

Self Service Timesheets for Student Employees

1. Login to Self Service using your YoteNet ID at <https://selfservice.collegeofidaho.edu>.
2. Access the “Employee” menu.

Hello, welcome to Self Service.

Choose a category to get started.

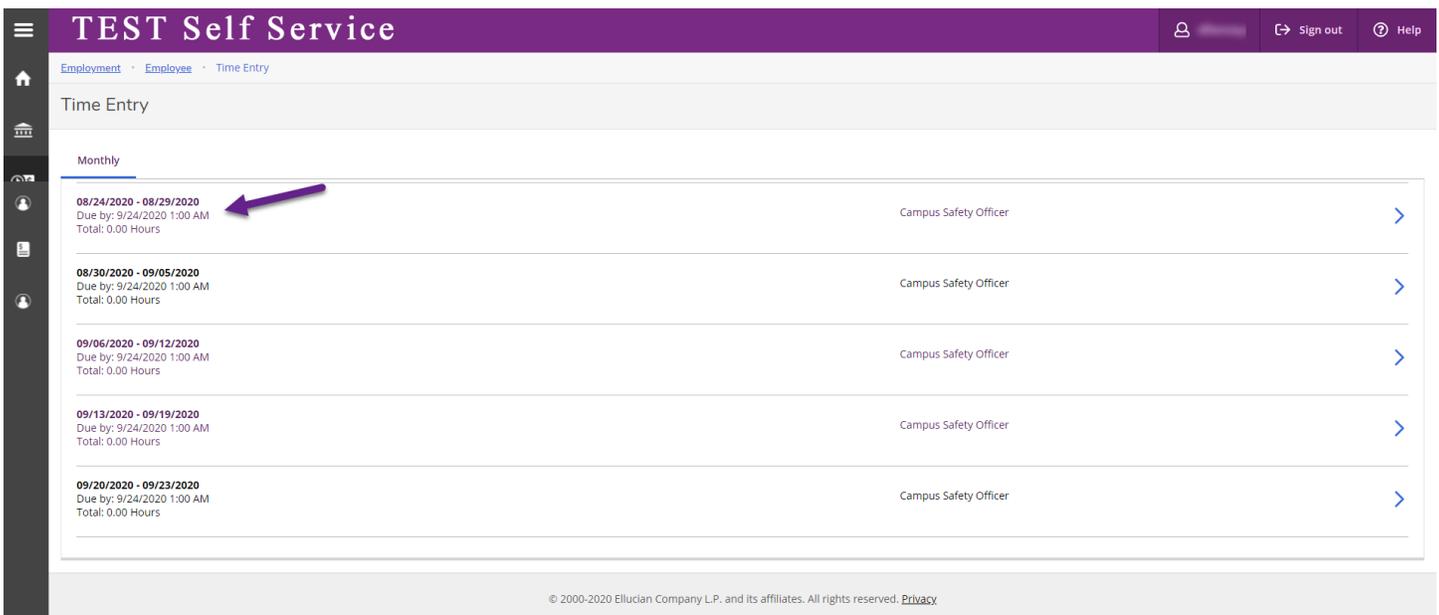
 Banking Information View and update your banking information.	 Employee  View your tax form consents, earnings statements, banking information, timecards and leave balances.
 Course Offerings Here you can view and search the course catalog.	 Faculty View your active classes and submit grades for students.

3. Select “Time Entry.”

Welcome to Colleague Employee Self-Service!

 Tax Information Change your consent for e-delivery of tax information.	 Banking View and
 Time Entry  Fill out your timecard.	 Time Approval Approve
 Earnings Statements View your earnings statement history.	 Leave Here you

4. Time entry is now completed for each week of a pay period so you will submit time weekly. Select the week that you would like to complete. You will still be paid monthly on the last day of the month.



The screenshot shows the 'TEST Self Service' header with navigation links for Employment, Employee, and Time Entry. The 'Time Entry' section is active, displaying a 'Monthly' view of a list of weekly pay periods. A purple arrow points to the first entry: '08/24/2020 - 08/29/2020'. The list includes dates, due dates, and the job title 'Campus Safety Officer'.

Pay Period	Due Date	Job Title
08/24/2020 - 08/29/2020	9/24/2020 1:00 AM	Campus Safety Officer
08/30/2020 - 09/05/2020	9/24/2020 1:00 AM	Campus Safety Officer
09/06/2020 - 09/12/2020	9/24/2020 1:00 AM	Campus Safety Officer
09/13/2020 - 09/19/2020	9/24/2020 1:00 AM	Campus Safety Officer
09/20/2020 - 09/23/2020	9/24/2020 1:00 AM	Campus Safety Officer

5. To enter your time for a specific day use the start time drop down menu (first row) to select your start time.

Earn Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule		2.00	2.00	2.00	2.00	2.00		10.00
Student Employment	00:00 AM	0.00						
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

6. Select the time you completed your workday in the end time drop down menu (second row). The total hours worked will calculate in the day total and week total.

Week 08/24/2020 - 08/29/2020
3.00 Total hours

Saved just now Save View Leave Balances

Earn Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule		2.00	2.00	2.00	2.00	2.00		10.00
Student Employment	00:00 AM	2:00 PM	00:00 AM	3.00				
Position Total Hours:	0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00

7. If you have a day where your working hours are split, like you went to class or had lunch during a shift, use the “+” icon below the day to add additional time.

