

Datatel/Colleague HR and Payroll St. Lawrence Portal

Web Time Entry

Access On the Web

- From Office or using VPN at Home
- Using Internet Explorer go to St. Lawrence University home page - www.stlawu.edu
- Click on Faculty and Staff tab

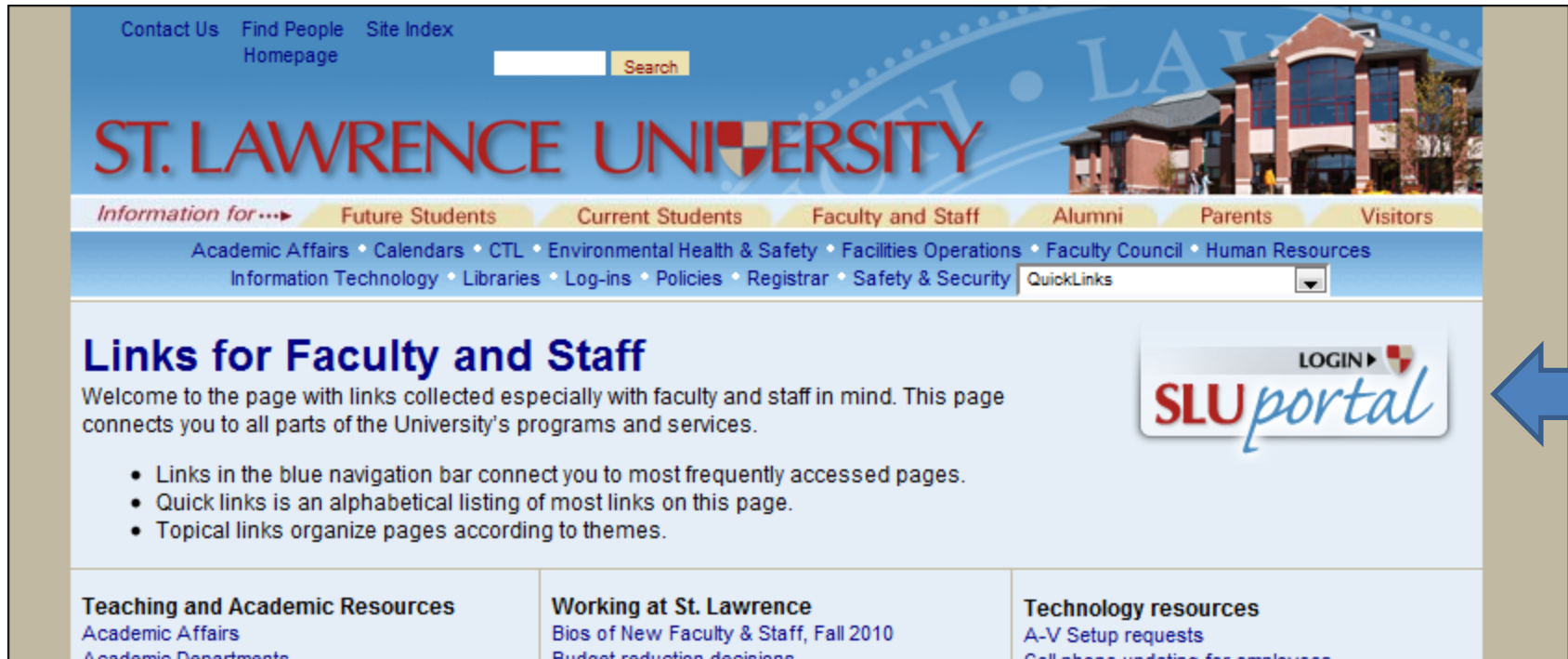


The image shows a screenshot of the St. Lawrence University website homepage. At the top, there is a search bar and navigation links for 'Homepage', 'Contact Us', 'Find People', and 'Site Index'. The main header features the university's name 'ST. LAWRENCE UNIVERSITY' in large red letters. Below this is a horizontal navigation menu with tabs for 'Future Students', 'Current Students', 'Faculty and Staff', 'Alumni', 'Parents', and 'Visitors'. A large blue arrow points down to the 'Faculty and Staff' tab. Underneath the navigation menu, there is a list of links for various university departments and services, including 'About St. Lawrence', 'Acclaim', 'Admissions/Financial Aid', 'Art Gallery', 'Athletics', 'Bookstore', 'Calendars', 'Business Office', 'Libraries', 'Technology', 'Giving to St. Lawrence', 'Majors and Programs', 'President', 'Research Opportunities', 'Student Life', and 'Study Abroad'. A 'QuickLinks' dropdown menu is also visible. The main content area features a large blue banner with a photograph of a building and the text: 'In an ideal location, St. Lawrence is a diverse liberal arts learning community of inspiring faculty, serious students'. On the right side, there are four vertical boxes with red headers: 'VISITING ST. LAWRENCE Come Meet Us!', 'SLU LIVE Photos, Audio and Video', 'SUSTAINABILITY St. Lawrence is Green!', and 'SLU SOCIAL MEDIA Facebook, YouTube, Blogs'.

