

SELF SERVICE TIME ENTRY FOR STUDENTS

Log into: <https://myinfo.lemoyne.edu> using your Network ID and password

Sign In - My Information

https://myinfo.lemoyne.edu/Student/Account/Login?ReturnUrl=%2fStudent%2f

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Sign In

User name

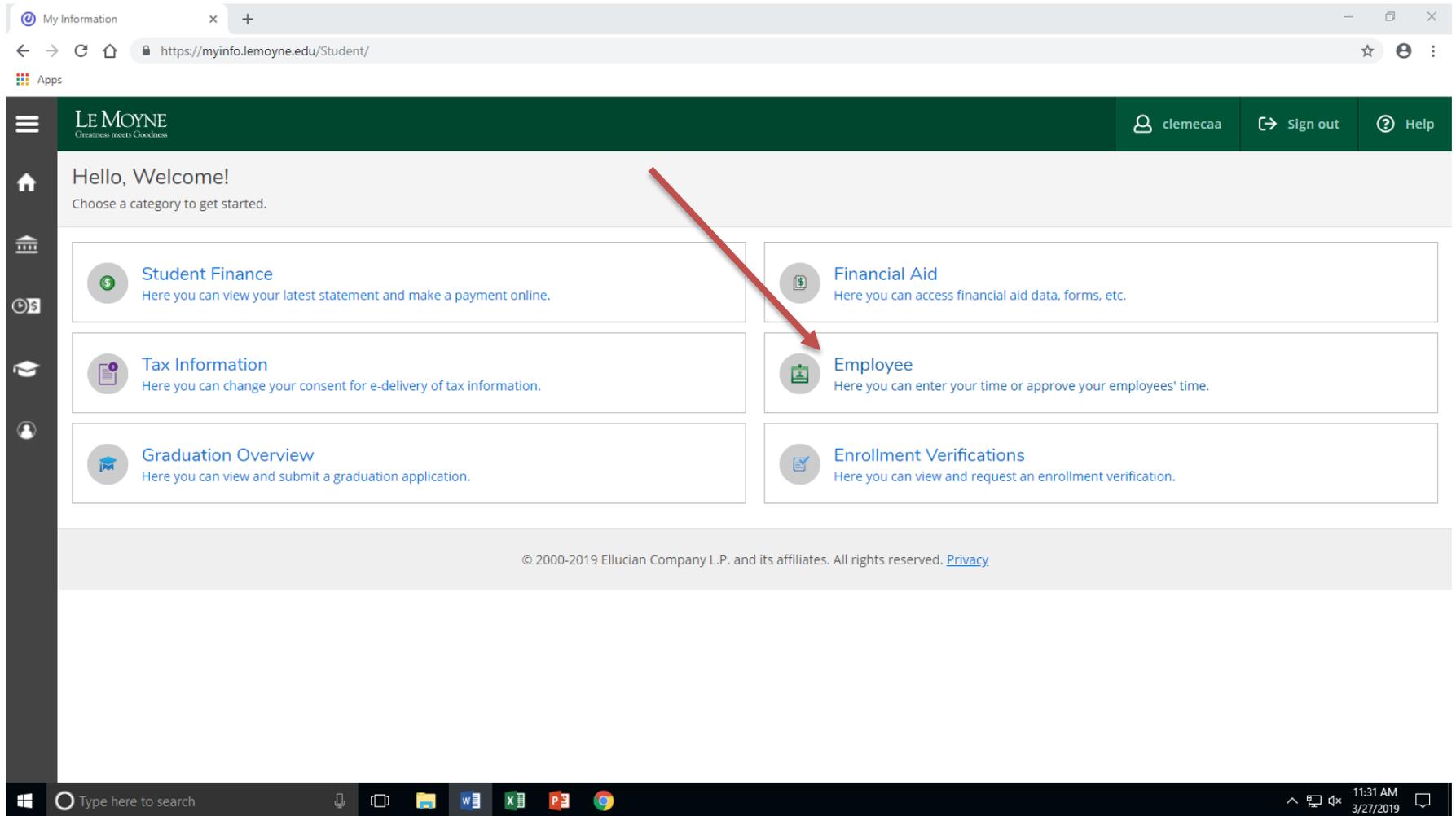
Password

Sign In

Type here to search

11:13 AM
3/27/2019

1. Here are all the student tabs, for student time entry...Click on Employee.



Only click once because the website takes a minute to load

2. Click Time Entry to fill out timecards.

The screenshot displays a web browser window with the URL <https://myinfo.lemoyne.edu/Student/HumanResources/Home>. The page features a dark green header with the Le Moyne logo and the tagline "Greatness meets Goodness". On the right side of the header, the user's name "clemecaa" is displayed along with "Sign out" and "Help" links. Below the header, a breadcrumb trail shows "Employment" > "Employee" > "Employee Overview". The main content area begins with a welcome message: "Welcome to Colleague Employee Self-Service!". A prominent "Time Entry" button is shown, which includes a clock icon and the text "Time Entry" and "Here you can fill out your timecards." A red arrow points to this button. At the bottom of the page, a copyright notice reads "© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)". The Windows taskbar at the bottom shows the search bar and several application icons, with the system clock indicating 11:33 AM on 3/27/2019.

