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 form 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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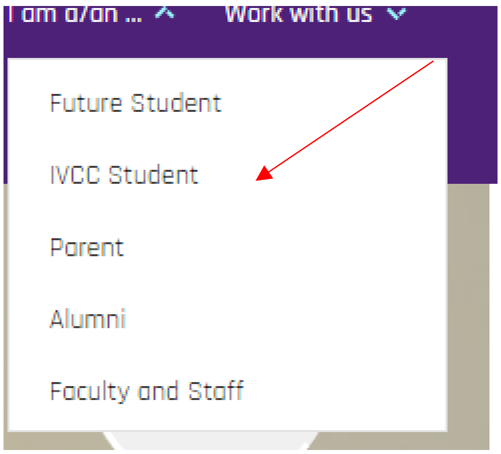
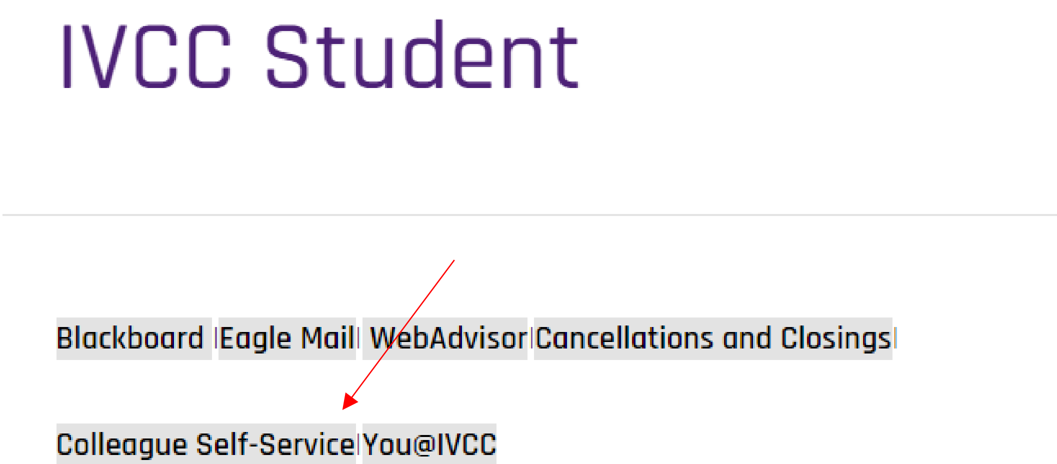
Log In and Basic Layout

