

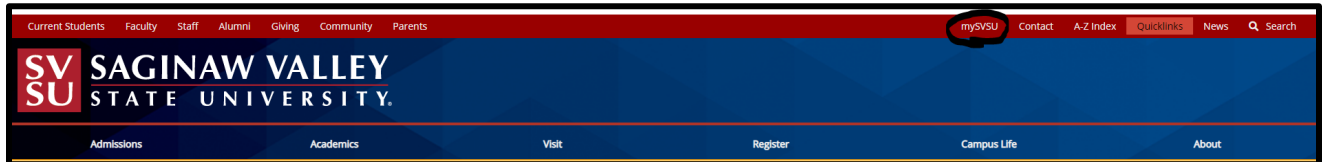
Saginaw Valley State University

Self-Service Time Entry

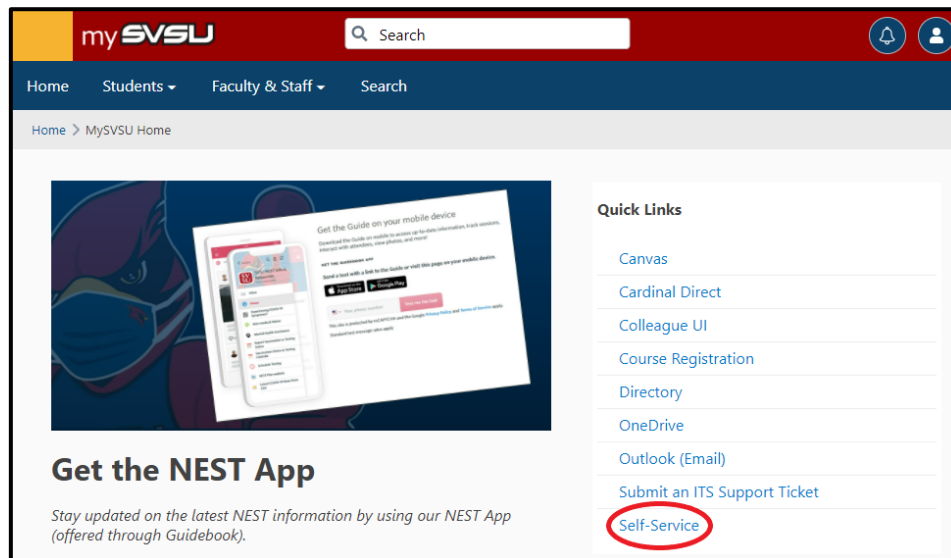
The following directions are for all hourly employees including Administrative/Professionals (APH) and Clinical Professionals (CP/CI). Please note any casual hourly employees or student employees will continue to use Ultra-Time. Trouble logging into Self-Service please contact IT Support at ext. 4225. For questions with time entry, please contact Cathy Vaughan at ext. 4230.

How to Log your Time:

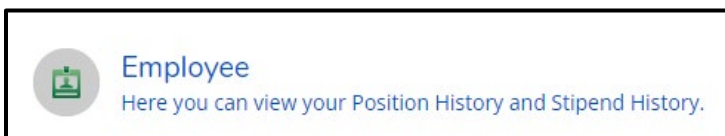
1. Log into “MySVSU” which can be found at my.svsu.edu or the top bar of www.svsu.edu



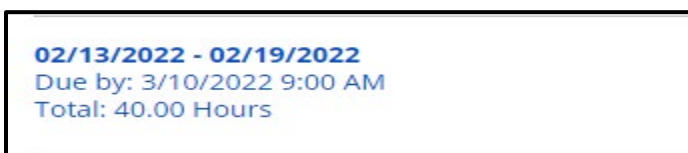
2. Click on “Self-Service” under “Applications”



3. Select “Employee” → “Time Entry”



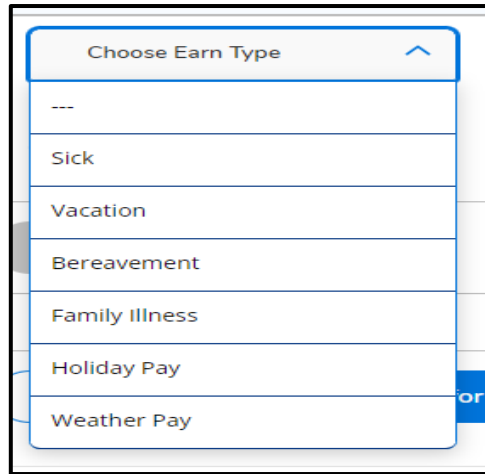
4. Select “Week”



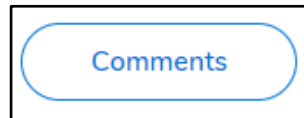
5. Enter time worked for each day of the week

Earn Type	Sun 2/13	Mon 2/14	Tue 2/15	Wed 2/16	Thu 2/17	Fri 2/18	Sat 2/19	Total
Admin/Prof Hourly	<input type="text"/>	8.00	8.00	8.00	4.00	4.00	<input type="text"/>	32.00

6. Enter benefit time by using “+Additional Time” & selecting the benefit type you need



7. Leave comments for your supervisor or manager here:



8. Review your weekly totals

Weekly Totals								
Daily Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Regular Hours:								32.00
Additional Hours:								8.00

9. Save and Submit time for the week

(Entries will be saved automatically, but you must submit for approval when all entries are complete)



10. Repeat for the second week of the pay period

Week 02/20/2022 - 02/26/2022
0.00 Total hours



Additional Information:

- **If you submit and need to make a change, return to that week, and click “Return Timecard to Edit”.** From there you can make any changes necessary and then Save and Submit again. Your supervisor will receive an email each time you submit or return a timecard to edit.
- **You will receive an email when your supervisor approves or rejects your timecard. If rejected, the email will instruct you on what action to take.**