

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in the Handbook for Employers (M-274).


Refer to the instructions for more information about acceptable receipts.

Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

As an employee of The College of Idaho, it is important that you complete the online training for Harassment Prevention. The training should take 30-45 minutes and will need to be completed no later than two weeks after your first day of work. Please follow the instructions below and contact HR (208.459.5256) if you have questions.

<https://learn.ue.org/RW5Z8396075/CollegeofIdahoNonSupervisor>

The URL above will take you to the Login/Registration page. On your initial visit, you will need to Register.



Login to the Learning Portal

Login

[Forgot password?](#)

Registration


New to the Learning Portal? Create your account below.

By clicking on register, you agree with our [Usage Terms](#).

Register

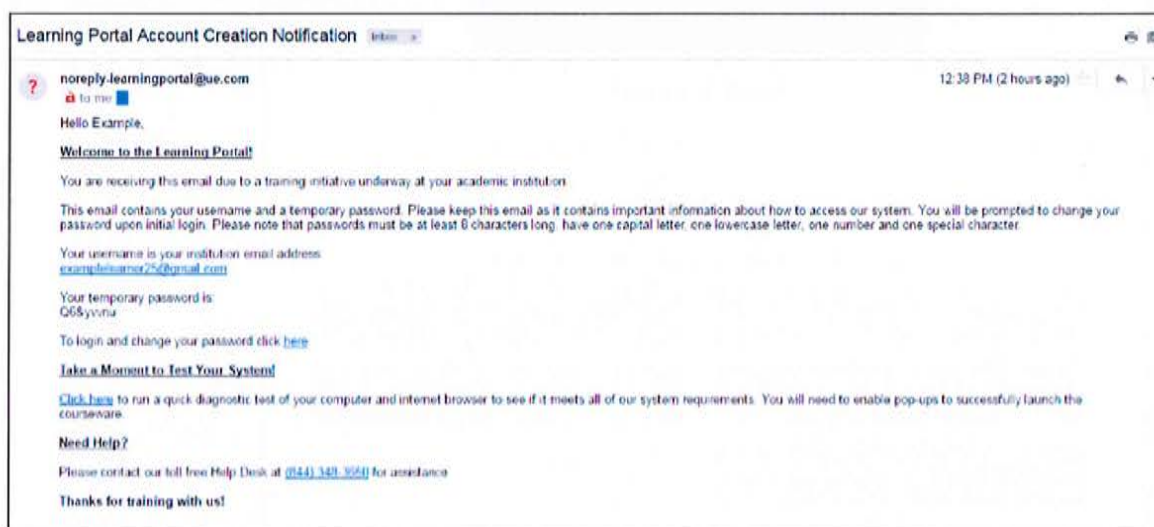
Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

Scroll down to Registration and enter the required fields of First Name, Last Name, and Email address (the email address will also serve as your username so enter one that you will remember!) Next click Register.