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

https://www.ivcc.edu/

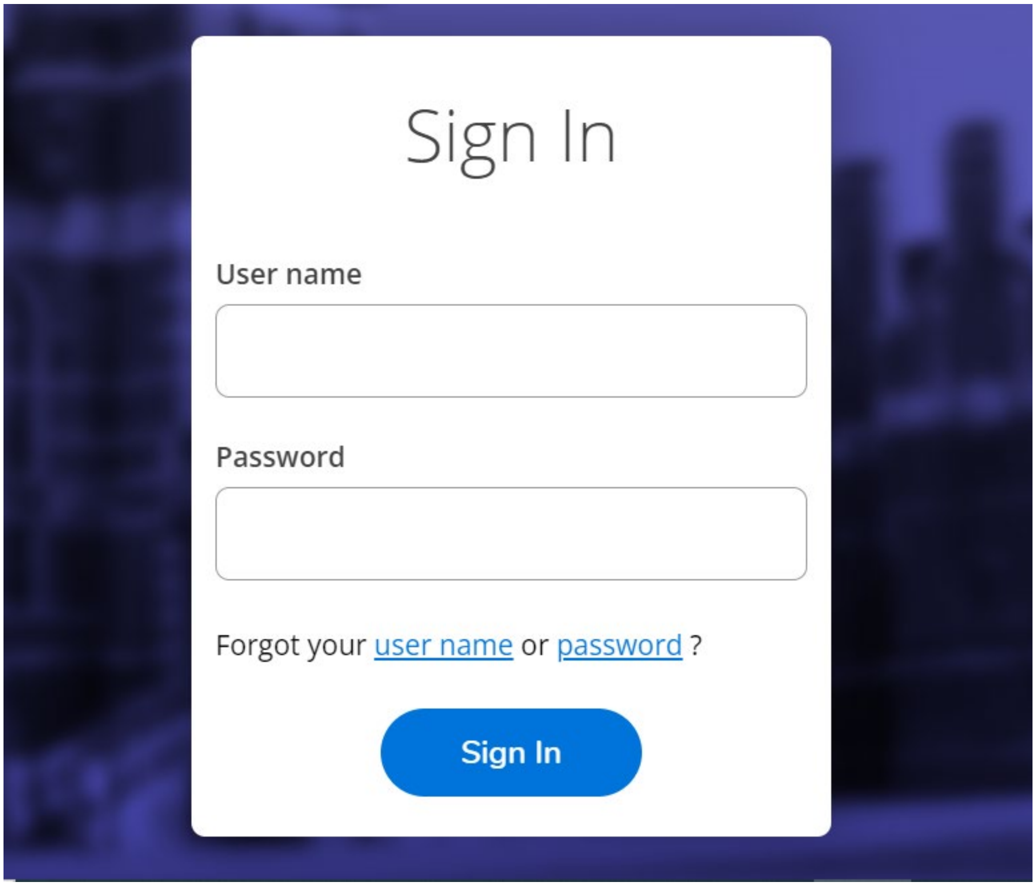




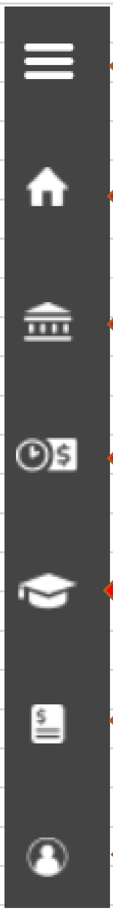
When page loads, log in with the same user name and password that you were using for web advisor. If you are new to IVCC or forgot your user name or password, you may click on the prompts to create/edit them.

User name: K Number (must be all caps)

Password: XXXXXX



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.



Click on to expand the icons column. Click on it again will shrink the column.

Click on to display the Home Page.

Click on to display the Finance Information Menu

Click on to display the Employment Menu

Click on to display the Academic Menu

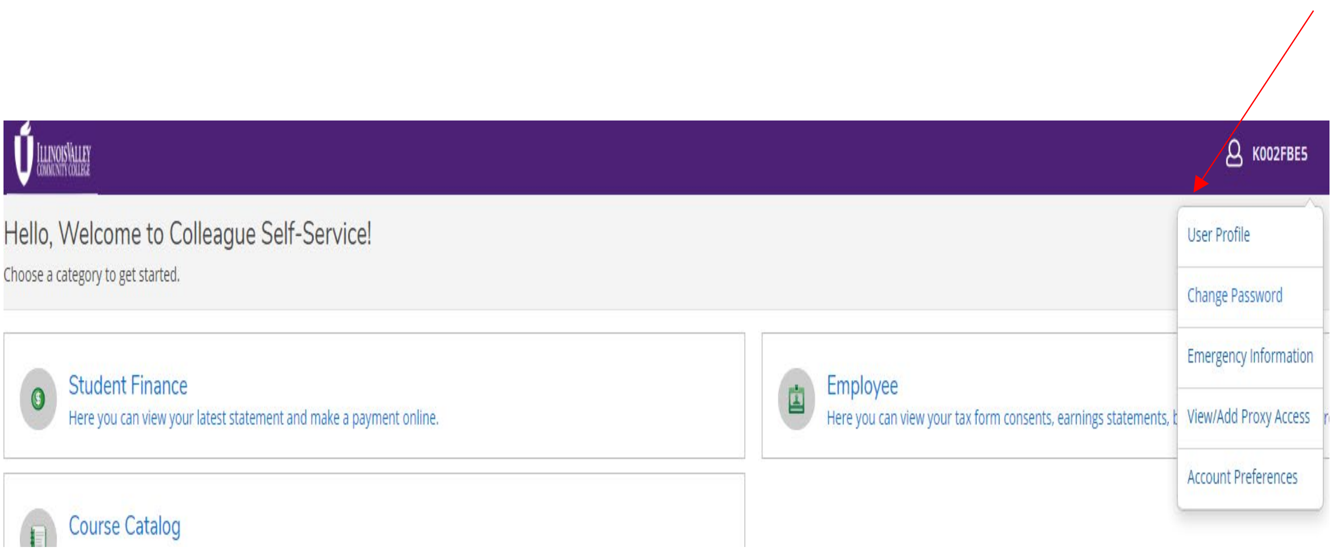
Click on to display Vendor Information

Click on to display the User Options menu

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.

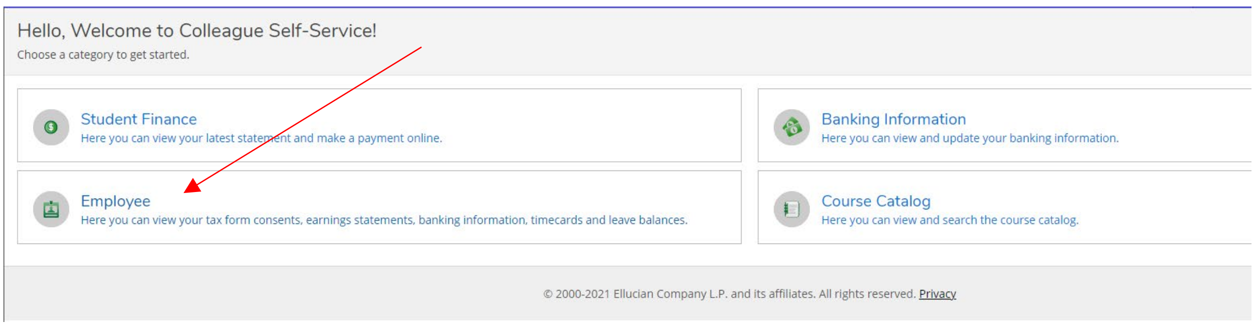
You may change your "Emergency Information", add additional emergency contacts or remove a contact. It is also where you can enter insurance information or any health conditions in case of an emergency. This information is stored in the HR module of Colleague and is only accessible by Human Resources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



