

Non-Exempt Employee Self-Service Training Manual



Introduction to Employee Self-Service (ESS)

Employee Self-Service is a web-based portal that provides you with visibility to salary and leave 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 (paycheck advice), current and past W-2's, leave balances, and more. Additionally, if you are a non-exempt employee, this is where you go to enter your time and where supervisors go to approve time for payment.

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 self-service is incorrect or you encounter questions, please contact the HR or Payroll office immediately.

Payroll questions? Contact



Sue Anderson

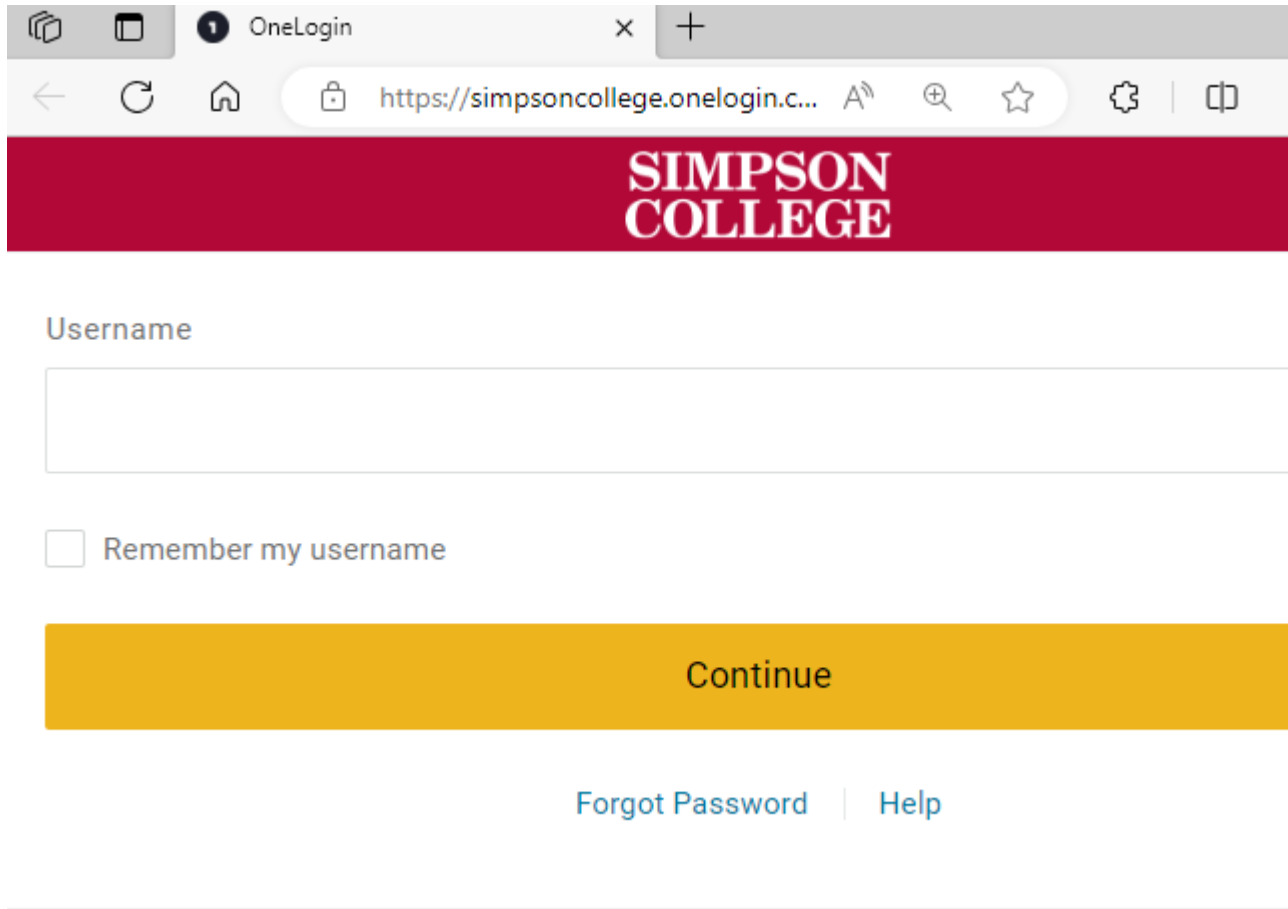
Payroll Coordinator

susan.anderson@simpson.edu

(515) 961-1510

Accessing *Self-Service*

1) Log-in using ONE LOG IN



The screenshot shows a web browser window with the title 'OneLogin'. The address bar displays the URL 'https://simpsoncollege.onelogin.c...'. Below the browser window is a red banner with the 'SIMPSON COLLEGE' logo in white. Underneath the banner is a 'Username' label followed by a text input field. Below the input field is a checkbox labeled 'Remember my username'. A large yellow button labeled 'Continue' is positioned below the checkbox. At the bottom of the form, there are two links: 'Forgot Password' and 'Help', separated by a vertical line.

