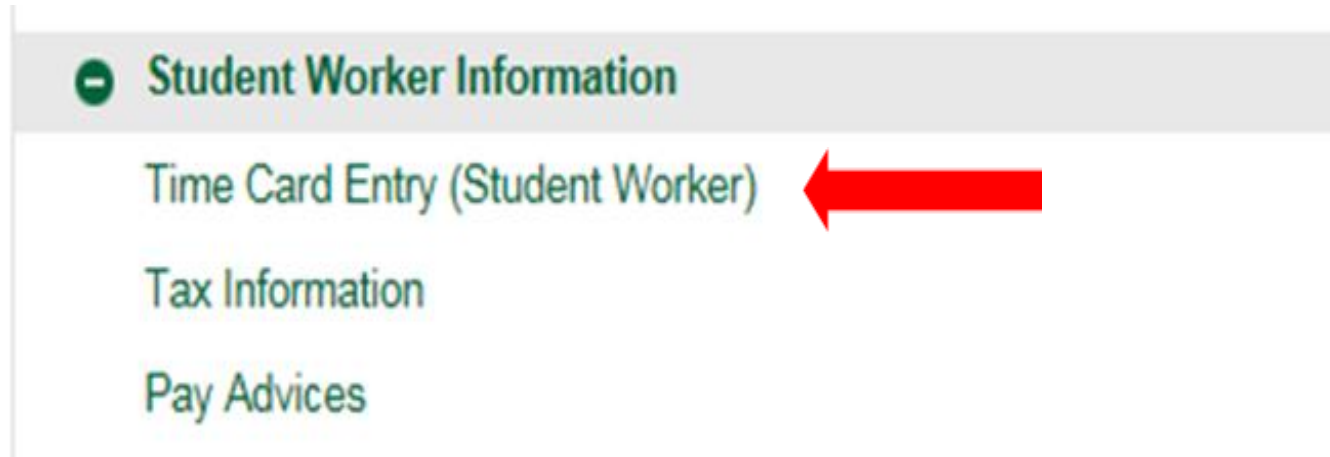
Your landing page may look different depending

# Access to Self-Service Time Entry System

Type(selfservice.ju.edu)into web browser or there are links on MyJUPortal

\*Chrome works best

- Students - MyJUPortal



# Employee Overview Page

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Employment > Employee > Employee Overview

Welcome to Colleague Employee Self-Service!

**Time Entry**  
Here you can fill out your timecards.

**Time Approval**  
Here you can approve or reject timecards for the people you supervise

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If you are an Employee (student or staff) you will click on Time Entry above to enter your time.

If you are a supervisor of anyone (student or staff) you will click on Time Approval to approve time.

# Time Entry

The screenshot shows the Jacksonville University Time Entry system interface. At the top, the university logo is on the left, and user information 'cbryan3', 'Sign out', and 'Help' are on the right. Below the header, there are breadcrumb navigation links: 'Employment', 'Employee', and 'Time Entry'. The main content area is titled 'Time Entry' and features a 'Student Payroll' section. This section contains two rows of payroll information. The first row is for the period '4/29/2018 - 5/5/2018', with a red arrow pointing to the start date. It lists 'Controller's Office Student Worker' and 'Total: 0.00 Hours'. A red arrow points to a green chevron icon on the right. The second row is for the period '5/6/2018 - 5/12/2018', also listing 'Controller's Office Student Worker' and 'Total: 0.00 Hours', with a green chevron icon on the right. A summary row at the bottom shows 'Total: 0.00 Hours'.

Payroll Period	Employee	Total Hours
4/29/2018 - 5/5/2018	Controller's Office Student Worker	0.00
5/6/2018 - 5/12/2018	Controller's Office Student Worker	0.00
Total:		0.00

You will see time sheets for each week in the pay cycle. Above pay cycle includes the dates 4/19/18 – 5/12/18 to be paid on 5/25/18. Start by click on the 4/29/18 date. You can click anywhere in the box.

# Time Entry Weekly Summary Page

Pay Period 4/29/2018 - 5/12/2018  
[All Time Sheets](#)

Week 4/29/2018 - 5/5/2018  
0.00 Total hours

Saved

63100-STU • Controller's Office Student Worker  
Confroy, Lori • Controller's Office • Jacksonville University  
0.00

Weekly Totals

2.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Initially, you will see this weekly summary page.

1. Click on the position to open the time sheet
2. Once time has been entered you will see the daily/weekly totals at the bottom

# Time Entry Weekly Detail Page

JACKSONVILLE UNIVERSITY

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Employment Employee Time Entry

Pay Period 4/29/2018 - 5/12/2018

Week 4/29/2018 - 5/5/2018 3.00 Total hours

63100-STU • Controller's Office Student Worker  
Confroy, Lori • Controller's Office • Jacksonville University

Earn Type	Sun 4/29	Mon 4/30	Tue 5/1	Wed 5/2	Thu 5/3	Fri 5/4	Sat 5/5	Total
University	00:00 AM 00:00 AM	9:30 AM 12:30 PM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	00:00 AM 00:00 AM	
Position Total Hours:	0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00

Comments Submit for Approval

You must enter the time-in and time/out for each day. This includes time out for breaks, lunch or dinner, etc.

To add additional in/out time click on the + sign at the end of each day that you need to enter time for.

If you need to enter comments for your supervisor to see click on comments and enter.

There is no need to "Save" your entries but you can by clicking on the "SAVE" button. Your data is automatically saved. However, you must click "Submit for Approval" to send your time sheet to your supervisor so it can be approved.

To enter the next week's time for this position, you do not have to go back to the landing page. Use the week arrows to move to the next week. You do have to go back to the landing page to select another position if you have more than one position.



# Entering Time

- When you go to enter time, you can use the pull down menu to select hours in 15 minute intervals.
- Or you can manually type in the time, such as 11:15, but then you must indicate if morning or evening. You can do this just by entering “A” or “P” after the time. For example, 11:15a and tab or place your cursor on the next entry.

# Confirmation

- Once you click “Submit for Approval” you will receive a confirmation that your time has been submitted and your supervisor will receive an email saying they have time ready to approve.
- Once the supervisor reviews your time sheet, the supervisor has 3 options:
  1. Approve your time
  2. Reject your time
  3. Adjust your time
- Regardless of the option the supervisor selects, the employee will receive an email stating the status of their time sheet.
- If you receive an email stating your time has been rejected, you must “re-enter” the appropriate time and resubmit for approval before you will be paid for that time. The time sheet will be considered “not submitted” less you resubmit.
- If you receive an email saying your time was “adjusted” you need to review the adjust and if you do not agree with it, discuss it with your supervisor. You do not need to “resubmit” an adjusted status.

# Questions

- If you have any questions about “**how**” to enter your time, you may reach out to the following contacts: You should reach out in the order listed below.
  - Donna Bratcher, [dbratch@ju.edu](mailto:dbratch@ju.edu) or by phone at 904-256-7194
  - Tresa Landa, [tdunn@ju.edu](mailto:tdunn@ju.edu) or by phone at 904-256-7078
  - Cyndi Bryan, [cbryan3@ju.edu](mailto:cbryan3@ju.edu) or by phone at 904-256-7705