Time Entry and Approval

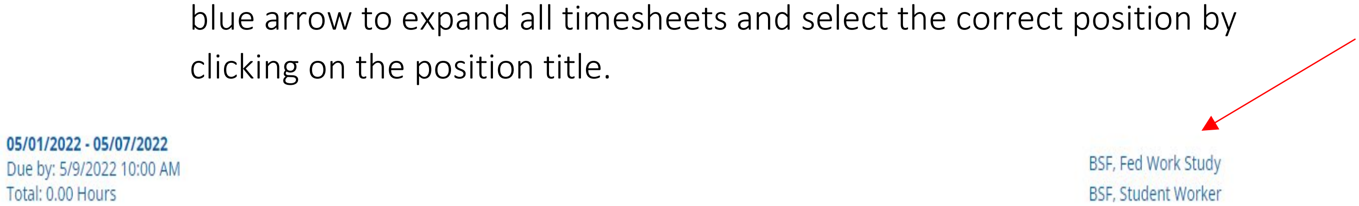
Employee Time Entry

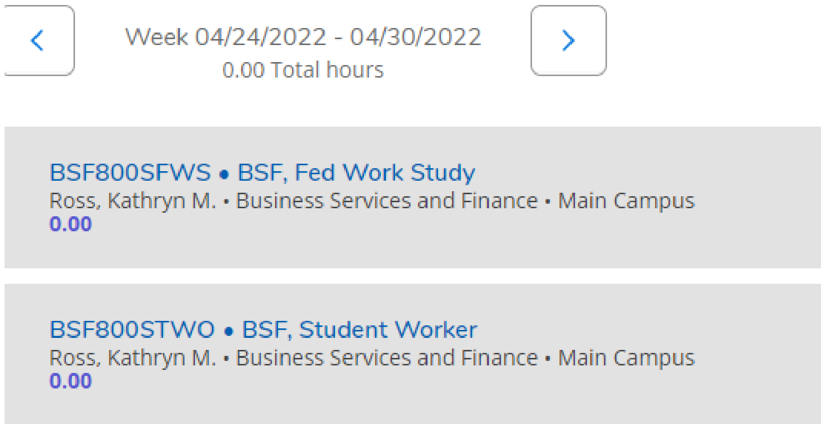
In the time entry area of self-service, you are able to view, enter, make comments and submit time worked. To access the time entry screen, click on "Employee"



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.

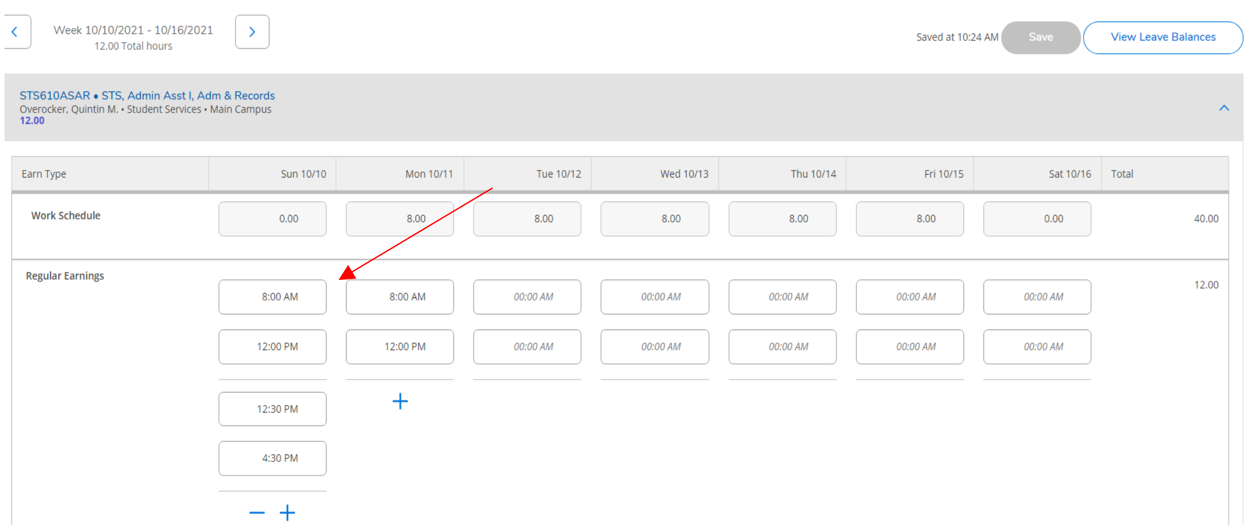




Notice that the arrows toggle back and forth between the weeks in the pay period to allow you to enter time on the correct week.

