

## Self Service Supervisor Approval Instructions

### Timecard Submit - Self Service



payroll@kings.edu

To: DatatelSAEmail; Favata, Erin

We removed extra line breaks from this message.

Reply Reply All Forward

Fri 4/29/2022 2:24 PM

A timecard for 04/17/2022 - 04/23/2022 for position 6105FTGENMAINT General Maintenance Worker was submitted by Employee, Kings.

### Timecard Submit - Self Service



payroll@kings.edu

To: DatatelSAEmail; Favata, Erin

We removed extra line breaks from this message.

Reply Reply All Forward

Fri 4/29/2022 2:26 PM

A timecard for 04/24/2022 - 04/30/2022 for position 6105FTGENMAINT General Maintenance Worker was submitted by Employee, Kings.

The process begins when you receive an email advising that an employee you supervise has submitted a timecard. Each timecard is broken into two pay weeks, each week is processed separately and you will receive one email for each week.

If you do not receive an email advising that the employee has submitted a time card, you still must enter the Time Approval area to complete/approve the time cards for all employees who report to you that are paid via time card.



# KING'S COLLEGE

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Welcome Guest!

## Log In

**Reminder:** Your WebAdvisor UserName is the portion of your King's email address *without @kings.edu*.  
EX: John Smith | WebAdvisor UserName: johnsmith | Email: johnsmith@kings.edu

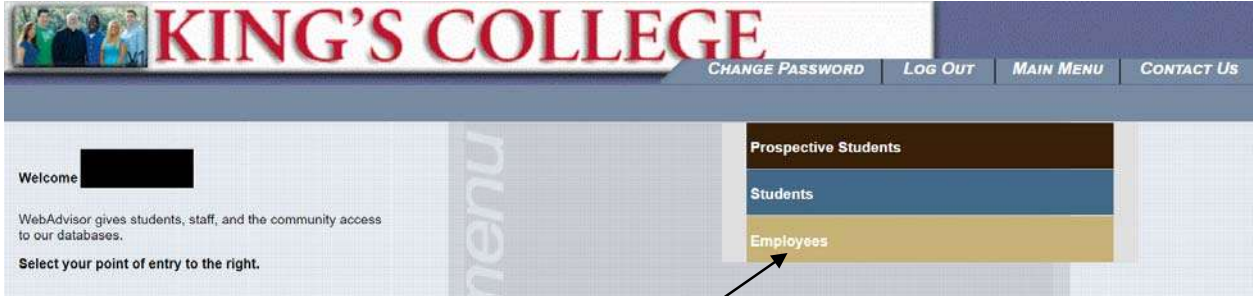
If you are having trouble remembering your WebAdvisor Password, please [click here for troubleshooting steps you can take to try to resolve the issue.](#)

