



Colleague Self-Service Time Approval:

1. Login to Colleague Self-Service and Navigate to the Employee tab.
2. Select "Time Approval" 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.

A list of all employees that you are responsible for approving will display.

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

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

Time Approval < [Employee](#)

[Filter](#)

Search for Employee

Employee Name or ID Page 1 of 1 Total: 3

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
▼ Ashlin, E							
▼ Baker, A							
▼ Sweeney							

Student
 9/18/2022 - 10/1/2022
 10/2/2022 - 10/15/2022

Select the arrow to expand the employees' timecards.

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

	0.00						0.00
✓ Approve	! Reject	Comments	...	View			
	0.00						0.00
✓ Approve	! Reject	Comments	...	View			

Week 10/02/2022 - 10/08/2022
12.50 Total hours
Submitted

ENRL-SA-N • SA Enrollment
2.50 | Submitted

Earn Type	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri	Total
Juniata Work Study	00:00 AM	9:00 AM	9:00 AM	8:30 AM	1:00 PM	1:00 PM	00:00 AM
	00:00 AM	11:00 AM	11:00 AM	11:00 AM	4:00 PM	4:00 PM	00:00 AM
	+	+	+	+	+	+	
Position Total Hours:	0.00	2.00	2.00	2.50	3.00	3.00	12.50



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 unapprove 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

	10/09/2022 - 10/15/2022	Approved	9.25	9.25	0.00	0.00	
				<input checked="" type="checkbox"/> Unapprove	<input type="checkbox"/> Reject	<input type="text"/> Comments	<input type="text"/> View
SA Enrollment ENRL-SA-N		Approved	9.25			<input type="text"/> Comments	

approved.