

Biweekly 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



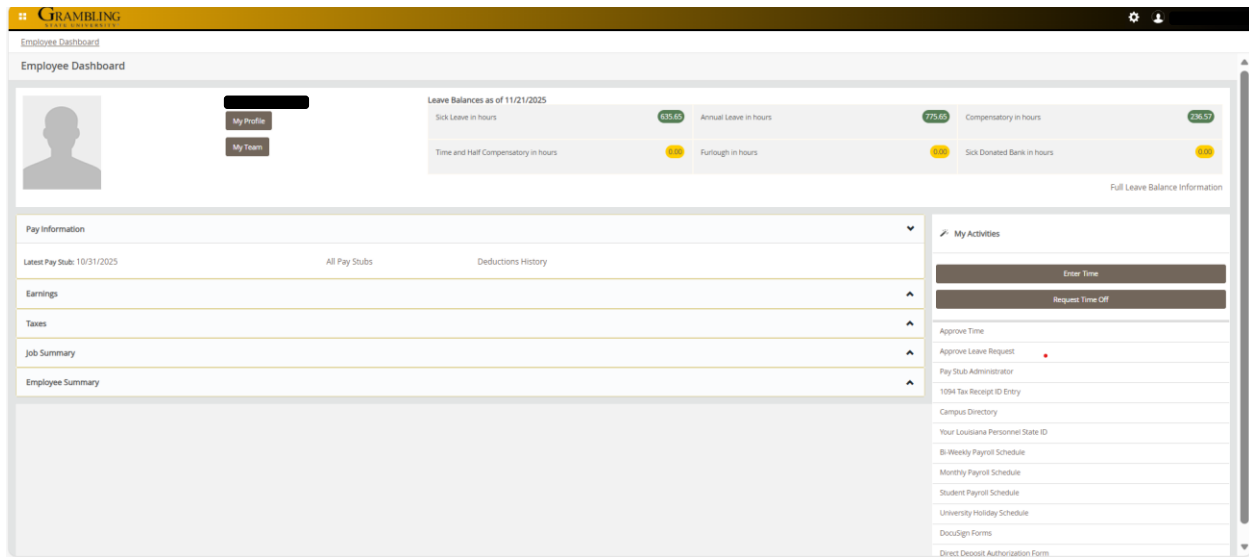
Text Message security verification

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".**


3. If you have multiple jobs/assignments, ensure you select the correct job/assignment for which you are submitting time.





Employee Dashboard

Employee Dashboard



My Profile

My Team

Leave Balances as of 11/21/2025

Sick Leave In hours	635.65	Annual Leave In hours	775.65	Compensatory In hours	236.57
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: 10/31/2025

All Pay Stubs

Deductions History

Earnings

My Activities

Enter Time

Request Time Off

<https://employeeessb-prod.ec.gram.edu/EmployeeSelfService/>

Entering Time for Biweekly Employees

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[Employee Dashboard](#) • Timesheet

Timesheet

[Timesheet](#)
[Leave Request](#)

Pay Period

Pay Period

Hours/Units

Submitted On

Status

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

Prior Periods

11/22/2025 - 12/05/2025

Not Started

Start Timesheet

Selecting the Pay Period

- The system will display the current open pay period by default.
- Use the left/right arrows or a date picker to navigate between pay periods if needed.
- Make sure you are entering time for the correct pay period (the one in which you worked the hours).

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[Employee Dashboard](#) • Timesheet

Timesheet

[Timesheet](#)
[Leave Request](#)

Pay Period

Pay Period

Hours/Units

Submitted On

Status

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

Prior Periods

11/22/2025 - 12/05/2025

Not Started

Start Timesheet

Employee Dashboard • Timesheet • Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462 [Restart Time](#) [Leave Balances](#)

11/22/2025 - 12/05/2025 [In Progress](#) [Submit By 12/08/2025, 12:00 PM](#)

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

[Add Earn Code](#)

Earn Code: Regular Pay Start Time*: hh:mm a End Time*: hh:mm a Hours: 0.00

[Add More Time](#)

