

Datatel/Colleague HR and Payroll Portal

Approving Employees' 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

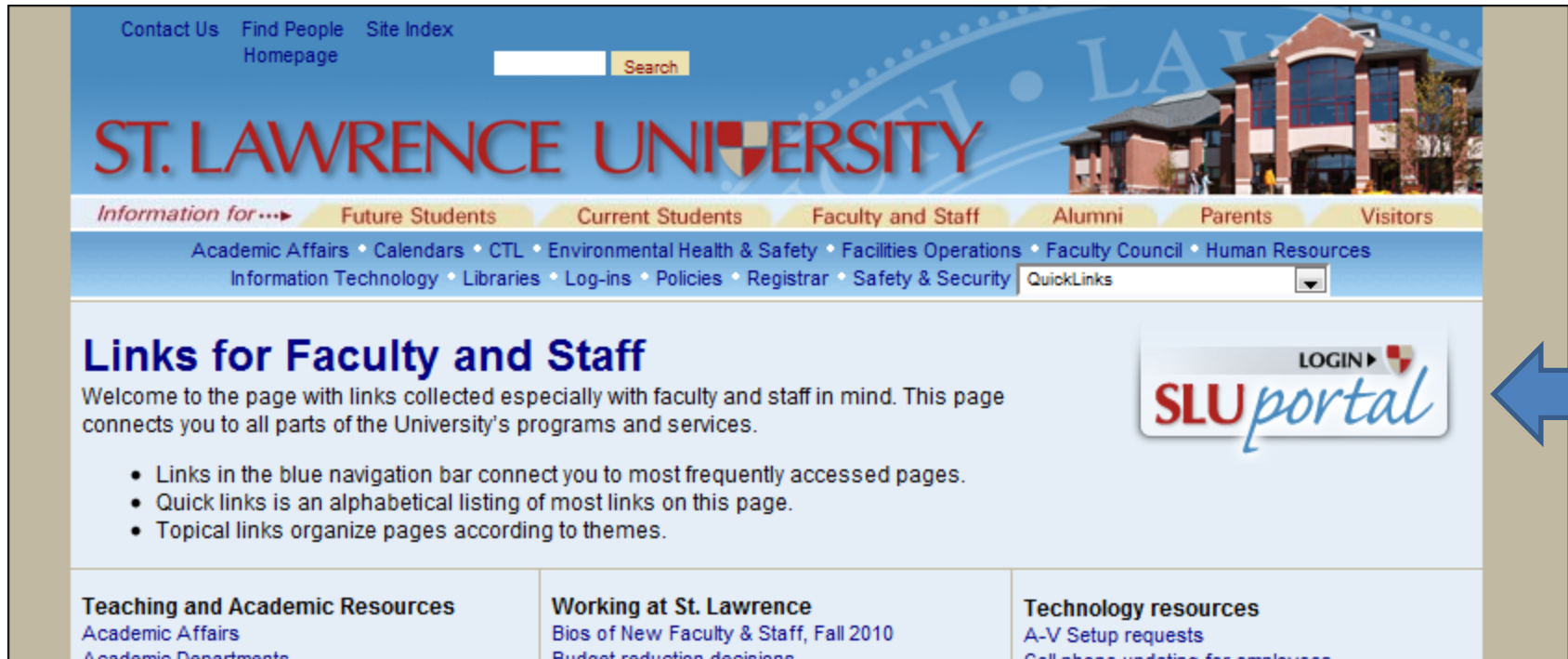


The image shows a screenshot of the St. Lawrence University website homepage. At the top, there is a search bar and navigation links for 'Homepage', 'Contact Us', 'Find People', and 'Site Index'. The main header features the university's name 'ST. LAWRENCE UNIVERSITY' in large red letters. Below this 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. Below the navigation menu is a row 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'. On the right side, there are four red-bordered boxes with white text: 'VISITING ST. LAWRENCE Come Meet Us!', 'SLU LIVE Photos, Audio and Video', 'SUSTAINABILITY St. Lawrence is Green!', and 'SLU SOCIAL MEDIA Facebook, YouTube, Blogs'. The main content area features a blue background with a white tower and the text: 'In an ideal location, St. Lawrence is a diverse liberal arts learning community of inspiring faculty, serious students'.

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 large 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

Resources

ts
g for employees
mputer
nd contacts
tion

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 in a dropdown menu and an "Advanced Search" button. A secondary 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 on the left states: "SSO credentials for user 'STLAWU\kmul' could not be found in application 'Exchange Email' Enter your credentials." Below this is a "My Week" section with a calendar for December 2010. The calendar shows the current date as Wednesday, December 01, 2010, with the number '1' highlighted in orange. Below the calendar, it says "Wednesday, December 01" and "No events".

The central part of the page features several widget sections:

