



Self-Service Time Entry for Part-time Hourly Employees

AGENDA

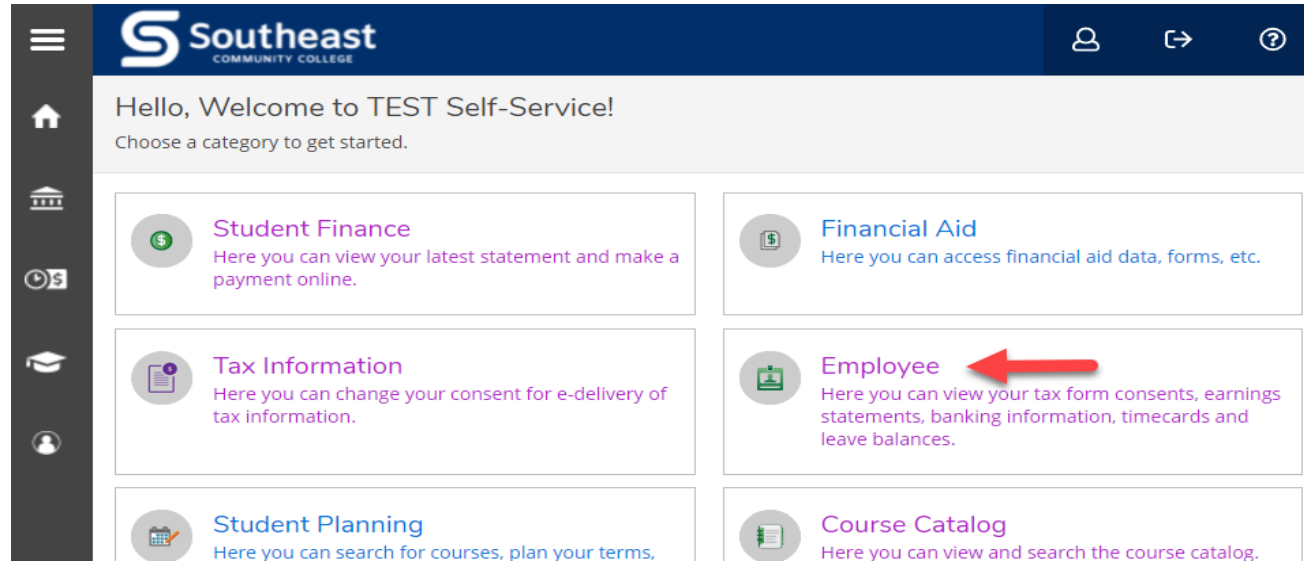
- Accessing Time Entry via Self-Service
- Entering time by the week rather than by the month
- Submitting weekly timecard
- Adding comments to the timecard
- Unsubmitting a timecard
- Submitting Zero-Hour Timecards
- Timecard Deadlines
- Need help? Contacts

Accessing Time Entry via Self-Service

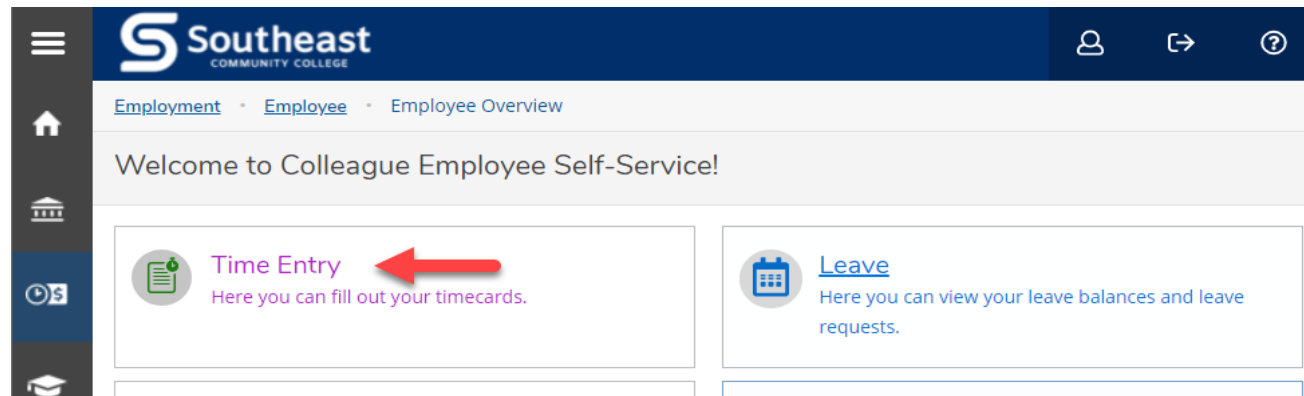
- Go to thehub.southeast.edu
- Log in using your SCC user name and password
- Under Quicklinks, select Self-Service