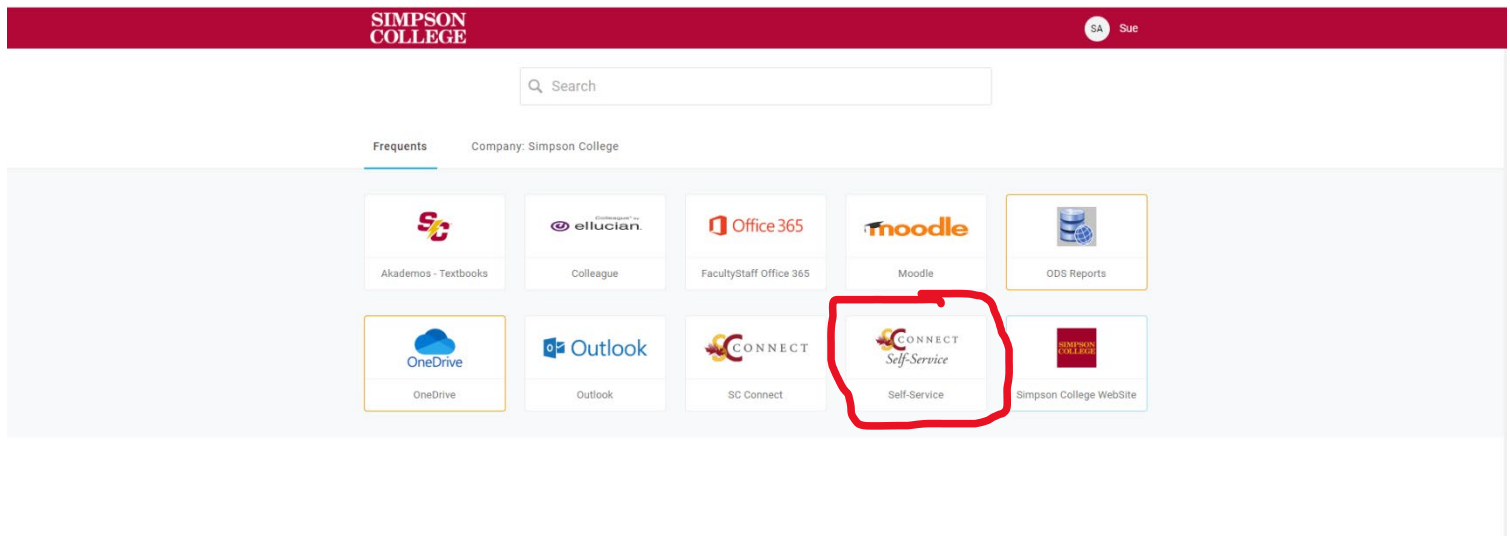
Username

Remember my username

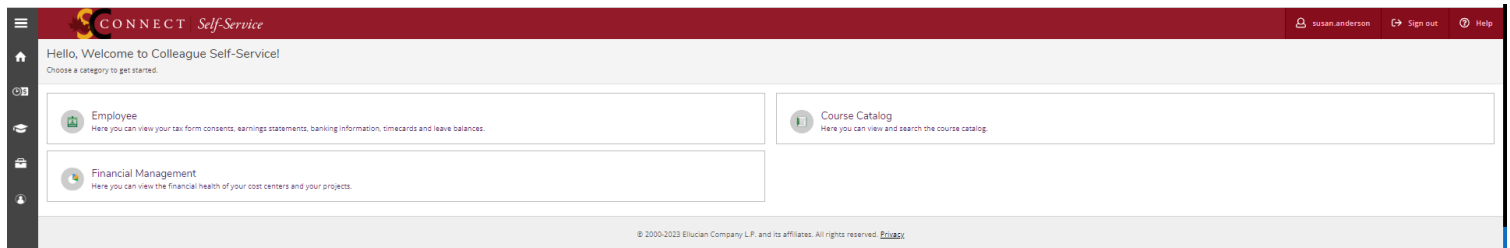
Continue

[Forgot Password](#) | [Help](#)

