

Student Employee Timesheet Submission and Approval: Self Service 9



GSU PORTAL

- **Accessing the Timesheet**

1. Log in to Self Service 9 using your employee credentials.



Additional security verification

This is an extra layer of security to ensure that only you can access your account

Select a verification option

- E** Send me an Email >
- T** Send me a Text Message >
- A** Use Authenticator >



[◀ Back](#)



Text Message security verification

This is an extra layer of security to ensure that only you can access your account



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Trust this device

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Leave Balances as of 11/25/2025
Emergency FMLA FFCRA in hours **0.00**

Pay Information

Latest Pay Stub: 06/07/2024 All Pay Stubs Deductions History

Earnings

Taxes

Job Summary

Employee Summary

Full Leave Balance Information

My Activities

Enter Time

Campus Directory

Your Louisiana Personnel State ID

Bi-Weekly Payroll Schedule

Monthly Payroll Schedule

Student Payroll Schedule

University Holiday Schedule

DocuSign Forms

Direct Deposit Authorization Form

Employee Dashboard

2. On the Employee Dashboard, look for the **Enter Time**.

- **Example: At Grambling State University it's under "My Activities → Enter Time".**

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Bi-Weekly Payroll Schedule

Monthly Payroll Schedule

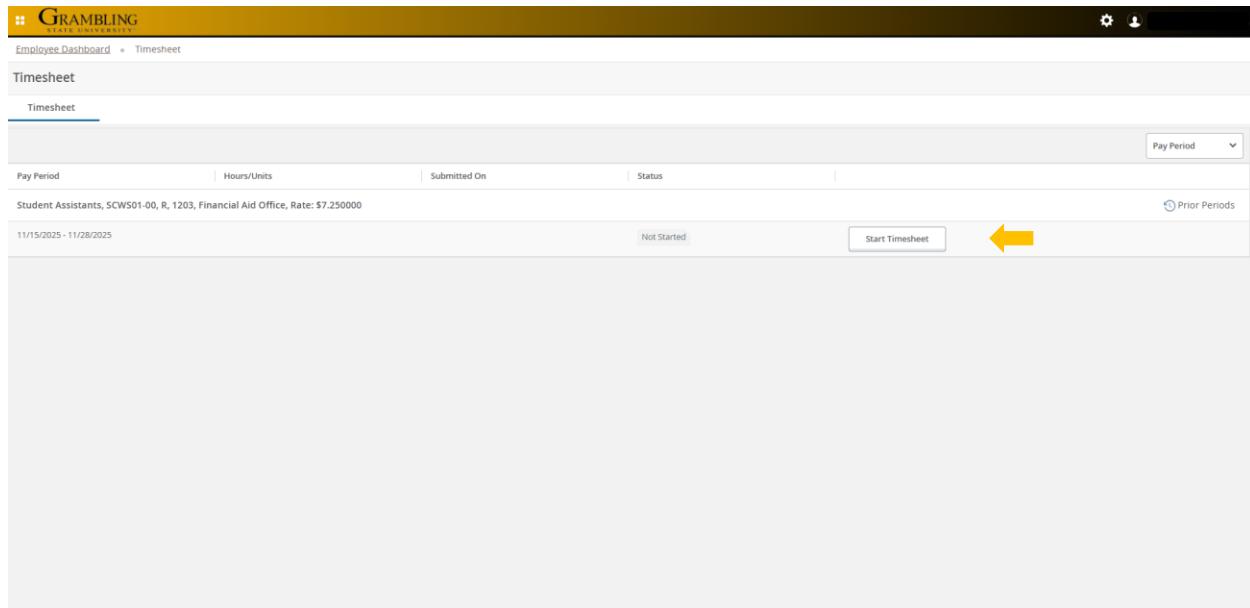
Student Payroll Schedule

University Holiday Schedule

DocuSign Forms

Direct Deposit Authorization Form

Enter Time



Navigating to Timesheets

- Select Timesheet.
- Choose the correct pay period.
- Click on the pay period date.

