



Student Employee Self Service Training Manual

May 2022

Welcome & Introduction to Employee Self-Service (ESS)

Congratulations! You have been hired as a student employee at IVCC. Listed below are a few items of information you may find helpful:

Payroll Schedule: The current payroll schedule is attached. Please refer to this schedule for the pay period dates and deadlines.

Pay Checks: Pay checks will be available for pick-up from 8:30 a.m. to 2:00 p.m. in the accounting department C-345 on the pay dates listed on the payroll schedule. If they are not picked up, they will be mailed to the address on file.

Direct Deposit: If you elect direct deposit, on the first pay date you will be issued a check. This is due to the pre-notification bank process. If there are no issues with the bank information given, the next pay date will be direct deposit. You may view your earning statement (pay advice) electronically in Employee Self-Service (ESS).

Changes: Please contact the Payroll Coordinator in the accounting department C-345 for any of the following changes: elect direct deposit, change bank information for direct deposit, or lost check. If your address changes, please follow the process in Admissions and Records.

What is Employee Self Service? Employee self-service (ESS) is a web-based portal that provides you with visibility to salary and benefit information contained within the Ellucian Colleague modules. The ability to view human resource and payroll data provides an excellent opportunity for you to ensure that the information is correct and kept up to date. The data visible to you includes current and past earnings statements (pay check advices), current and past tax forms (W-2 statements), and more. Supervisors will also approve time through this portal.

One of the major advantages of this system is that the data is real-time data. In other words, when you view your information, the system pulls the most current information directly from the HR/Payroll system. If any of the information that you view within ESS is incorrect or you encounter questions, please contact the HR office or Payroll (within the Accounting office) immediately.

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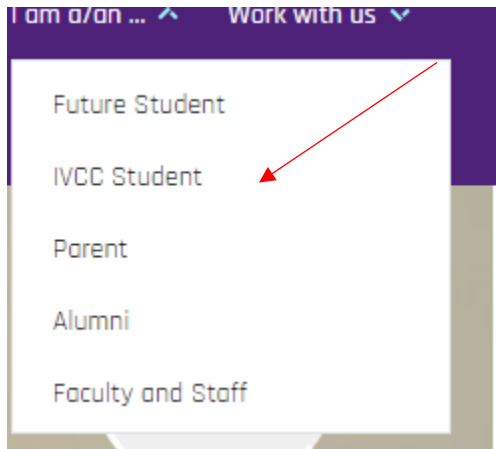
- Logging Off

Help and Support

Log In and Basic Layout

From the IVCC Homepage, select I am an IVCC Student in the right-hand corner, then select “Colleague Self-Service”