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


Entering Your Hours



For hourly employees:

- Enter your start time, end time, and any break/lunch as required.
- Example formats: 730a = 7:30 AM, 12p = 12:00 PM, 1230p = 12:30PM 500p = 5:00 PM Hours -9

Add Earn Code

- Select add Earn Code (e.g., Regular Pay, Annual Leave, Sick Leave, Holiday Pay) when entering time.
- If you work in different pay categories (e.g., regular time + Annual leave) you will need to click Add Earn Code or Add More Time and select the appropriate code.
- Ensure hours are assigned to correct codes to avoid mis-classification.





[Employee Dashboard](#) • [Timesheet](#) • Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

11/22/2025 - 12/05/2025

[In Progress](#) **Submit By 12/08/2025, 12:00 PM**

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

[Add Earn Code](#)

Earn Code

Regular Pay

Start Time*

hh:mm a

End Time*

hh:mm a

Hours

0.00

[Add More Time](#)

0615

0730

0845

AM

PM

Exit Page

CANCEL

SET

Cancel

Save

Preview



Employee Dashboard • Timesheet • Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462 Restart Time Leave Balances

11/22/2025 - 12/05/2025 🔍 🗨 In Progress Submit By 12/08/2025, 12:00 PM

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

⊕ Add Earn Code

Earn Code

Regular Pay

Start Time*

07:30 AM

End Time*

10:30 AM

Hours

3.00

0915AM

1030AM

1145PM

CANCEL


SET



Exit Page

Cancel

Save



Preview







Employee Dashboard • Timesheet • Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462


 Restart Time  Leave Balances

11/22/2025 - 12/05/2025



In Progress Submit By 12/08/2025, 12:00 PM

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

 Add Earn Code

Earn Code

Regular Pay

Start Time*


07:30 AM

End Time*

10:30 AM

Hours

3.00

 Add More Time

Exit Page

Cancel

Save

Preview

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

🔄 Restart Time 📄 Leave Balances

11/22/2025 - 12/05/2025 3.00 Hours ⓘ ⓘ In Progress Submit By 12/08/2025, 12:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
22 3.00 Hours	23	24	25	26	27	28

⊕ Add Earn Code

Earn Code Start Time* End Time* Hours

Regular Pay 07:30 AM 12:00 PM 4.50


⊕ Add More Time



Exit Page

Cancel

Save

Preview





Employee Dashboard + Timesheet + Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

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

11/22/2025 - 12/05/20253.00 Hours ⓘ ⓘ

In ProgressSubmit By 12/08/2025, 12:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
22 3.00 Hours	23	24	25	26	27	28

[Add Earn Code](#)

Earn Code

Regular Pay

Start Time*

07:30 AM

End Time*

12:00 PM

Hours

4.50

12:30 PM

05:00 PM

4.50

[Add More Time](#)

Exit Page

Cancel

Save

Preview

🕒 Restart Time 🕒 Leave Balances

Submit By 12/08/2025, 12:00 PM

[⊕ Add Earn Code](#)

[+ Add More Time](#)

Total: 9.00 Hours | Account Distribution

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Employee Dashboard • Timesheet • Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

11/22/2025 - 12/05/2025 12.00 Hours

22 3.00 Hours

Regular Pay

Copy Time Entry

Regular Pay : 9.00 Hours (11/24/2025, MONDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Pay Period: 11/22/2025 - 12/05/2025

SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20	21	22 3.00 Hours
23	24 9.00 Hours	25	26	27	28	29
30	1	2	3	4	5	6

Cancel Save

Exit Page Cancel Save Preview

All entries, including Time In and Out data, hours, and Account Distribution override changes you have made for this earning code will be copied.

Entering Multiple Days (Copy Function):

1. Enter time for the first day.
2. Check the Copy box.
3. Select additional dates on the calendar.
4. Click Save to apply the same leave hours to all selected dates.