2) SELECT SELF SERVICE



3) Click on the tab labeled EMPLOYEE

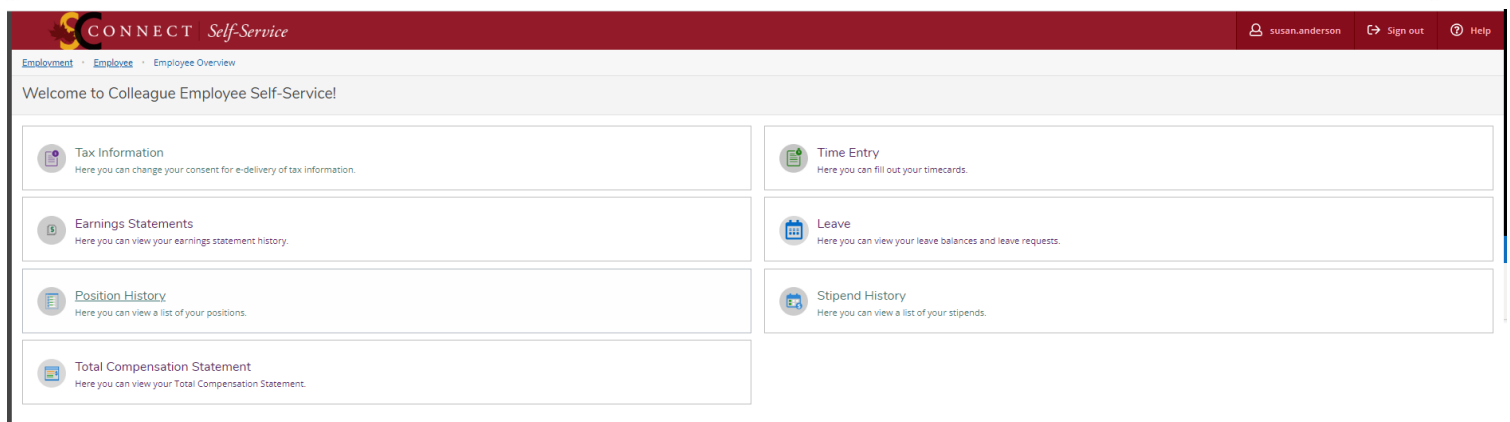


On Employee tab you will find information related to Taxes, Time Entry, Earning Statements, Leave Balances, Leave Request, Position History, Stipend History, Total Compensation, Time History, and Time Approval.

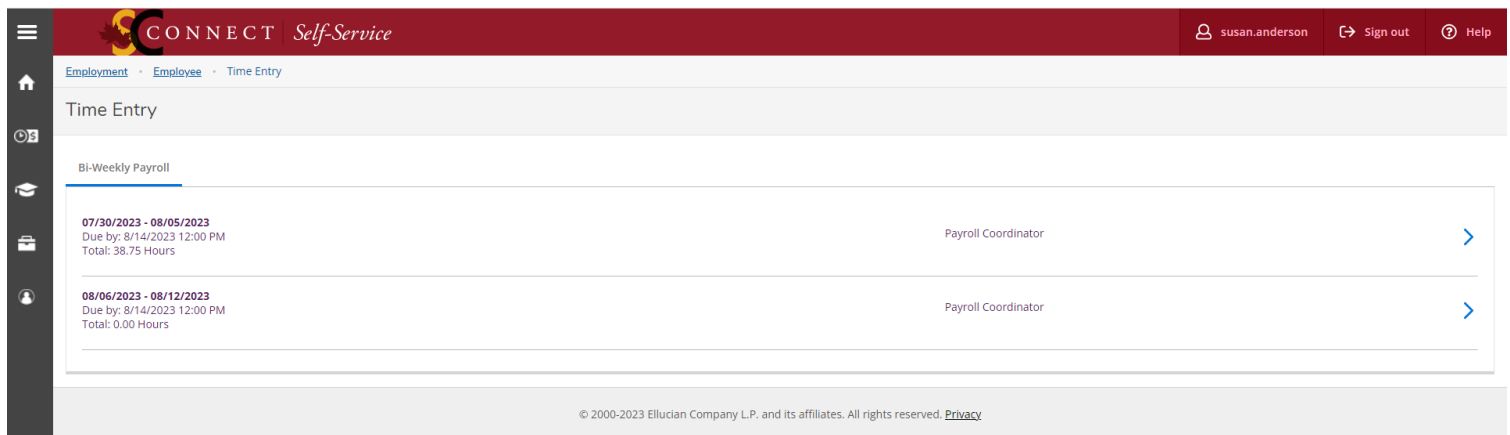
Employee Time Entry

4) Click on Time Entry.

