

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

©2025 Grambling State University | Inc. All Rights Reserved.

Leave Balances as of 11/21/2025

Leave Type	Hours
Sick Leave in hours	635.65
Annual Leave in hours	775.05
Compensatory in hours	296.57
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

Taxes

Job Summary

Employee Summary

My Activities

- Enter Time
- Request Time Off
- Approve Time
- Approve Leave Request
- Pay Stub Administrator
- 1094 Tax Receipt ID Entry
- 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".**
- 3. If you have multiple jobs/assignments, ensure you select the correct job/assignment for which you are submitting time.

The screenshot shows the Grambling State University Employee Dashboard. At the top, there is a header with the university's logo and a navigation bar with icons for settings and user profile. Below the header, the page title is "Employee Dashboard".

On the left side, there is a profile picture placeholder and two buttons: "My Profile" and "My Team".

In the center, there is a section titled "Leave Balances as of 11/21/2025" with the following data:

Sick Leave in hours	635.65	Annual Leave in hours	775.65	Compensatory in hours
Time and Half Compensatory in hours	0.00	Furlough in hours	0.00	Sick Donated Bank in hours

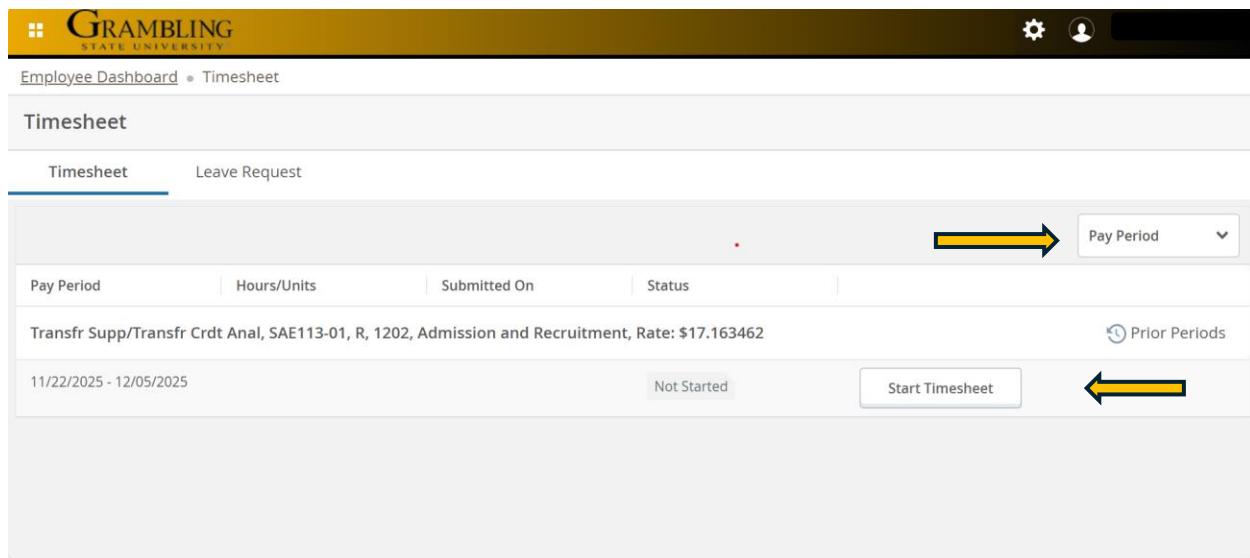
Below this section is a link: "Full Leave Balance Information".

On the left, there is a "Pay Information" section with links to "Latest Pay Stub: 10/31/2025", "All Pay Stubs", and "Deductions History".

On the right, there is a "My Activities" section with two buttons: "Enter Time" (which is circled in blue) and "Request Time Off".

At the bottom left of the dashboard area, there is a link: "https://employeeessb-prod.ec.gram.edu/EmployeeSelfService/".