Portal Web Address

Click on St. Lawrence Portal

Alternatively, go to <https://saints.stlawu.edu>



The screenshot shows the St. Lawrence University website. At the top, there are navigation links: Contact Us, Find People, Site Index, and Homepage. A search bar is also present. The main header features the St. Lawrence University logo and a photograph of a building. Below the header is a navigation bar with categories: Information for..., Future Students, Current Students, Faculty and Staff, Alumni, Parents, and Visitors. A secondary navigation bar lists various university departments and services, including Academic Affairs, Calendars, CTL, Environmental Health & Safety, Facilities Operations, Faculty Council, Human Resources, Information Technology, Libraries, Log-ins, Policies, Registrar, and Safety & Security. A 'QuickLinks' dropdown menu is also visible. The main content area is titled 'Links for Faculty and Staff' and includes a welcome message and a list of links. A 'LOGIN' button with the 'SLU portal' logo is prominently displayed on the right side of the page, with a blue arrow pointing to it from the right edge of the screenshot. The footer contains three columns of links: Teaching and Academic Resources, Working at St. Lawrence, and Technology resources.

Enter Network User Name and Password (if accessed using Firefox)

Links for Faculty and Staff

Welcome to the page with links collected especially with faculty and staff in mind. This page connects you to all parts of the University's programs and services.

- Links in the blue navigation bar connect you to most frequently accessed pages.
- Quick links is an alphabetical listing of most links on this page.
- Topical links organize pages by topic.

Teaching and Academic Resources

Academic Affairs
Academic Departments
APR
Assessment
Brush Art Gallery
Catalog
Center for Civic Engagement and Leadership
Center for Teaching and Learning
Community-Based Learning
Course registration

Authentication Required

Enter username and password for https://saints.stlawu.edu

User Name:

Password:

OK Cancel

Cost reduction decisions
Dining Services
Emergency Preparedness &

TV setup

What's Happening on Campus

St. Lawrence University - Portal

Access to Datatel/Colleague functions that you are authorized for will show in the *Colleague Web Access* tab

The screenshot displays the St. Lawrence University Portal interface. At the top left is the university logo with the word "portal" in a script font. The top right shows a user welcome message: "Welcome Kathryn L. Mullaney" with a dropdown arrow, "My Links" with a dropdown arrow, and a help icon. Below this is a search bar with "All Sites" selected and an "Advanced Search" button. A navigation bar contains "Faculty and Staff" and "Site Actions" with a dropdown arrow.

The main content area is titled "St. Lawrence University Test Portal > Faculty and Staff". A message reads: "SSO credentials for user 'STLAWU\kmul' could not be found in application 'Exchange Email' Enter your credentials." Below this are several sections:

- My Week:** A calendar for December 2010. Today's date is Wednesday, December 01, 2010. The calendar shows the 1st of the month is highlighted. Below the calendar, it says "Wednesday, December 01" and "No events".
- Announcements:** A section titled "Announcements" with the text "No announcements found."
- My Feeds:** A section with tabs for "Campus News" and "Campus Events".
- My Team Sites / My Document Library:** A section with "Expand All" and "Collapse All" buttons. It lists "Other" with a sub-item "Rhett Test Site" and a "Search Center" link.
- Colleague Web Access:** A section with a refresh icon and two links: "Employee Profile" and "Time Entry and Approval".
- My Bookmarks:** A section with an "Add to my links" button.
- My To Do:** A section with "Expand All" and "Collapse All" buttons and a refresh icon. It contains the same SSO error message and the text "No tasks found."
- Pictures of the Week:** A section with a refresh icon.

