

Self Service Time Entry - Hourly Worker Time Entry Instructions

Purpose: This document outlines a step-by-step guide for entering Web Advisor Self Service work hours.

Overview: All Brookdale Hourly Employees will enter their work time in Web Advisor Self Service. Supervisors will approve hours in Web Advisor Self Service. Employees will be able to view open, approved, submitted, and or rejected timecards, historical time, and position summary information.

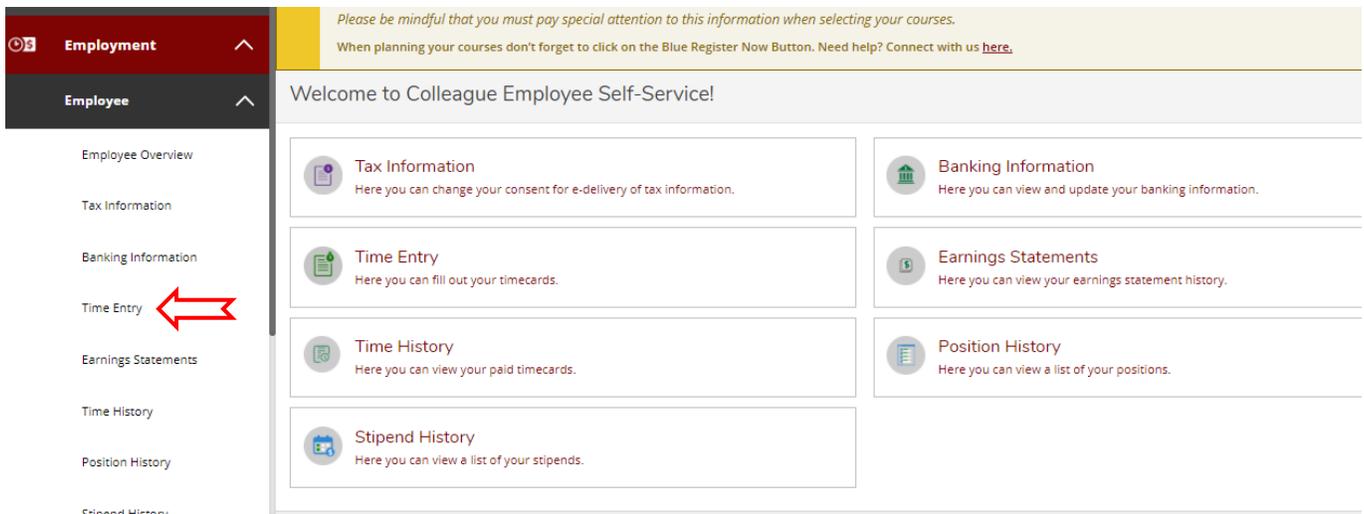
Employee Dashboard Overview

1. Log in to Web Advisor Self Service



2. Self-Service Employee Options

NOTE: All links from the **Employee** menu are available under the left expand and collapse navigation menu.



Time Entry Landing Page

Pay Week/Timecard, Due Date, Total Hours	Status	Position
Time Entry		
Hourly Employees Using SS Time Entry		
03/16/2021 - 03/20/2021 Due by: 4/21/2021 5:00 PM Total: 4.00 Hours	Paid	Hourly, on Air Operator
03/21/2021 - 03/27/2021 Due by: 4/21/2021 5:00 PM Total: 5.00 Hours	Rejected	Hourly-On Air Operator
03/28/2021 - 03/31/2021 Due by: 4/21/2021 5:00 PM Total: 3.00 Hours	Paid	Hourly, on Air Operator
04/01/2021 - 04/03/2021 Due by: 4/20/2021 12:00 AM Total: 0.00 Hours		Hourly, on Air Operator
04/04/2021 - 04/10/2021 Due by: 4/20/2021 12:00 AM Total: 0.00 Hours		Hourly, on Air Operator

1. Click the **Time Entry** link from the main screen or the left expand and collapse navigation menu. A list of pay periods will display with the corresponding information; pay week, due date, total hours timecard status, position.
2. Select the period (Timecard) for which you want to enter time by clicking on the arrow.
IMPORTANT: Time entry is weekly. Pay periods maybe bi-weekly or monthly. Be sure to complete the time entries for your pay period.
NOTE: On a mobile device, you must select the day you want to enter the time next. Only one day's input fields are accessible at a time.
3. Click in the fields to enter the hours for each day worked for that pay period week. You can use the autofill options or enter times.
NOTE: If you cannot enter time in the timecard, please check the due dates. The timecard may be locked if the due date has passed. You will need to reach out to your Supervisor to unlock the timecard for that pay period.
4. Click **Save** when you have entered your hours. Clicking Save does NOT submit your hours for approval.

class offering.