4.50

Earn Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27
Work Schedule		2.00	2.00	2.00	2.00
Student Employment	00:00 AM	2:00 PM	00:00 AM	10:00 AM	00:00 AM
	00:00 AM	5:00 PM	00:00 AM	11:30 AM	00:00 AM
Position Total Hours:	0.00	3.00	0.00	1.50	0.00

Comments Submit for Approval

8. If you need to removed additional hours you can use the “-“ icon to remove them.

Earn Type	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
C of I Workstudy	00:00 AM	2:00 PM	00:00 AM	10:00 AM	00:00 AM	00:00 AM
	00:00 AM	5:00 PM	00:00 AM	11:30 AM	00:00 AM	00:00 AM
				7:00 PM		
				11:30 PM		
Position Total Hours:	0.00	3.00	0.00	6.00	0.00	0.00

9. Continue to enter hours for each day that you worked.

10. Once your time is entered, you can either “Save” your timesheet or can click the “Submit for Approval” button if your timesheet for that week is complete.

NOTE: your timesheet should auto-save when you make changes, and you can watch the “Save” button to ensure your changes are saved prior to exiting the form if you are not ready to submit your timesheet for the week.

Week 10/04/2020 - 10/10/2020
9.00 Total hours

Saved at 3:24 PM Save View Leave Balances

If you are not ready to submit your timesheet, it usually will auto-save, watch to ensure your changes have been saved, before exiting the page.

Earn Type	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9	Sat 10/10	Total
C of I Workstudy	00:00 AM	2:00 PM	00:00 AM	10:00 AM	00:00 AM	00:00 AM	00:00 AM	9.00
	00:00 AM	5:00 PM	00:00 AM	11:30 AM	00:00 AM	00:00 AM	00:00 AM	
				7:00 PM				
				11:30 PM				
Position Total Hours:	0.00	3.00	0.00	6.00	0.00	0.00	0.00	9.00

Comments Submit for Approval

11. The timesheet for the specified week will now be available for your supervisor to either “Accept or Reject.”

12. If you realize after you submitted your timesheet that you made a mistake you can click the “Return Timesheet to Edit” button.
- This feature will only work if your supervisor has not already approved your timesheet.** If your supervisor approved your timesheet, they can use the new “Unapprove” button to remove their approval and return it to you for editing.

10.00 | Submitted

Earn Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule		2.00	2.00	2.00	2.00	2.00		10.00
Student Employment	00:00 AM	2:00 PM	3:00 PM	10:00 AM	3:00 PM	3:30 PM	00:00 AM	10.00
	00:00 AM	5:00 PM	5:00 PM	11:30 AM	4:00 PM	5:00 PM	00:00 AM	
				4:00 PM				
				5:00 PM				
Position Total Hours:	0.00	3.00	2.00	2.50	1.00	1.50	0.00	10.00

Comments **Return Timesheet to Edit**

13. If you choose to return the timesheet to edit your supervisor will be notified that your timesheet is no longer available for their review. You must re-submit it for them to approve it.

10.00 | Unsubmitted

Earn Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule		2.00	2.00	2.00	2.00	2.00		10.00
Student Employment	00:00 AM	2:00 PM	3:30 PM	10:00 AM	3:00 PM	3:00 PM	00:00 AM	10.00
	00:00 AM	5:00 PM	5:30 PM	11:30 AM	4:00 PM	4:30 PM	00:00 AM	
		+	+	4:00 PM	+	+		
				5:00 PM				
				- +				
Position Total Hours:	0.00	3.00	2.00	2.50	1.00	1.50	0.00	10.00

Comments **Submit for Approval**

14. If you are doing multiple weeks at one time you can page between weeks using the arrows along the top, just above the position title and details.

Pay Period 08/24/2020 - 09/23/2020
[< All Timesheets](#)

[<](#) Week 08/24/2020 - 08/29/2020 [>](#)
10.00 Total hours

10.00 | Submitted

Earn Type	Sun 8/23
Work Schedule	

NOTIFICATIONS:

You will receive various email notifications depending on your supervisor’s decision.

- Approved—means that your timesheet is ready for payment.

Timesheet Approved

 noreply@collegeofidaho.edu
To [Redacted]

Your timesheet for 08/24/2020- 08/29/2020 for position [Redacted] has been approved.

- Rejected—means that your timesheet needs to be corrected. You must sign back in to Self Service, open the specified week, and make corrections. Make sure to Submit for Approval again when you’re done.

Timesheet Rejected

 noreply@collegeofidaho.edu
To [Redacted]

[Reply](#) [F](#)

Your timesheet for 08/24/2020- 08/29/2020 for position [Redacted] has been rejected. Please login to Self-Service and correct your timesheet prior to the deadline.

- **No Longer Approved**—means that your timesheet moved from the approved status to the unapproved status. If you did not initiate this action with your supervisor then you should reach out to ensure your timesheet is ready prior to the deadline.

Timesheet No Longer Approved



noreply@collegeofidaho.edu
To [redacted]

[↩ Reply](#)
[↶ Reply All](#)
[→ Forward](#)
⋮

Mon 9/28/2020 12:47 PM

Your previously approved timesheet for 08/24/2020- 08/29/2020 for position [redacted] is no longer approved and may need to be corrected in order for you to be paid correctly. If you have not already done so, please reach out to your supervisor to ensure your timesheet is completed before the deadline.

- **No Longer Rejected**—means that your timesheet moved from a rejected status to an unrejected status. If you did not initiate this action with your supervisor then you should reach out to ensure your timesheet is ready prior to the deadline.

Timesheet No Longer Rejected



noreply@collegeofidaho.edu
To [redacted]

Your previously rejected timesheet for 08/24/2020- 08/29/2020 for position [redacted] is no longer rejected.

If you have not already done so, please reach out to your supervisor to ensure your timesheet is approved before the deadline.

Version Modified by	Modification date
Jaymalee Johnson	10/12/2020