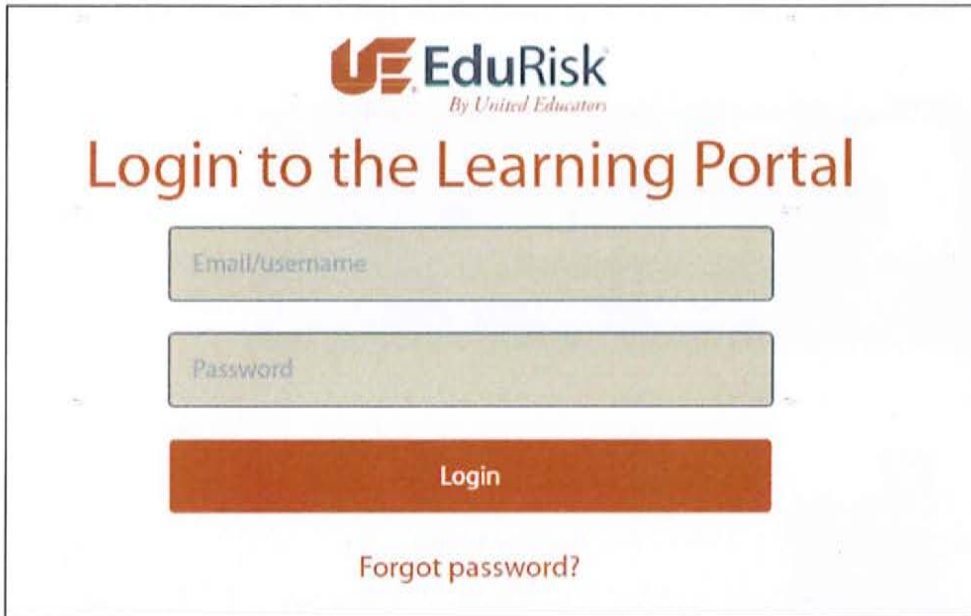


The registration form is titled "Registration" in red. Below the title is the instruction "New to the Learning Portal? Create your account below." The form contains five input fields: "First Name*", "Last Name*", "Email/Username*", "Optional Field 1", and "Optional Field 2". Blue arrows point to the "First Name*", "Last Name*", and "Email/Username*" fields. Below the fields is the text "By clicking on register, you agree with our [Usage Terms](#)." and a large orange "Register" button.

When you click Register, you will receive an email with the subject Learning Portal Account Creation Notification. This email will contain their login credentials and a link to the Learning Portal.



You will then visit the Learning Portal and log in with the provided credentials.



The image shows a login form for the EduRisk Learning Portal. At the top is the EduRisk logo with the tagline "By United Educators". Below the logo is the heading "Login to the Learning Portal". The form contains three input fields: "Email/username", "Password", and a "Login" button. Below the button is a link that says "Forgot password?".

EduRisk
By United Educators

Login to the Learning Portal

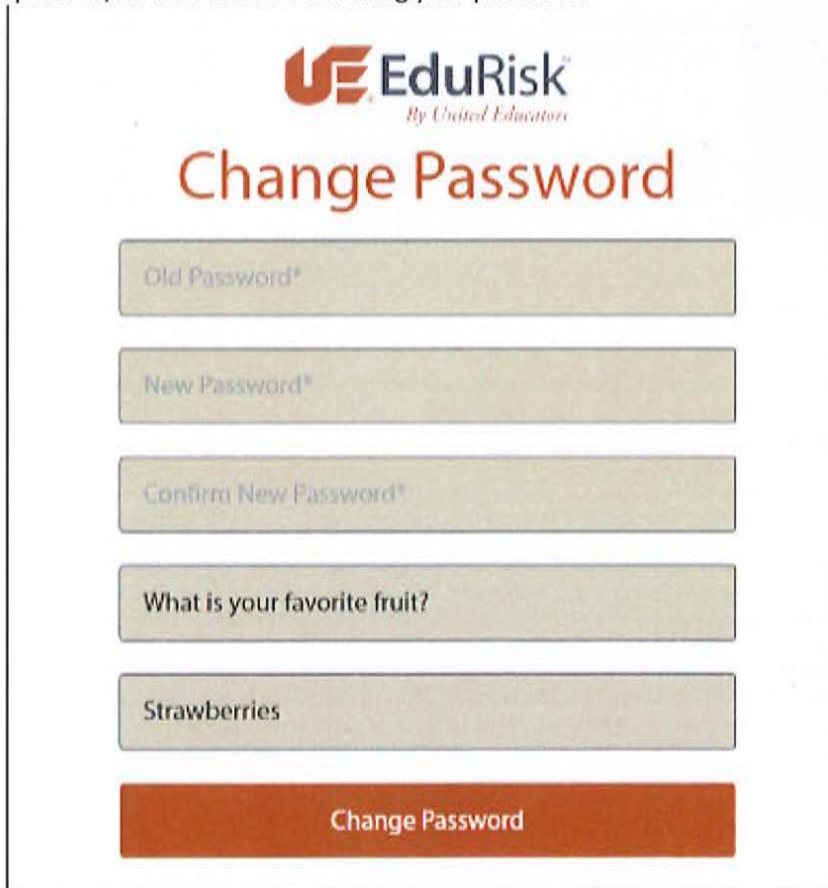
Email/username

Password

Login

[Forgot password?](#)

Upon your first login, you will be required to create a new password and establish a security question/answer used for resetting your password.



