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

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2. Click on "Self-Service" under "Applications"

my SVSL	L	Q Search					
Home Students -	Faculty & Staff 🗸	Search					
Home > MySVSU Home							
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oct the m				Submit an ITS Support Ticket			
Stay updated on the lo (offered through Guide	atest NEST informatio ebook).	on by using our NEST App		Self-Service			

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		8.00	8.00	8.00	4.00	4.00		32.00

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

+ Additional Time	Choose Earn Type
	Sick
	Bereavement
	Family Illness Holiday Pay
	Weather Pay

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

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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.