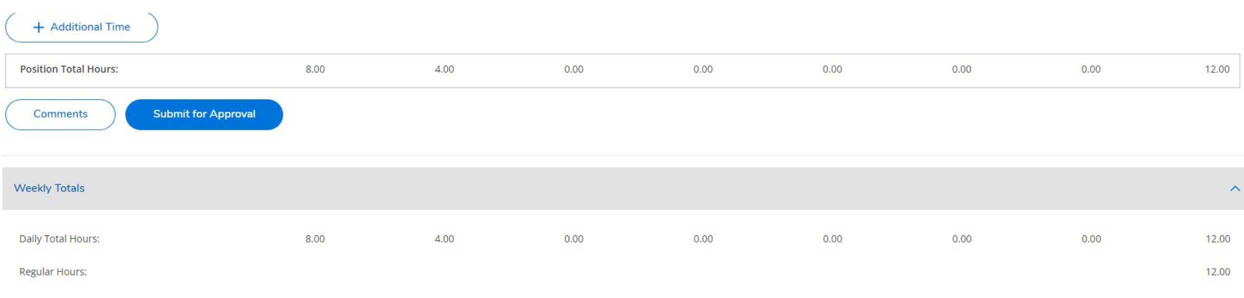
2. Enter time worked. If you have a federal work study position, you will enter time in that position, UNLESS you have been notified by your supervisor and/or Payroll Coordinator to enter time in the student worker position. Your time will save automatically, but you can also click the save button at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



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.

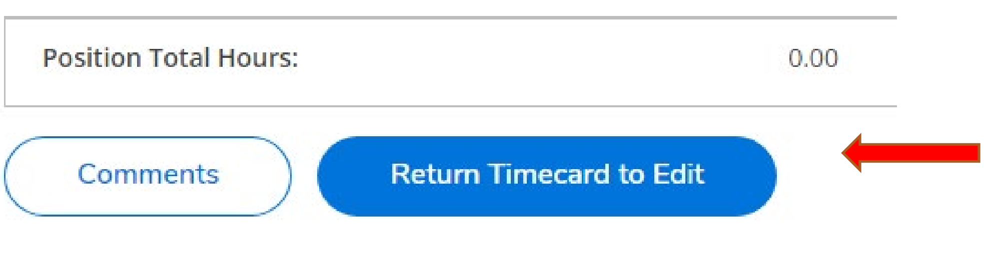


Helpful Reminders for hourly employees:

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

<u>Edit Time Card</u>

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.



Supervisor Time Approval

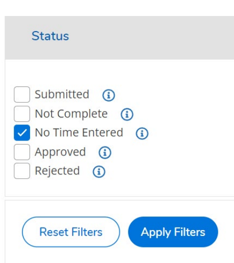
To access the time approval screen in ESS, click on "Time Approval"

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:

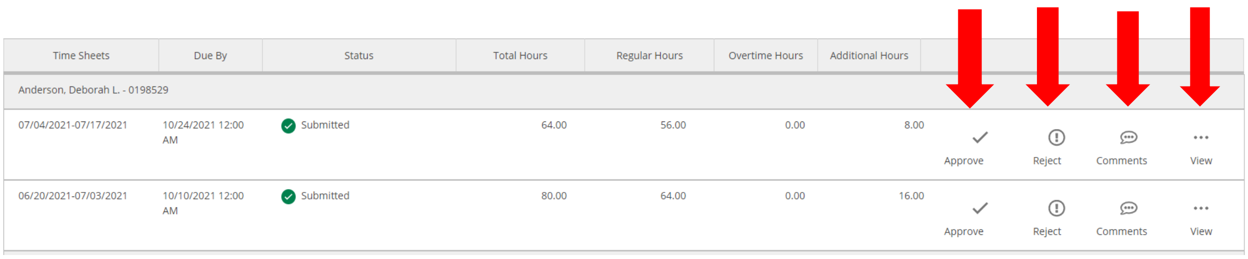
- If you are editing time, please note that supervisor screens are NOT save automatically, unlike employee time entry screens. You must "save" your changes as you go along.
- Be mindful of which week you are approving time for, as more than one pay period may be open.
- Supervisors review and approve 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.



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

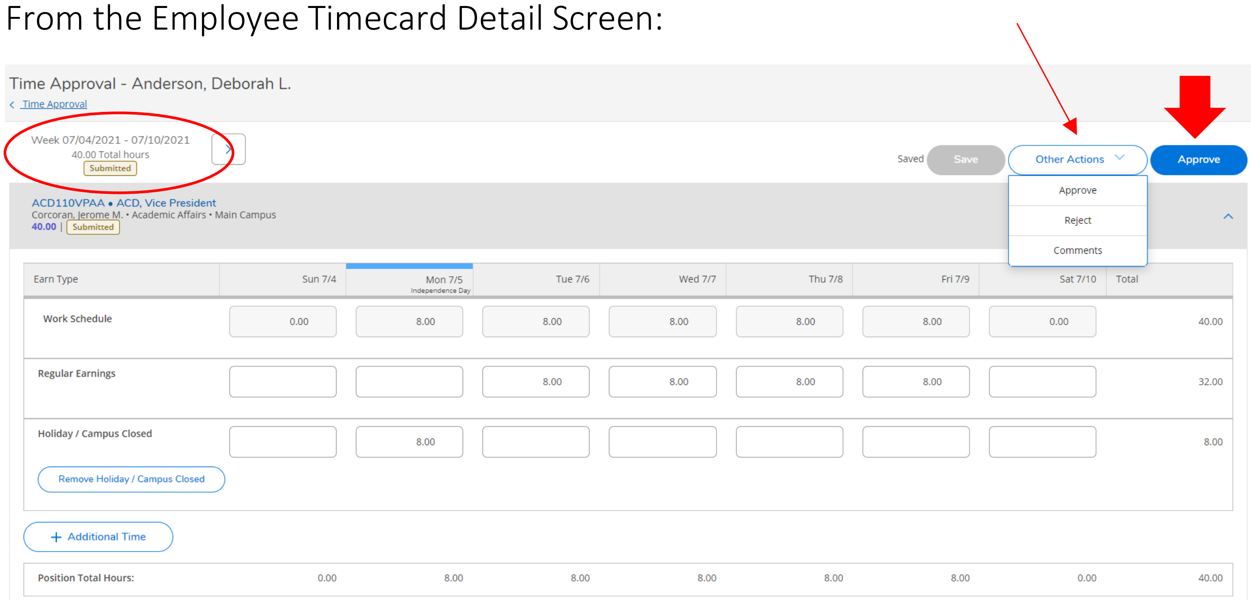
Supervisors have the option to approve, reject, add comments or view. You have several ways to do all of these actions. Though, it is highly recommended you review the timecard in the employee detail screen before approving.