- This screen will show the two weeks that are in the pay period. The two weeks are separated instead of all together like on Web Advisor. It is up to your supervisor whether they want you to submit your hours to them at the end of each week or at the end of the pay period. It is advised that the times be submitted at the end of each week after the student is done entering their last hour for the week.
- Click on the current week dates to open up your time sheet (the correct job if student has more than one on campus job).

Time Sheet - My Information x +

https://myinfo.lemoyne.edu/Student/TimeManagement/TimeSheet

Apps

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clamecaea Sign out Help

Employment Employee Time Entry

Time Entry

Student - Bi Weekly

03/18/2019 - 03/24/2019
Due by: 4/1/2019 11:59 AM
Total: 2.00 Hours

03/25/2019 - 03/31/2019
Due by: 4/1/2019 11:59 AM
Total: 0.00 Hours

Payroll CWS
LMI Associate CWS

Payroll CWS
LMI Associate CWS

Payroll CWS
LMI Associate CWS

This is where the student's job or jobs will be listed. "Payroll CWS" and "LMI Associate CWS" are two different jobs.

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https://myinfo.lemoyne.edu/Student/

Type here to search

11:35 AM
3/27/2019

- 5. For the date worked, enter the time. Make sure to enter in the AM or PM format from the drop down box. During the week, hit **save** in the upper right hand corner every time you enter hours. Once the hours for the week are completed, you hit **“Submit for Approval”** which will then send the hours to your supervisor

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Employment · Employee · Time Entry

Pay Period 03/18/2019 - 03/31/2019

< All Time Sheets

Week 03/25/2019 - 03/31/2019
0.00 Total hours

Saved **Save**

30PAY51CWSSTUS · Payroll CWS
Hourigan, Shannon A. · Payroll · Le Moyne College
0.00

Earn Type	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Total
College Work Study	00:00 AM	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**

Can also enter hours with the scroll down menu

for approval.

** If a student has more than one job on campus, every position will be listed on the time entry page.

Time Sheet - My Information

Week 03/25/2019 - 03/31/2019

30PAYS1CWSSTLUS • Payroll CWS
Hourigan, Shannon A. • Payroll • Le Moyne College
0.00

Earn Type	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Total
College Work Study	00:00 AM	0.00						
College Work Study	00:00 AM							
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Comments Submit for Approval

95LM151CWSASCS • LMI Associate CWS
Hardt, Michael D. • Not Assigned • Le Moyne College
0.00

Earn Type	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Total
College Work Study	00:00 AM	0.00						
College Work Study	00:00 AM							
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Comments Submit for Approval

Time Sheet - My Information

Week 03/25/2019 - 03/31/2019

0.00 Total hours

Position Total Hours: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Comments Submit for Approval

95LM151CWSASCS • LMI Associate CWS
Hardt, Michael D. • Not Assigned • Le Moyne College
0.00

Earn Type	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Total
College Work Study	00:00 AM	0.00						
College Work Study	00:00 AM							
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Comments Submit for Approval

6. Once time is submitted the “Submit for Approval” button will now change to “Return Timecard to Edit”. This means you have successfully submitted your hours. If the hours were entered incorrectly there is a chance for a student to go back in and change them but only before the deadline. To change incorrect hours hit “Return Timecard to Edit” and then correct the hours and hit submit again.