Web Time Entry

Enter Time

Click on ***Time Entry and Approval***



The image shows a screenshot of a web application interface. At the top, there is a tab labeled "Colleague Web Access" in blue text. Below this tab is a menu with two items: "Employee Profile" and "Time Entry and Approval". Both items have a plus sign icon to their left. A large blue arrow points from the left side of the screen towards the "Time Entry and Approval" item. Below the menu is another tab labeled "My Bookmarks" in blue text. In the bottom right corner of the menu area, there is a circular refresh icon.

Enter Time

Click on *Time Entry*



The image shows a screenshot of a web application interface. On the left, there is a vertical sidebar with several menu items, each accompanied by a refresh icon. A large blue arrow points from the second menu item in this sidebar to the 'Time Entry and Approval' option in the main menu. The main menu is titled 'Colleague Web Access' and contains the following items:

- Colleague Web Access (with a refresh icon)
- ⊕ Main Menu
- ⊕ Time Entry and Approval (highlighted)
- Time entry
- Time History
- Time approval (for supervisors)
- Employee History (for supervisors)

Time Entry Record

- Each Employee will usually have one timesheet, but there may be more than one pay period or position.
- Select the position/pay period you wish to enter and hit submit

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	10/11/10	10/24/10	Confidential 3 Business Office	07/01/91	Business Office	Ms. Carol T. Gable		12/23/10 11:00AM
<input type="checkbox"/>	10/25/10	11/07/10	Confidential 3 Business Office	07/01/91	Business Office	Ms. Carol T. Gable		01/06/11 11:00AM
<input type="checkbox"/>	11/08/10	11/21/10	Confidential 3 Business Office	07/01/91	Business Office	Ms. Carol T. Gable		01/20/11 11:00AM
<input type="checkbox"/>	11/22/10	12/05/10	Confidential 3 Business Office	07/01/91	Business Office	Ms. Carol T. Gable		02/03/11 11:00AM

SUBMIT

Time Entry Record

- Each Employee will have a record with benefit bank balances listed
- The deadline by which the timesheet must be approved is indicated in the “Complete By Date” column
- “Annual Leave” = vacation

Time Entry

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Confidential 3 Business Office	10/24/10	Biweekly	Business Office		Ms. Carol T. Gable	12/23/10 11:00AM

Leave Type	Leave Balance
Annual Leave	146.50
Sick	692.00
Personal Business 7.5HR	20.00
Extra Holiday 7.5 Hrs Pay	0.00
Csea Comp Holiday	0.00

Employee Timesheet

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
10/11/10	Monday	7.50							
10/12/10	Tuesday	7.50							
10/13/10	Wednesday	7.50							
10/14/10	Thursday	7.50							
10/15/10	Friday	7.50							
10/16/10	Saturday								
10/17/10	Sunday								
10/18/10	Monday	7.50							
10/19/10	Tuesday	7.50							

Employee Timesheet

- “Regular Hours” column will be prefilled with the scheduled hours for most employees
- If hours are not worked, the total in the other columns should total this amount
- Leave (vacation), and sick time have unique columns
- If a Holiday is worked, hours should be entered in “Hours Worked” column and “Other Time Type” should be Holiday; otherwise, Holiday hours should be entered in “Other Time” column
- Other types of leave should be reported in the “Other Time” column and the appropriate Type selected (e.g. bereavement, holiday)
- Approved Overtime hours should be entered in the Other Time column on the appropriate date and Daily Overtime selected in the “Other Time Type” column/If total weekly hours exceed 40, OT pay will be automatically calculated
- Shift Hours and Type should be used only by employees who work an evening or weekend shift

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
10/11/10	Monday	7.50							<input type="checkbox"/>
10/12/10	Tuesday	7.50							<input type="checkbox"/>

Time Sheet Input

- Time can be entered daily if desired
- Enter hours and click submit at bottom of timesheet
- Review warnings/errors
 - Warnings may not require action
 - Errors must be corrected before a TS can be submitted
- If there are no errors, a confirmation message will be displayed
- Click OK at bottom of screen and Log out



Time Sheet Signature and Submissions

- Sign timesheet electronically clicking the box on the line displayed at the bottom of the entry screen and clicking Submit.

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address

SUBMIT



Manager Approval

- Employee's supervisor will approve or reject the timesheet.
- The employee will receive a notification email.
- If rejected, a reason will be noted in the email
 - Employee accesses the timesheet, using same process as initial time entry, to make the necessary corrections and resubmit.
- A notification email will be sent upon approval.