🕒 Restart Time 🕒 Leave Balances

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

11/22/2025 - 12/05/2025 12.00 Hours ⓘ

In Progress Submit By 12/08/2025, 12:00 PM

22

SATURDAY

23

SUNDAY

24

MONDAY

25

TUESDAY

26

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

FRIDAY

3.00 Hours

Copy Time Entry

Regular Pay : 9.00 Hours (11/24/2025, MONDAY)

Select Options

☒ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Cancel

Save

Pay Period: 11/22/2025 - 12/05/2025

SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20	21	22 3.00 Hours
23	24 3.00 Hours	25	26	27	28	29
30	1	2	3	4	5	6

Regular Pay

3.00 Hours

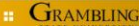
Account Distribution



Exit Page

Cancel

Save

Preview





Employee Dashboard

Timesheet

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

Restart Time

Leave Balances

11/22/2025 - 12/05/202577.00 Hours

In Progress

Submit By 12/08/2025, 12:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29	30	1 3.00 Hours	2 9.00 Hours	3 9.00 Hours	4 9.00 Hours	5 4.00 Hours

Add Earn Code

Earn Code

Annual Leave

Start Time*

07:30 AM

End Time*

10:30 AM

Hours

3.00

Add More Time

Total: 3.00 Hours

Account Distribution

Exit Page

Cancel

Save

Preview

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Employee Dashboard + Timesheet + Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

SATURDAY

29

SUNDAY

30

MONDAY

1

3.00 Hours

TUESDAY

2

9.00 Hours

WEDNESDAY

3

9.00 Hours

THURSDAY

4

9.00 Hours

FRIDAY

5

4.00 Hours

+ Add Earn Code

Earn Code

Annual Leave

Start Time*

07:30 AM

End Time*

10:30 AM

Hours

3.00

+ Add More Time

Total: 3.00 Hours

Account Distribution

Earn Code

Regular Pay

Start Time*

11:00 AM

End Time*

05:00 PM

Hours

6.00

+ Add More Time

Exit Page

Cancel

Save

Preview

Timesheet Detail Summary

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment , Rate: \$17.163462

Pay Period: 83.00 Hours In Progress Submit By 12/08/2025, 12:00 PM



Time Entry Detail

Date	Earn Code	Shift	Total
11/22/2025	REG, Regular Pay	1	3.00 Hours
11/24/2025	REG, Regular Pay	1	9.00 Hours
11/25/2025	REG, Regular Pay	1	9.00 Hours
11/26/2025	REG, Regular Pay	1	9.00 Hours
11/27/2025	REG, Regular Pay	1	9.00 Hours
11/28/2025	REG, Regular Pay	1	4.00 Hours
12/01/2025	REG, Regular Pay	1	6.00 Hours
12/01/2025	ANN, Annual Leave	1	3.00 Hours
12/02/2025	REG, Regular Pay	1	9.00 Hours
12/03/2025	REG, Regular Pay	1	9.00 Hours
12/04/2025	REG, Regular Pay	1	9.00 Hours
12/05/2025	REG, Regular Pay	1	4.00 Hours

Time Information

Return

Submit

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Employee Dashboard

Timesheet

Transfr Suppr/Transfr Crdt Anal SAE113-01, R.1202, Admission and Recruitment, Rate \$17.163462

Preview

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
11/22/2025	REG, Regular Pay	1	3.00	07:30 AM			10:30 AM		
11/24/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
11/24/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
11/25/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
11/25/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
11/26/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
11/26/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
11/27/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
11/27/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
11/28/2025	REG, Regular Pay	1	4.00	07:30 AM			11:30 AM		
12/01/2025	REG, Regular Pay	1	6.00	11:00 AM			05:00 PM		
12/01/2025	ANAL Annual Leave	1	3.00	07:30 AM			10:30 AM		
12/02/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
12/02/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
12/03/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
12/03/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
12/04/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
12/04/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
12/05/2025	REG, Regular Pay	1	4.00	07:30 AM			11:30 AM		

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular Pay	1	43.00	37.00	80.00 Hours
ANAL Annual Leave	1		3.00	3.00 Hours
Total Hours		43.00	40.00	

Return

Submit

Employee Dashboard
Timesheet
Transfr Supp/Transfr Crdt Anal: SAE113-01_R_1202_Admision and Recruitment_Rate: \$17.163462
Preview

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular Pay	1	43.00	37.00	80.00 Hours
ANN, Annual Leave	1		3.00	3.00 Hours
Total Hours		43.00	40.00	

Routing and Status

Name	Action
	Originated On 11/22/2025, 09:20 PM by
	Submit By 12/08/2025, 12:00 PM
	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.