Time Sheet - My Information

https://myinfo.lemoyne.edu/Student/TimeManagement/TimeSheet#s=03/18/2019&e=03/24/2019&p=S&pps=03/18/2019&ppe=03/31/2019

Pay Period 03/18/2019 - 03/31/2019

< All Time Sheets

Week 03/18/2019 - 03/24/2019
4.00 Total hours

Saved at 11:53 AM [Save](#)

30PAY51CWSSTUS • Payroll CWS
Hourigan, Shannon A. • Payroll • Le Moyne College
4.00 | Submitted

Earn Type	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Fri 3/22	Sat 3/23	Sun 3/24	Total
College Work Study	11:00 AM	00:00 AM	11:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	4.00
	1:00 PM	00:00 AM	1:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
Position Total Hours:	2.00	0.00	2.00	0.00	0.00	0.00	0.00	4.00

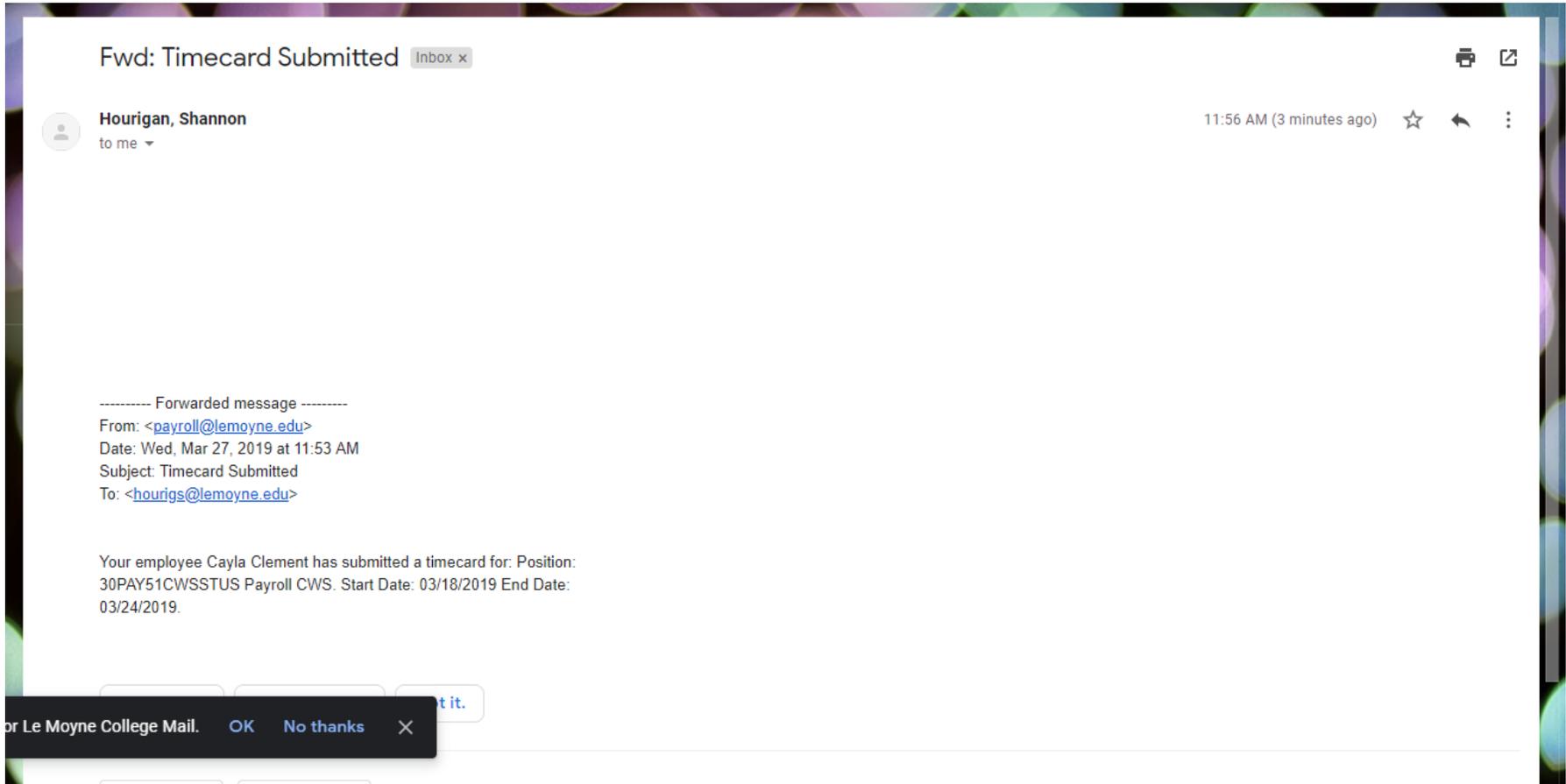
[Comments](#) [Return Timecard to Edit](#)

95LM151CWSASCS • LMI Associate CWS
Hardt, Michael D. • Not Assigned • Le Moyne College
0.00

Type here to search

11:54 AM 3/27/2019

7. When your hours are submitted, your supervisor should get an email saying that you entered your hours for the specific week in which you entered.



When your supervisor approves your time each week you will receive an email as well.