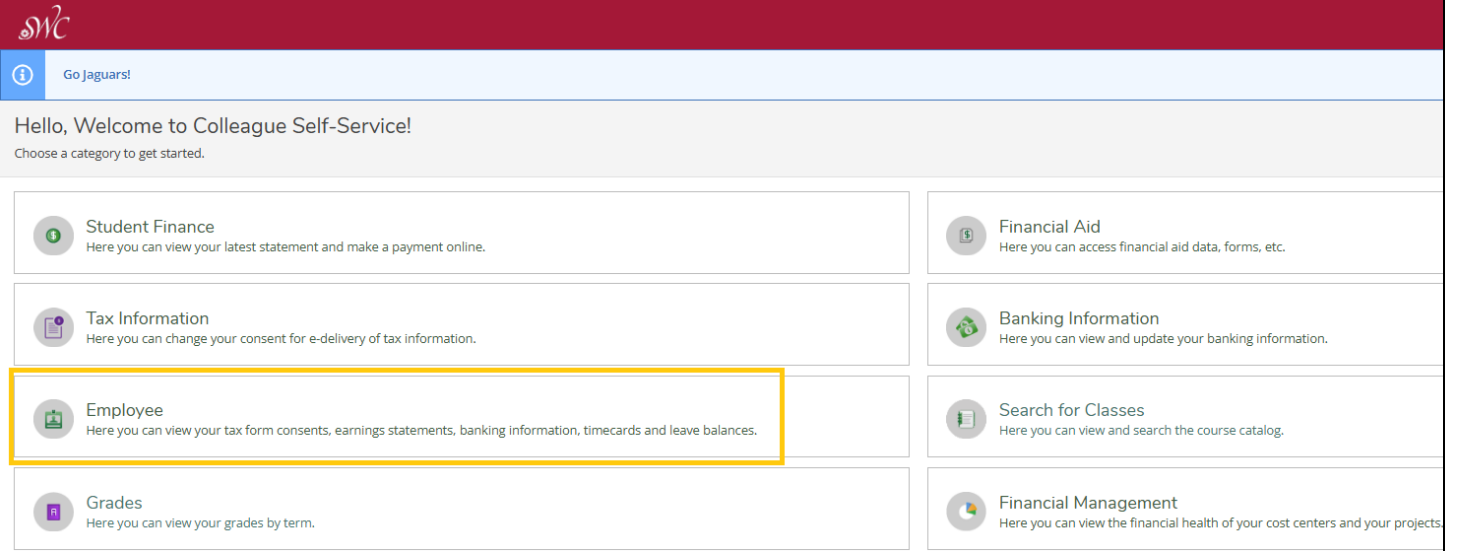
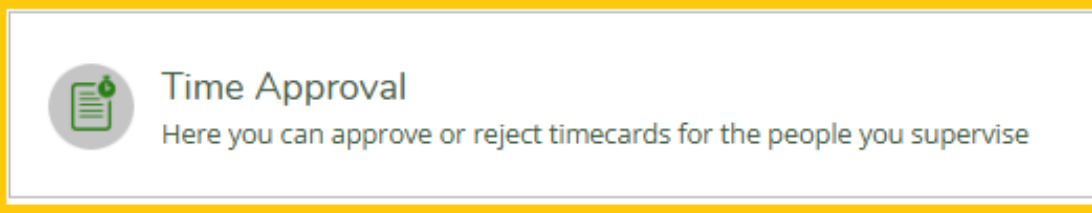


Colleague Self-Service Timesheet Guide - Managers

This reference guide will demonstrate the process of how managers approve timesheet submissions in Colleague Self-Service.

Approving/Rejecting Timesheets

Step	Image Reference
1. Login into your MySWC web portal and click on the “Employee” link in the “Colleague Self-Service” pane.	 <p>The screenshot shows the MySWC Colleague Self-Service portal. At the top, there is a red header with the SWC logo and a blue banner that says "Go Jaguars!". Below the banner, a welcome message reads "Hello, Welcome to Colleague Self-Service! Choose a category to get started." There are eight category tiles arranged in a 4x2 grid. The "Employee" tile, which says "Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.", is highlighted with a yellow border. Other tiles include Student Finance, Financial Aid, Tax Information, Banking Information, Grades, Search for Classes, and Financial Management.</p>
2. Once on the “Employee Overview” screen, click the “Time Approval” button.	 <p>The screenshot shows a button labeled "Time Approval" with a green icon of a document and a checkmark. Below the button, the text reads "Here you can approve or reject timecards for the people you supervise". The button and text are enclosed in a yellow rectangular frame.</p>

3. You will be able to see timesheets with different statuses.

a) **Pay Cycles:** Click boxes to view different pay cycles.

b) **Status:** Click boxes to view timesheets in a different status.