<https://www.ivcc.edu/>



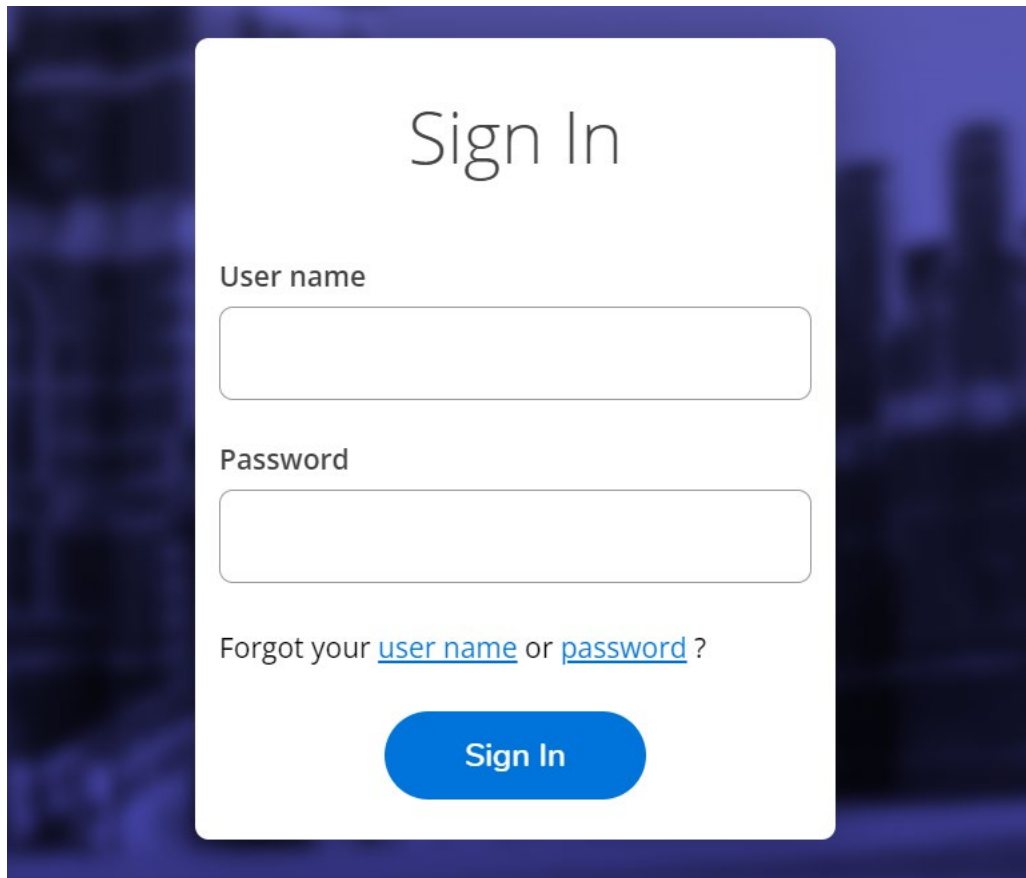
IVCC Student

Blackboard | Eagle Mail | WebAdvisor | Cancellations and Closings |
Colleague Self-Service | You@IVCC

When page loads, log in with the same user name and password that you were using for web advisor. If you are new to IVCC or forgot your user name or password, you may click on the prompts to create/edit them.

User name: K Number (must be all caps)

Password: XXXXXX

A sign-in form with a white background and rounded corners, centered on a dark blue background with a blurred city skyline. The form contains the title "Sign In", two input fields for "User name" and "Password", a link for "Forgot your user name or password?", and a blue "Sign In" button.

Sign In

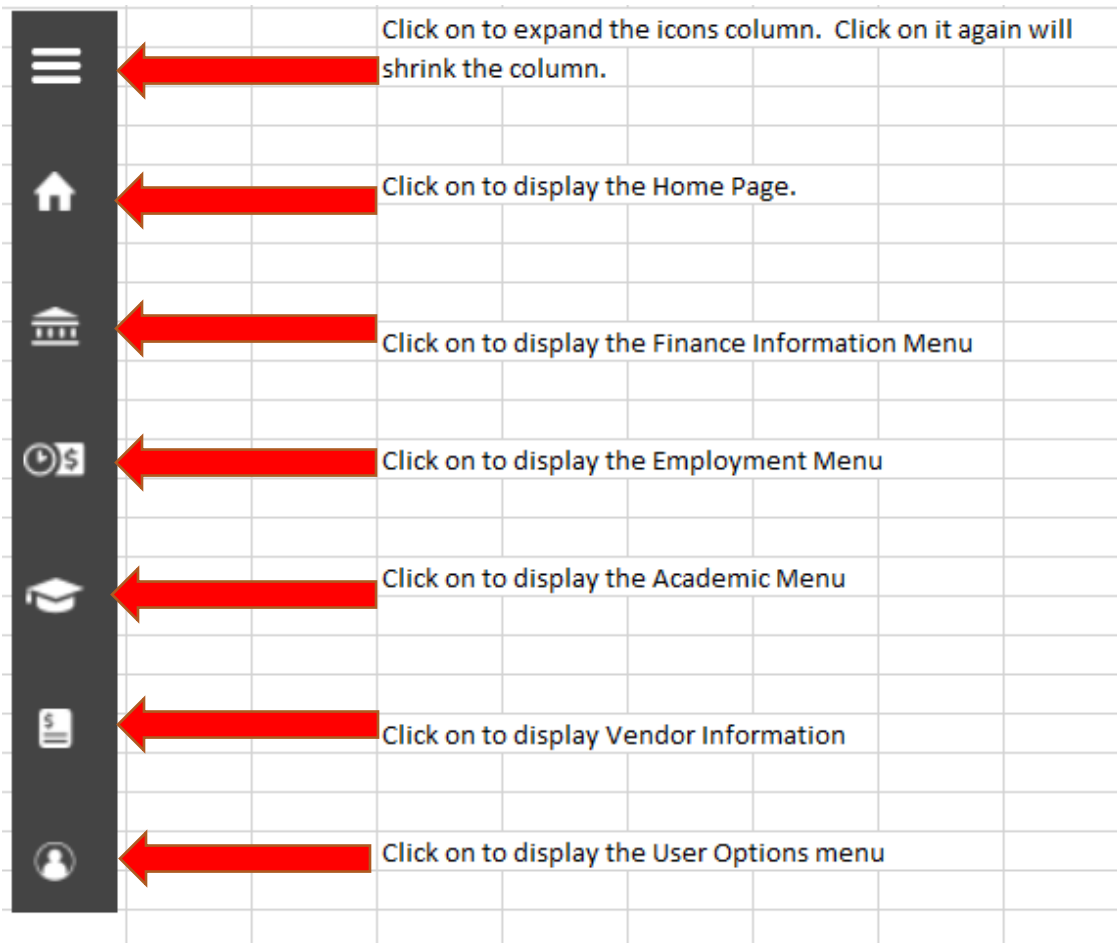
User name

Password

Forgot your [user name](#) or [password](#) ?

