

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



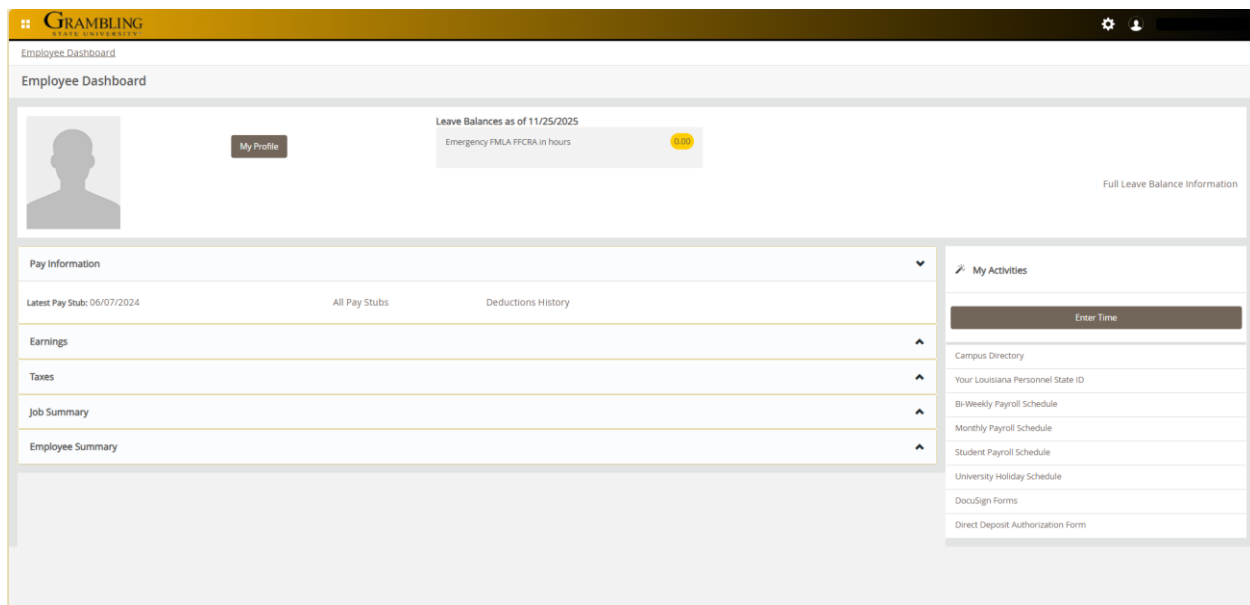
Text Message security verification

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



☐

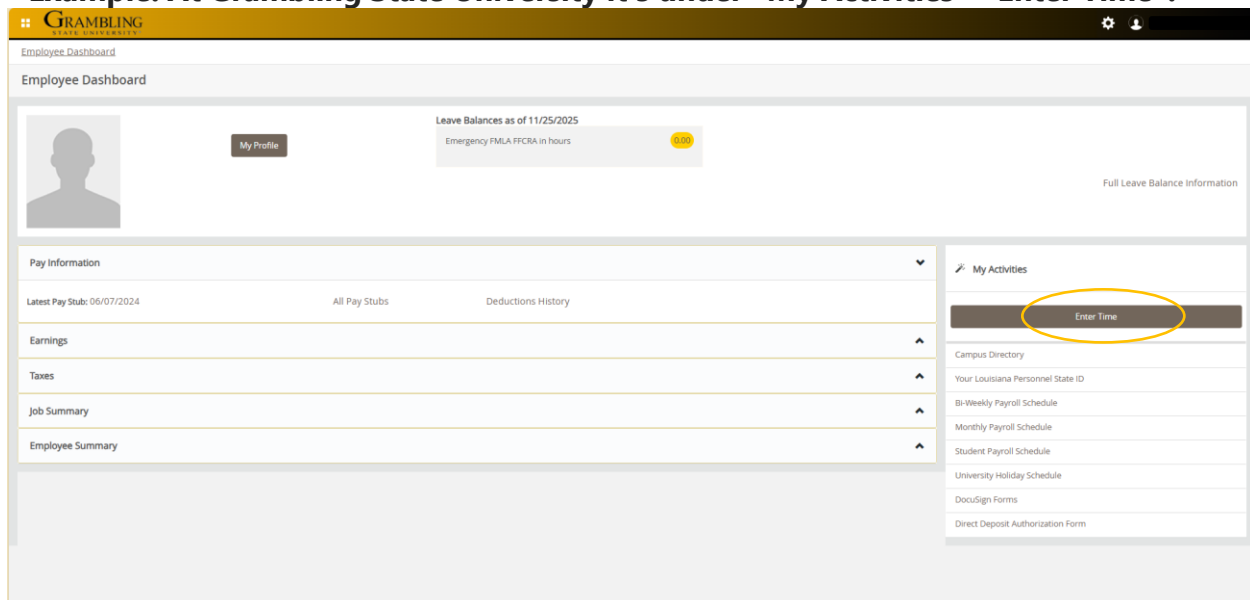
Trust this device






Employee Dashboard

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

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



Enter Time


  

Employee Dashboard » Timesheet

Timesheet

Timesheet

Pay Period	Hours/Units	Submitted On	Status
Student Assistants, SCWS01-00, R, 1203, Financial Aid Office, Rate: \$7.250000			
11/15/2025 - 11/28/2025		Not Started	<div>Start Timesheet</div>



Prior Periods

Navigating to Timesheets

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

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Employee Dashboard • Timesheet • Student Assistants, SCW501-00, R, 1203, Financial Aid Office, Rate: \$7.250000

Student Assistants, SCW501-00, R, 1203, Financial Aid Office, Rate: \$7.250000 Restart Time Leave Balances

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.