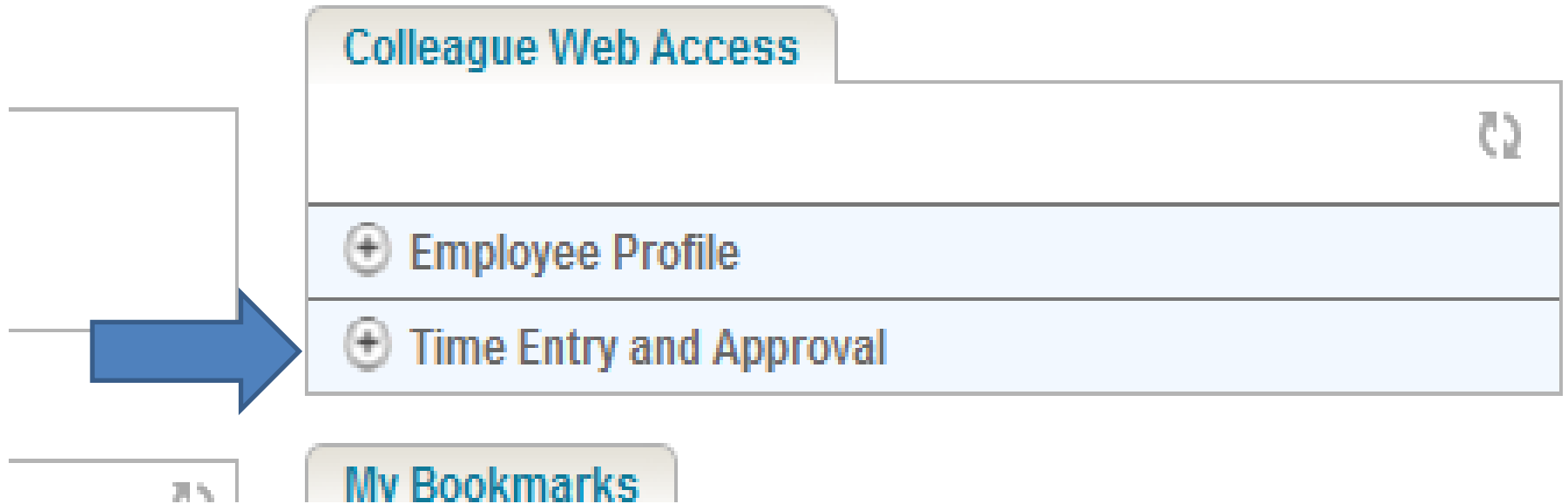
- Announcements:** A section with the text "No announcements found."
- My Feeds:** A section with tabs for "Campus News" and "Campus Events".
- My Team Sites / My Document Library:** A section with "Expand All" and "Collapse All" buttons. It lists "Rhett Test Site" and "Search Center".
- Colleague Web Access:** A section with a refresh icon and two buttons: "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 as the top left and states "No tasks found."
- Pictures of the Week:** A section with a refresh icon.

Web Time Entry

Supervisory Approval


Approving Time Entry

Click on *Time Entry and Approval*



Approving Time Entry

Click on *Time Approval (for supervisors)*



The image shows a screenshot of a web application interface. On the left, there are several horizontal bars, some containing a refresh icon. A large blue arrow points from the middle bar to the 'Time approval (for supervisors)' 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
 - Time entry
 - Time History
 - Time approval (for supervisors)
 - Employee History (for supervisors)

Approving Time Entry

Click the Review Entry box to review the employee's timesheet and hit **submit**.

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	11/22/10	12/05/10	12/06/10 01:00PM	Mrs. April D. Wells		Executive Secretary Finance	Finance		0.00

Security Access Messages

None

Approve time entries on behalf of

If you are approving time for another supervisor, select their position from the drop down box. Only positions that you are authorized to approve on behalf of will be listed.

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 “Approve By Date” column
- “Annual Leave” = vacation

Time Entry ×

BACK

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Mrs. April D. Wells	Executive Secretary Finance	10/10/10	Biweekly	Finance		12/09/10 01:00PM

Leave Type	Leave Balance
Annual Leave	0.00
Sick	0.00
Personal Business 7.5HR	0.00
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							<input type="checkbox"/>
10/12/10	Tuesday	7.50							<input type="checkbox"/>
10/13/10	Wednesday	7.50							<input type="checkbox"/>
10/14/10	Thursday	7.50							<input type="checkbox"/>
10/15/10	Friday	7.50							<input type="checkbox"/>
10/16/10	Saturday								<input type="checkbox"/>
10/17/10	Sunday								<input type="checkbox"/>
10/18/10	Monday	7.50							<input type="checkbox"/>
10/19/10	Tuesday	7.50							<input type="checkbox"/>
10/20/10	Wednesday	7.50							<input type="checkbox"/>
10/21/10	Thursday	7.50							<input type="checkbox"/>
10/22/10	Friday	7.50							<input type="checkbox"/>
10/23/10	Saturday								<input type="checkbox"/>
10/24/10	Sunday								<input type="checkbox"/>

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"/>

Employee Timesheet

These fields show time when employees have more than one job and will show supervisors there is other time worked and paid in addition to their job

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Note: There will be no data for exempt employees, as they do not enter time worked

Supervisor Decision

- Indicate Approve/Reject in the Supervisor Decision box
- If Rejected, send instructions to the employee via email by completing the E-mail, subject, comments and employee address boxes
- When Time sheet is resubmitted, review again
- Press submit to affect your action; you will receive a confirmation message – approval is final/subsequent changes made @ Business Office

Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee Email Address

Virtual Private Network (VPN)

- You must be on campus or connected via the VPN to access Datatel/Colleague
- To install it on your home computer, go to Off Campus Access from the IT web page or
 - <http://infotech.stlawu.edu/node/71>
- Follow instructions for your hardware and operating system
- The IT Help Desk can assist you (x5770)

Supervisor's Summary

- Access Colleague portal on campus or via VPN at <https://saints.stlawu.edu/> . Use your Network Username and password.
 - Install VPN using instructions on IT's web page at <https://infotech.stlawu.edu/node/71>
 - If you're using a home computer enter your userid preceded by stlawu\ (e.g. stlawu\kmul)
- Click on Employee Profile/Pay Advices to see your pay stub
- Click on Time Entry and Approval/Time Approval to review and approve timesheets