Employee Dashboard Timesheet Student Assistants, SCWS01-00, R, 1203, Financial Aid Office, Rate: \$7.250000

Student Assistants, SCWS01-00, R, 1203, Financial Aid Office, Rate: \$7.250000

11/15/2025 - 11/28/2025 [In Progress](#) [Submit By 12/01/2025, 12:00 PM](#)

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

22 23 24 25 26 27 28

[Add Earn Code](#)

Earn Code: College Work Study Start Time*: hh:mm a End Time*: hh:mm a Hours: 0.00

[Add More Time](#)

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

Entering Hours

- Click the day you worked.
- Select the earn code (e.g., College Work Study).
- Enter total hours worked and click Save.

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Employee Dashboard + Timesheet + Student Assistants, SCWS01-01, R, 1110, Controller's Office, Rate: \$7.250000

Student Assistants, SCWS01-01, R, 1110, Controller's Office, Rate: \$7.250000

11/15/2025 - 11/28/2025 | 2.00 Hours (i) (e)

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

22 23 24 25 2.00 Hours 26 27 28

(i) (e) In Progress Submit By 12/01/2025, 12:00 PM

(a) Add Earn Code

Earn Code: College Work Study

Start Time*: 10:00 PM (i)
09 10 00 AM
11 15 PM

End Time*: 12:00 PM (i)
11 12 00 PM
15 AM

Hours: -10.00 (i)

(a) CANCEL SET (a) CANCEL SET

Exit Page (i) (e) (a) (s) (p)

Cancel Save Preview

Employee Dashboard > Timesheet > Student Assistants, SCWS01-01, R, 1110, Controller's Office, Rate: \$7.250000

Student Assistants, SCWS01-01, R, 1110, Controller's Office, Rate: \$7.250000

11/15/2025 - 11/28/2025 | 2.00 Hours Restart Time Leave Balances

In Progress Submit By 12/01/2025, 12:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
22	23	24	25 2.00 Hours	26	27	28

Add Earn Code

Earn Code: College Work Study

Start Time*: 10:00 AM

End Time*: 12:00 PM

Hours: 2.00

Add More Time

Exit Page Cancel Save Preview

Adding Multiple Time Entries

- Click + Add More Time on the same date to enter split shifts.
- Save after each entry.

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Employee Dashboard » Timesheet » Student Assistants, SCWS01-01, R_1110, Controller's Office, Rate: \$7.250000 » Preview

Timesheet Detail Summary

Student Assistants, SCWS01-01, R_1110, Controller's Office , Rate: \$7.250000
Pay Period: 4.00 Hours | In Progress Submit By 12/01/2025, 12:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
11/25/2025	CWS, College Work Study	1	2.00 Hours
11/26/2025	CWS, College Work Study	1	2.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
11/25/2025	CWS, College Work Study	1	2.00	10:00 AM			12:00 PM		
11/26/2025	CWS, College Work Study	1	2.00	10:00 AM			12:00 PM		

Summary

Earn Code	Shift	Week	Week	Total
CWS, College Work Study	1	4.00	4.00 Hours	
Total Hours				4.00

Routing and Status

Name	Action
Originated On 11/25/2025, 11:51 AM by STEWART, JAYVEION D.	
Submit By 12/01/2025, 12:00 PM	
HAMMS, QUANESHIA	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.



Buttons: Return | Submit

Submitting Your Timesheet

- Review for accuracy.
- Check I certify selection.
- Click Submit.
- Confirm that the status shows Submitted.

Employee Dashboard Timesheet Student Assistants, SCWS01-01, R_1110, Controller's Office, Rate: \$7.250000 Preview

Timesheet successfully submitted.

Time Entry Detail

Date	Earn Code	Shift	Total
11/25/2025	CWS, College Work Study	1	2.00 Hours
11/26/2025	CWS, College Work Study	1	2.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
11/25/2025	CWS, College Work Study	1	2.00	10:00 AM			12:00 PM		
11/26/2025	CWS, College Work Study	1	2.00	10:00 AM			12:00 PM		

Summary

Earn Code	Shift	Week	Week	Total
CWS, College Work Study	1		4.00	4.00 Hours
Total Hours			4.00	

Routing and Status

Name	Action
	Originated On 11/25/2025, 11:51 AM by: [redacted]
	Submitted On 11/25/2025, 12:00 PM by: [redacted]
	Approve by 12/01/2025, 05:00 PM
	Pending Approval

Return

Checking Approval Status

- Return anytime to see if your timesheet is Submitted, Approved, or Returned for Correction.
- If returned, correct and resubmit.

Common Mistakes to Avoid

- Forgetting to submit hours.
- Entering hours in the wrong pay period.
- Not saving entries.

