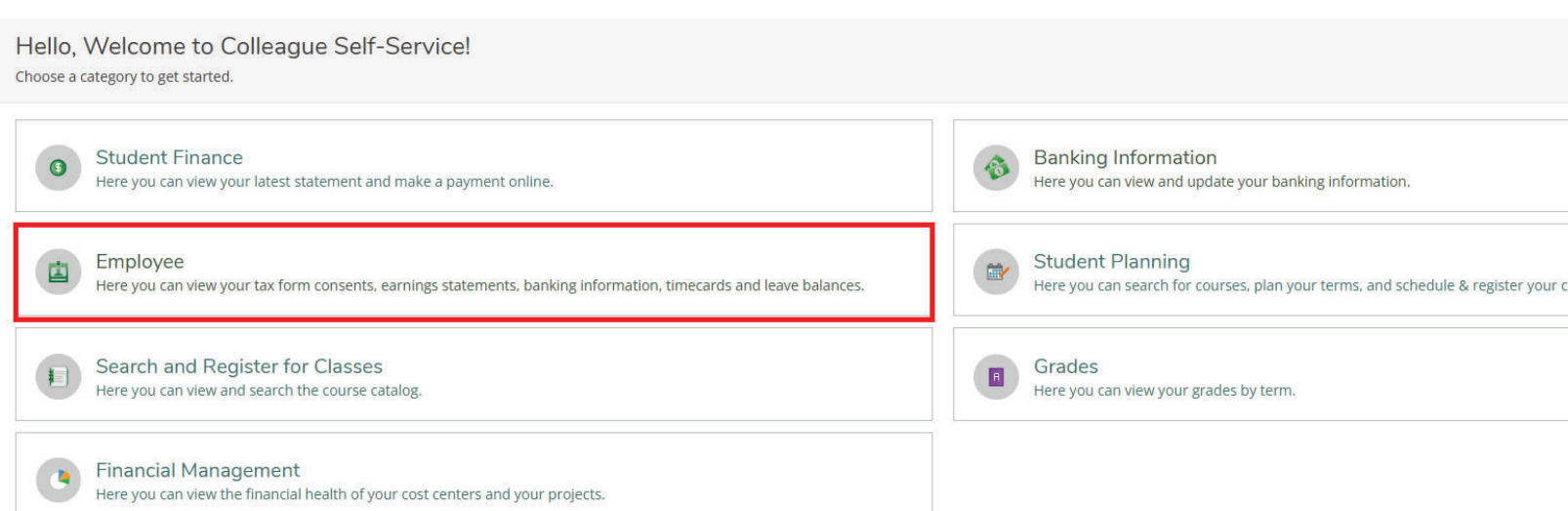


Colleague Self-Service Timesheet Guide - Employee

This reference guide will demonstrate the process of how hourly and student employees submit timesheets in Colleague Self-Service for approval.

Submitting a Timesheet in Colleague Self-Service

Step	Image Reference
<p>1. Login into your MySWC webportal and click on the “Employee” link in the “Colleague Self-Service” pane.</p>	 <p>Hello, Welcome to Colleague Self-Service! Choose a category to get started.</p> <ul style="list-style-type: none"> Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances. Student Finance Here you can view your latest statement and make a payment online. Banking Information Here you can view and update your banking information. Student Planning Here you can search for courses, plan your terms, and schedule & register your courses. Grades Here you can view your grades by term. Search and Register for Classes Here you can view and search the course catalog. Financial Management Here you can view the financial health of your cost centers and your projects.

2. Once on the “Employee Overview” screen, **click** the “Time Entry” button on the left-hand side column.

Welcome to Colleague Employee Self-Service!



Tax Information

Here you can change your consent for e-delivery of tax information.



Banking Information

Here you can view and update your banking information.



Time Entry

Here you can fill out your timecards.



Earnings Statements

Here you can view your earnings statement history.



Leave

Here you can view your leave balances and leave requests.



Time History

Here you can view your paid timecards.



Benefits

Here you can enroll in benefits.



Current Benefits

Here you can view all your current benefits.