Sign In

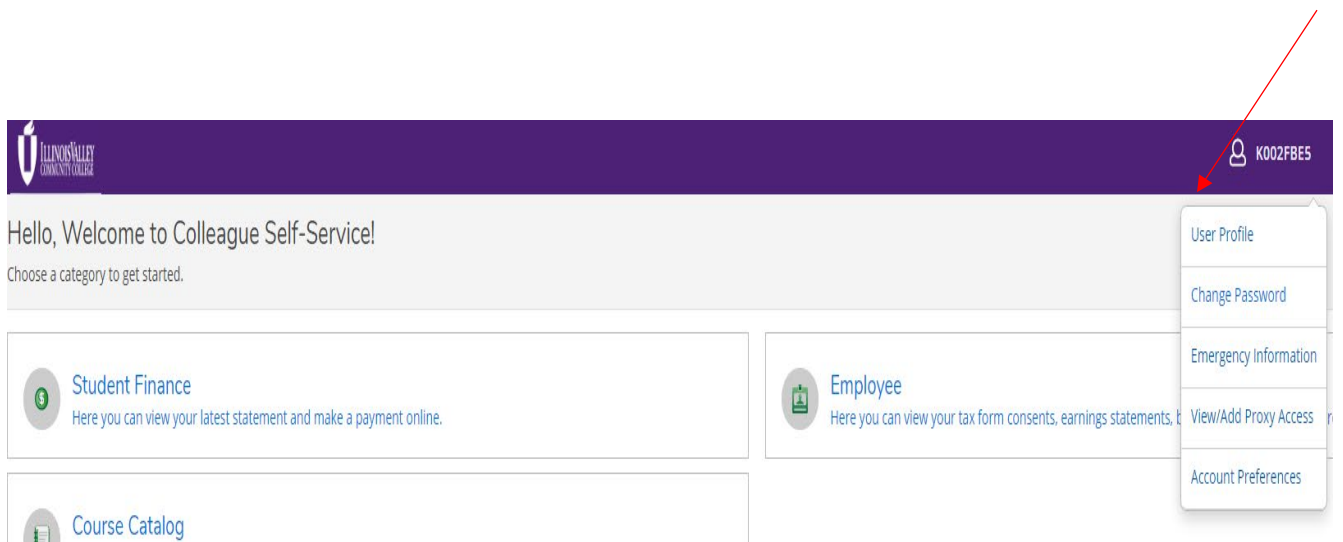
Displayed below is an explanation of icons that appear along the left-hand side once you are logged in. You will only see the icons authorized for your position.



Managing Your User Profile

To access your user profile, click on your K number in the upper right and then select “User Profile.” It is very important that you keep the information in your User Profile current. While you can view your address and phone number, you can NOT update these items from here; only your emergency contact information can be edited. To change your physical address, email addresses or phone number, please contact Admissions and Records. Remember it is important that we have your current address on file for tax form distribution.

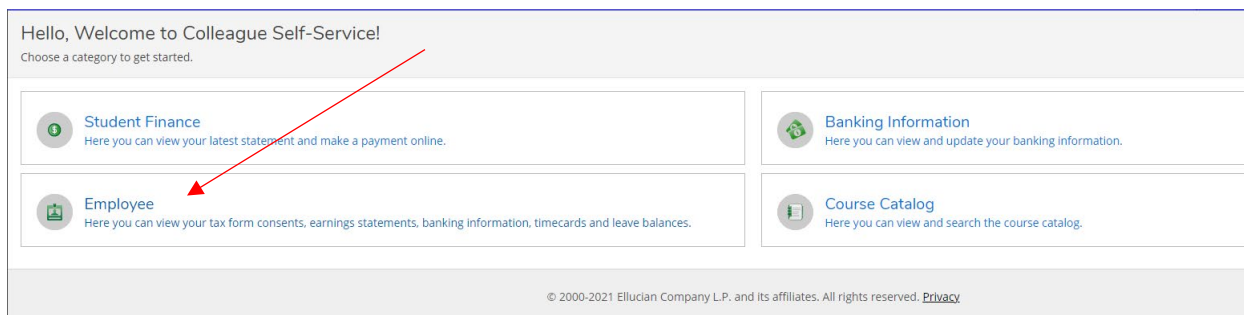
You may change your “Emergency Information”, add additional emergency contacts or remove a contact. It is also where you can enter insurance information or any health conditions in case of an emergency. This information is stored in the HR module of Colleague and is only accessible by Human Resources and Campus Security.



