

Student Time Entry Procedures

Below are the instructions for accessing, entering and submitting your time via Self Service. You will not need to submit a paper timesheet. The **deadline** to submit your time will be by **12:00 PM the Monday following the last day of the pay period** (deadline is noted next to each listed week in Time Entry).

Useful Links

Category		
HelpDesk	TOPdesk (Helpdesk)	
COLLEAGUE User Interface (UI)	PRODUCTION 5.25 (NEW UI)	On
	TEST - MIGRATE UI 5.25 Refreshed - 5/4/2023	On
	TEST - QPGMR UI 5.25 Refreshed - 3/28/2023	On
Self Service	Self Service 2.40 (Production)	Both
	Self Service Test 2.40(QPGMR)	On

Log into Self Service (Production)

Notifications

Title	Details	Link
Potential Balance Hold	Your account is at risk for being held from next semester registration due to an outstanding balance. Please review your account and make your payment through the MarywoodYou portal. You can also mail in your payment or call the Cashier's Office for us to process an e-check to your bank account. Sincerely, Marywood University Cashier's Office 570-348-6212	
Student Finance	Here you can view your latest statement and make a payment online.	
Financial Aid	Here you can access financial aid data, forms, etc.	
Tax Information	Here you can change your consent for e-delivery of tax information.	
Employee	Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	

Click on "Employee"

Welcome to Colleague Employee Self-Service!

Tax Information Here you can change your consent	Click on "Time Entry"	Time Entry Here you can fill out your timecards.
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Employment • Employee • Time Entry

Time Entry

Student Payroll

09/17/2023 - 09/23/2023
Due by: 10/1/2023 4:30 PM
Total: 0.00 Hours

Work Study Students >

09/24/2023 - 09/30/2023
Due by: 10/1/2023 4:30 PM
Total: 0.00 Hours

Work Study Students >

Here you will see each week of the pay period. You will need to go into each week and enter the hours you worked for each day. Start by clicking on the first week.

Pay Period 09/17/2023 - 09/30/2023
[All Time Sheets](#)

< Week 09/24/2023 - 09/30/2023 0.00 Total hours >

WMRKTGWRKSTDYP • Work Study Students
James M. Brown • Marketing • Scranton
0.00

Earn Type	Su 9/24	Mo 9/25	Tu 9/26	We 9/27	Th 9/28	Fr 9/29	Sa 9/30	Total
Federal Work Study								0.00
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[Comments](#)
[Submit for Approval](#)

Enter the number of hours you worked in each day of the week. If you did not work on a day leave it blank – do not enter “0”.

Click “Submit for Approval”

Click the arrow next to the week to move to the second week and follow the same process

If you do not click “Submit for Approval” your time will not be processed. Once you click submit your supervisor will receive an email that you have submitted your time. Your supervisor must approve it by the Monday following the end of the pay period in order for your time to be processed.

If you miss the deadline then you will have to submit a paper timesheet in order to be paid for your hours worked.