Help & Support

- Contact your supervisor or Payroll Office for access issues or corrections.

Leave Balances as of 11/25/2025

Leave Type	Hours
Sick Leave	643.40
Annual Leave	675.65
Compensatory	80.70
Time and Half Compensatory	0.00
Furlough	0.00
Sick Donated Bank	0.00

Full Leave Balance Information

Pay Information

Latest Pay Stub: 01/31/2025

All Pay Stubs

Deductions History

Earnings

Taxes

Job Summary

Employee Summary

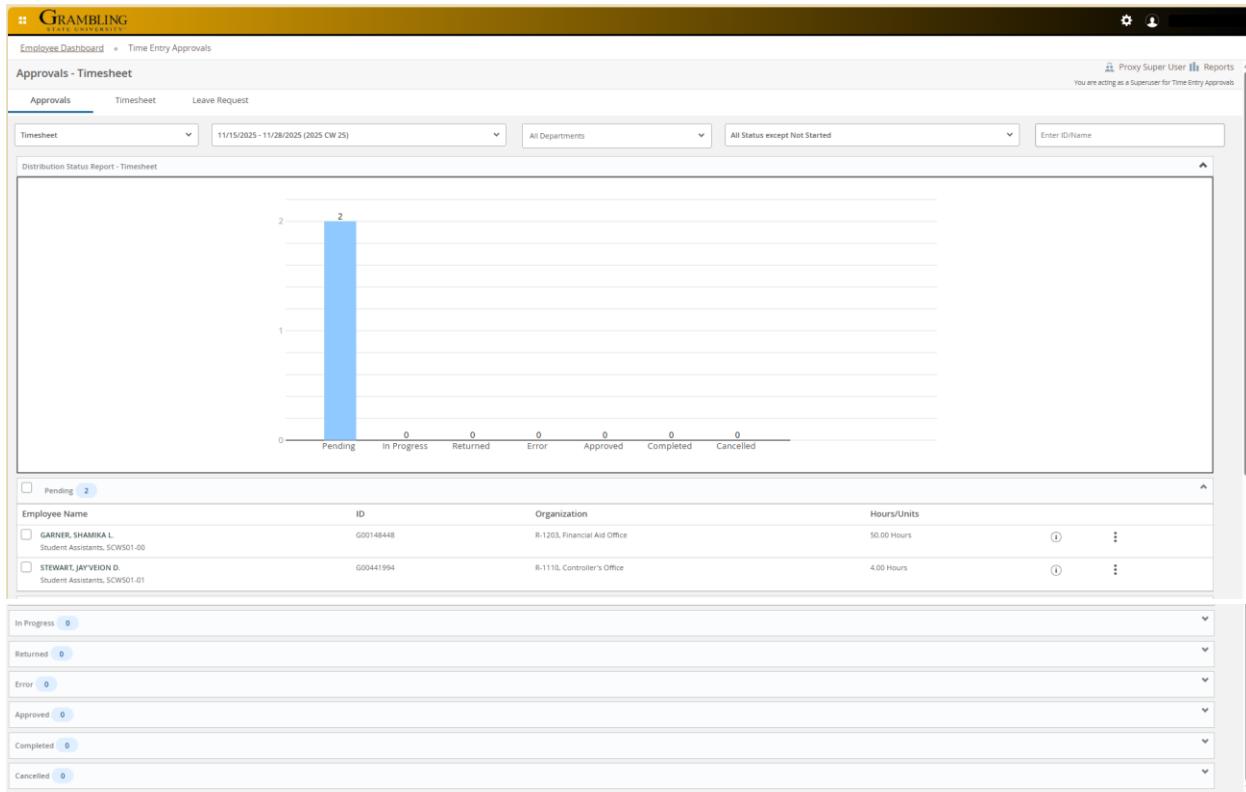
My Activities

- Enter Time
- Request Time Off
- Approve Time
- Approve Leave Request
- Pay Stub Administrator
- Benefits Administrator
- Campus Directory
- Your Louisiana Personnel State ID
- Bi-Weekly Payroll Schedule

Approve Time

Navigate to the Employee Dashboard

- Click Approve Time.



Timesheet Approval Screen

- Select Approvals.
- Choose the correct Pay Period.
- Employees with submitted timesheets will show Pending.