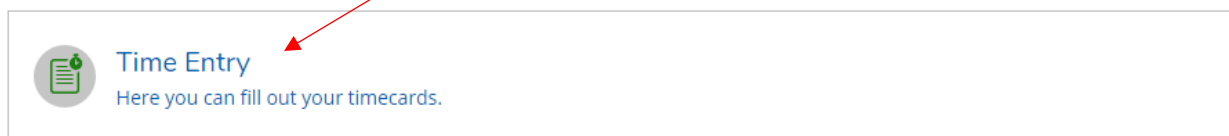
Time Entry and Approval

Employee Time Entry

In the time entry area of self-service, you are able to view, enter, make comments and submit time worked. To access the time entry screen, click on “Employee”



To start entering your time in self-service, click on “Time Entry”



1. Select the pay period you would like to enter time for and click on the pay period dates or the blue arrow on the far right to open the timesheet. We will begin to enter time worked on a **weekly** basis.
 - a. In this example and for most student employees, there will be two jobs listed, one for federal work study and one for student worker.
 - b. If a student employee works in multiple areas of the College; click the blue arrow to expand all timesheets and select the correct position by clicking on the position title.

05/01/2022 - 05/07/2022
Due by: 5/9/2022 10:00 AM
Total: 0.00 Hours

BSF, Fed Work Study
BSF, Student Worker

<

Week 04/24/2022 - 04/30/2022

>

0.00 Total hours

BSF800SFWS • BSF, Fed Work Study

Ross, Kathryn M. • Business Services and Finance • Main Campus

0.00

BSF800STWO • BSF, Student Worker

Ross, Kathryn M. • Business Services and Finance • Main Campus

0.00

Notice that the arrows toggle back and forth between the weeks in the pay period to allow you to enter time on the correct week.

2. Enter time worked. If you have a federal work study position, you will enter time in that position, UNLESS you have been notified by your supervisor and/or Payroll Coordinator to enter time in the student worker position. Your time will save automatically, but you can also click the save button at the top right.

Detailed time entry (In and Out time) view- as an hourly employee please enter your time worked in 15 minute increments. Self Service does have a drop-down menu available with time automatically in 15 minute increments for your convenience. Please see the table below for the rounding rules.

<

Week 10/10/2021 - 10/16/2021

>

12.00 Total hours

Saved at 10:24 AM

Save

View Leave Balances

STS610ASAR • STS, Admin Asst I, Adm & Records

Overocker, Quintin M. • Student Services • Main Campus

12.00

Earn Type	Sun 10/10	Mon 10/11	Tue 10/12	Wed 10/13	Thu 10/14	Fri 10/15	Sat 10/16	Total
Work Schedule	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Regular Earnings	8:00 AM	8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	12.00
	12:00 PM	12:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
	12:30 PM	+						
	4:30 PM							
	- +							

Time Entry Column	Description
Time In	Record time in at the beginning of the day. Record time in after lunch break. All time should be recorded at 15 minute increments (ex. 8:00, 8:15, 8:30, and 8:45) 1-7 minutes may round down and 8-14 minutes should round up
Time Out	Record time out for lunch break. Record time out at the end of the day. All time should be recorded at 15 minute increments (ex. 8:00, 8:15, 8:30, and 8:45) 1-7 minutes may round down and 8-14 minutes should round up

Below is the total time per day view. If you work for multiple areas of the College you will see the total for all positions.

+ Additional Time

Position Total Hours: 8.00 4.00 0.00 0.00 0.00 0.00 0.00 12.00

Comments Submit for Approval

Weekly Totals

Daily Total Hours: 8.00 4.00 0.00 0.00 0.00 0.00 0.00 12.00

Regular Hours: 12.00

Helpful Reminders for hourly employees:

Please enter your time each day. Don't click on submit for approval until the final day.

Edit Time Card

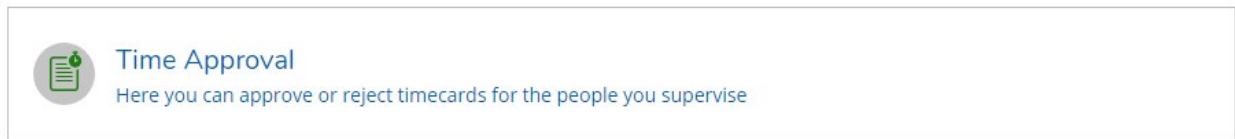
If you made a mistake on a timecard and you need to correct it, click on “Return Timecard to Edit”. Once you you’ve made your changes, resubmit the time. Keep in mind your supervisor will get an email for each action you make to the timecard.