Employment · Employee · Time Approval

Time Approval

< Employee

Filter

Search for Employee

Employee Name or ID

Clear Search

Pay Cycles

☒ Hourly Pay Cycle

☐ 9/1/2024 - 9/30/2024

☐ 10/1/2024 - 10/31/2024

☐ 11/1/2024 - 11/30/2024

☐ 12/1/2024 - 12/31/2024

☒ 1/1/2025 - 1/31/2025

Status

☒ Submitted ⓘ

☐ Not Complete ⓘ

☐ No Time Entered ⓘ

☐ Approved ⓘ

☐ Rejected ⓘ

Reset Filters

Apply Filters

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
(Employee Name)							
Hourly Pay Cycle	01/01/2025 - 01/31/2025	7/30/2025 4:00 PM	Submitted	34.50	34.50	0.00	0.00
	01/01/2025 - 01/05/2025		Submitted	4.50	4.50	0.00	0.00
	01/06/2025 - 01/12/2025		Submitted	18.00	18.00	0.00	0.00
	01/13/2025 - 01/19/2025		Submitted	4.00	4.00	0.00	0.00

✓ Approve ⓘ Reject ⓘ Comments ... View

✓ Approve ⓘ Reject ⓘ Comments ... View

✓ Approve ⓘ Reject ⓘ Comments ... View

✓ Approve ⓘ Reject ⓘ Comments ... View

c) You will be able to quickly:

- "Approve" a timesheet for the entire pay cycle or by week.
- "Reject" a timesheet and provide comment pertaining to the rejected timesheet
- "Comment" on a timesheet before

Actions

✓ ⓘ ...

