Colgate University
Web Time Entry
Employee & Student Employee Time Entry Instructions

All hourly employees, including student employees, will use Web Time Entry via the Colgate portal to submit hours of work.   Below are instructions to assist you with this process. Information regarding the current payroll schedule and timesheet deadlines can be found on the Payroll website.

You are strongly encouraged to enter your hours of work after each shift to avoid any problems in submitting your timesheet by the posted deadline. Should you have any questions or experience any issues 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 **Dashboard**, click on **Employee Self-Service.**

3. When prompted enter your login information - your Colgate email address and network password**,** and click **Login.**

4. This will bring you to the **Employee Dashboard**.

The employee dashboard is a centralized location for employees to access their employee profile, timesheet and paystub information, leave balances, benefit summary, tax withholding elections, W2 electronic copies and other personal employment information.

Accessing Your Timesheet through the Employee Dashboard

1. From the **Employee Dashboard**, under the **My Activities** heading, select **Enter Time**.

2. From the list of your available positions choose the pay period to enter your work hours and select **Start Timesheet**. ***Be careful selecting the pay period, refer to the payroll schedule if needed.***

3. The system will display the days of the pay period in a calendar format. **Click on the day you want to enter your hours worked**.

Employees are required to enter their actual hours of work, on the day the work was performed. Please ensure that all unpaid breaks, for example required meal breaks, are not included in the hours worked.

4. Select the appropriate **Earn Code** from the drop-down menu.

5. Where prompted enter the beginning and ending time of each shift for that day
   - You can either type in the two-digit hour and two-digit minute with the colon (for example, 08:00 AM – 12:00 PM)

   OR
   - You can click on the clock icon and scroll through to select the hour and minutes to enter your time. When using the clock icon, you need to click **Set** to save the entry.

   Remember with each entry to select the appropriate AM or PM designation. The system requires time to be rounded to the nearest quarter hour.

6. To add another shift for that same day <u>and</u> for the same earn code, click **Add More Time**, and a new line will become available to enter your data for that earn code.

7. To select a new earn code for that same day, click **Add Earn Code** and the list of available earn codes will become available to select from to enter time.

8. When you have finished entering your shifts for the day remember to select **Save** in the bottom right-hand corner. Your total hours for the day will be automatically calculated.

<p style="text-align:center; color:red;">You must click Save for your hours to be recorded.</p>

9. Repeat the time entry process for each day of work in the pay period.

To speed up the process of entering your hours worked you have the option to copy the time entry information you have previously entered to other days in the same pay period.

*To use the copy feature, select the day and then earn code entry that you would like to copy from. In the time entry section click on the copy icon. A new calendar view of the pay period will pop up allowing you to select the days to copy to. Once you have made your selections remember to click **Save**. You will now see the data entered for the days you have selected.*

Copy Icon:

To make any changes to what has been entered, click on the day and earn code entry you wish to make changes to, and in the time entry section click on the edit icon.   This will open up the time entry information for changes.

Edit Icon:

*If you have to delete information, click on the day and earn code, and in the time entry section click on the delete icon and follow the prompts to delete the entered information. Be sure to click **Save** before moving on.*

Delete Icon:

10. The system will save your data entry for you to return to enter additional hours or make changes at a later date, prior to the deadline. If you have completed entering your hours for the entire pay period, and have confirmed your time entry information, you can submit for approval.

<p style="text-align:center; color:red;">Do not submit for approval until you have completely finished entering hours for the entire pay period.</p>

Submitting Your Timesheet for Approval

1. From the **Employee Dashboard**, select **Enter Time** to access your timesheet. On the **Timesheet** page, select **Preview** to review and confirm the hours entered for the pay period are correct.

2. When you are all set with your timesheet, select **Submit**, this will allow your supervisor to be able to review and approve your timesheet.

*If you mistakenly click **Submit** prior to entering all of your hours, <u>and</u> prior to the employee submission deadline, you may edit your timesheet by clicking **Return**. Remember after you complete your changes to click **Submit** for approval.*

3. It is important to sign out of your session and close the internet browser when you are finished with time entry.