Position Total Hours: 0.00

Comments Return Timecard to Edit

Supervisor Time Approval

To access the time approval screen in ESS, click on “Time Approval”

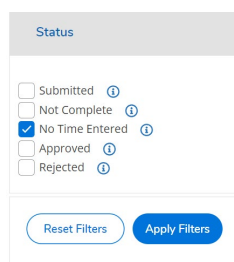


In the time approval area of ESS, as the supervisor, you will be able to view, approve, reject, make comments and update your employee’s time. There are multiple ways to do these functions. Any time you approve/unapprove, reject, or make a change to a timecard, the system will send an email to your employee that you have made a change.

- “Reject” is used before you approve a timecard, it sends it back to the employee for changes
- “Unapprove” is used after you have approved the timecard and realize corrections are needed

A few general tips about time approval:

- If you are editing time, please note that supervisor screens are NOT save automatically, unlike employee time entry screens. You must “save” your changes as you go along.
- Be mindful of which week you are approving time for, as more than one pay period may be open.
- Supervisors review and approve time for your employee’s timecards at the end of each week, or **every Monday no later than 1:00 p.m.** for the previous pay week.
- Use the filters for easy access to employees that have not entered time, have submitted their time, etc.

A vertical dropdown menu titled "Status" in blue. It contains five options, each with a checkbox and an information icon (i): "Submitted" (unchecked), "Not Complete" (unchecked), "No Time Entered" (checked with a blue checkmark), "Approved" (unchecked), and "Rejected" (unchecked). At the bottom of the menu are two buttons: "Reset Filters" and "Apply Filters".

All of the employees that you are an approver for will show up in one list if a filter is not applied.

Supervisors have the option to approve, reject, add comments or view. You have several ways to do all of these actions. Though, it is highly recommended you review the timecard in the employee detail screen before approving.

From the Main Screen:

Time Sheets	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours				
Anderson, Deborah L. - 0198529										
07/04/2021-07/17/2021	10/24/2021 12:00 AM	Submitted	64.00	56.00	0.00	8.00	✓	ⓘ	💬	⋮
							Approve	Reject	Comments	View
06/20/2021-07/03/2021	10/10/2021 12:00 AM	Submitted	80.00	64.00	0.00	16.00	✓	ⓘ	💬	⋮
							Approve	Reject	Comments	View

Click on “View”

From the Employee Timecard Detail Screen:

Time Approval - Anderson, Deborah L.

[Time Approval](#)

Week 07/04/2021 - 07/10/2021
40.00 Total hours
Submitted

Saved Save Other Actions Approve

ACD110VPAA • ACD, Vice President
Corcoran, Jerome M. • Academic Affairs - Main Campus
40.00 | Submitted

Earn Type	Sun 7/4	Mon 7/5 Independence Day	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Total
Work Schedule	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Regular Earnings			8.00	8.00	8.00	8.00		32.00
Holiday / Campus Closed		8.00						8.00
Remove Holiday / Campus Closed								
+ Additional Time								
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

You can click “Approve” to submit timecard as it is. If you wish to add a comment, you must do it BEFORE you approve the timecard. If you forget, you will need to unapprove the timecard, make the comment and then approve again. (Note: your employee will receive an email each time you approve, unapprove, and approve again)

Another option is to click “Other Actions”; you can add comments and approve or reject from here.

Modifying your Employee’s Time Card

If your employee forgot to add hours, you can add it for them or reject the timecard, sending it back for them to edit.

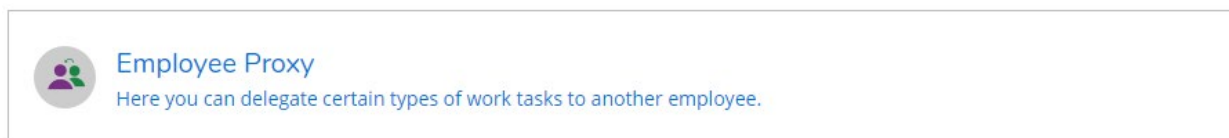
Helpful Reminders:

As a supervisor, you have the option to modify an employee’s time entry. If at all possible, it is best to reject the time card and have the employee correct it. Listed below are some scenarios when it may be necessary for you to modify their time card.

- *Employee filled in time under the wrong position. (Entered it in Student Worker position and it should be the Federal Work Study position.)*
- *Employee filled in time except for last day (Friday). They are not here on Monday either. Supervisor completes Friday with time worked and approves.*
- *Employee did not work in your area this pay period. Supervisor approves “zero hour” time card.*

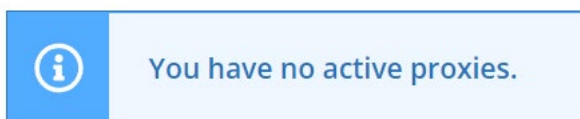
Set Up a Timecard Proxy Approver

To access the employee proxy area in ESS, click on “Employee Proxy”



Click “+ Add Proxy”

Active Proxies



Add Employee Proxy

Select Proxy Type*

Select Proxy Type

Effective Date*

2/21/2022

Revoke Date

M/d/yyyy

Proxy access ends at 12:01 AM on this date.