The image shows a "Change Password" form for the EduRisk Learning Portal. At the top is the EduRisk logo with the tagline "By United Educators". Below the logo is the heading "Change Password". The form contains five input fields: "Old Password*", "New Password*", "Confirm New Password*", "What is your favorite fruit?", and "Strawberries". Below the last field is a "Change Password" button.

EduRisk
By United Educators

Change Password

Old Password*

New Password*

Confirm New Password*

What is your favorite fruit?

Strawberries

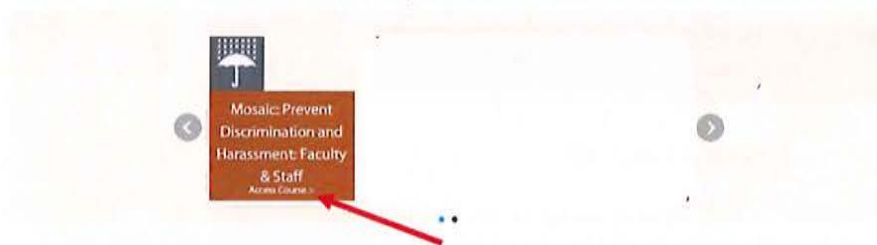
Change Password

Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

Once logged in, you will see the course tied to the Learning Path for non-supervisors. Click "Access Course" to open the course.

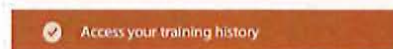


My Courses



My Completions

Click the button below to view a record of your training history as well as your current course enrollments.



Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

Click Launch to begin the training.

Mosaic: Prevent Discrimination and Harassment: Faculty & Staff Course Home Page

Mosaic: Prevent Discrimination and Harassment: Faculty & Staff

Along with your institution, each of us plays a part in preventing discrimination and harassment. This course covers the basics, including scenarios designed to help you navigate common trouble areas. Audience: Faculty and Staff | Duration: 40 minutes

Mosaic: Prevent Discrimination and Harassment Together - Staff

Launch



Need Help?

Don't see your assigned course?
Can't locate your completion certificate?
Need help with registering a new account?

[Visit our Support Site](#)

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By United Educators

[About Us](#) [Blog](#) [Back to the top ▲](#)

The program will attempt to launch a new page. If you receive the following Popup Blocked message, scroll down and click on "Always allow".

Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

[Launch Course](#)

Need Help?

Don't see your assigned course?
Can't locate your completion certificate?
Need help with registering a new account?

[Visit our Support Site](#)

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Microsoft Edge blocked a pop-up from ue.blackboard.com.

[Allow once](#)

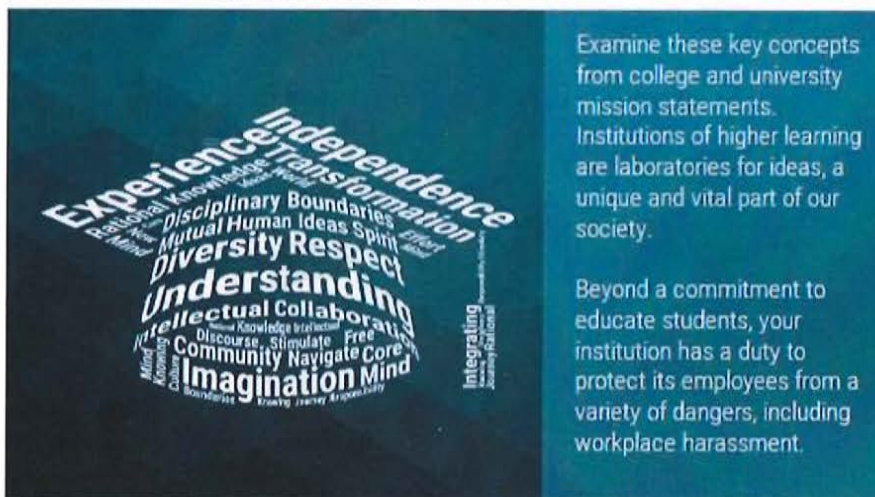
[Always allow](#)

✕

Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

Once the program is fully launched, you will see the following screen. After reading, click "Next" to advance forward.