In the Time Entry area of ESS you can view, enter, make comments, and submit time worked. To start entering your time in ESS click on "Time Entry."



5) Choose the week for which you want to enter hours



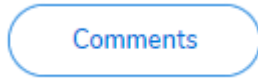
SAMPLE BLANK TIMECARD

Detail time entry view (time in and out)

Enter time worked by using the drop-down menu or by typing in and out times. Your time will save automatically. (There is a Save button, but you don't really need it.)

- Click “+” to add additional in/out times.

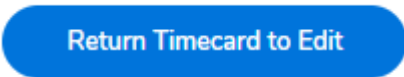
- Click “+ Additional Time” to add leave hours.
- If you want to add a comment on your timesheet, you must do it before you “Submit for Approval”.



- Review weekly totals at the bottom.
- Notice the arrows toggle; this allows you to go back and forth between both weeks in the pay period to allow you to enter time in the correct week.
- At the end of each week submit your timesheet. If you wait and submit at the end of the pay period, you will need to be sure to submit each week separately.
- After clicking “Submit for Approval” you will see “Success!” pop up in the upper right corner of your screen. Your supervisor will get an e-mail that you have submitted your timecard.



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



SAMPLE COMPLETED TIMECARD

Employee Self-Service - Time Entry

Pay Period 07/30/2023 - 08/12/2023

Week 07/30/2023 - 08/05/2023 38.75 Total hours

40200-PAYCOR-H • Payroll Coordinator
Mimi Bartsley-Nancarrow • Financial Affairs • Indiana

Saved at 1:01 PM [Save](#) [View Leave Balances](#)

Earn Type	Su 7/30	Mo 7/31	Tu 8/1	We 8/2	Th 8/3	Fr 8/4	Sa 8/5	Total
Regular	00:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	00:00 AM	35.00
	00:00 AM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	00:00 AM	
		12:45 PM	12:45 PM	12:45 PM	12:45 PM			
		4:30 PM	4:30 PM	4:30 PM	4:30 PM			
Summer Half Day						3.75		3.75
Remove Summer Half Day								
+ Additional Time								
Position Total Hours:	0.00	7.75	7.75	7.75	7.75	7.75	0.00	38.75
Comments Submit for Approval								
Weekly Totals								
Daily Total Hours:		0.00	7.75	7.75	7.75	7.75	0.00	38.75
Regular Hours:								35.00
Additional Hours:								3.75

Employee Leave Balances/Requests

In this area, you will be able to view your Vacation and Sick/Personal balances and make leave requests.



Leave

Here you can view your leave balances.

Click on "Leave".

Notice you can view what you have used and your overall balance in the graphic at the top of the screen. Details about accrual earnings, usage and adjustments are found below. By clicking on "view" you can see additional details regarding your leave plan accruals. By clicking on the balances in the columns, you can see when items were accrued, used or adjusted.

Employees can also request leave by clicking on the "Request Leave" button.

Next, select the type of leave and the start and end dates of the leave. A calendar will appear where you can enter the number of hours of leave you wish to take each day.

Leave Request

[Return to Leave Dashboard](#)

Outstanding Leave Requests

Leave Type	Vacation
Total Hours	16.00
Date Range	7/20/2020 - 7/21/2020
Approver	
Status	Submitted

Vacation 8/19/2020 - 8/21/2020

Save Submit Comments Delete

Leave Type:


Start Date: End Date:

<	SUN 16	MON 17	TUE 18	WED 19 0.00	THU 20 0.00	FRI 21 0.00	SAT 22	>
---	-----------	-----------	-----------	-------------------	-------------------	-------------------	-----------	---

Current Leave Balance: 43.08 hours
Total Requested: 0.00 hours


Once the leave has been "submitted" your outstanding leave requests will display on your dashboard. When your supervisor "approves" the request, the "submitted" status will change to "approved."