Search for Proxy*

Search for Employee to Act as Proxy

Cancel

Add Proxy

Select Time Approval from the Proxy Type drop down menu. Enter the effective dates for the proxy. Enter the name of the person you would like to approve your timecards and select their name from the list. *Keep in mind, your proxy must be another supervisor. A supervisor is defined as an employee that has supervisor responsibilities listed on their job description.* Once selected click "Add Proxy". Once you set up a proxy, it goes into effect immediately and stays until 12:01 a.m. on the revoke date.

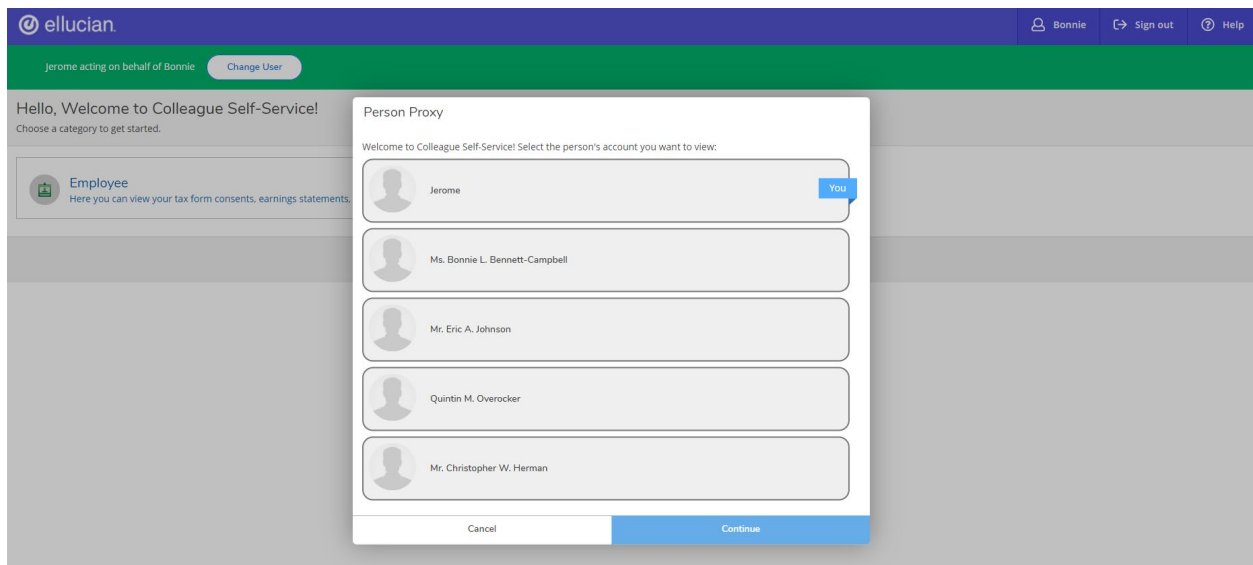
When you are finished, it will look similar to snapshot below. Click the red circled X to remove a proxy prior to the revoke date.

Add Proxy

Employee	Proxy Access	Effective Date	End Date	
 Dr. Deborah L. Anderson	Time Approval	6/4/2021		

