

Timecards in Self-Service

These are the instructions (6 steps) for entering hours in Self-Service.

If you have any trouble entering hours, finding your timecard (s), or need to edit/add hours from a previous pay period, please contact me as soon as possible (student_employment@washcoll.edu)

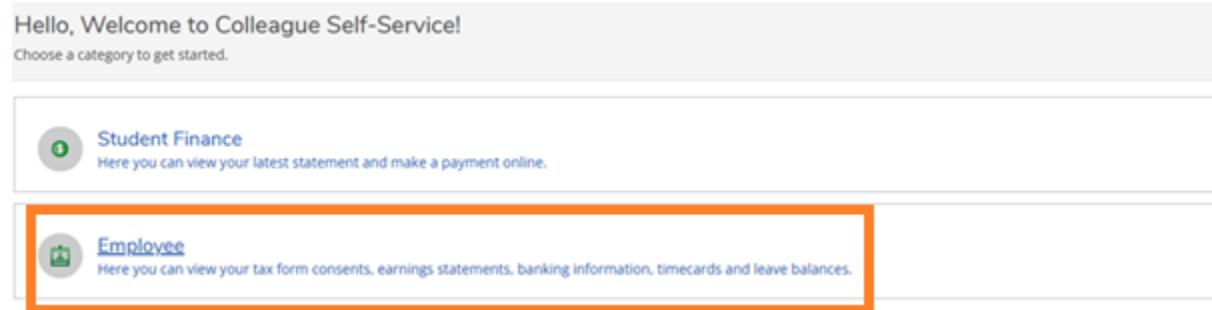
Timecard notes:

- Enter only actual hours worked during the pay period.
- Daily entry is recommended.
- Time is recorded in 15-minute increments. If necessary, round up or down to the nearest 15-minute increment.
- If you did not work on a particular day, leave the entry box empty.
- Completed timecards are due at noon on the Monday after a pay period ends. You will not be able to modify the timecards after this time.

Entering Hours

Step 1: Log into your Self-Service

Step 2: Click on the Employee tile



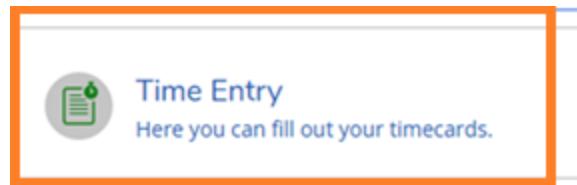
Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

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

Employee (highlighted)
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Step 3: Click on the Time Entry Tile



Step 4: You will see a list of timecards (by date) on the left side of the screen. Your jobs will be listed on the right side of the screen.

Select the pay period and click the blue arrow on the far right to open the timecard.

In this example, the person has one job.

10/15/2018 - 10/15/2018 Due by: 10/17/2018 10:00 AM Total: 6.25 Hours	Approved	Human Resources Specialist	>
10/16/2018 - 10/21/2018 Due by: 11/1/2018 10:00 AM Total: 0.00 Hours		Human Resources Specialist	>
10/22/2018 - 10/28/2018 Due by: 11/1/2018 10:00 AM Total: 0.00 Hours		Human Resources Specialist	>

Students with multiple jobs will see a list of their positions; click the blue arrow to expand all timecards.



Tip:

- You can click on either the dates or the job titles to access the timecards

Student Bi-Weekly	
10/04/2025 - 10/10/2025 Due by: 11/1/2025 12:01 PM Total: 6.75 Hours	
10/11/2025 - 10/17/2025 Due by: 11/14/2025 12:01 PM Total: 13.75 Hours	
10/18/2025 - 10/24/2025 Due by: 11/3/2025 5:00 PM Total: 0.00 Hours	
10/25/2025 - 10/31/2025 Due by: 11/3/2025 5:00 PM Total: 0.00 Hours	
11/01/2025 - 11/07/2025 Due by: 11/17/2025 5:00 PM Total: 0.00 Hours	
11/08/2025 - 11/14/2025 Due by: 11/17/2025 5:00 PM Total: 0.00 Hours	

Step 5: Enter your hours worked.

- Each position will have its own timecard.
- Time must be in 15-minute increments. Round up or down to the nearest 15-minute increment.
- You can save timecards throughout the two-week pay period.
- Be sure to submit the completed timecard to your supervisor by noon on the Monday after the pay period ends.

INS_ATH_GM • Athletics Game Management
Mrs. Tracey D. Yiannakis • Athletics • Chestertown Campus
0.00

Earn Type	Sa 11/8	Su 11/9	Mo 11/10	Tu 11/11	We 11/12	Th 11/13	Fr 11/14	Total
Student Pay	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](#) [Submit for Approval](#)

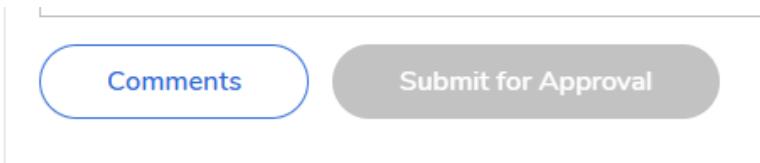
If you work 2 shifts in one day (**for one position**), click on the blue plus sign to enter the 2nd shift.

Earn Type	Sa 11/8
Student Pay	00:00 AM
	00:00 AM
	

Timecards are displayed one week at a time. Use the arrows to navigate to both weeks in the current pay period.



Step 6: Submit for approval



Tip

- If you made a mistake on a timecard and you need to correct, click on the "Return Timecard to Edit." Once you've made your changes, resubmit the timecard. Keep in mind that your supervisor will get an email for each action that you make to the timecard.