From the Main Screen:



Click on "View"

From the Employee Timecard Detail Screen:



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:

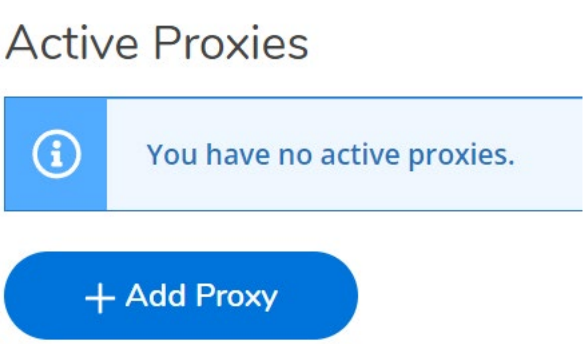
As a supervisor, you have the option to modify an employee's time entry. If at all possible, it is best to reject the time card and have the employee correct it. Listed below are some scenarios when it may be necessary for you to modify their time card.

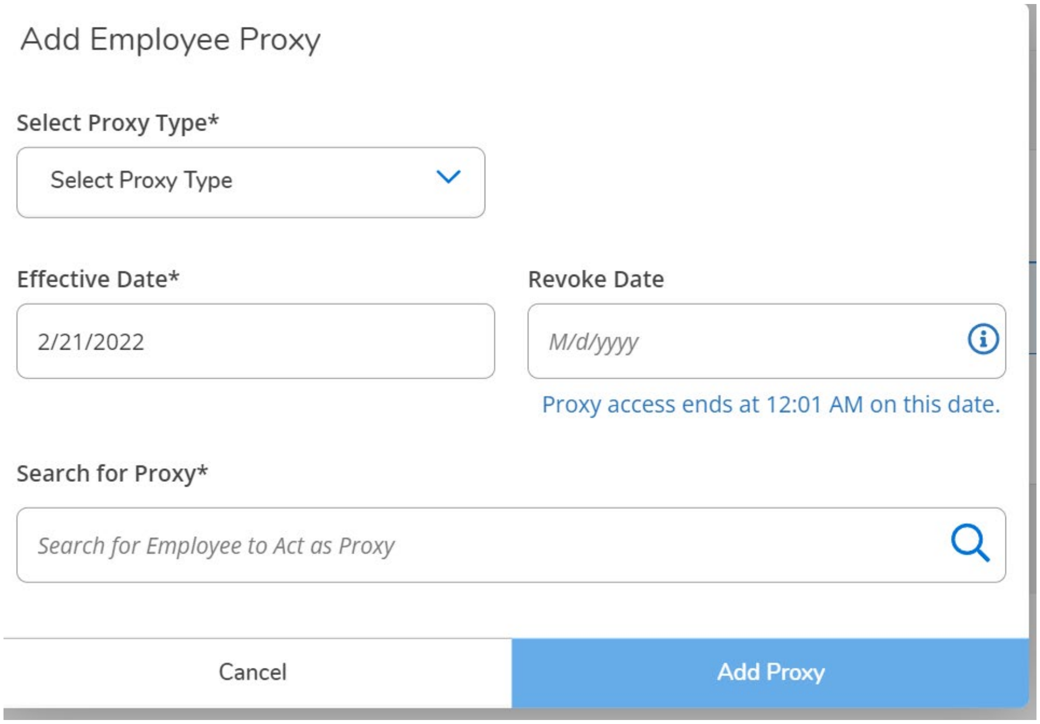
- *Employee filled in time under the wrong position. (Entered it in Student Worker position and it should be the Federal Work Study position.)*
- *Employee filled in time except for last day (Friday). They are not here on Monday either. Supervisor completes Friday with time worked and approves.*
- *Employee 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"

