

East Central University



Colleague Self-Service Non-Exempt Time Sheet Instructions

Overview

- ❖ Where to locate Colleague Self-Service
- ❖ How to review/submit Time Sheets
- ❖ How to request/submit time off



Click Login on ECU main page

Be a Tiger. **Apply Today!**

ECU has made a commitment to offer our students an experience like none other.



Application

Go to our online application forms to become a Tiger.

APPLY



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Visit ECU to get the full experience of what ECU has to offer.

TAKE A TOUR



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You can earn a degree and be debt free. Find out how!

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Our residence halls offer a great opportunity for undergraduates to meet new people.

LEARN MORE



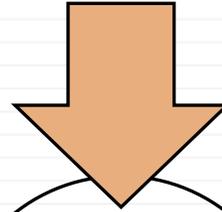
ACADEMICS

ADMISSIONS

ATHLETICS

INVOLVEMENT

Login



Blackboard

LOGIN

Email

LOGIN

Colleague Self-Service

LOGIN

Password Reset

RESET

Etrieve

LOGIN

Proofpoint

LOGIN

Weave

LOGIN

WHAT'S HAPPENING @ECUTIGERS

Sign In

User name

Password

Sign In

ECU
user name
and password





Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Click Employee



[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, timecards and leave balances.



[Course Catalog](#)

Here you can view and search the course catalog.



[Advising](#)

Here you can access your advisees and provide guidance & feedback on their academic planning.



[Retention Alert](#)

Here you can work retention cases or contribute retention information for a student.



[Financial Management](#)

Here you can view the financial health of your cost centers and your projects.



[Employment](#) · [Employee](#) · [Employee Overview](#)

Welcome to Colleague Employee Self-Service!

Click Time Entry



Time Entry

Here you can fill out your timecards.



Time Approval

Here you can approve or reject timecards for the people you supervise



Earnings Statements

Here you can view your earnings statement history.



Employee Proxy

Here you can delegate certain types of work tasks to another employee.



Leave

Here you can view your leave balances and leave requests.



Leave Approval

Here you can approve or reject leave requests for people you supervise.



[Employment](#) · [Employee](#) · Time Entry

Time Entry

Faculty Staff

Click on the proper week

06/01/2024 - 06/07/2024

Due by: 6/23/2024 11:59 PM

Total: 0.00 Hours

Benefit Coordinator



06/08/2024 - 06/14/2024

Due by: 6/23/2024 11:59 PM

Total: 0.00 Hours

Benefit Coordinator



06/15/2024 - 06/21/2024

Due by: 6/23/2024 11:59 PM

Total: 0.00 Hours

Benefit Coordinator



06/22/2024 - 06/28/2024

Due by: 6/23/2024 11:59 PM

Total: 0.00 Hours

Benefit Coordinator



06/29/2024 - 06/30/2024

Due by: 6/23/2024 11:59 PM

Total: 0.00 Hours

Benefit Coordinator





Pay Period 06/01/2024 - 06/30/2024

[All Time Sheets](#)

Week 06/01/2024 - 06/07/2024
0.00 Total hours

Saved

Save

View Leave Balances

EMPS-BNFT-CRD • Benefit Coordinator
Collins, Dana • Employment Services • Main Campus
0.00

Enter hours worked for each day

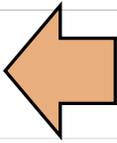
Earn Type	Sa 6/1	Su 6/2	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Total
Work Schedule Apply	<input type="text"/>	<input type="text"/>	8.00	8.00	8.00	8.00	8.00	40.00
Regular Pay	<input type="text"/>	0.00						

+ Additional Time

Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Comments

Submit for Approval



Weekly Totals

Pay Period 06/01/2024 - 06/30/2024

[All Time Sheets](#)

Regular Hours

Week 06/08/2024 - 06/14/2024
40.00 Total hours

Saved just now

Save

[View Leave Balances](#)

EMPS-BNFT-CRD • Benefit Coordinator
Collins, Dana • Employment Services • Main Campus
40.00 | Unsubmitted

Enter hours worked for each day

Earn Type	Sa 6/8	Su 6/9	Mo 6/10	Tu 6/11	We 6/12	Th 6/13	Fr 6/14	Total
Work Schedule			8.00	8.00	8.00	8.00	8.00	40.00
Regular Pay			8.00	8.00	8.00	8.00	8.00	40.00

+ Additional Time

Position Total Hours: 0.00 0.00 8.00 8.00 8.00 8.00 8.00 8.00 40.00

Comments

Submit for Approval

Hours should equal 40.00

Weekly Totals

Daily Total Hours: 0.00 0.00 8.00 8.00 8.00 8.00 8.00 8.00 40.00

Regular Hours: 40.00

Did you take time off? Check the next slide for information..