Bulk Approvals

- Check employees to approve.
- Select Approve Selected.
- Confirm the action.

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Employee Dashboard Time Entry Approvals Student Assistants, SCWS01-01, R, 1110, Controller's Office, Rate: \$7.250000 Preview

Timesheet Detail Summary

G00441994, STEWART, JAY'VEION D.
Student Assistants, SCWS01-01, R, 1110, Controller's Office , Rate: \$7.250000
Pay Period: 4.00 Hours Pending Submitted On 11/25/2025, 12:00:00

Time Entry Detail

Date	Earn Code	Shift	Total
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Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
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Summary

Earn Code	Shift	Week	Week	Total
CWS, College Work Study	1	4.00	4.00 Hours	
Total Hours			4.00	

Routing and Status

Name	Action
	Originated On 11/25/2025, 11:51 AM by
	Submitted On 11/25/2025, 12:00 PM by
	Approve by 12/01/2025, 05:00 PM
	Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

↓

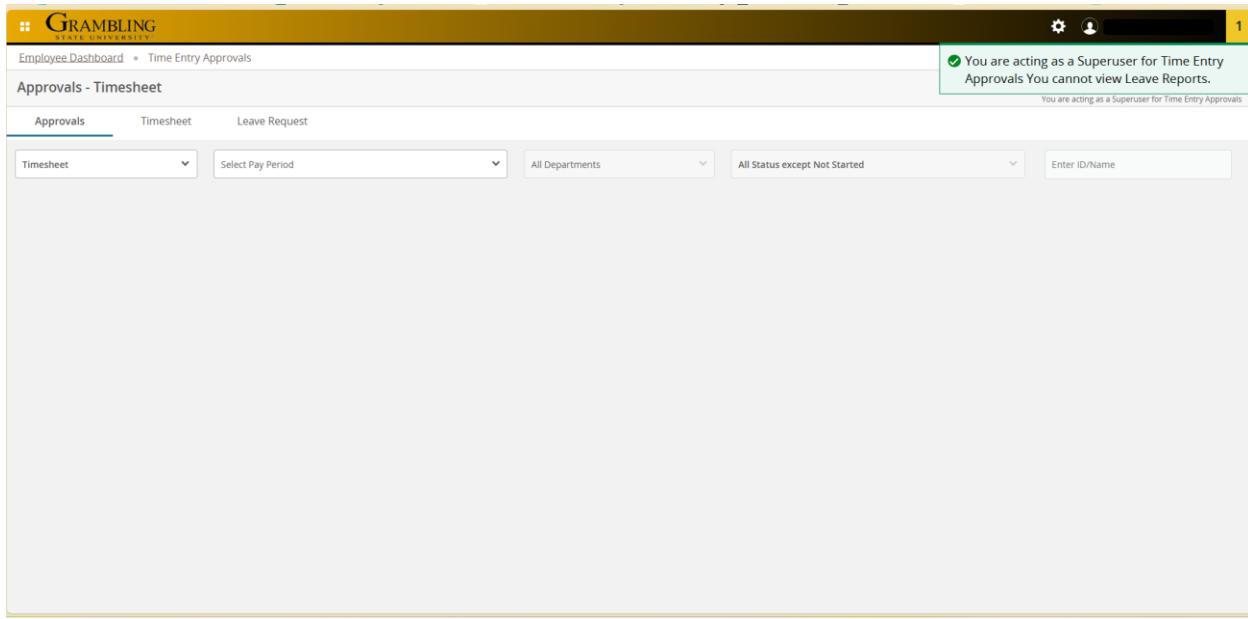
[Return](#) [Details](#) [Delete](#) [Return for correction](#) [Approve](#)

Review Employee Timesheets

- Click the employee's name to open their timesheet.
- Verify hours.
- Use Return for Correction if edits are needed.

Approve the Timesheet

- Click Approve when the timesheet is accurate.
- The status updates to Approved and routes to Payroll.



Status Definitions

- Not Started – Employee has not opened the timesheet.
- In Progress – Time entered but not submitted.
- Pending – Waiting for supervisor approval.
- Returned – Sent back to employee.
- Approved – Sent to Payroll.

Troubleshooting

- Ensure employees are assigned to the correct position/pay period.
- Track paperwork if a student employee is missing from your list.
- There are no student Supplemental Payroll, please have students to their submit timesheet on time.
- Contact Payroll for assistance.