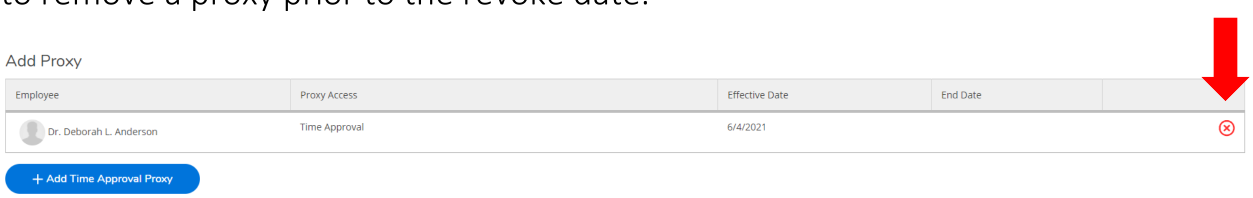
Click "+ Add Proxy"



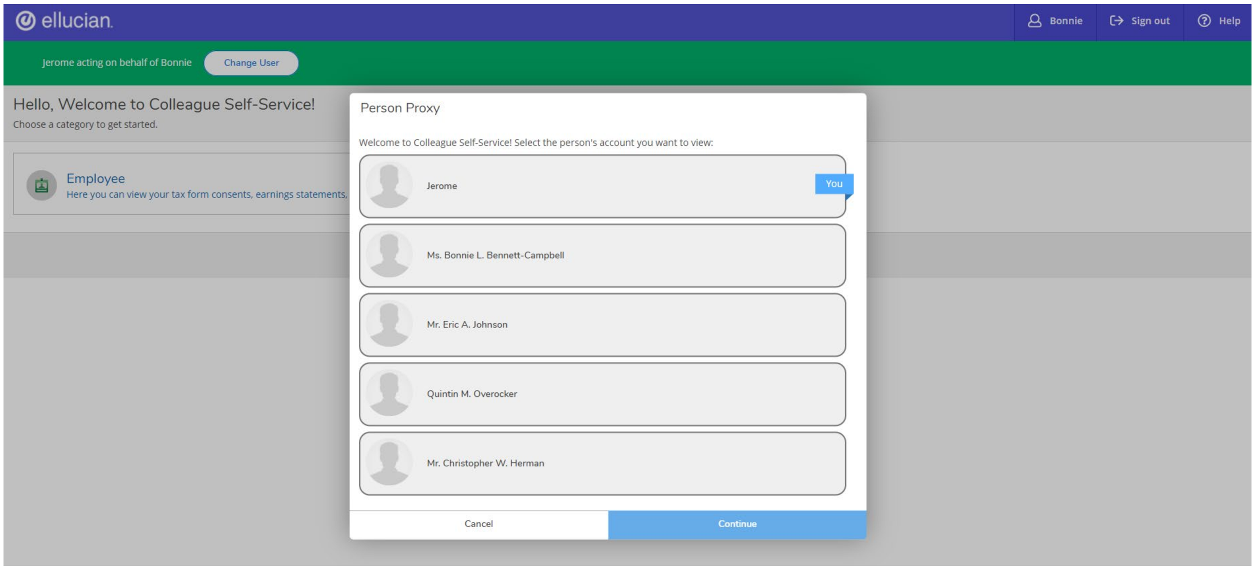


Select Time Approval from the Proxy Type drop down menu. Enter the effective dates for the proxy. Enter the name of the person you would like to approve your timecards and select their name from the list. *Keep in mind, your proxy must be another supervisor. A supervisor is defined as an employee that 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.

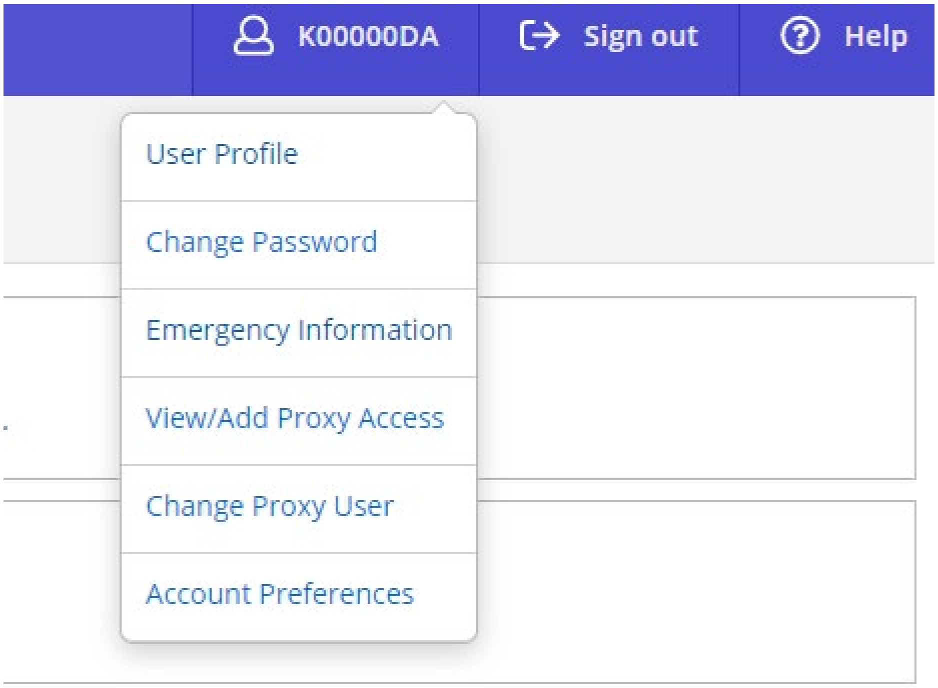


If you are the proxy for someone else, this is the screen you will see when you log in.