Quicklinks	Bookmarks	Alert Me!
2020-2021 College Catalog		
2021-2022 College Catalog		
Annual Disclosure to Students and Employees		
Annual Security Report		
Colleague UI		
Curriculog		
Datacove		
Ellucian Hub/eCommunities		
eTranscript		
Informer		
Job Postings		
Nuventive		
People Admin		
Regroup – Emergency/School Closing messaging service		
Self-Service		
SPAM Quarantine		
Travel Arrangement Request		
Tuition Reimbursement		

- Select the Employee tab



- Select the Time Entry tab



- Select the week you want to enter
- Note the date and time the timecard is due by

Employment Home • Employee • Time Entry

Time Entry

Financial Information

Monthly on the 15th

06/01/2021 - 06/04/2021 Due by: 7/3/2021 5:00 PM Total: 0.00 Hours	PT_M_Custodial	>
06/05/2021 - 06/11/2021 Due by: 7/3/2021 5:00 PM Total: 0.00 Hours	PT_M_Custodial	>
06/12/2021 - 06/18/2021 Due by: 7/3/2021 5:00 PM Total: 0.00 Hours	PT_M_Custodial	>
06/19/2021 - 06/25/2021 Due by: 7/3/2021 5:00 PM Total: 0.00 Hours	PT_M_Custodial	>
06/26/2021 - 06/30/2021 Due by: 7/3/2021 5:00 PM Total: 0.00 Hours	PT_M_Custodial	>

Enter time for the week

Pay Period 06/01/2021 - 06/30/2021

[< All Time Sheets](#)

Pay Period & Week are shown



Week 06/05/2021 - 06/11/2021
12.00 Total hours



Move between weeks using arrows

Saved just now

Save

[View Leave Balances](#)

PARTTP520950 • PT_M_Custodial
Physical Plant • Milford
12:00 | Unsubmitted

Position and Supervisor
are listed here

Earn Type	Sat 6/5	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Total
Part-Time	00:00 AM	00:00 AM	00:00 AM	8:00 AM	8:00 AM	10:15 AM	00:00 AM	12.00
	00:00 AM	00:00 AM	00:00 AM	12:00 PM	12:00 PM	12:00 PM		
						1:00 PM		
						3:15 PM		
Position Total Hours:	0.00	0.00	0.00	4.00	4.00	4.00	0.00	12.00

Click on the plus sign to enter time after a break, such as for a meal

Enter begin & end time using drop down menu or type in four digit military time, i.e. 0800, 1200, etc.

[Comments](#)

[Submit for Approval](#)

Submit timecard each week after completion

< Week 06/05/2021 - 06/11/2021 20.00 Total hours > Saved at 3:03 PM Save View Leave Balances

Part-Time	00:00 AM	00:00 AM	8:00 AM	8:00 AM	8:00 AM	10:15 AM	8:00 AM	20.00
	00:00 AM	00:00 AM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	
			+	+	+	1:00 PM	+	
						3:15 PM		
						- +		
Position Total Hours:	0.00	0.00	4.00	4.00	4.00	4.00	4.00	20.00

Once everything is entered and verified, click on Submit for Approval



Comments Submit for Approval

Check daily and weekly totals

Weekly Totals								
Daily Total Hours:	0.00	0.00	4.00	4.00	4.00	4.00	4.00	20.00
Regular Hours:								20.00

Add comments for the supervisor

- Your supervisor will see your comments in the email they receive when a timecard is submitted, returned to edit, or resubmitted