Course sections that meet In Person will include an on site location, such as Lincroft, with a specific meeting day and time. Course building and room information (for example, Larrison Hall 201 or MAS 217) will be viewable as these specific spaces are assigned.

Please be mindful that you must pay special attention to this information when selecting your courses.

When planning your courses don't forget to click on the Blue Register Now Button. Need help? Connect with us [here](#).

Pay Period 04/16/2021 - 04/30/2021

[All Time Sheets](#)

Week 04/25/2021 - 04/30/2021 0.00 Total hours

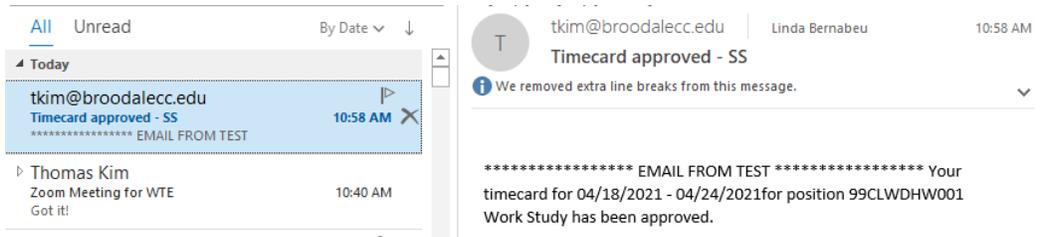
Pending Save

30RASTH3007 • Hourly, on Air Operator
Kim Thomas • Radio Station • Lincroft Main Campus
0.00

Earn Type	Sun 4/25	Mon 4/26	Tue 4/27	Wed 4/28	Thu 4/29	Fri 4/30	Sat 5/1	Total
Regular Earnings	00:00 AM	8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	7:45 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
		8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
		8:15 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
		8:30 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
		8:45 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
		9:00 AM						
		9:15 AM						
		9:30 AM						
		9:45 AM						

Comments Submit for Approval

- Click **Submit** to submit your hours to your Supervisor. You may also use the **Comments** field to send a note to your Supervisor.
- When your Supervisor reviews the submitted timecard, you will receive an email notification.



Pay Period Summary Screen Overview

The screenshot displays the 'Time Sheet - Ellucian Student App' interface. At the top, there's a breadcrumb trail: 'All Time Sheets' (highlighted with a red arrow and '1'), 'Week 04/18/2021 - 04/24/2021', and '3.25 Total hours'. Below this, the user's position is listed: '30RASTH3007 • Hourly, on Air Operator Kim, Thomas • Radio Station • Lincroft Main Campus 3.25'. A table follows with columns for days of the week and a 'Total' column. The 'Regular Earnings' section shows time slots for each day, with a '+' sign (highlighted with a red arrow and '3') on Monday, 4/19. Below the table, there's a 'Position Total Hours' row showing 3.25 total hours. At the bottom, there's a 'Weekly Totals' section (highlighted with a red arrow and '4') and a 'Submit for Approval' button (highlighted with a red arrow and '6'). A 'Save' button (highlighted with a red arrow and '5') is also visible.

- Use the arrows to scroll through the weekly timecards. Click the **All Timecard** breadcrumb to return to a list of all your timecards.
- If you have multiple positions, you can expand and collapse the timecards for each position by clicking on the position title.
- To add additional time for a day, you can click the "+" sign to enter additional hours (i.e., I am required to clock in and out at different times during the day).
- The weekly total for your position(s) will be displayed.

- Click the **Save** button to save your entries. Clicking **Save** does not submit your timecard for approval. Your entries will be saved if you sign out of Self Service without clicking Submit. You can return, and the values will remain, or you can modify previous entries as long as you have not submitted your timecard.
- Click **Submit** to submit your timecard for Supervisor review. Be sure to complete the weekly sheets for your pay period before submitting them for review.