3. On the “Time Entry” screen, the current pay cycle will populate by week. Click on the appropriate week to add hours.

Submit time on a weekly basis. Manager can approve weekly or monthly.

Time Entry

Hourly Pay Cycle

12/01/2024 - 12/01/2024
Due by: 1/6/2025 3:00 PM
Total: 0.00 Hours

Professional Expert



12/02/2024 - 12/08/2024
Due by: 1/6/2025 3:00 PM
Total: 0.00 Hours

Professional Expert



12/09/2024 - 12/15/2024
Due by: 1/6/2025 3:00 PM
Total: 0.00 Hours

Professional Expert



12/16/2024 - 12/22/2024
Due by: 1/6/2025 3:00 PM
Total: 0.00 Hours

Professional Expert



12/23/2024 - 12/29/2024
Due by: 1/6/2025 3:00 PM
Total: 0.00 Hours

Professional Expert

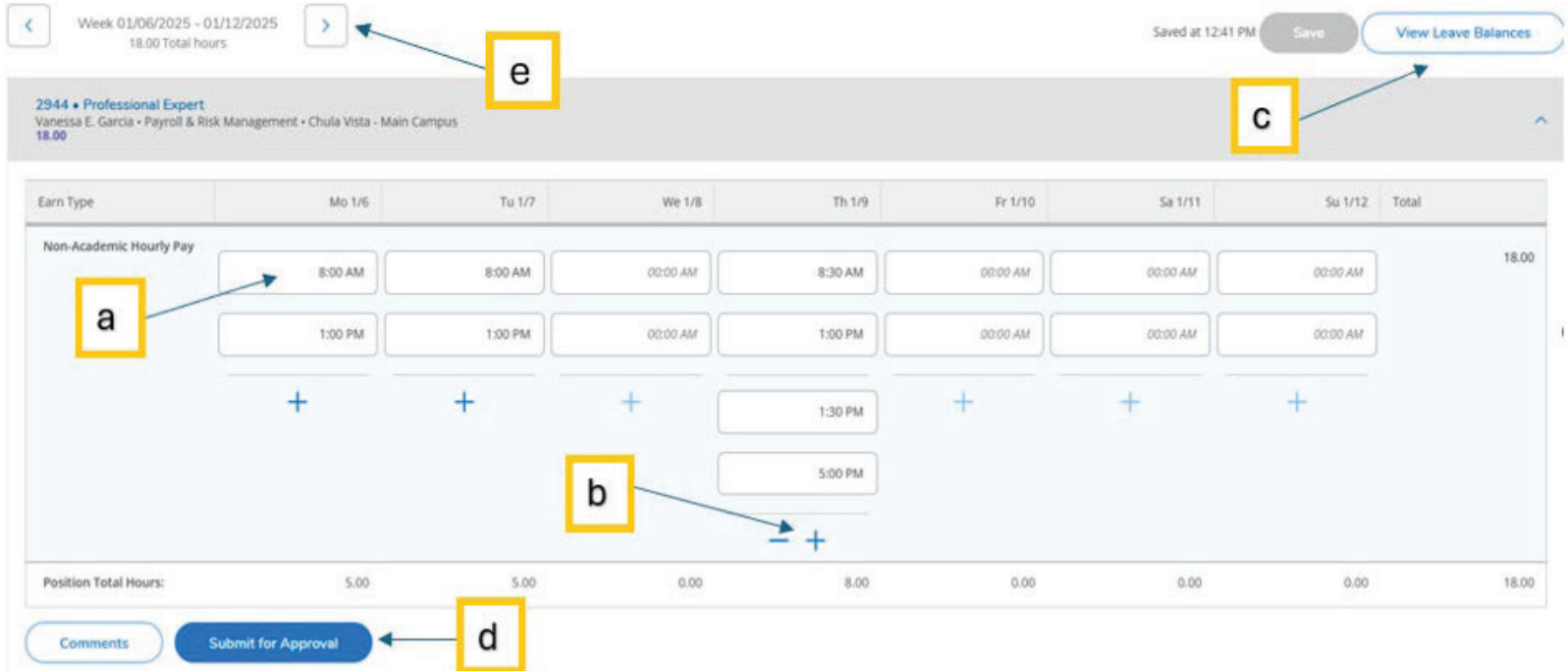


12/30/2024 - 12/31/2024
Due by: 1/6/2025 3:00 PM
Total: 0.00 Hours

Professional Expert



4. Record time for each day worked.
 - a. Enter time similarly to punching in and out of a time clock.
 - b. Click on the addition sign to enter in and out for a meal break period.
 - c. View Leave Balances.
 - d. Submit for approval.
 - e. You may scroll through weeks here.



The screenshot shows the payroll service interface for Vanessa E. Garcia, a Professional Expert at Chula Vista - Main Campus. The interface includes a weekly time clock for the week of 01/06/2025 to 01/12/2025, with a total of 18.00 hours. The time clock is organized by day (Mo 1/6, Tu 1/7, We 1/8, Th 1/9, Fr 1/10, Sa 1/11, Su 1/12) and includes a 'Total' column. The 'Non-Academic Hourly Pay' section shows the time clock entries for each day. The 'Position Total Hours' section shows the total hours for each day and the overall total. The interface also includes a 'Comments' field, a 'Submit for Approval' button, and a 'View Leave Balances' button.

Annotations on the screenshot:

- a**: Points to the time clock entry for Monday, 1/6, at 8:00 AM.
- b**: Points to the addition sign (+) between the time clock entries for Monday, 1/6, and Tuesday, 1/7.