The screenshot shows a user interface for submitting a timecard. At the top, it displays 'PARTTP520950 • PT_M_Custodial' and 'Physical Plant • Milford' with a total of '16.00' hours. Below this is a calendar grid with columns for 'Sat 5/29', 'Sun 5/30', 'Mon 5/31', 'Tue 6/1', and 'Wed 6/2'. The 'Part-Time' section shows two '00:00 AM' time slots. A text box contains the instruction: 'You may enter comments for the supervisor before submitting, if needed. Click on Comments, enter the comment. Then click on Send and Submit for Approval.' At the bottom, there are buttons for 'Comments' and 'Submit for Approval'. A 'Comments' modal is open, showing the user's name 'PT_M_Custodial' and a text input field containing the comment: 'Came in late on Thursday, 6/3/21, so stayed later.' Below the input field is a blue 'Send' button and a 'Close' button at the bottom of the modal. A red arrow points from the 'Comments' button in the main interface to the 'Comments' modal.

PARTTP520950 • PT_M_Custodial
Physical Plant • Milford
16.00

Earn Type

Sat 5/29

Sun 5/30

Mon 5/31

Tue 6/1

Wed 6/2

Part-Time

00:00 AM

00:00 AM

You may enter comments for the supervisor before submitting, if needed. Click on Comments, enter the comment. Then click on Send and Submit for Approval.

Position Total Hours: 0.00

Comments

Submit for Approval

Comments

PT_M_Custodial

Came in late on Thursday, 6/3/21, so stayed later.

Send

Close

Unsubmitting a timecard

- If your deadline has not passed, select the week you want to correct if it has a status of Submitted
- Once a timecard is Approved, contact the supervisor to reject/unapprove before correcting

05/01/2021 - 05/07/2021
Due by: 6/3/2021 5:00 PM
Total: 11.50 Hours

Approved

ST_M_Custodial

05/08/2021 - 05/14/2021
Due by: 6/3/2021 5:00 PM
Total: 9.00 Hours

See timecard
status at a glance

Approved

ST_M_Custodial

05/15/2021 - 05/21/2021
Due by: 6/3/2021 5:00 PM
Total: 11.50 Hours

Submitted

ST_M_Custodial

05/22/2021 - 05/28/2021
Due by: 6/3/2021 5:00 PM
Total: 0.00 Hours

ST_M_Custodial

05/29/2021 - 05/31/2021
Due by: 6/3/2021 5:00 PM
Total: 0.00 Hours

ST_M_Custodial

16.00 | Submitted

Note status of timecard

Earn Type	Sat 5/29	Sun 5
Part-Time		
You can correct the timecard before your supervisor approves it by clicking on Return Timecard to Edit. Make corrections, and Submit again.	00:00 AM	00:00 AM
	00:00 AM	00:00 AM
Position Total Hours:	0.00	0

Comments

Return Timecard to Edit

- If your supervisor unapproves or rejects one of your timecards, you will receive an email from the supervisor with the reason for the rejection
- Click on “Return Timecard to Edit” before you make changes or corrections
- You can add comments before submitting the corrected timecard by clicking on “Comments”
- Remember to resubmit the corrected timecard

Submitting Zero Hour Timecards

- If there is a week(s) when no work was performed, please submit the zero hour timecard so the week may be approved
- You can include a comment before submitting, if desired

< Week 06/05/2021 - 06/11/2021 0.00 Total hours >

Saved just now Save View Leave Balances

PARTTP520950 • PT_M_Custodial
Physical Plant • Milford

0.00 Submitted

Earn Type	Sat 6/5	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Total
Part-Time	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Comments Return Timecard to Edit

Weekly Totals

Daily Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Timecard Deadlines

- Best practice is to enter your time on a daily basis
- It is best to submit your weekly timecard each Friday
- The employees' deadline to submit timecards for the pay period is 5:00 p.m. on the 3rd of the following month
- The supervisors' deadline to approve timecards for the pay period is 5:00 p.m. on the 5th of the following month
- Any adjustments needed after the supervisors' deadline must have supervisor approval and will be entered by Payroll



QUESTIONS?

- Trouble with timecard – Email: payroll@southeast.edu
- Can't log in to The Hub or Self-Service: IT Helpdesk – Email: helpdesk@southeast.edu or call (402) 437-2447
- All payroll related questions – Payroll Department – Email: payroll@southeast.edu or call:
 - Joy Steckly ext. 8264
 - Nancy Colton ext. 8212
 - Shelley Lorenz ext. 8213