

East Central University



Supervisor Timesheet and Leave  
Report Approval

# Login



**Email**

LOGIN



**Colleague Self-Service**

LOGIN



**Etrieve**

LOGIN



**Proofpoint**

LOGIN

Click on Colleague Self-Service, Login icon





### 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.

## Welcome to Colleague Employee Self-Service!



### Tax Information

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



### Time Approval

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



### Employee Proxy

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



### Leave Approval

Here you can approve or reject leave requests.

**Click on Time Approval to  
view employee's timesheet  
entry**

**Click on Leave Approval to  
view employee's leave request**



1



### Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

2



### Time Approval

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

1. Click on Employee
2. Click on Time Approval
3. Select Pay Cycle
4. Select Status
5. Click on Apply Filters

### Pay Cycles

3

- Faculty Staff
  - 12/1/2023 - 12/31/2023 ⓘ
  - 1/1/2024 - 1/31/2024 ⓘ
  - 2/1/2024 - 2/29/2024 ⓘ
  - 3/1/2024 - 3/31/2024 ⓘ
  - 4/1/2024 - 4/30/2024 ⓘ
  - 5/1/2024 - 5/31/2024 ⓘ
  - 6/1/2024 - 6/30/2024
- Monthly Hourly/Student

### Status

4

- Submitted ⓘ
- Not Complete ⓘ
- No Time Entered ⓘ
- Approved ⓘ
- Rejected ⓘ

Reset Filters

Apply Filters

5

**Timesheets will be waiting  
in the approver's page**



✓ Faculty Staff	06/01/2024- 06/30/2024	6/24/2024 11:59 AM	ⓘ Not Complete	158.00	150.00	0.00	8.00
				✓ Approve	ⓘ Reject	💬 Comments	⋮ View



**Click View to look at the  
entire timesheet**

**Work week hours should always total to 40 hours or more (if approved for comp time)**

Week 06/01/2024 - 06/07/2024  
38.00 Total hours  
Not Complete

**This week does NOT total 40 hours**

< Week 06/08/2024 - 06/14/2024 >  
40.00 Total hours  
Submitted

**This week does total to 40 hours, click right arrow for the next week**

< Week 06/15/2024 - 06/21/2024 >  
40.00 Total hours  
Submitted

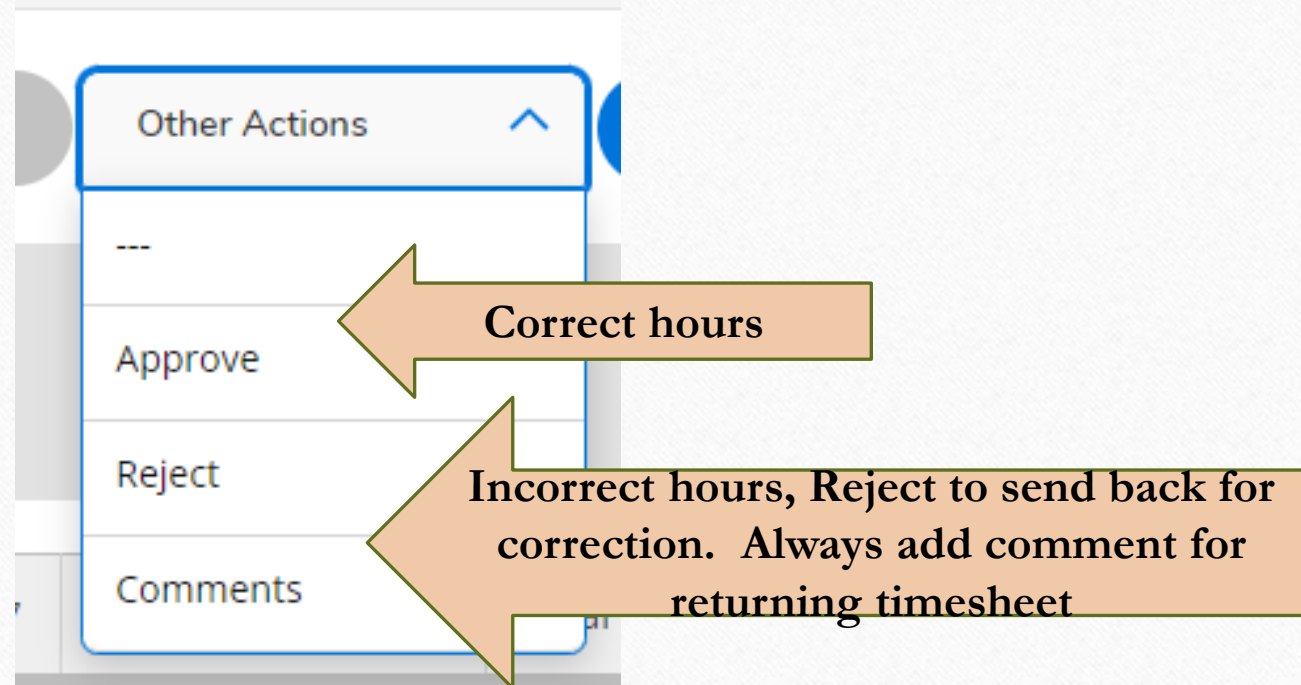
**This week does total to 40 hours, click right arrow for the next week**

< Week 06/22/2024 - 06/28/2024 >  
40.00 Total hours  
Not Complete

**This week does total to 40 hours, click right arrow for the next week**



**Approver must review each week's timesheet hours. Approvers must Approve and/or Reject and add Comment for each weekly timesheet period**



1



### Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

2



### Leave Approval

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

1. Click on Employee
2. Click on Leave Approval
3. Check mark 'Submitted' and then click on Apply Filters

#### Leave Approval Filter Options

- Leave Balance
- Leave Request
- Submitted
- Approved
- Rejected
- Withdrawal Pending

Include Employees with no Outstanding Leave Requests

Reset Filters

Apply Filters

3

Actions			
Approve	Reject	Comments	View

Click on View to review the leave report time period

Vacation 6/12/2024 Submitted

Save Approve Reject Comments

Leave Type: Vacation

Start Date \* 6/12/2024 End Date \* 6/12/2024

Leave Balance: 9.50

	SU 9	MO 10	TU 11	WE 12	TH 13	FR 14	SA 15
<	<input type="text"/>	<input type="text"/>	<input type="text"/>	9.50	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approve or Reject the Leave Report



Employee Leave Requests

[Request Leave](#)

Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Vacation	9.50	6/12/2024	Kinder, Rhonda L.	<a href="#">Submitted</a>	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Comments</a> <a href="#">View</a>

You will receive an  
Approved notice

Vacation 6/12/2024 Approved Save

Leave Type  
Vacation

Start Date \* i 6/12/2024 📅 End Date \* 6/12/2024 📅

	SU 9	MO 10	TU 11	WE 12	TH 13
<	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.50	<input type="checkbox"/>

# NOTES

- Time Sheets are a DAY to DAY entry!
- Time Sheets must be submitted at the END OF EACH WEEK!
- Timesheet Approvals must be completed on Monday morning.
- Leave is accrued at the end of each month.
- An email will be sent each month regarding the time sheet, leave report, and approval deadline.



# Questions?



Contact:

Employment Services

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