

STUDENT TIME ENTRY SELF SERVICE INSTRUCTIONS

Sign into MyGustavus – USE THIS LINK 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, the user's email address (dpsul), and a sign-out button. 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 contains a table with one entry: "Documents Required" with a detail of "There are 5 requests from your institution that require your action" and a link to "View these documents". Below the notifications are six category tiles: "Student Finance" (view loan statements and make payments), "Financial Aid" (access financial aid data), "Tax Information" (change consent for tax information), "Banking Information" (view and update banking information), "Employee" (view tax forms, earnings, banking, and balances), and "Student Planning" (search for courses, plan terms, and schedule).

SELECT TIME ENTRY

The screenshot shows the MyGustavus Colleague Employee Self-Service interface. The navigation bar includes the MyGustavus logo, user email (dpsul), sign-out, and help buttons. The main heading is "Welcome to Colleague Employee Self-Service!". Below this are four category tiles: "Banking Information" (view and update banking information), "Time Entry" (fill out timesheet), "Time History (Supervisor)" (view paid timesheet for subordinates), and "Position History" (view a list of positions).

SELECT THE WEEK TO ENTER TIME

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

Employment | Employee | Time Entry

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

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

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

Start Time	Sat 8/1	Sun 8/1	Mon 8/2	Tue 8/3	Wed 8/4	Thu 8/5	Fri 8/6	Total
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