- c**: Points to the 'View Leave Balances' button.
- d**: Points to the 'Submit for Approval' button.
- e**: Points to the navigation arrows at the top of the interface.

Earn Type	Mo 1/6	Tu 1/7	We 1/8	Th 1/9	Fr 1/10	Sa 1/11	Su 1/12	Total
Non-Academic Hourly Pay	8:00 AM 1:00 PM +	8:00 AM 1:00 PM +	00:00 AM 00:00 AM +	8:30 AM 1:00 PM 1:30 PM 5:00 PM - +	00:00 AM 00:00 AM +	00:00 AM 00:00 AM +	00:00 AM 00:00 AM +	18.00
Position Total Hours:	5.00	5.00	0.00	8.00	0.00	0.00	0.00	18.00

f Once entry is submitted, the hours are sent to the director or manager for approval. A confirmation email is sent to the employee upon approval.

g If a correction is needed the timesheet can be edited by clicking here. If the timesheet was already approved, the manager or director can reject the submission and then edits can be made.

Timecard Approved


f



pparker@swccd.edu

To  Peter Parker

Retention Policy M365 Journaling 5 Year Retention (5 years)

 We removed extra line breaks from this message.

A timecard for - 01/05/2025 for position Professional Expert has been approved by your supervisor.

2944 • Professional Expert

Vanessa E. Garcia • Payroll & Risk Management • Chula Vista - Main Campus

20.00 | Submitted

Earn Type	Mo 6/16	Tu 6/17	We 6/18	Th 6/19	Fr 6/20	Sa 6/21	Su 6/22	Total
Non-Academic Hourly Pay	<div>00:00 AM</div>	<div>8:30 AM</div>	<div>8:30 AM</div>	<div>00:00 AM</div>	<div>9:00 AM</div>	<div>00:00 AM</div>	<div>00:00 AM</div>	20.00
	<div>00:00 AM</div>	<div>1:00 PM</div>	<div>1:00 PM</div>	<div>00:00 AM</div>	<div>1:00 PM</div>	<div>00:00 AM</div>	<div>00:00 AM</div>	
	<div>+</div>	<div>1:30 PM</div>	<div>1:30 PM</div>	<div>+</div>	<div>+</div>	<div>+</div>	<div>+</div>	
		<div>5:00 PM</div>	<div>5:00 PM</div>					
		<div>+</div>	<div>+</div>					
Position Total Hours:	0.00	8.00	8.00	0.00	4.00	0.00	0.00	20.00

Comments

Return Timecard to Edit

g

Comments

Return Timecard to Edit