Leave Balance (i)



Vacation (Hours)

17.00	38.40
Used	Balance



Sick (Hours)

1.00	15.00
Used	Balance

Leave Requests Request Leave

Leave Type	Total Hours	Date Range	Approver	Status
Sick	1.00	2/23/2021	Brown, Sally	Approved
Vacation	1.00	2/26/2021	Brown, Sally	Approved
Sick	2.00	3/19/2021		Submitted
Vacation	4.00	3/22/2021	Brown, Sally	Approved

Once the leave is approved, it will drop into your timecard if you are using Time Entry.

Earn Type	Sun 3/21	Mon 3/22	Tue 3/23	Wed 3/24	Thu 3/25	Fri 3/26	Sat 3/27	Total
Work Schedule	8.00	8.00	8.00	8.00	8.00	8.00		40.00
Regular Earnings			8.00	8.00	8.00	8.00		32.00
Leave Request - Vacation		4.00						4.00
Vacation		4.00						4.00

[Remove Vacation](#)

For bi-weekly payroll if for some reason, you decide not to take the leave, you must remove the hours from the bottom field, and it will give you a Leave Mismatch warning. This is fine but you may want to add a comment for your supervisor and then submit your timecard.

Leave Request - Vacation	4.00							4.00
Vacation ▼		4.00						0.00

⚠
Leave mismatch

[Remove Vacation](#)

Managing Your User Profile

To access your user profile, click on your name in the upper right and then select "User Profile". It is very important that you keep the information in your User Profile current. You can view your address, phone number, and emergency contact information here, which can also be edited from this page.

Employee Tax Information – W2's/1095C's

To view your Tax information, click on the "Tax Information" box.



Tax Information

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

In this area you can set your preference for receiving your W-2 and 1095C. If you wish to receive them electronically then you can choose:

- Receive my W-2/1095C only in electronic format or
- Withhold my consent and get your W-2/1095C on paper.

ellucian. vingram Sign out Help

Employment · Employee · Tax Information

Tax Information

W-2 Information | 1095-C Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)

Receive my W-2 only in electronic format

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

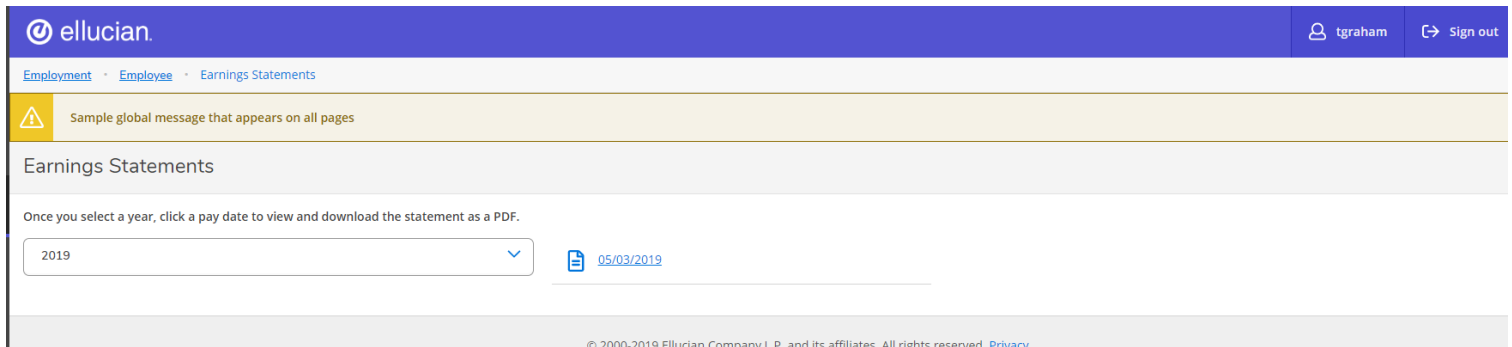
W-2 Statements		Electronic W-2 Consent History	
Tax Year	Notation	Date	Consent Status
2020	2020 W-2 Statement	1/27/2021 10:37:19 AM	Consent Given

Employee Earning Statements

To access your Earning Statements in ESS, click on "Earning Statements."



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



Logging Off

You should always log off ESS by exiting using the "SIGN-OUT" link as shown below.