[Employment](#) · [Employee](#) · Time Entry

Pay Period 06/01/2024 - 06/30/2024

[< All Time Sheets](#)

[<](#) Week 06/01/2024 - 06/07/2024 [>](#)
0.00 Total hours

Saved

[Save](#)

[View Leave Balances](#)

EMPS-BNFT-CRD • Benefit Coordinator
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0.00

Earn Type	Sa 6/1	Su 6/2	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Total
Work Schedule Apply	<input type="text"/>	<input type="text"/>	8.00	8.00	8.00	8.00	8.00	40.00
Regular Pay	<input type="text"/>	0.00						
+ Additional Time	<input type="text"/>							
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Take time off?
Choose Earn Type...**

[Comments](#)

[Submit for Approval](#)

Weekly Totals





Pay Period 06/01/2024 - 06/30/2024

[All Time Sheets](#)

Week 06/01/2024 - 06/07/2024
0.00 Total hours

Saved

Save

View Leave Balances

EMPS-BNFT-CRD • Benefit Coordinator
Collins, Dana • Employment Services • Main Campus
0.00

Earn Type	Sa 6/1	Su 6/2	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Total
Work Schedule Apply			8.00	8.00	8.00	8.00	8.00	40.00
Regular Pay								0.00
Choose Earn Type								0.00
Sick								
Vacation								
Compensation Time Used								
Bereavement								
Leave Without Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Holiday Pay								
Jury Duty								

Click the drop down to see the different types of leave.



Pay Period 06/01/2024 - 06/30/2024

[All Time Sheets](#)

Week 06/01/2024 - 06/07/2024
40.00 Total hours

Saved just now

Save

[View Leave Balances](#)

EMPS-BNFT-CRD • Benefit Coordinator
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40.00

Enter hours for leave

Earn Type	Sa 6/1	Su 6/2	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Total
Work Schedule			8.00	8.00	8.00	8.00	8.00	40.00
Regular Pay			8.00	8.00	8.00		8.00	32.00
Vacation						8.00		8.00



Leave type shown here

Total hours should equal 40.00

[+ Additional Time](#)

Position Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00
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[Comments](#)

[Submit for Approval](#)

Comments, if any, must be entered before you "Submit."



Pay Period 06/01/2024 - 06/30/2024

[All Time Sheets](#)

Week 06/01/2024 - 06/07/2024
40.00 Total hours

Saved just now

Save

View Leave Balances

EMPS-BNFT-CRD • Benefit Coordinator
Collins, Dana • Employment Services • Main Campus
40.00

Earn Type	Sa 6/1	Su 6/2	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Total
Work Schedule			8.00	8.00	8.00	8.00	8.00	40.00
Regular Pay			8.00	8.00	8.00		8.00	32.00
Vacation						8.00		8.00
Remove Vacation								
+ Additional Time								
Position Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00

Total hours should equal 40.00

Submit for Approval

Make sure hours are listed correctly before submitting!

[Employment](#) · [Employee](#) · [Time Entry](#)

Pay Period 06/01/2024 - 06/30/2024

[< All Time Sheets](#)

[<](#) Week 06/01/2024 - 06/07/2024 [>](#)
40.00 Total hours

Saved just now [Save](#) [View Leave Balances](#)



EMPS-BNFT-CRD • [Benefit Coordinator](#)
Collins, Dana • [Employment Services](#) • [Main Campus](#)
40.00 | [Submitted](#)

Earn Type	Sa 6/1	Su 6/2	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Total
Work Schedule			8.00	8.00	8.00	8.00	8.00	40.00
Regular Pay			8.00	8.00	8.00		8.00	32.00
Vacation						8.00		8.00
Position Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00

[Comments](#) [Return Timecard to Edit](#)

[Weekly Totals](#)



Time Entry

Make sure all weeks have been submitted!



Faculty Staff

06/01/2024 - 06/07/2024
Due by: 6/23/2024 11:59 PM
Total: 38.00 Hours

Unsubmitted

Benefit Coordinator



06/08/2024 - 06/14/2024
Due by: 6/23/2024 11:59 PM
Total: 40.00 Hours

Submitted

Benefit Coordinator



06/15/2024 - 06/21/2024
Due by: 6/23/2024 11:59 PM
Total: 40.00 Hours

Submitted

Benefit Coordinator



06/22/2024 - 06/28/2024
Due by: 6/23/2024 11:59 PM
Total: 40.00 Hours

Benefit Coordinator



06/29/2024 - 06/30/2024
Due by: 6/23/2024 11:59 PM
Total: 0.00 Hours

Benefit Coordinator



Time Sheets are a DAY to DAY entry!

Time Sheets must be submitted at the END OF EACH WEEK!

NOTES

- Time Sheets are a DAY to DAY entry!
- Time Sheets must be submitted at the END OF EACH WEEK!
- Time accrual is at the end of each month.
- An email will be sent each month regarding the time sheet deadline.
- If you do not have leave available, you must use earnings code “Leave Without Pay”.

Questions?



Contact:

Employment Services (580) 559-5260

es@ecok.edu