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.



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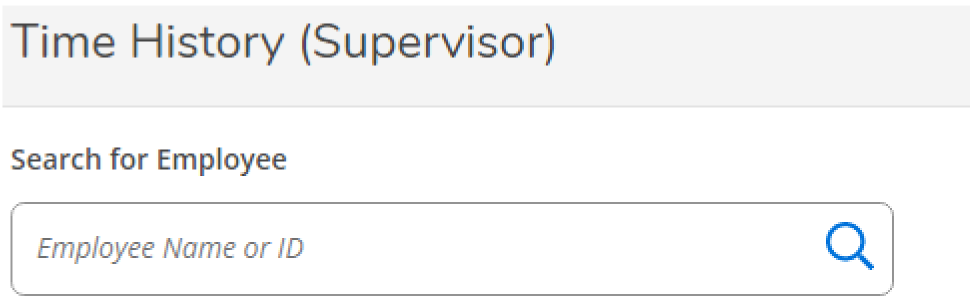
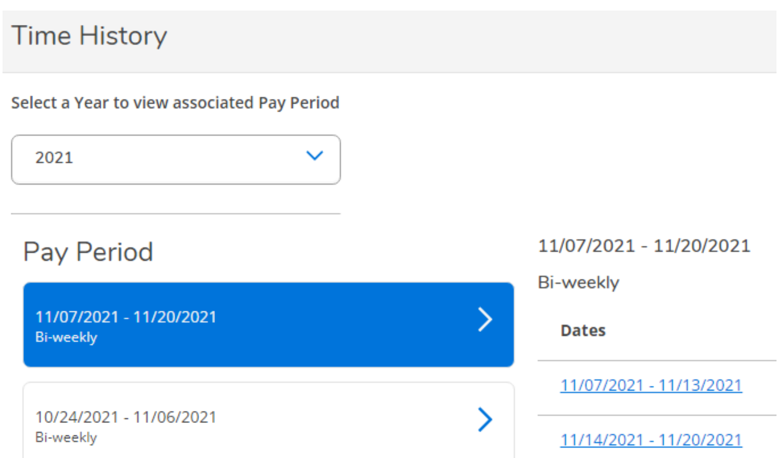
<u>Time History for Supervisor</u>

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



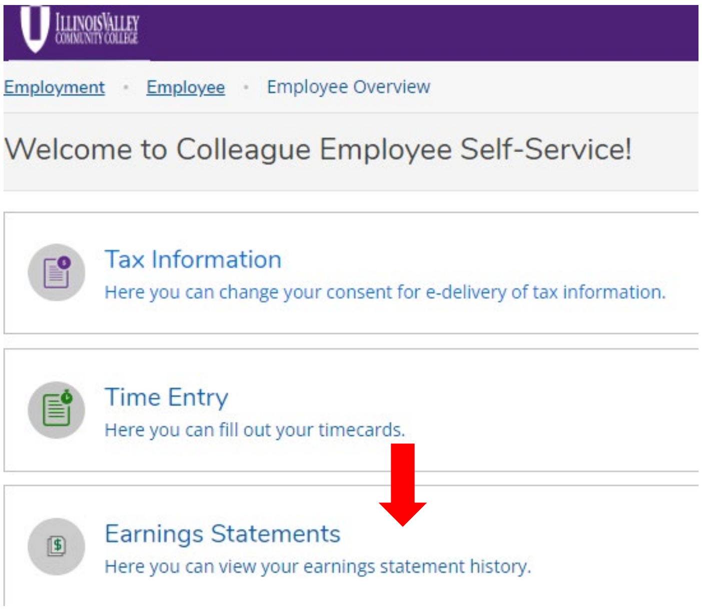
Once you have found the employee you are looking for, select the pay period and specific dates you wish to view. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue “>” to navigate between pay periods. Expand the timecard by clicking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



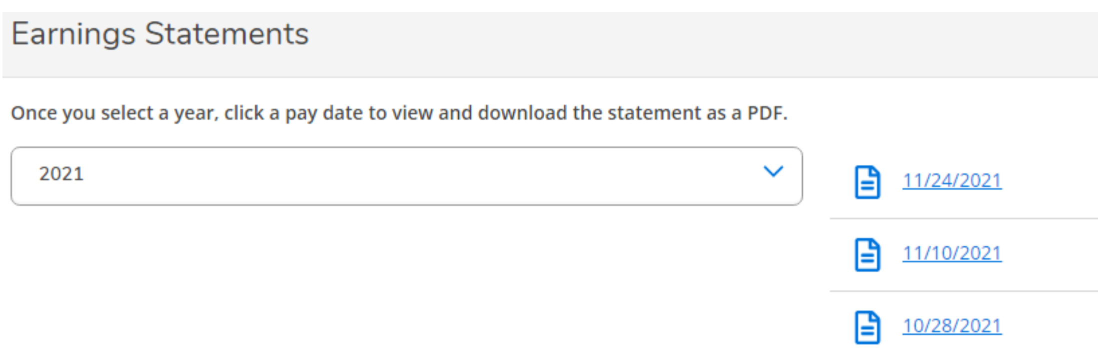
Accessing Employee Features within ESS

Employee Earning Statements

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

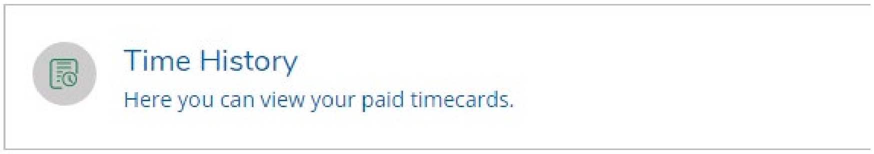


On this screen you can view your Earnings Statements. Simply click on the date of the one you want to view and it will download. You can open to review it or print it out.