Return

Submit

Review, Save, and Submit


1. After entering all your hours for the pay period, **Save your entries. This ensures your data is stored.**
2. Click **Preview to review your entries and verify accuracy.**
3. Confirm you have entered the correct dates, hours, break times, and codes.
4. Click **Submit to send your timesheet for approval.**
5. After submission, timesheet status will often change to "Pending Approval".





Employee Dashboard

Employee Dashboard



My Profile

My Team

Leave Balances as of 11/24/2025

Sick Leave in hours	455.49	Annual Leave in hours	68.39	Compensatory in hours	0.00
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

Campus Directory

Your Louisiana Personnel State ID

Bi-Weekly Payroll Schedule

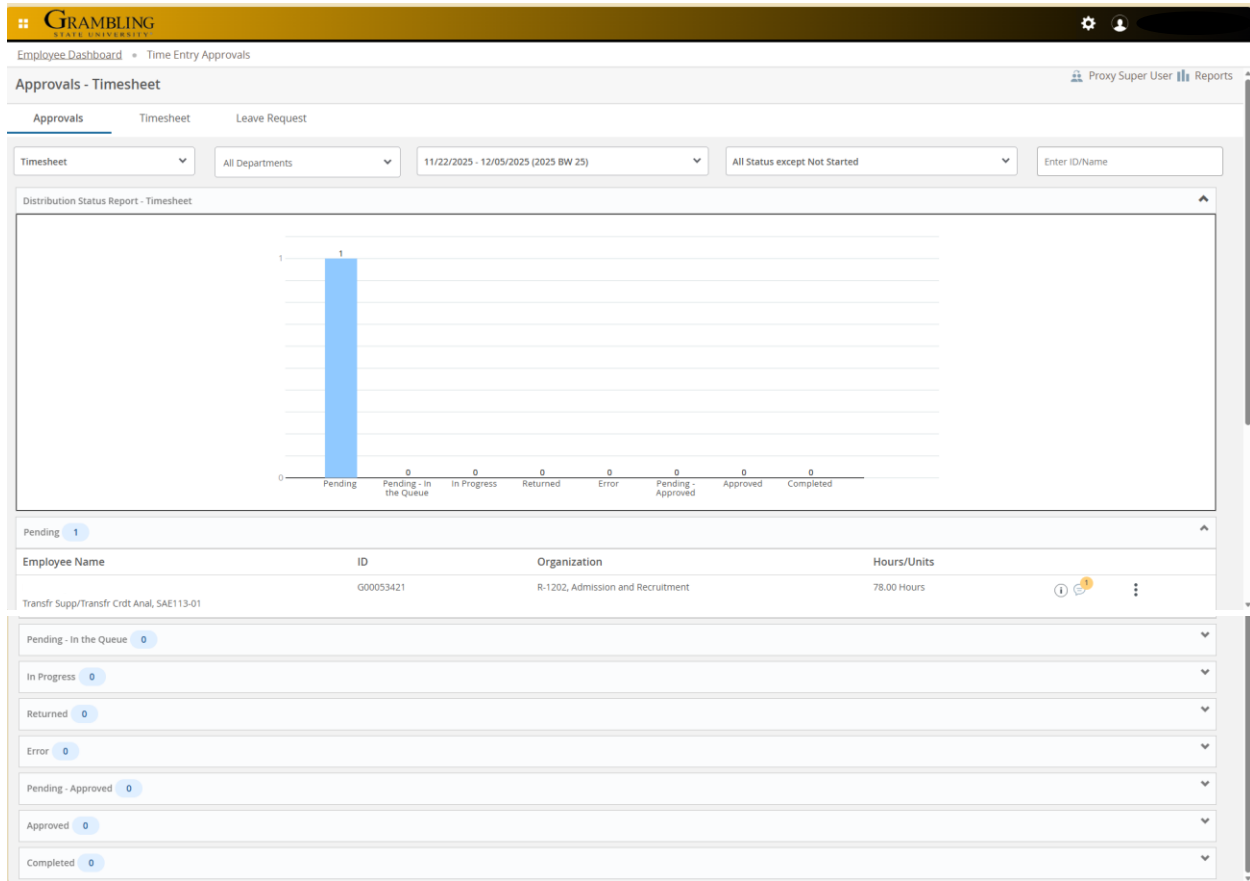
Monthly Payroll Schedule

Student 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
Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462
Preview

Timesheet Detail Summary

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

Pay Period: 78.00 Hours
Pending
Submitted On 11/24/2025, 02:57 PM

Time Entry Detail

Date	Earn Code	Shift	Total
11/22/2025	REG, Regular Pay	1	3.00 Hours
11/24/2025	REG, Regular Pay	1	9.00 Hours
11/25/2025	SIC, Sick Leave	1	4.00 Hours
11/26/2025	REG, Regular Pay	1	9.00 Hours
11/27/2025	REG, Regular Pay	1	9.00 Hours
11/28/2025	REG, Regular Pay	1	4.00 Hours
12/01/2025	REG, Regular Pay	1	6.00 Hours
12/01/2025	ANN, Annual Leave	1	3.00 Hours
12/02/2025	REG, Regular Pay	1	9.00 Hours
12/03/2025	REG, Regular Pay	1	9.00 Hours
12/04/2025	REG, Regular Pay	1	9.00 Hours
12/05/2025	REG, Regular Pay	1	4.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
<div>Return</div> <div>Details</div> <div>Return for correction</div> <div>Approve</div>									

Employee Dashboard
Time Entry Approvals
Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462
Preview

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular Pay	1	34.00	37.00	71.00 Hours
