

# Colleague Self-Service Leave Approval:

1. Login to Colleague Self-Service and Navigate to the Employee tab.

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

**My Tasks**

[Time Approval](#) 1

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

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

2. Select "Time Approval" tab

[Employment](#) > [Employee](#) > Employee Overview

Welcome to Colleague Employee Self-Service!

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

**Banking Information**  
Here you can view and update your banking information.

**Time Entry**  
Here you can fill out your timecards.

**Time Approval**  
Here you can approve or reject timecards for the people you supervise

A list of all employees that you are responsible for approving will display. Select the arrow to expand the employees' timecards.

[Employment](#) > [Employee](#) > Time Approval

[Filter](#)

Search for Employee

Employee Name or ID     Page  of    Total: 3

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
<b>Pay Cycles</b>							
<input checked="" type="checkbox"/> Student							
<input type="checkbox"/> 9/18/2022 - 10/1/2022							
<input type="checkbox"/> 10/2/2022 - 10/15/2022							
▼ Ashlin, E [REDACTED]							
▼ Baker, A [REDACTED]							
▼ Sweeney, [REDACTED]							

The pay periods will then display as shown. Messages display indicating the status of the pay period.

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
▼ Ashlin, Emma G. - 1192828							
▼ Baker, Austin J. - 0952331							
Student	09/18/2022-10/01/2022	11/7/2022 12:00 PM	No Time Entered	0.00	0.00	0.00	0.00
Student	10/02/2022-10/15/2022	11/18/2022 12:00 PM	Submitted	21.75	21.75	0.00	0.00
▼ Sweeney, Amy - 1258235							

You can further detail in to look at individual pay weeks. From this screen, you can do the following:

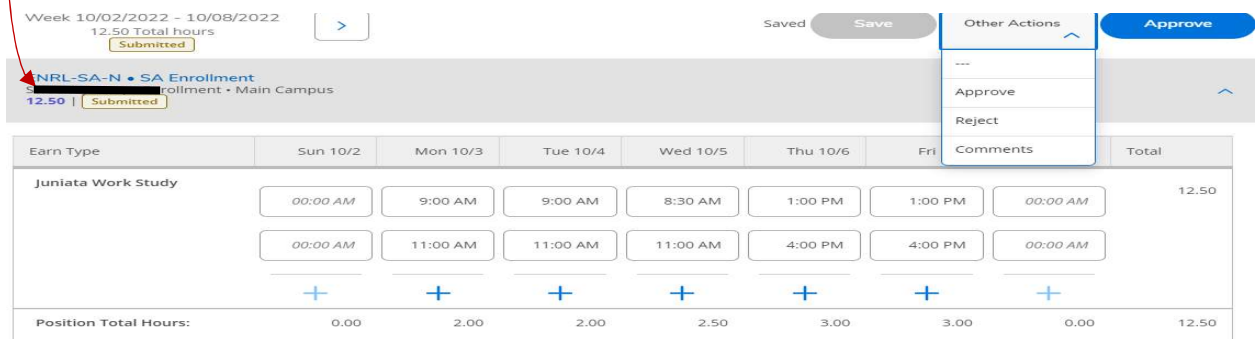
**Approve:** if you agree with the hours submitted.

**Reject:** to send timecard back to employee for updates

**View:** to review the daily time entered.

Edits are allowed in this view.

**Comments:** any comments you wish to add can be added here.



If you have an employee on leave who cannot enter their own hours, this is where you would enter their hours on their behalf. You can also add comments or revert any changes you made by using the “Other Actions” drop down.

When you are done editing/reviewing the employees’ hours, click “Approve”. Keep in mind, when in “View” mode, you will have to arrow over and approve both weeks separately since you are viewing the weekly detail.

When the hours are approved, the status becomes “Approved”, and the “Approve” option becomes “Unapprove” (shown below). If a change is needed prior to the cut-off time, you can unapproved the hours and edit the timecard. Then Approve it again.



**Be sure to review your main “Time Approval” screen after completion, to ensure all hours are approved.**