Mosaic: Prevent Discrimination and Harassment Together - Staff



NEXT >

Once you have completed reading the introductory slides, you will arrive at the main menu. View each module in the following order indicated below.

Mosaic: Prevent Discrimination and Harassment Together - Staff



Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

NAVIGATION TIPS:

Click "Prev" to move backward, click "Next" to move forward.

Mosaic: Prevent Discrimination and Harassment Together - Staff



◀ PREV NEXT ▶

Click the icon to continue.

Mosaic: Prevent Discrimination and Harassment Together - Staff



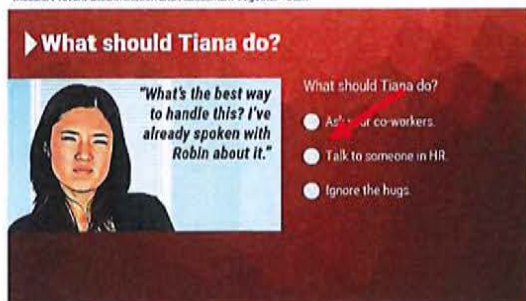
If Samantha gives clues that comments or behaviors are unwelcome, then people should be sensitive to them.



◀ PREV

Click the appropriate radio button and then click Submit.

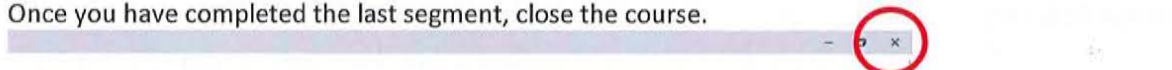
Mosaic: Prevent Discrimination and Harassment Together - Staff



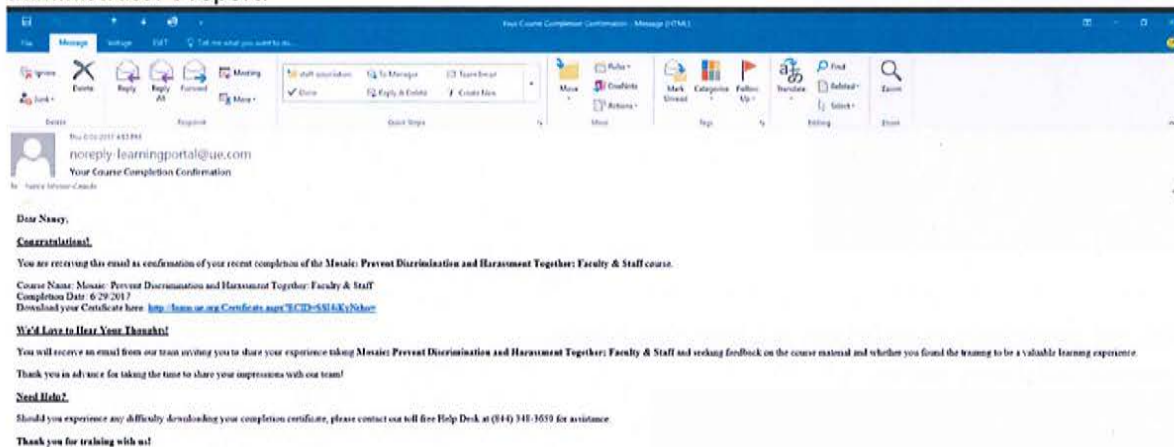
SUBMIT

Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

Once you have completed the last segment, close the course.



You will receive an email (to the address you used as your login) advising you that you have completed the course and providing a link for downloading a certificate of completion for this course. No need to send this email or your downloaded certificate to HR – we will see your completion on our administrator's report.



The course vendor will send you a separate email at a later time inviting you to share your feedback on your learning experience and the course material. You are encouraged to share your experiences – good and back!

The College of Idaho

Guideline Name: Self-Service Leave Request and Timesheet Approvals

Originator: Jaymee Johnson, IT Department

Approved By: Nancy Johnson-Cassulo, Marie Schlake

Approval Date: December 14, 2020

Summary/Purpose: The purpose of this document is to provide instructions to student employees and their supervisors on the steps and process they should use to complete a time sheet each week with approvals for timesheets in the Self Service on-line application.

Readers are encouraged to send questions regarding the contents of this document to their supervisor or the Help Desk; helpdesk@collegeofidaho.edu.

