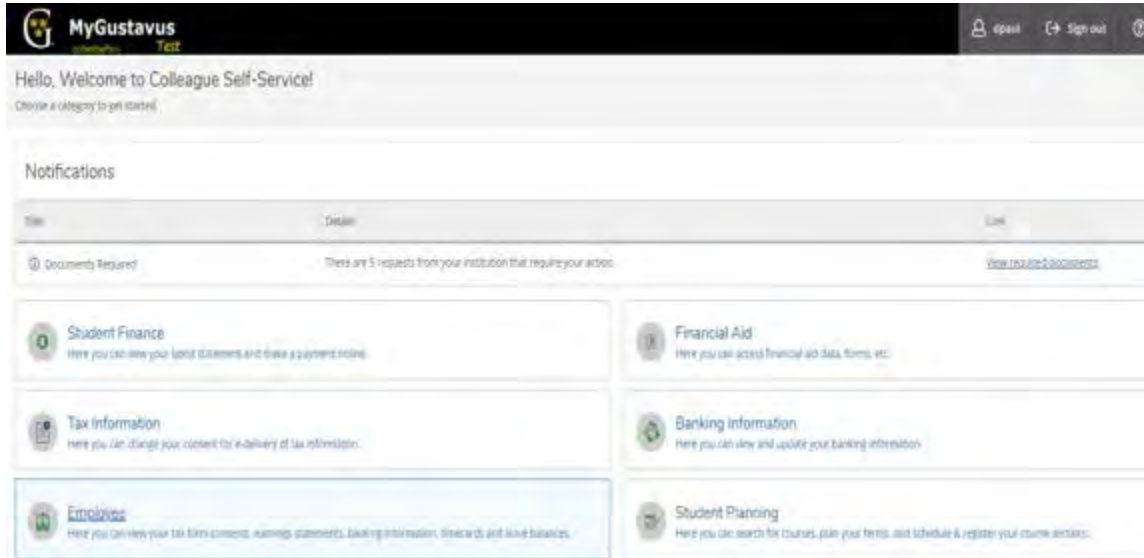


# STUDENT TIME ENTRY SELF SERVICE INSTRUCTIONS

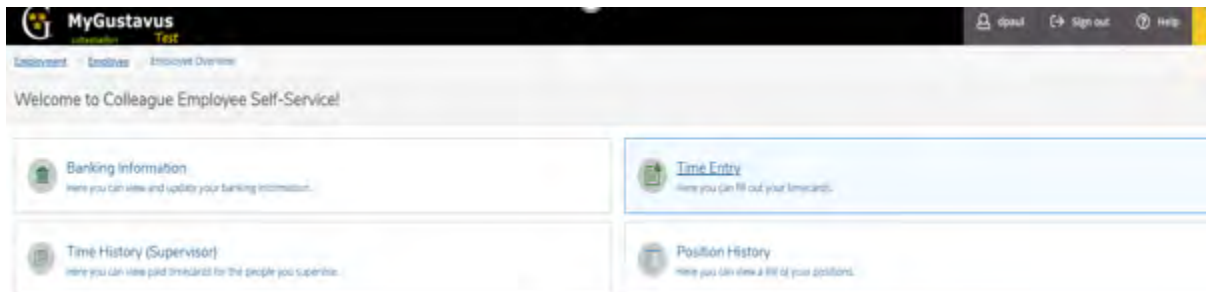
Sign into MyGustavus – USE THIS LINK [my.gustavus.edu](https://my.gustavus.edu)

## SELECT EMPLOYEE



The screenshot shows the MyGustavus Colleague Self-Service interface. At the top, there is a navigation bar with the MyGustavus logo and user information (dpsul, Sign out, Help). Below the navigation bar, a welcome message reads "Hello, Welcome to Colleague Self-Service!" followed by a prompt to "Choose a category to get started!". A "Notifications" section displays a table with one row: "Documents Required" with details "There are 5 requests from your institution that require your action" and a link "View these documents". Below the notifications, there are six category tiles: "Student Finance" (view loan statements and make payments), "Financial Aid" (access financial aid data), "Tax Information" (change consent for e-delivery of tax information), "Banking Information" (view and update banking information), "Employee" (view tax forms, earnings statements, banking information, time cards, and leave balances), and "Student Planning" (search for courses, plan your terms, and schedule & register your course sections).

## SELECT TIME ENTRY



The screenshot shows the MyGustavus Colleague Employee Self-Service interface. At the top, there is a navigation bar with the MyGustavus logo and user information (dpsul, Sign out, Help). Below the navigation bar, a welcome message reads "Welcome to Colleague Employee Self-Service!". Below the welcome message, there are four category tiles: "Banking Information" (view and update banking information), "Time Entry" (fill out time cards), "Time History (Supervisor)" (view paid timecards for people you supervise), and "Position History" (view a list of your positions).

## SELECT THE WEEK TO ENTER TIME

<b>08/01/2021 - 08/06/2021</b> Due by: 9/1/2021 11:59 PM Total: 0.00 Hours	Federal	>
<b>08/07/2021 - 08/13/2021</b> Due by: 9/1/2021 11:59 PM Total: 0.00 Hours	Federal	>
<b>08/14/2021 - 08/20/2021</b> Due by: 9/1/2021 11:59 PM Total: 0.00 Hours	Federal	>

## SELECT AND USE THE DROP DOWN BOX TO ENTER TIME TO THE NEAREST QUARTER HOUR – SEE BELOW

- **ROUND MINUTES TO THE NEAREST QUARTER HOUR.** 7 minutes is the cut off on whether or not to round up or down. Use this as a guide:

Actual Minutes	Round to:
00 thru 07 past the hour	00
08 thru 22	15
23 thru 37	30
38 thru 52	45
53 thru 59	1

MyGustavus  
University of St. Thomas  
TEST

Employment | Employee | Time Entry

Pay Period 08/01/2021 - 08/31/2021

< All Time Sheets

Week 08/01/2021 - 08/07/2021  
1.00 Total hours

1396INSTWS • Institutional  
Phillips, Jared C • Land Center  
1.00

Start Time	Sat 8/1	Sun 8/2	Mon 8/3	Tue 8/3	Wed 8/4	Thu 8/5	Fri 8/6	Total
08:00 AM				08:00 AM				1.00
08:15 AM				08:15 AM				
08:30 AM				08:30 AM				
08:45 AM				08:45 AM				
09:00 AM				09:00 AM				
09:15 AM				09:15 AM				
09:30 AM				09:30 AM				
09:45 AM				09:45 AM				
10:00 AM				10:00 AM				
10:15 AM				10:15 AM				
10:30 AM				10:30 AM				
10:45 AM				10:45 AM				
11:00 AM				11:00 AM				
11:15 AM				11:15 AM				
11:30 AM				11:30 AM				
Position Total Hours:	0.00	0.00	1.00		0.00	0.00	0.00	1.00

Comments Submit & Approve

**SUBMIT ALL WEEKS TOGETHER AT THE END OF EACH MONTH!**