Approve Reject Comments View

Reject Leave Request

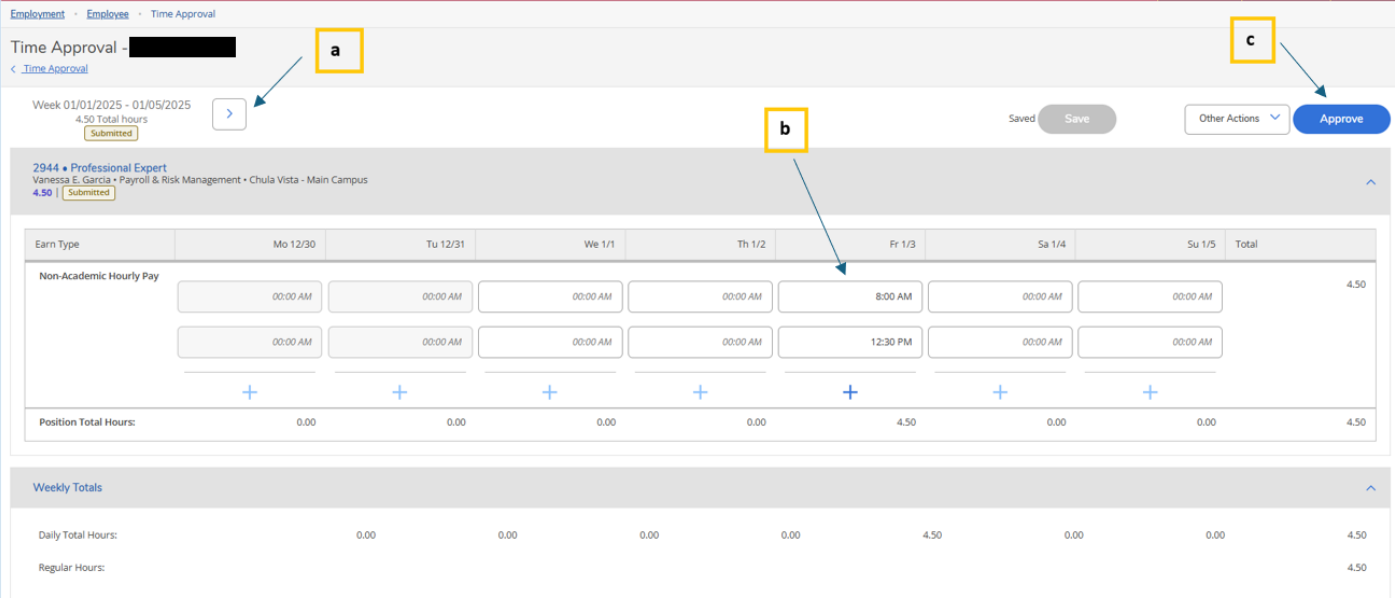
Rejected By Employee

Rejecting Request For Reason

Vacation 5/31/2023 - 6/1/2023

We really need you these two days

Cancel Reject

<p>approving/rejecting</p> <p>d. “View” the timesheet details</p>	
<p>D. When you enter the detailed View screen, you will see all the details of the timesheet:</p> <ol style="list-style-type: none"> You can toggle between weeks with arrows. View detailed ‘in’ and ‘out’ times submitted. Approve the week within detailed view screen. Or reject with ‘Other Actions’ drop down. 	 <p>The screenshot shows the 'Time Approval' interface for employee Vanessa E. Garcia. It displays a weekly timesheet for the week of 01/01/2025 to 01/05/2025. The interface includes a navigation bar with 'Employment', 'Employee', and 'Time Approval' links. A 'Time Approval' header shows the employee's name and a 'Submitted' status. Below this, a table shows the employee's work schedule by day and time. The table has columns for 'Earn Type', 'Mo 12/30', 'Tu 12/31', 'We 1/1', 'Th 1/2', 'Fr 1/3', 'Sa 1/4', 'Su 1/5', and 'Total'. The 'Non-Academic Hourly Pay' section shows a total of 4.50 hours. The 'Weekly Totals' section shows a total of 4.50 hours. Annotations 'a', 'b', and 'c' are placed on the interface: 'a' points to the 'Submitted' status, 'b' points to the '8:00 AM' time entry, and 'c' points to the 'Approve' button.</p>

E. Once a timesheet is approved, you will see the Status column change to Approved. At the same time, you will be presented with the following options should they be needed:

- Unapprove
- Reject
- Comments
- View

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
<div><div></div><div>Hourly Pay Cycle</div><div>01/01/2025 - 01/31/2025</div><div>7/30/2025 4:00 PM</div><div>Approved</div><div>34.50</div><div>34.50</div><div>0.00</div><div>0.00</div><div><div>✓ Unapprove ⓘ Reject 💬 Comments ... View</div></div></div>							
<div></div>	01/01/2025 - 01/05/2025		Approved	4.50	4.50	0.00	0.00
				<div><div>✓ Unapprove ⓘ Reject 💬 Comments ... View</div></div>			
<div></div>	01/06/2025 - 01/12/2025		Approved	18.00	18.00	0.00	0.00
				<div><div>✓ Unapprove ⓘ Reject 💬 Comments ... View</div></div>			
<div></div>	01/13/2025 - 01/19/2025		Approved	4.00	4.00	0.00	0.00
				<div><div>✓ Unapprove ⓘ Reject 💬 Comments ... View</div></div>			

F. When an employee submits a timesheet, you will receive an email notification. You will then need to login to MySWC and follow the above steps.


G. Once Approved, you will receive an email confirmation.

Timescard Submitted



swcpayroll@swccd.edu
To Vanessa Garcia

Retention Policy M365 Journaling 5 Year Retention (5 years)

 We removed extra line breaks from this message.

Start your reply all with:

[Received, thank you.](#)

[Thank you!](#)

[Got it, thanks!](#)

 [Feedback](#)

Expires


A timecard for - 01/12/2025for position
Professional Expert was submitted by Yvette Macy.

RE: Timecard Approved



swcpayroll@swccd.edu
To Vanessa Garcia

Retention Policy M365 Journaling 5 Year Retention (5 years)

 We removed extra line breaks from this message.

Start your reply all with:

[Thank you!](#)

[Submitted. Thanks!](#)

[Thank you for your confirmation.](#)

 [Feedback](#)

Expires 5/20/2030

RE: Timecard Approved

Sent 05/21/2025 02:39PM to email address: ymacy@swccd.edu

For:  Yvette I. Macy

The text of the original email is as follows:

=====

A timecard for - 01/19/2025 for position Professional Expert has been approved by your supervisor.