Contents

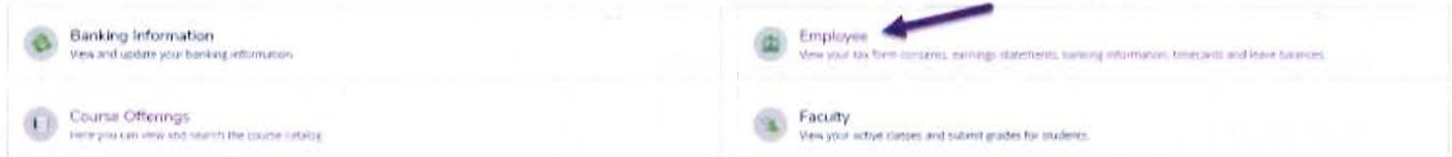
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Self Service Timesheets for Student Employees

TIME ENTRY

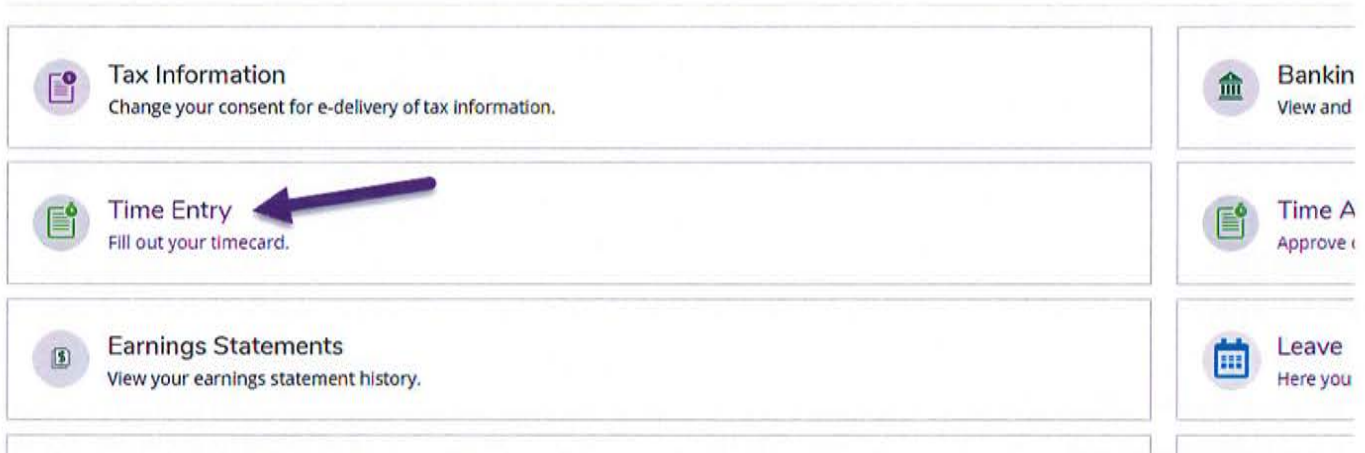
1. Login to Self Service using your YoteNet ID at <https://selfservice.collegeofidaho.edu>.
2. Access the "Employee" menu.

Hello, welcome to Self Service.
Choose a category to get started.



3. Select "Time Entry."

Welcome to Colleague Employee Self-Service!



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.



Entering Time

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

The screenshot shows the 'Student Employment' section of the timesheet. The 'Start Time' dropdown menu for Monday, 8/24, is open, displaying a list of times from 12:45 PM to 1:00 PM. A blue arrow points to the 1:00 PM option. The 'Position Total Hours' for Monday is 0.00.

Start 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	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	0.00
Position Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- 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.

The screenshot shows the 'Student Employment' section of the timesheet. The 'End Time' dropdown menu for Monday, 8/24, is open, displaying a list of times from 1:00 PM to 5:00 PM. A blue arrow points to the 1:00 PM option. The 'Position Total Hours' for Monday is 0.00.

Start 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	08:00 AM	1:00 PM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	0.00
Position Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- 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.

The screenshot shows the 'Student Employment' section of the timesheet. The '+' icon is visible below the Monday, 8/24, column, indicating where to click to add additional time. The 'Position Total Hours' for Monday is 0.00.