Entering Time for Biweekly Employees



Employee Dashboard • Timesheet

Timesheet

Timesheet Leave Request

Pay Period

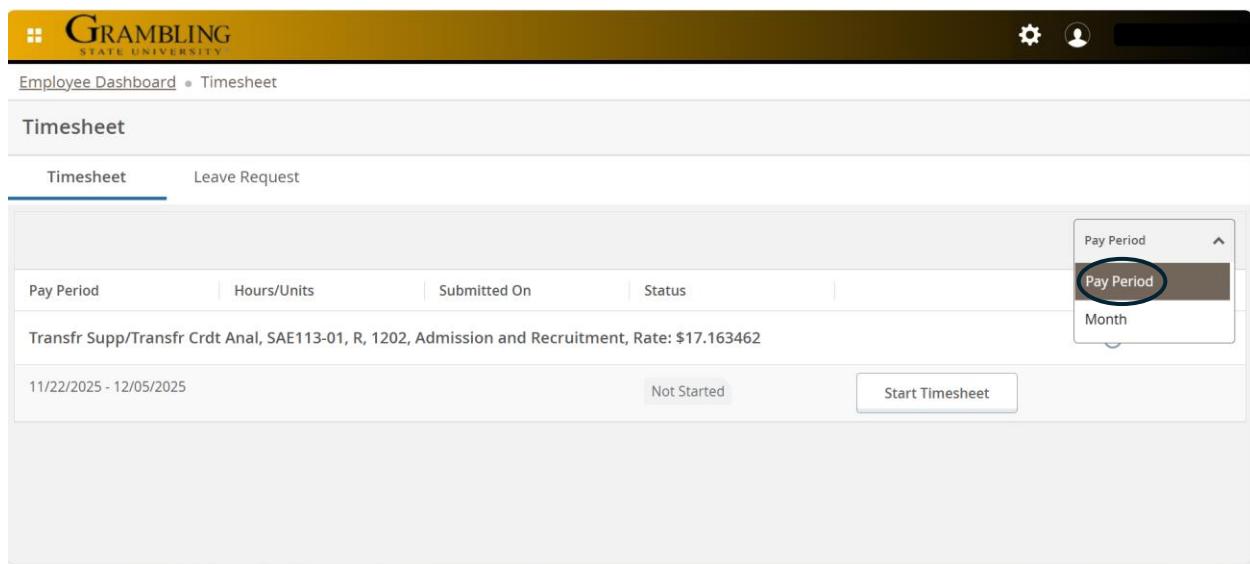
Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

11/22/2025 - 12/05/2025 Not Started Start Timesheet

Prior Periods

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).



Employee Dashboard • Timesheet

Timesheet

Timesheet Leave Request

Pay Period

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

11/22/2025 - 12/05/2025 Not Started Start Timesheet

Pay Period Month

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 | [?](#) [Help](#)

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

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

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

[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.

GRAMBLING
STATE UNIVERSITY

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

11/22/2025 - 12/05/2025 | [\(i\)](#) [\(e\)](#)

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

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

[+ Add Earn Code](#)

Earn Code: Regular Pay

Start Time*: hh:mm a

End Time*: hh:mm a

Hours: 0.00

06 15
07 30 AM
08 45 PM

[+ Add More Time](#)

Exit Page CANCEL SET

Cancel Save Preview



GRAMBLING
STATE UNIVERSITY

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 |

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

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

Earn Code: Regular Pay

Start Time*: 07:30 AM

End Time*: 10:30 AM

Hours: 3.00

[Exit Page](#)

GRAMBLING
STATE UNIVERSITY

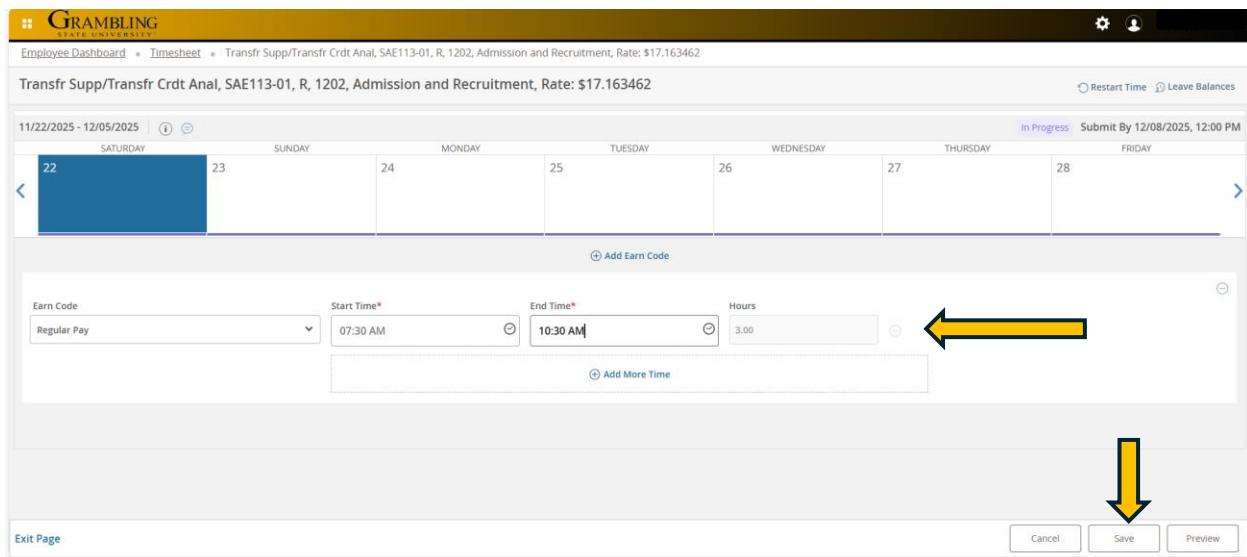
Employee Dashboard Timesheet Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462

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

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

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

Earn Code: Regular Pay Start Time*: 07:30 AM End Time*: 10:30 AM Hours: 3.00



GRAMBLING STATE UNIVERSITY

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 | 3.00 Hours (i) (?)

