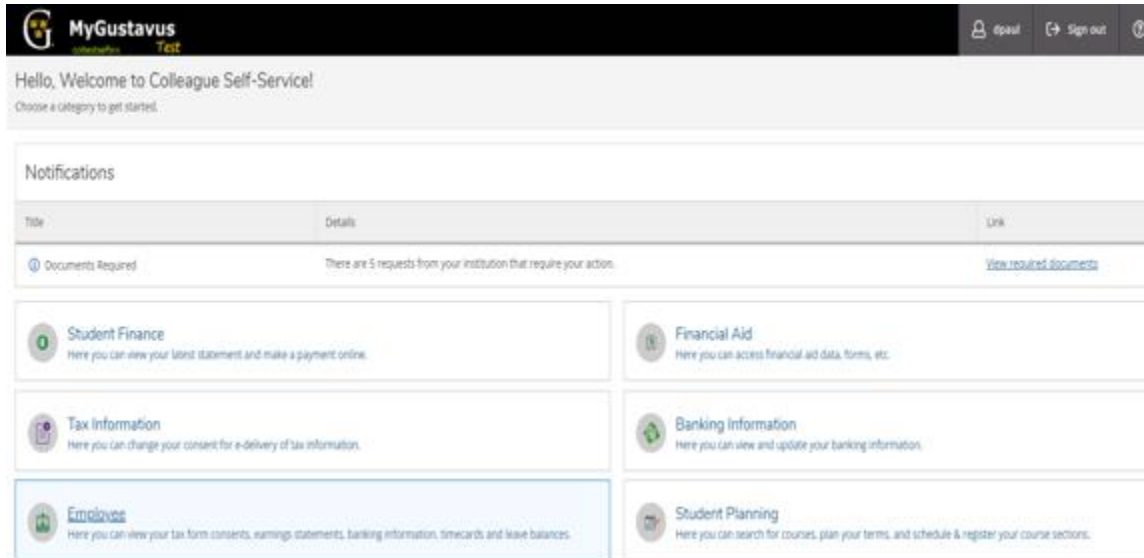


EMPLOYEE TIME ENTRY SELF SERVICE INSTRUCTIONS

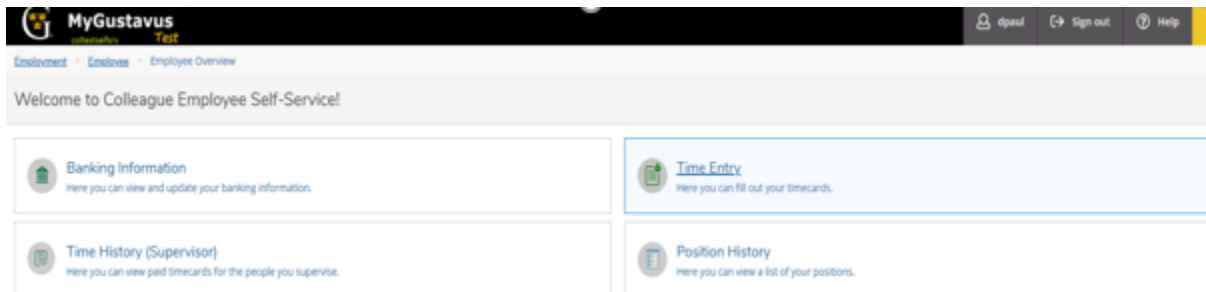
Sign into MyGustavus – USE THIS LINK my.gustavus.edu

SELECT EMPLOYEE



The screenshot shows the MyGustavus homepage. At the top, there is a navigation bar with the MyGustavus logo, the name 'Test', and user information 'dpaul' with a 'Sign out' button. Below the navigation bar, a welcome message reads 'Hello, Welcome to Colleague Self-Service!' followed by the instruction 'Choose a category to get started.' A 'Notifications' section contains a table with one entry: 'Documents Required' with details 'There are 5 requests from your institution that require your action.' and a link 'View required documents'. Below this are several service tiles: 'Student Finance' (view statement and make payment), 'Financial Aid' (access financial aid data), 'Tax Information' (change consent for e-delivery), 'Banking Information' (view and update banking info), 'Employee' (highlighted; view tax forms, earnings, banking, timecards, and leave balances), and 'Student Planning' (search for courses and register).

SELECT TIME ENTRY



The screenshot shows the 'Employee Overview' page in MyGustavus. The navigation bar includes 'dpaul', 'Sign out', and 'Help'. The breadcrumb trail is 'Employment > Employee > Employee Overview'. A welcome message reads 'Welcome to Colleague Employee Self-Service!'. Below this are four service tiles: 'Banking Information' (view and update banking info), 'Time Entry' (highlighted; fill out timecards), 'Time History (Supervisor)' (view paid timecards for supervisees), and 'Position History' (view list of positions).

SELECT THE WEEK TO ENTER TIME



The screenshot shows the 'Time Entry' page in MyGustavus. The navigation bar includes 'rstierle', 'Sign out', and 'Help'. The breadcrumb trail is 'Employment > Employee > Time Entry'. The page title is 'Time Entry'. Below the title, there is a section for 'Staff - Bi-Weekly' with two entries:

Period	Due by	Total	Action
09/18/2021 - 09/24/2021	10/4/2021 10:00 AM	40.00 Hours	Payroll Administrator >
09/25/2021 - 10/01/2021	10/4/2021 10:00 AM	16.00 Hours	Payroll Administrator >

ENTER TOTAL HOURS WORKED FOR EACH DAY, USE THE ADDITIONAL TIME BOX FOR HOURS OTHER THAN REGULAR TIME WORKED.

ExampleS: Holiday, Floating Holiday, PTO

MyGustavus
Employee - Time Entry
Pay Period 09/18/2021 - 10/01/2021
Week 09/18/2021 - 09/24/2021
40.00 Total hours
6130PAYADM • Payroll Administrator
Lundgren, Barbara A. • Finance Office
40.00

Earn Type	Sat 9/18	Sun 9/19	Mon 9/20	Tue 9/21	Wed 9/22	Thu 9/23	Fri 9/24	Total
Regular Earnings	<input type="text"/>	<input type="text"/>	8.00	8.00	7.25	8.00	8.00	39.25
PTO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.75	<input type="text"/>	<input type="text"/>	0.75
<input type="button" value="Remove PTO"/>								
<input type="button" value="+ Additional Time"/>								
Position Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00

SUBMIT FOR APPROVAL