Start 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	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM
Position Total Hours	0.00	0.00	0.00	0.00	0.00

- 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	08:00 AM	2:00 PM	08:00 AM	10:00 AM	08:00 AM	08:00 AM
	08:00 AM	5:00 PM	08:00 AM	11:30 AM	08:00 AM	08:00 AM
				7:00 PM		
				11:30 PM		
Position Total Hours:	6.00	5.00	9.00	6.00	9.00	9.00

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

Autosave Feature

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.

If you are not ready to submit your timesheet, it usually will auto-save, which ensures 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	08:00 AM	2:00 PM	08:00 AM	10:00 AM	08:00 AM	08:00 AM	08:00 AM	6.00
	08:00 AM	5:00 PM	08:00 AM	11:30 AM	08:00 AM	08:00 AM	08:00 AM	
				7:00 PM				
				11:30 PM				
Position Total Hours:	6.00	5.00	9.00	6.00	9.00	9.00	9.00	54.00

Comments [Submit for Approval](#)

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

Corrections after Submit

12. If you realize after you submitted your timesheet that you made a mistake you can click the "Return Timesheet to Edit" button.
 - a. **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.

The screenshot shows a timesheet interface for a student employee. At the top, there's a header with the date '10/09' and a 'Timesheet' tab. Below this is a table with columns for 'Earn Type', 'Sun 8/23', 'Mon 8/24', 'Tue 8/25', 'Wed 8/26', 'Thu 8/27', 'Fri 8/28', 'Sat 8/29', and 'Total'. The 'Work Schedule' row shows a total of 10.00 hours. The 'Student Employment' row shows a total of 10.00 hours. Below the table, there's a 'Position Total Hours' row showing 0.00, 1.00, 1.00, 1.50, 1.20, 1.50, 0.00, and 10.00. At the bottom, there are two buttons: 'Comments' and 'Return Timesheet to Edit'. The 'Return Timesheet to Edit' button is highlighted with a red arrow.

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.

The screenshot shows a timesheet interface for a student employee. At the top, there's a header with the date '10/09' and a 'Timesheet' tab. Below this is a table with columns for 'Earn Type', 'Sun 8/23', 'Mon 8/24', 'Tue 8/25', 'Wed 8/26', 'Thu 8/27', 'Fri 8/28', 'Sat 8/29', and 'Total'. The 'Work Schedule' row shows a total of 10.00 hours. The 'Student Employment' row shows a total of 10.00 hours. Below the table, there's a 'Position Total Hours' row showing 0.00, 1.00, 1.00, 1.50, 1.20, 1.50, 0.00, and 10.00. At the bottom, there are two buttons: 'Comments' and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red arrow.

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](#) [Reply All](#)

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

Reply Reply All Forward

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

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 CONTROL

Version Modified by	Modification date	Description
Jaymalee Johnson	10/12/2020	Initial Draft
Keith Bower	12/14/2020	Updated Header styles and added Headings, Cover Page and Table of Contents

Setting up your Direct Deposit in Self Service

1. Log into Self Service (<https://selfservice.collegeofidaho.edu/>) using your WebAdvisor username and password



Sign in

Enter your user name and password to sign in.

2. Click on the Banking Information tab



3. On the top right of the Active Accounts page, click the + Add an Account button

- a. Please note that if you already have a bank account setup or have had one in the past, you will be required to enter that account number as a way of verification:

Confirm your bank account number

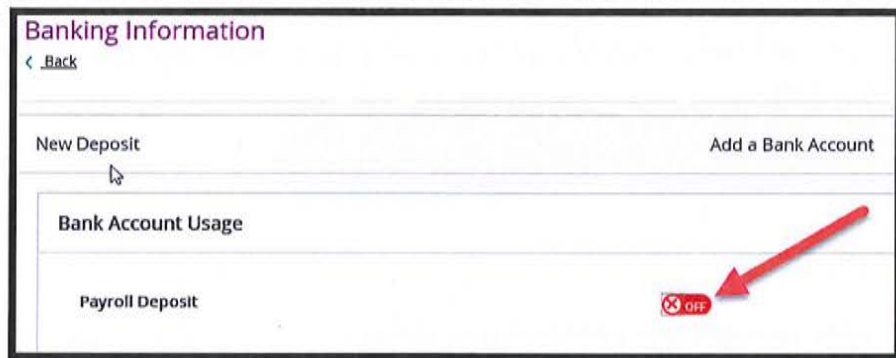
Wells Fargo Bank Account Ending: ...

