# COLGATE UNIVERSITY
Web Time Entry

Fall 2023 Employee Self-Service Update – Supervisor Approval Instructions

All hourly employees are required to submit hours of work through the Web Time Entry system via the Colgate portal. Below are instructions to assist you with approving the time sheets for your employees. Information regarding the current payroll schedule and time sheet deadlines can be found on the [Payroll website](#).

Should you have any questions or experience any problems using the time entry system please contact the Payroll Department at extension 7803, 7802 or 6796.

## Accessing Employee Self Service through the Colgate Portal

1. Open a web browser on your internet connected device (computer, smartphone, tablet, etc.) and enter in the search bar **portal.colgate.edu**

2. From the portal **Welcome** page, click **Sign in to the portal**

3. Enter your **Colgate Username** and **Password** and then click **Login**

4. From the **Home** landing page, look for the **Payroll** heading, and click on the **Employee Self-Service** link
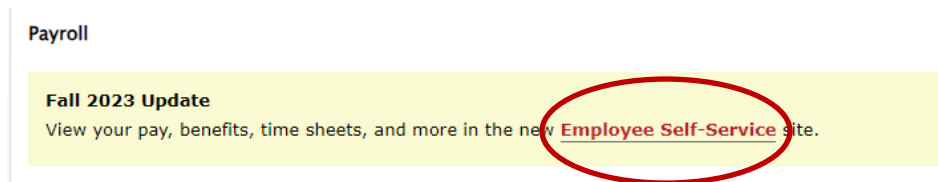
*This link will take you to the updated **Employee Dashboard**. This new dashboard is a centralized location for all employees to access their time sheet, paystub information, benefits, leave balances and other personal employment information.*

Accessing Time Sheet information through Employee Self Service

1. From the **Employee Dashboard**, on the right-hand side of your screen, under the **My Activities** heading, select **Approve Time**.
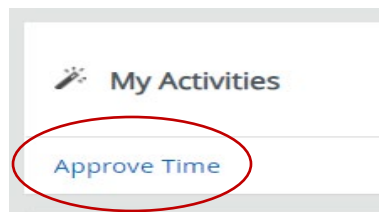
2. Your view will then update to the **Time Entry Approvals** screen. From here you will select the **Department** and the **Pay Period** you wish to view from the drop-down menus. A listing of all of your employees will appear at the bottom of the screen.

   Be very careful selecting the pay period for approval, refer to the payroll schedule if needed.

   Payroll ID Information:
                   B1 – Support Staff, Technical Staff and Campus Safety
                   B2 – Facilities and Casual Wage Employees
                   B3 – Student Employees

   Please note that you are also able to select the transaction status for your employees if you wish to narrow down your search. We recommend that you leave this selection as
   All Status except Not Started*. This will ensure that you are capturing all of your employees and the system will categorize them based on the transaction status of their time sheet.*
   Please see below for explanations of each transaction status.

   If you would like to narrow your search to a specific employee you can enter their ID# or name where prompted.

3. Employee time sheets will be listed based on their transaction status. ***Time sheets must be in the pending status in order to be approved.*** To approve pending time sheets, click on the employee name to view their time sheet data. The **Time Sheet Detail Summary** preview screen will display the total hours by day, scrolling to the bottom will show you the detail for each day with the summary and routing queue at the end.

   To view the details in a calendar format with the ability to edit the data, click on **Details**. *We recommend the Return for Correction feature for all time sheet edits allowing the employee to make any changes.* To return to the summary screen from the details, click **Preview**. You must be on the preview screen to approve.

   Return for Correction *– You would select this option to have the employee edit the time sheet data, the system will prompt you to make a comment before returning the time sheet. Scroll to the bottom to add the comment. There will also be an automated email that will notify the employee that their time sheet has been returned for correction.*

4. To approve the employee's time sheet click **Approve.** You must be on the preview screen to approve. Once the time sheet is approved the process is complete.

5. It is important to sign out of your session when you are finished approving time sheets and close the internet browser.

Time Sheet Transaction Status:

Not Started: The employee has not yet opened their time sheet to add hours.

In Progress: The time sheet has been started by the employee, but has not been submitted for approval. The employee is still entering hours of work.

Pending: The time sheet has been completed by the employee and submitted for approval. The record is waiting for the approver (or proxy) to approve the submission.

Pending – In the Queue: Applicable when there are multiple time sheet approvers

Returned: The time sheet has been returned to the employee for correction.

Error: The time entry record contains an error, this normally requires the Payroll Department to clear the error on the system. Common error messages are…
- **Submit not allowed**: The time sheet was submitted too many times, multiple clicks on submit
- **Approval not allowed**: The approver has clicked approve too many times, often this happens by double clicking

Pending – Approved: Applicable when there are multiple time sheet approvers

Approved: The time sheet has been approved by the supervisor or proxy and is ready for payroll to process.

Completed: The time sheet has been fully processed for payment.

Proxy Set-up
Setting up a Proxy allows you to select another individual to approve your group of employee time sheets in your absence.
   Please note that there is a delay in the system for this selection to become effective to allow for proper permissions and system security settings to be updated.

1. From the **Employee Dashboard**, under the **My Activities** heading, click **Approve Time**.

2. Your view will update to the **Time Entry Approvals** screen, click on the **Proxy Super User** link on the upper right-hand corner of the screen.

3. From the **Proxy or Super User** screen, click on **Add a new proxy.**

4. Select your proxy from the list by clicking the drop-down arrow or type in their name. Once you make your selection it will save automatically. You will now see their name listed under **Existing Proxies**.

5. To remove a proxy, click the box in front of their name and select **Delete Proxies.**