WebAdvisor UserName

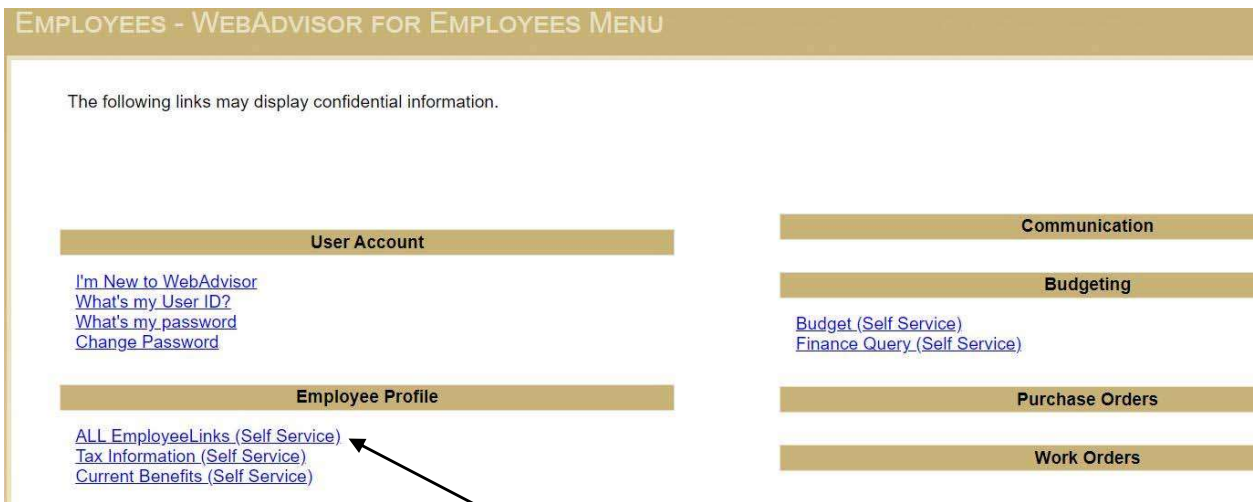
Password

Hint

You will login to Web Advisor to begin the approval process.





From the list of profiles, select Employees





Select All Employees Links (Self Service) to access the Self-Service Area

## Welcome to Colleague Employee Self-Service TEST!

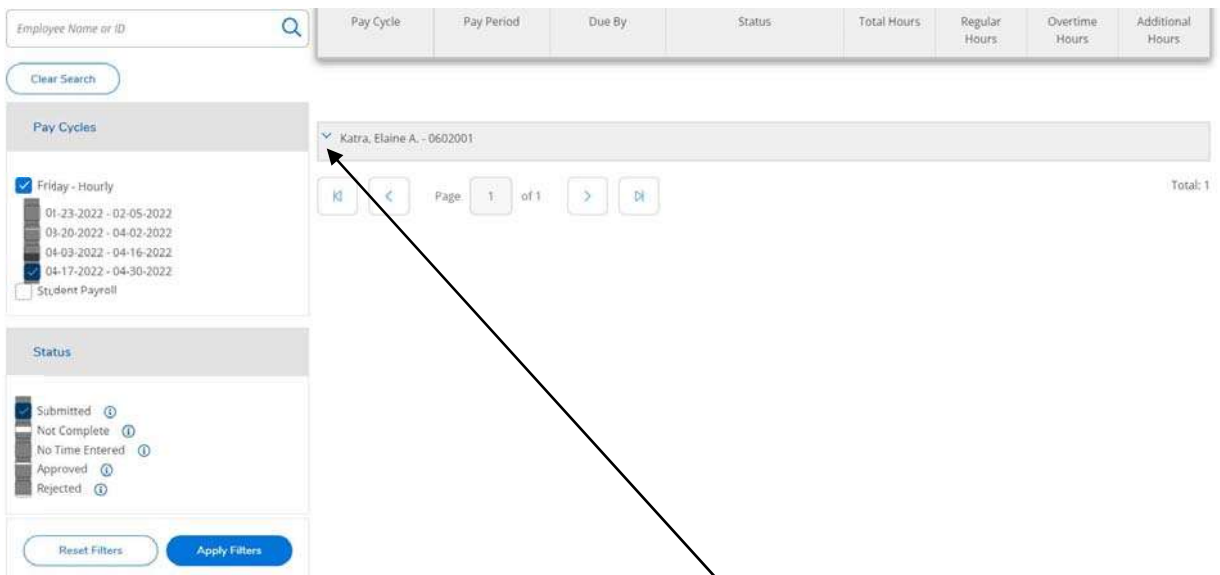
 **Tax Information**  
Here you can change your consent for e-delivery of tax information.