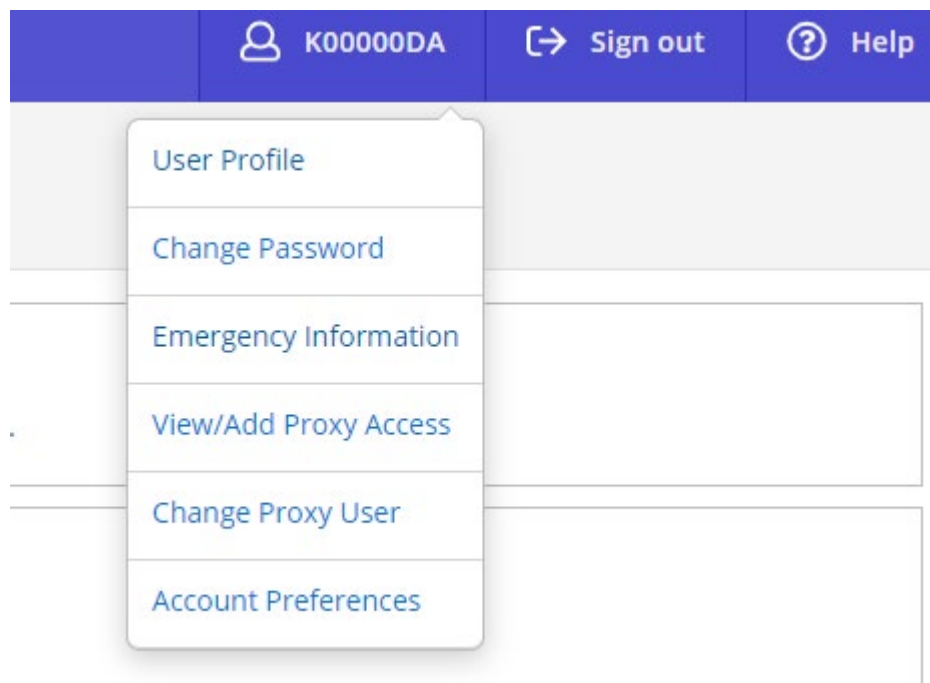
+ Add Time Approval Proxy

If you are the proxy for someone else, this is the screen you will see when you log in.



You can toggle back and forth between your own timecards and the person you are a proxy for.

Click on your user ID and select “Change Proxy User” to act on behalf of another user.



Time History for Supervisor



Time History (Supervisor)

Here you can view paid timecards for the people you supervise.

Enter in the name of the employee you would like to view and execute the search.

Time History (Supervisor)

Search for Employee

Employee Name or ID



Once you have found the employee you are looking for, select the pay period and specific dates you wish to view. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue ">" to navigate between pay periods. Expand the timecard by clicking the date range on the right side of the screen.

Time History

Select a Year to view associated Pay Period

2021



Pay Period

11/07/2021 - 11/20/2021
Bi-weekly



10/24/2021 - 11/06/2021
Bi-weekly



11/07/2021 - 11/20/2021

Bi-weekly

Dates

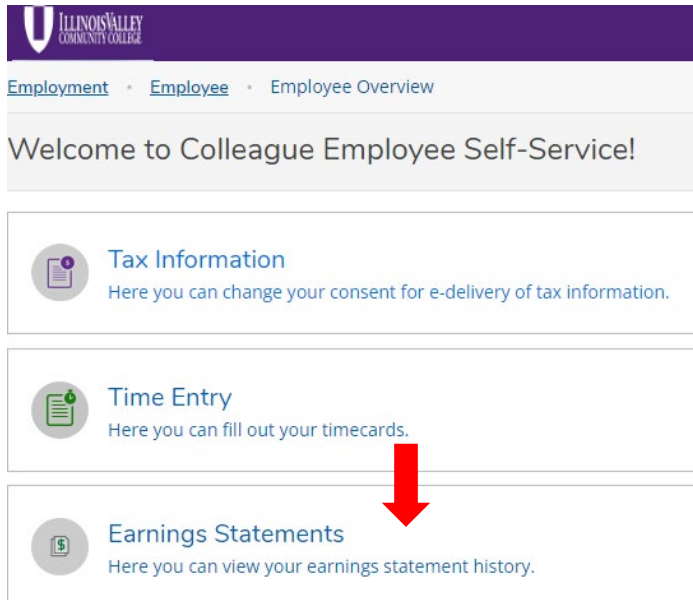
[11/07/2021 - 11/13/2021](#)

[11/14/2021 - 11/20/2021](#)

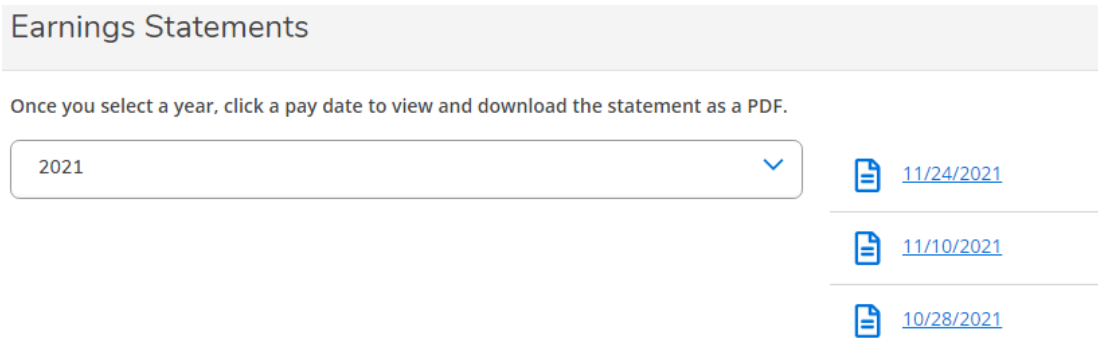
Accessing Employee Features within ESS

Employee Earning Statements

To access your Earning Statements in Self Service, under the Employee menu, click on Earnings Statements

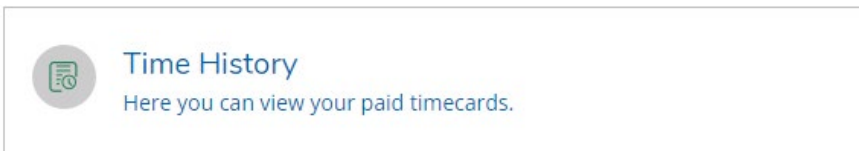


On this screen you can view your Earnings Statements. Simply click on the date of the one you want to view and it will download. You can open to review it or print it out.

