

As a student employee, you will use Web Time Entry via the Colgate portal to submit your hours of work. Below are instructions to assist you. It is highly recommended that you enter your hours worked at the end of each shift. Web Time Entry saves your data, which allows you to return at a later date to continue entering time. Payroll schedules can be found at www.colgate.edu/payroll. Should you have any questions please contact the Payroll Department at x7802.

Accessing Banner Self Service through the Colgate Portal

1. Access the Colgate Portal (portal.colgate.edu) and select **Sign in to the Portal**.
2. Enter your **Colgate Username** and **Password** and then click **Sign In**.
3. On the **Banner Self-Service** channel, click **All Banner Self-Service Links**.

Accessing Your Time Sheet

1. After logging into **Banner Self-Service**, click on the **Employee Services** link. You will be taken to the **Employee** menu.
2. Click on **Time Sheet**. You will then be navigated to the **Position Selection** page. This page lists all your active jobs that required a time sheet and the status of each time sheet.
3. Select the **My Choice** radio button next to the job for which you want to enter hours. The **Pay Period and Status** will default to the most recent. Select the appropriate pay period from the drop-down list and then click **Time Sheet**. You will be taken to the **Time Sheet** page.

Entering Your Time

1. To enter hours, click the **Enter Hours** link under the day in which you worked. You will be navigated to the **Time In and Out** page.
2. The **Time In and Out** page will be displayed. You will record your hours worked by entering time-in as the time you started working and time-out as the time you stopped working for each day you worked.
3. When you have entered your hours, click **Save** and your total hours for the day will be automatically calculated. **You must click Save for your hours to be recorded.**
4. You can then select **Previous Day**, **Next Day** or go back to **Time Sheet**. **Previous Day** or **Next Day** will allow you to enter hours for that date. **Time Sheet** will navigate you back to the **Time Sheet** page.
5. You also have the option to either **Copy** or **Delete**. If you would like to copy the time-in and time-out to different days, click on **Copy**. Then, select the dates that you want to copy to by selecting the check box for each date and then click **Copy**. **Delete** will remove the hours that you entered for that date.
6. To enter hours for another position, click **Position Selection**. This will return you to the **Position Selection** page where you can choose the appropriate job to enter hours worked.

Submitting Your Time Sheet for Approval

1. Hours entered for each position must be submitted for approval to each applicable supervisor. On the **Time Sheet** page, for each position you entered hours for, click **Preview** to review and confirm the hours entered for the pay period are correct. Once confirmed correct, click **Previous Menu**.
2. Click **Submit for Approval** for each position you are submitting hours for. This will allow your supervisor to review and approve your time sheet. If you mistakenly click **Submit for Approval** prior to entering all of your hours, and prior to the submission deadline, you may return your time sheet by clicking **Return Time**, this will allow you to make adjustments.

Remember you must submit your completed time sheet to your supervisor for approval prior to the deadline.