 **Banking Information**  
Here you can view and update your banking information.

 **Time Entry**  
Here you can fill out your timecards.

 **Time Approval**  
Here you can approve or reject timecards for the people you supervise

Select Time Approval



The screenshot shows the 'Time Approval' section of the Colleague Employee Self-Service interface. At the top, there is a search bar for 'Employee Name or ID' and a table header with columns: Pay Cycle, Pay Period, Due By, Status, Total Hours, Regular Hours, Overtime Hours, and Additional Hours. Below the search bar is a 'Clear Search' button. On the left side, there are two filter panels. The 'Pay Cycles' panel has a 'Friday - Hourly' filter checked, with four sub-filters for different time periods: 01-23-2022 - 02-05-2022, 03-20-2022 - 04-02-2022, 04-03-2022 - 04-16-2022, and 04-17-2022 - 04-30-2022. The 'Status' panel has five filters: Submitted (checked), Not Complete, No Time Entered, Approved, and Rejected. At the bottom of the filters are 'Reset Filters' and 'Apply Filters' buttons. The main table area shows a single row for 'Katra, Elaine A. - 0602001' with a drop-down arrow to its left. Below the table are navigation buttons: 'K', '<', 'Page 1 of 1', '>', and 'D'. A 'Total: 1' label is on the right.

Please note the **Filters** on the left side of the screen. If you supervise both Student Employees as well as Friday Hourly employees, you will see two **Pay Cycles**. For the best results only process one **Pay Cycle** at a time.

In addition, for **Status**, if you do not select a filter, you will then see **all employees** on the **Pay Cycle** that report to you, along with the status of their current timecards. This will help to ensure that all timecards are completed and approved for processing.

Select the employee by clicking the drop-down arrow to the left of their name.

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Katra, Elaine A. - 0602001							
Friday - Hourly	04/17/2022-04/30/2022	05-02-2022 12:00 PM	Submitted	88.00	70.00	0.00	18.00
				<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Comments</a> <a href="#">View</a>			

Page 1 of 1 Total: 1

This will bring display the full amount of time to be paid for this pay cycle. From this screen you can Approve/Reject/Make a Comment or View each individual pay week.

\*If you need to enter or correct time for the employee you must select VIEW.

Week 04/17/2022 - 04/23/2022  
40.00 Total hours  
Submitted

5320SECSUPEV • Security Supervisor - Evening Shift  
Favata, Erin J. • Security • Main Campus  
40.00 Submitted

Earn Type	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Fri 4/22	Sat 4/23	Total
Work Schedule	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Hourly - Regular	0.00	6.00	8.00	8.00		8.00		30.00
Vacation					8.00			8.00
Personal Day		2.00						2.00

If you choose to View, first view will be Week #1 of the cycle. You will have the option to Approve or select Other Actions. If you need to make any changes or adjustments to the timecards, you will simply do this in the appropriate area based on the change. You can then Approve the pay week from the same screen. Employees will receive an email advising that an edit has been made to the timecard.

Once you have completed Week #1, you will select the left arrow to move to Week #2 and follow the same procedure.

Employment > Employee > Time Approval

## Time Approval

< Employee

**Filter**

Search for Employee

Employee Name or ID   No Timecards available to view.

**Pay Cycles**

- Friday - Hourly
- 01-23-2022 - 02-05-2022
- 03-20-2022 - 04-02-2022
- 04-03-2022 - 04-16-2022
- 04-17-2022 - 04-30-2022
- Student Payroll

When you have completed approving all employees for the selected Filters, you should have no timecards left to view.

The employee will now receive an email advising of each individual week having been approved.

**Timecard Approve - Self Serv**

 payroll@kings.edu  
 To:  DatatelSAEmail;  Favata, Erin

 We removed extra line breaks from this message.

Fri 4/29/2022 9:21 AM

Your timecard for 04/17/2022 - 04/23/2022 for position Security Supervisor - Evening Shift has been approved.

**Timecard Approve - Self Serv**

 payroll@kings.edu  
 To:  DatatelSAEmail;  Favata, Erin

 We removed extra line breaks from this message.

Fri 4/29/2022 9:22 AM

Your timecard for 04/24/2022 - 04/30/2022 for position Security Supervisor - Evening Shift has been approved.