

Time Entry on Self-Service

Time Entry Requirements

- Salary (Exempt) Employees:
 - Time Entry is only used to account for leave time
 - Time Entry is ONLY REQUIRED when you use Vacation, Sick, or Personal Leave hours
 - You work all days during the pay cycle and do not use any leave time = NO ACTION NEEDED
 - You take a vacation day during the pay cycle = Enter regular hours for each day worked for both weeks in the pay cycle, and leave hours for the vacation day
- Hourly (Non-Exempt) Employees:
 - Time Entry REQUIRED to be entered for all days and hours worked
 - Must enter a time each pay cycle showing hours worked
 - Must enter time for Vacation, Sick, Personal, or Holiday, or PTO College Closed
 - Only enter enough time to bring your timecard to 40 hours for the week

Time Entry Deadlines

- Time Entry must be completed and approved by your supervisor before 10 AM the Monday following the end of a biweekly pay cycle
 - Deadline to submit time is at supervisor discretion, but supervisors must approve before the 10 AM deadline
 - Approval deadline may vary with holidays
- Watch for the “Time Entry Reminder” email from the Payroll Department for instructions and actual pay period deadlines
- **Time Entry is web-based:** Can be completed from any internet-connected computer, tablet, or mobile device

After you log in to <https://selfservice.lmc.edu>, you will see a screen like the one below. Click on Employee.

Hello, Welcome to Self-Service!

Choose a category to get started.

 **Student Finance**
Here you can view your latest statement and make a payment online.

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

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

Welcome to Colleague Employee Self-Service!



Tax Information

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



Time Entry

Here you can fill out your timecards.



Earnings Statements

Here you can view your earnings statement history.



Banking Information

Here you can view and update your banking information.



Time Approval

Here you can approve or reject timecards for the people you supervise.



Leave

Here you can view your leave balances.

On the next screen, click on Time Entry.

You will see a list of the time sheets available for you to complete. Select the appropriate one by clicking on the date.

► **01/05/2020 - 01/11/2020**
Due by: 1/21/2020 12:00 PM
Total: 40.00 Hours

► **01/12/2020 - 01/18/2020**
Due by: 1/21/2020 12:00 PM
Total: 40.00 Hours

Pay Period 01/04/2020 - 01/18/2020

[All Time Sheets](#)



Week 01/05/2020 - 01/11/2020
40.00 Total hours



Once you click on a time sheet, the header information will show the pay period this is for. Since we are biweekly, you will have two weeks in the pay period. Click the left and right arrows to navigate between the two weeks.

Earn Type	Sun 6/14
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Work Schedule	0.00
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Regular Pay	8:00 AM
	12:00 PM
	+

+ Additional Time

00:00 AM
6:15 AM
6:30 AM
6:45 AM
7:00 AM
7:15 AM
7:30 AM
7:45 AM
8:00 AM
0.00

8:00 AM
12:00 PM

Work Schedule	0.00
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Regular Pay	8:00 AM
	12:00 PM
	1:00 PM
	5:00 PM
	- +

NON-EXEMPT employees only: Once you have selected a time sheet, you'll see this screen. Select the hours you worked for each day. Click the plus to add the hours of the rest of your day. For example, if your lunch hour is 12-1, you will need to exclude those hours. If you need to fill out leave time, continue to the next page for instructions. If you do not, simply hit Submit for Approval.

Earn Type	Sun 1/5	Mon 1/6	Tue 1/7	Wed 1/8	Thu 1/9	Fri 1/10	Sat 1/11	Total
Work Schedule Apply		8.00	8.00	8.00	8.00	8.00		40.00
Regular Pay								0.00

[+ Additional Time](#)

Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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[Comments](#)

[Submit for Approval](#)

Regular Pay			
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[Choose Earn Type](#)

Sick

Vacation

 Holiday Pay

Personal Leave Pay

College Closed-Paid Time Off

[Comments](#)

[Submit for Approval](#)

EXEMPT and NON-EXEMPT employees: To enter leave time, click on Additional Time. Then choose the appropriate type of time from the drop down in Choose Earn Type. Once you've selected that, enter the number of hours in the column for the appropriate date. You can enter as many hours of additional time as you need to bring you to a 40-hour week.

Part time and temporary hourly employees will not have the Additional Time drop down.

Work Schedule		8.00	8.00	8.00	8.00	8.00		40.00
Regular Pay			6.00	8.00	8.00	8.00		30.00
Vacation		8.00						8.00
	Remove Vacation							
Sick			2.00					2.00
	Remove Sick							
	+ Additional Time							
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

As you enter time, your progress will be saved every few seconds. Once you've entered all your time for the week, you'll want to be sure your Position Total Hours are correct for the period. After you've verified you have the correct information, click on the blue Submit for Approval button.

Once you have submitted your timecard (before it is approved) you can still edit it if you notice a mistake. Click on the blue Return Timecard to Edit button. Once edits are finished, simply re-submit it.

Regular Pay	<input type="text"/>	8.00
Position Total Hours:	0.00	8.00
Comments	Return Timecard to Edit	

Your supervisor will receive an email that you submitted your timecard. Once it is approved you will see an email that contains this information:

Your timecard for DATE RANGE for position POSITION has been approved.

If your supervisor rejects your timecard, you will receive an email similar to this:

Your timecard for DATE RANGE for position POSITION has been rejected.

If it was rejected, contact your supervisor and edit your timecard promptly.

Once edited properly, you must re-submit and have your time entry approved by the stated deadline.