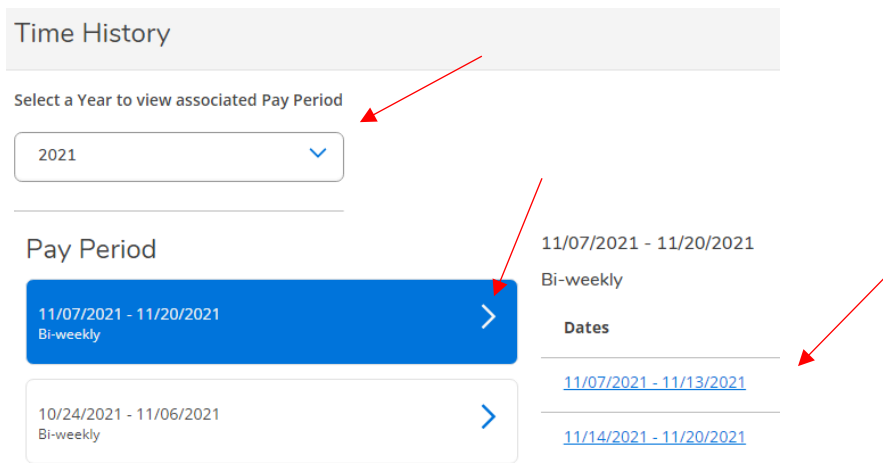


Time History for Employees

Select Time History on the Employee Page.

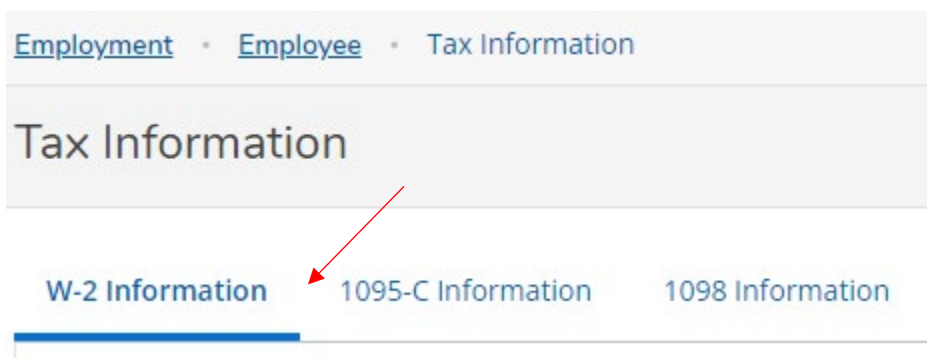


In this section you can view time sheet history. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue ">" to navigate between pay periods. Expand the time card by clicking the date range on the right side of the screen.



Employee Tax Information – W2's

To view your Tax Information, click on the "Tax Information" box. Click on W-2 Information.




In this area, you can set your preference for receiving your W-2. If you wish to receive them electronically then you can choose:


- Receive my W-2 only in electronic format or
- Withhold my consent and receive your W-2 on paper.
- Save
- Please make sure you read the electronic consent statement in its entirety as it has important information regarding your consent.

Select an option below to set your preferences for receiving your electronic W-2:

☒ Receive my W-2 only in electronic format

 By selecting this option, I agree to receive my official W-2 only in electronic view and print all of my prior, current and future W-2 statements until I ren

☐ Withhold my consent

 I choose to withhold my consent and understand by doing so that I will not understand that I have the ability at any time to return to this form and cor

Cancel

Save

Once electronic format is chosen, your W-2 statements will appear by the following morning.

W-2 Statements

Tax Year	Notation
2021	2021 W-2 Statement
2020	2020 W-2 Statement
2019	2019 W-2 Statement
2018	2018 W-2 Statement
2017	2017 W-2 Statement
2016	2016 W-2 Statement
2015	2015 W-2 Statement
2014	2014 W-2 Statement

You have the option to change your preference. Please notify the Payroll Coordinator if previously elected electronic format and would now like a paper form.

Logging Off

You should always log off self service by exiting using the “Sign out” link.

Help and Support

Help is available to all users by contacting Accounting during the business hours of 8:00am – 4:30pm Monday through Friday. **Student Help Desk?**

Accounting

Lynn Ewing-Teegardin

lynn_ewing-teegardin@ivcc.edu

Ext. 422

Phone 815-224-0422

Kathy Ross

kathy_ross@ivcc.edu

Ext. 389

Phone 815-224-0389