

East Central University



Colleague Self-Service  
Employee Instructions

# Scheme

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- Colleague Self-Service login
- Review/submit Leave hours
- Submit time off

# 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!



## Time Entry

Here you can fill out your timecards.



## Earnings Statements

Here you can view your earnings statement history.



## Leave

Here you can view your leave balances and leave requests.

**Click on  
Leave**

 dcollins

 Sign out

 Help

Leave Requests

[Request Leave](#)

**Click to add Leave hours,  
hours not worked**

## New Request

Leave Type

Select a Leave Type



Click on drop down  
to select Leave Type

Start Date \* 

M/d/yyyy



End Date \*

M/d/yyyy



Click the Leave Type

Leave Type

Select a Leave Type ^

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Sick

Vacation

Administrative Leave Pay Exe

Bereavement

Emergency Closing

Family Leave

Jury Duty

Leave Without Pay

Leave Type

Vacation v

Start Date \* 

M/d/yyyy 

End Date \*

M/d/yyyy 

Calendar for June 2024:

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Click on date of leave

Leave Type

Vacation



Start Date \* 

6/17/2024

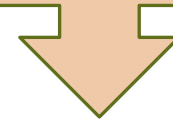


End Date \*

6/21/2024




Select an End date to populate the week's leave report range



Leave Type

Vacation 

Start Date \* 

6/17/2024 

End Date \*

6/21/2024 

Current Leave Balance:

Pending:

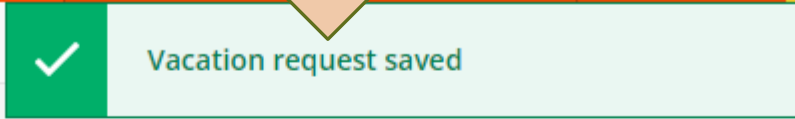
Effective Balance:

Total Requested:

For each day of leave, put in the number of hours missed from work

	SU 16	MO 17	TU 18	WE 19	TH 20	FR 21
<	<input type="text"/>	<input type="text" value="9.50"/>	<input type="text" value="9.50"/>	<input type="text" value="0.00"/>	<input type="text" value="9.50"/>	<input type="text" value="0.00"/>

**Confirmation the leave was saved**



Save



Submit



Comments



Delete

**Click the Save button**

Vacation 6/17/2024 - 6/28/2024 Draft

**Click on the Submit button to submit leave hours**



Save



Submit

Request additional time off



Request Leave


Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	38.00	<a href="#">6/17/2024 - 6/24/2024</a>	Collins, Dana	<a href="#">Submitted</a>

## New Request

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### Leave Type

Select a Leave Type 

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Sick

Vacation

Administrative Leave Pay Exe

Bereavement

Emergency Closing

Family Leave

Jury Duty

Leave Without Pay

Sick 6/3/2024 - 6/7/2024 Draft

Click Save



Save



Submit

Click Submit

Leave Type

Sick



Start Date \*

6/3/2024



End Date \*

6/7/2024



Current Leave Balance:

Pending:

Effective Balance:

Total Requested:

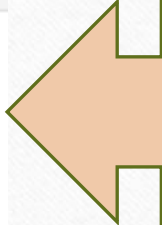
	SU	MO	TU	WE	TH	FR
<	2	3	4	5	6	7
		5.00	9.50	0.00	0.00	5.00

[New Request](#)

### Outstanding Leave Requests

Leave Type	Vacation
Total Hours	38.00
Date Range	<a href="#">6/17/2024 - 6/24/2024</a>
Actioner	Collins, Dana
Status	<a href="#">Submitted</a>
Leave Type	Sick
Total Hours	19.50
Date Range	<a href="#">6/3/2024 - 6/7/2024</a>
Actioner	Collins, Dana
Status	<a href="#">Submitted</a>

If you have additional time off, click on 'New Request'



Outstanding leave requests, waiting for approval



# NOTES

- Leave Request must be completed prior to requesting off.
- 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

(580) 559-5260

[es@ecok.edu](mailto:es@ecok.edu)