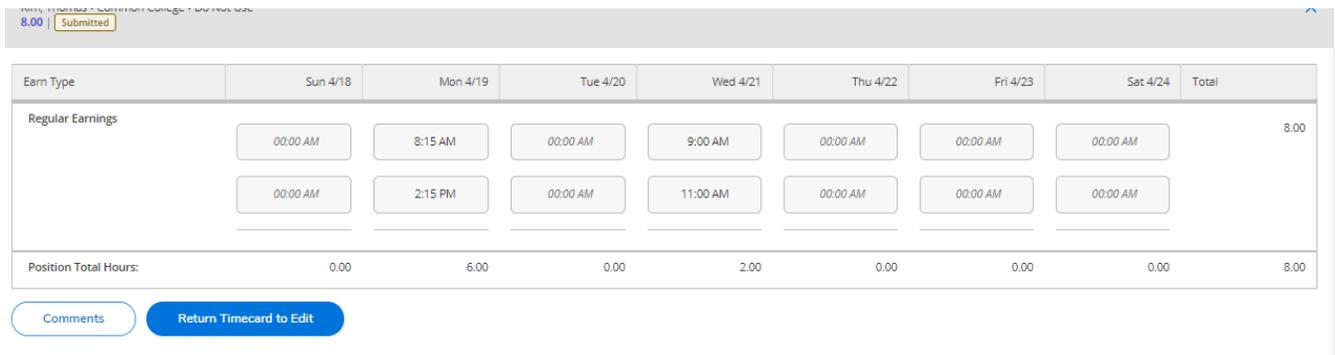
Modifying Submitted Timecards

You may edit a timecard that has been submitted but not reviewed by a Supervisor(s), and the timecard due date has not passed.

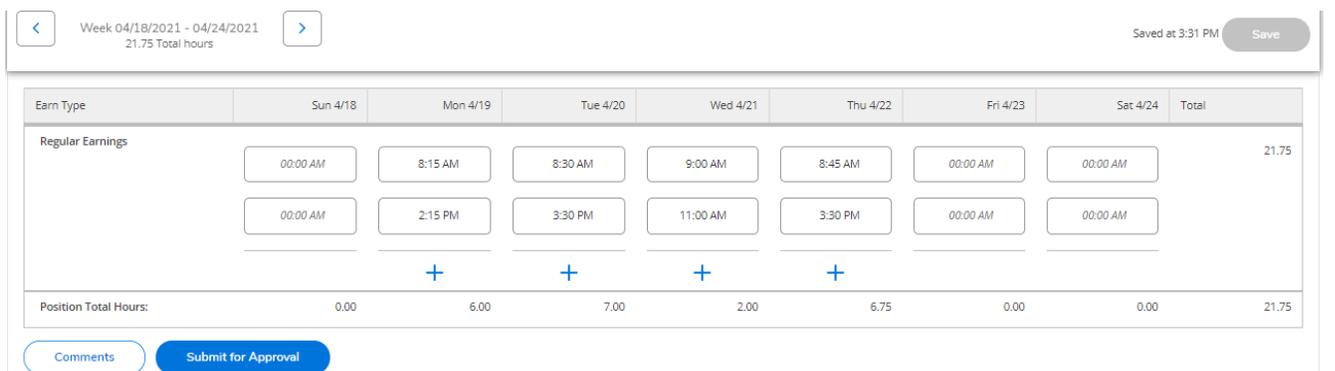
- Select the pay period for the timecard that you want to edit by clicking on the arrow.
- Click the **Submitted** link.



- Click **Return Timecard to Edit** link.



- Edit the times and click **Submit for Approval** when complete.