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

Restart Time

Leave Balances

11/15/2025 - 11/28/2025

2.00 Hours

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 PM

End Time*

12:00 PM

Hours

-10.00

09

10

11

00

15

AM

PM

11

12

00

15

PM

AM

CANCEL

SET

CANCEL

SET

Exit Page

Cancel

Save

Preview

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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 [Restart Time](#) [Leave Balances](#)

11/15/2025 - 11/28/2025 2.00 Hours [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 2.00 Hours	27	28

[Add Earn Code](#)

Earn Code: Start Time*: End Time*: Hours: [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.

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

Return

Submit

Submitting Your Timesheet

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

1

Employee Dashboard • Timesheet • Student Assistants: SCWS01-01, B.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: _____
	Submitted On 11/25/2025, 12:00 PM by: _____
	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.





Employee Dashboard

Employee Dashboard



My Profile

My Team

Leave Balances as of 11/25/2025

Sick Leave in hours	643.40	Annual Leave in hours	615.65	Compensatory in hours	80.76
Time and Half Compensatory in hours	0.00	Furlough in hours	0.00	Sick Donated Bank in hours	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

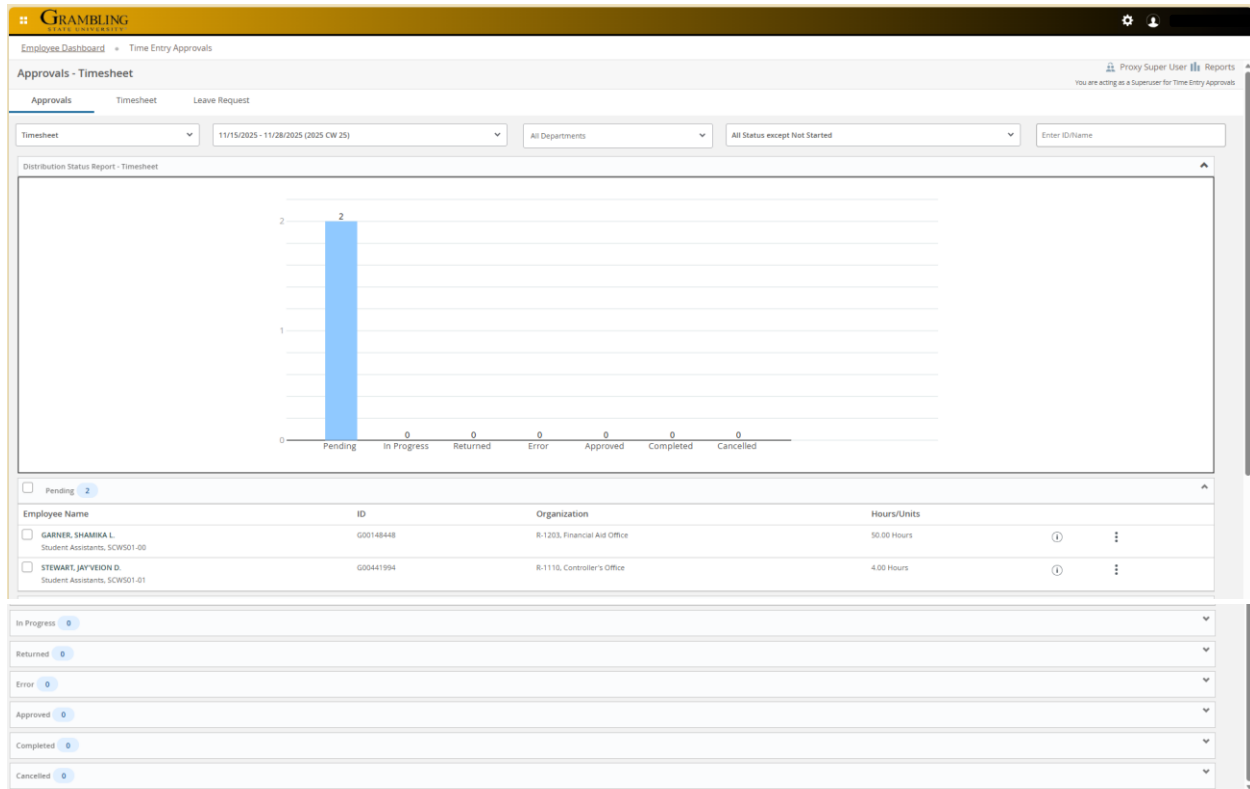
Your Louisiana Personnel State ID

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.

[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 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, 11:31 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

3000 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.

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Employee Dashboard » Time Entry Approvals

Approvals - Timesheet

Approvals Timesheet Leave Request

Timesheet Select Pay Period All Departments All Status except Not Started Enter ID/Name

You are acting as a Superuser for Time Entry Approvals. You cannot view Leave Reports.

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.