SIC, Sick Leave	1	4.00		4.00 Hours
ANN, Annual Leave	1		3.00	3.00 Hours
Total Hours		38.00	40.00	

Routing and Status

Name	Action
	Originated On 11/22/2025, 09:20 PM by I
	Submitted On 11/24/2025, 02:57 PM by I
	Approve by 12/08/2025, 12:00 PM
	Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

☐ Confidential Comment

Added on

Leave request has been successfully pulled into timesheet or leave report.

Return

Details

Return for correction

Approve

Review Employee Timesheets

- Click the employee's name to open their timesheet.
- Verify hours, leave, overtime, and comments.

- 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.

GRAMBLING STATE COLLEGE									
Employee Dashboard • Time Entry Approvals • Transfr Suppl/Transfr Crdt Anal, SAE113-01, R.1202, Admission and Recruitment Rate: \$17.163462 • Preview									
Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
11/22/2025	REG, Regular Pay	1	3.00	07:30 AM			10:30 AM		
11/24/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
11/24/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
11/25/2025	SIC, Sick Leave	1	4.00	01:00 PM			05:00 PM		
11/26/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
11/26/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
11/27/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
11/27/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
11/28/2025	REG, Regular Pay	1	4.00	07:30 AM			11:30 AM		
12/01/2025	REG, Regular Pay	1	6.00	11:00 AM			05:00 PM		
12/01/2025	ANN, Annual Leave	1	3.00	07:30 AM			10:30 AM		
12/02/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
12/02/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
12/03/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
12/03/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
12/04/2025	REG, Regular Pay	1	4.50	07:30 AM			12:00 PM		
12/04/2025	REG, Regular Pay	1	4.50	12:30 PM			05:00 PM		
12/05/2025	REG, Regular Pay	1	4.00	07:30 AM			11:30 AM		