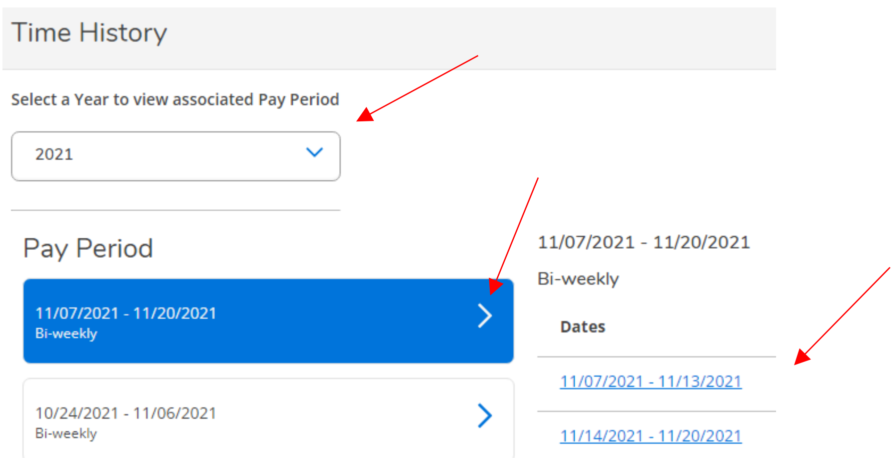


Time History for Employees

Select Time History on the Employee Page.

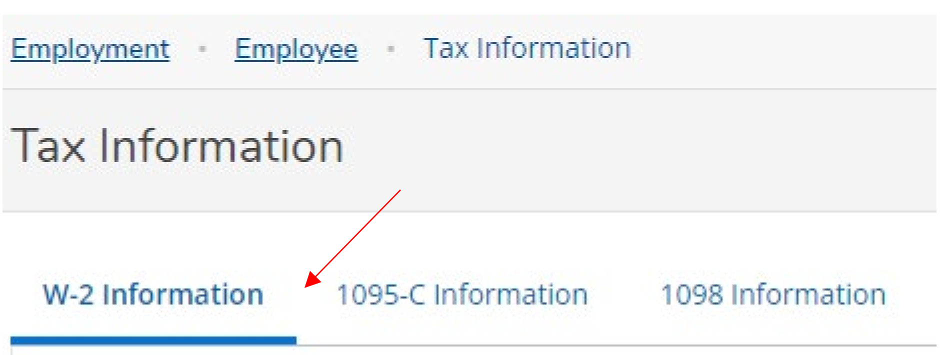


In this section you can view time sheet history. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue ">" to navigate between pay periods. Expand the time card by clicking the date range on the right side of the screen.



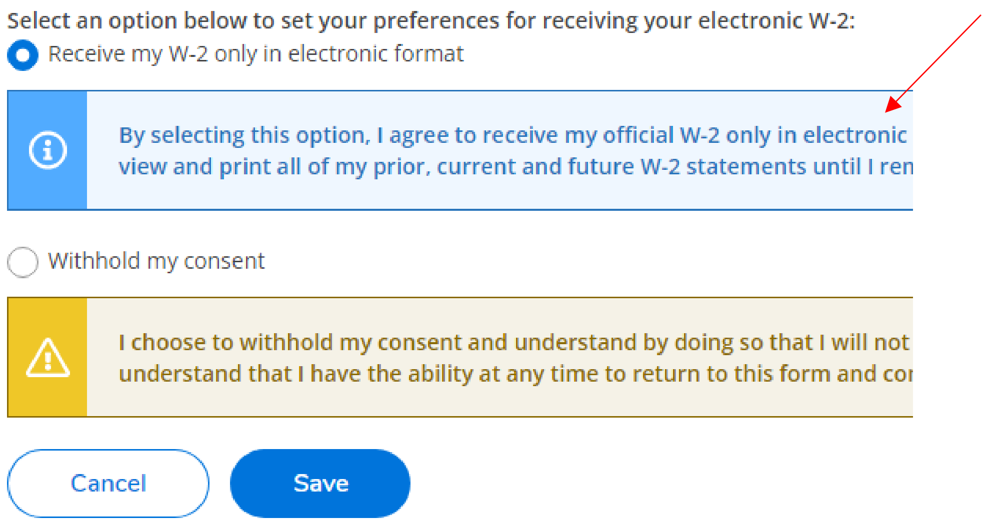
Employee Tax Information – W2's

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.



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