Bank Account Number

You must confirm a pre-existing account number to continue.

- b. If you do not know your old account number, you will need to visit the Payroll Staff Accountant in the Business Office to manually remove that account.

4. On the Add a Bank Account page, you will be asked to click the Off switch to turn it On:



The screenshot shows the 'Banking Information' page with a '< Back' link. There are two tabs: 'New Deposit' and 'Add a Bank Account'. Under 'New Deposit', there is a 'Bank Account Usage' section with a 'Payroll Deposit' toggle switch. A red arrow points to the switch, which is currently in the 'Off' position.

5. Next, enter the Effective Date you wish the direct deposit to start:

- a. Keep in mind: If this is entered **before** the 15th of the month, your changes will be included in the current month's payroll; **If this is entered after the 15th of the month, your changes will not be included until the following month's payroll and may result in a manual paycheck being issued if it changes an existing direct deposit record.**



The screenshot shows the 'Payroll Deposit' form. At the top, there is a green 'ON' toggle switch. Below it, the 'Effective Date' field is set to '1/13/2017', with a red arrow pointing to it. The 'End Date' section has two options: 'No end date' (selected) and 'End on:' (with a date input field showing 'M/d/yyyy'). A blue information box at the bottom states: 'If this was entered in before the 15th of the month, your changes will be included in the current month's payroll.'

6. The default for your Deposit Details section will have Entire Balance selected as the option.

- a. If you add additional accounts for Direct Deposit, you will have the ability to select Specific Amount as an option, and split part of your paycheck to go into as well.

Deposit Details

Select the amount of your paycheck to be deposited

- ☒ Entire Balance
☐ Specific Amount

7. At the bottom of the page, select the Next button
8. On the Edit Bank Account Details pop-up screen, enter the following:

Edit Bank Account Details

New Account

Account Nickname

Country of Bank

Routing Number

Bank Account Number

Re-enter Bank Account Number

Account Type

Terms and Conditions

I hereby authorize The College of Idaho to directly deposit into the Financial Institution account number listed below, as well as authorize the institution to post the payment to the below listed account. I authorize The College of Idaho to initiate debit entries to below designated account as may be necessary to correct erroneous credit entries and authorize the listed Financial Institution to subtract such entries from the below designated account. This agreement will remain in force until The College of Idaho receives notice of change or cancellation from me. Any notice of cancellation must be received by The College of Idaho in such a manner as to afford The College of Idaho reasonable opportunity to act on it. I understand and approve the authorization or cancellation as indicated below. The agreement supersedes all previous Direct Deposit information.

☒ I agree to the terms and conditions

Cancel Back Save

- a. Enter an Account Nickname (something easy for you to differentiate it from other accounts if you have multiple accounts)
- b. Enter the Routing Number for your Bank
 - i. If you are getting this info from your check, it is the first string of numbers at the bottom of the check

Nationwide
123

YOUR NAME
1234 Main Street
Anywhere, OH 00000
DATE

PAY TO THE ORDER OF
\$
DOLLARS

ROUTING NUMBER
ACCOUNT NUMBER
CHECK NUMBER

- ii. If entered correctly, the name of your financial institution will appear under the field.
 - iii. If you do not have a check to pull this number from, you will need to log into your online banking portal at your Bank or visit your Bank in person.
 - c. Enter your bank account in the Bank Account Number field
 - i. This is the second string of numbers from the bottom of your check, as illustrated above
 - ii. Re-enter this info in the Re-enter Bank Account Number field ☺
 - d. Select your Account Type (Checking or Saving)
 - e. Read the Terms and Condition policy, and check the box showing acceptance
 - f. Click the Save button
- 9. You will then be taken back to the Banking Information Active Accounts page where you can now see the account you added listed.
 - a. If you wish to add an additional account to put part of your paycheck into, you just need to repeat steps 3 – 8
- 10. You have now completed the process.