

Student Aide Instructions for Time Entry into Self Service via Web Advisor Log in

Please select the Employees Option



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Select All Employee Links (Self Service)



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#

Select Time Entry

KING'S COLLEGE - TEST

kingstudent Sign out Help

Employment Employee Employee Overview

Welcome to Colleague Employee Self-Service TEST!

Time Entry
Here you can fill out your timecards.

Each pay cycle is two weeks, and each week requires separate entry. Note below the previous two weeks have already been **approved**. You now need to select one of the pay weeks in the current pay cycle, by clicking the arrow.

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Employment Employee Time Entry

Time Entry

STUDENT CYCLE

06/20/2021 - 06/26/2021 Due by: 7/5/2021 10:00 AM Total: 9.00 Hours	Approved	Student Aide (csw) 5312	>
06/27/2021 - 07/03/2021 Due by: 7/5/2021 10:00 AM Total: 12.25 Hours	Approved	Student Aide (csw) 5312	>
07/04/2021 - 07/10/2021 Due by: 7/19/2021 10:00 AM Total: 0.00 Hours		Student Aide (csw) 5312	>
07/11/2021 - 07/17/2021 Due by: 7/19/2021 10:00 AM Total: 0.00 Hours		Student Aide (csw) 5312	>

If any changes need to be made you can select Return Timecard to edit. Then follow the process again.

When finished select All Time Entry Sheets.

The screenshot shows the 'Time Entry' page for a pay period from 07/04/2021 to 07/17/2021. A yellow arrow points to the 'All Time Sheets' link. The interface includes a navigation bar with 'Embelement', 'Emeloves', and 'Time Entry'. Below the pay period, there are navigation arrows, a 'Week 07/04/2021 - 07/10/2021' label with '12.00 Total hours', and buttons for 'Saved just now', 'Save', and 'View Leave Balances'. The main content area shows a table for '5312K00STUAID1 • Student Aide (cws) 5312' with columns for days of the week and time slots. The table shows work hours for Monday, Tuesday, and Thursday. Below the table are buttons for 'Comments' and 'Return Timecard to Edit'. A 'Weekly Totals' section at the bottom summarizes the hours for each day and the total for the week.

Earn Type	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Total
Federal Work Study	00:00 AM	8:30 AM	8:30 AM	00:00 AM	8:30 AM	00:00 AM	00:00 AM	12.00
	00:00 AM	12:30 PM	12:30 PM	00:00 AM	12:30 PM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	4.00	4.00	0.00	4.00	0.00	0.00	12.00

This will reflect the status of each week in the pay cycles.

The screenshot shows the 'STUDENT CYCLE' page in the Time Entry system. The header includes 'KING'S COLLEGE - TEST' and user information 'kingstudent', 'Sign out', and 'Help'. The page title is 'Time Entry'. The main content area lists four student cycles with their respective dates, due dates, total hours, and status (Approved or Submitted). Each entry has a right-pointing arrow. The footer contains a copyright notice: '© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

STUDENT CYCLE	Status	Employee
06/20/2021 - 06/26/2021 Due by: 7/5/2021 10:00 AM Total: 9.00 Hours	Approved	Student Aide (cws) 5312
06/27/2021 - 07/03/2021 Due by: 7/5/2021 10:00 AM Total: 12.25 Hours	Approved	Student Aide (cws) 5312
07/04/2021 - 07/10/2021 Due by: 7/19/2021 10:00 AM Total: 12.00 Hours	Submitted	Student Aide (cws) 5312
07/11/2021 - 07/17/2021 Due by: 7/19/2021 10:00 AM Total: 12.00 Hours	Submitted	Student Aide (cws) 5312

Once the Supervisor has approved the week (s) submitted it will show approved in the screen.

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Employment | Employee | Time Entry

Time Entry

STUDENT CYCLE

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06/27/2021 - 07/03/2021 Due by: 7/5/2021 10:00 AM Total: 12.25 Hours	Approved	Student Aide (cws) 5312	>
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07/11/2021 - 07/17/2021 Due by: 7/19/2021 10:00 AM Total: 12.00 Hours	Approved	Student Aide (cws) 5312	>

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