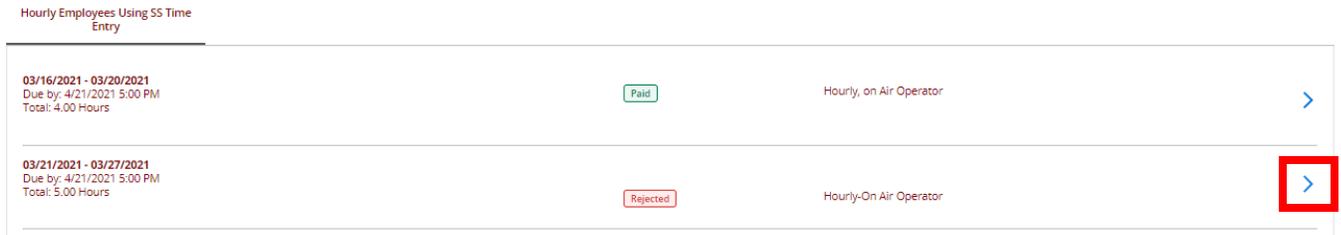
Modifying Rejected Timecards

If your Supervisor rejects your time, you must use **Time Entry** to fix the problem and resubmit your timecard. Your Supervisor can reject your time if they discover a problem. They are required to enter a reason for rejecting your time.

NOTE: If your timecard is rejected, Web Advisor Self-Service sends you an email informing you of the rejection.

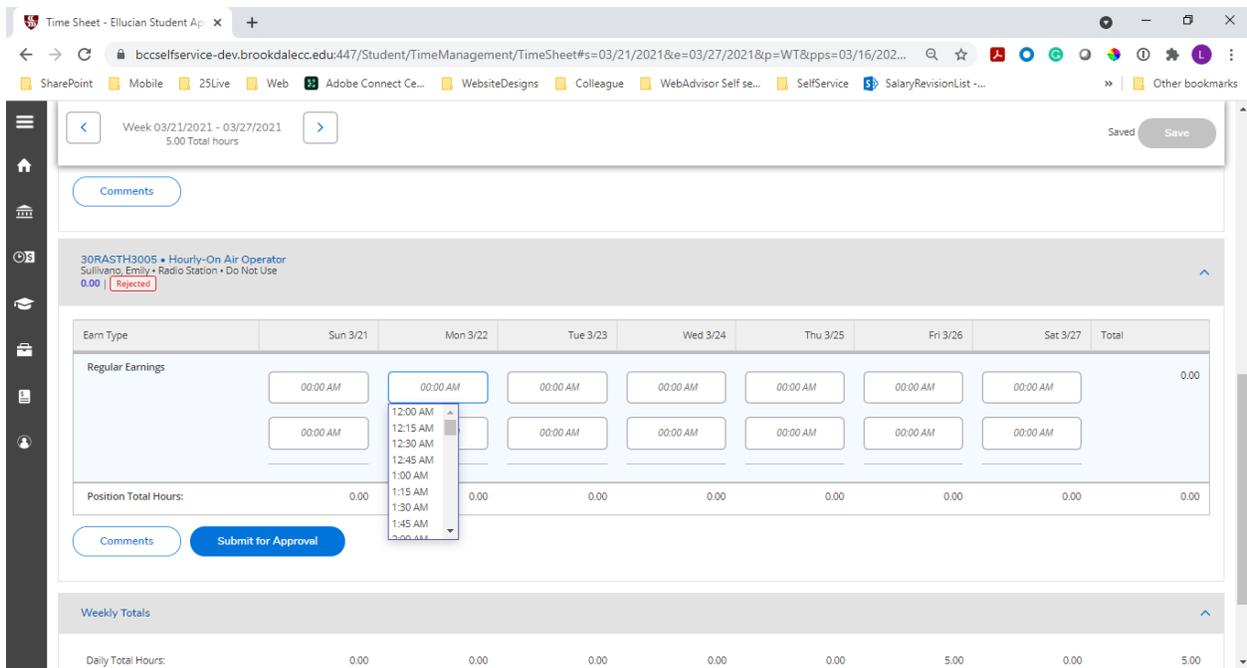
The timecard's status changes to **Rejected**.

1. On the **Time Entry** landing page, click the week that was rejected by clicking on the arrow.



2. On the **Time Entry Detail** page, click **Comments** to review the reason your timecard was rejected. Supervisors are required to enter a reason when they reject your time.

3. Enter the updated hours for the **Rejected** timecard.



4. Click **Submit for Approval** when you have edited/modified the time for a particular week or pay period. Self-Service notifies your supervisor that you have resubmitted your time for another review.

Note: If you have rejected timecards for multiple positions, you must correct and submit the timecard for each position separately.