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

(i) Add Earn Code

Earn Code: Regular Pay

Start Time*: 07:30 AM

End Time*: 12:00 PM

Hours: 4.50

(i) Add More Time

[Exit Page](#) Cancel Save Preview

GRAMBLING STATE UNIVERSITY

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 | 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: Regular Pay

Start Time*	End Time*	Hours
07:30 AM	12:00 PM	4.50
12:30 PM	05:00 PM	4.50

Add More Time

[Exit Page](#)

GRAMBLING STATE UNIVERSITY

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  

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

22	23	24 9.00 Hours	25	26	27	28
----	----	------------------	----	----	----	----

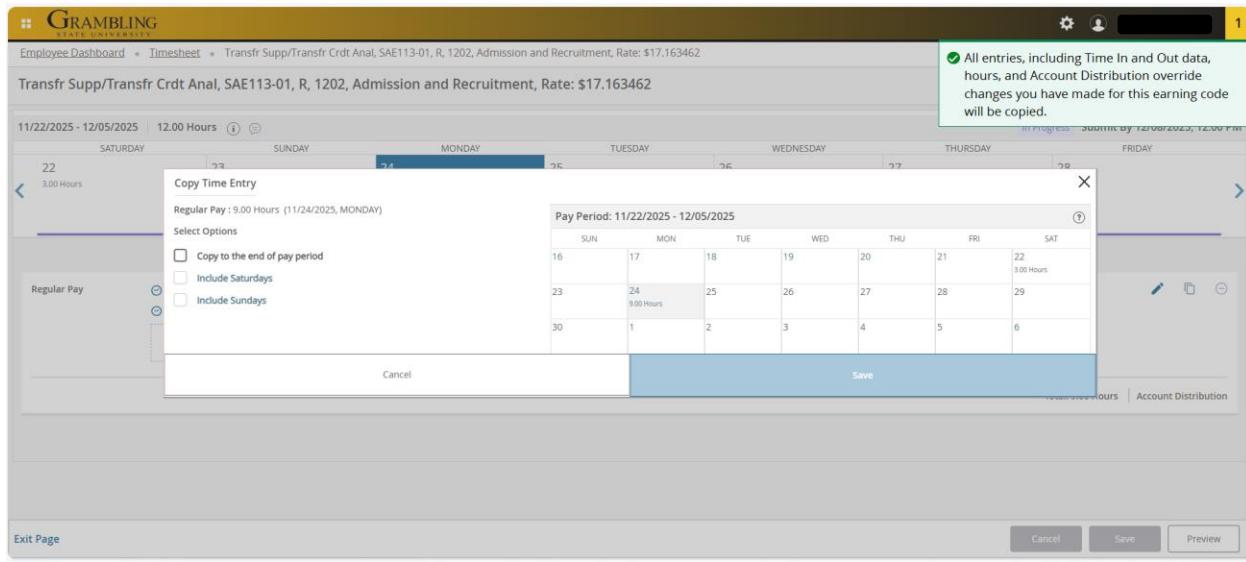
   

Regular Pay  07:30 AM - 12:00 PM : 4.50 Hours
 12:30 PM - 05:00 PM : 4.50 Hours



Total: 9.00 Hours | Account Distribution

Exit Page   



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.

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 1 2

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

22 3.00 Hours

23

24

25

26

27

28

29

30

1

2

3

4

5

6

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 25 26 27 28 29
3.00 Hours

30 1 2 3 4 5 6

Cancel Save

3.00 Hours | Account Distribution

Restart Time Leave Balances

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

FRIDAY

Exit Page Cancel Save Preview

GRAMBLING
STATE UNIVERSITY

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 | 77.00 Hours   

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
----	----	-----------------	-----------------	-----------------	-----------------	-----------------



Earn Code: Annual Leave

Start Time*: 07:30 AM  End Time*: 10:30 AM  Hours: 3.00 



Total: 3.00 Hours | Account Distribution

Exit Page   

GRAMBLING STATE UNIVERSITY

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

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

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](#)

Employee Dashboard
Timesheet
Transit Support/Craft Anal SAE112-01_B-1202_Admission and Recruitment_Rate \$17.163462
Preview

Time Information
System Out
Comment Out

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	ANNU, 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
Return
Submit

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

GRAMBLING STATE UNIVERSITY

Employee Dashboard • Timesheet • 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	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**

A yellow arrow points to the 'Submit' button.

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

Leave Balances as of 11/24/2025

Sick Leave in hours	455.49	Annual Leave in hours	68.39	Compensatory in hours
Time and Half Compensatory in hours	0.00	Furlough in hours	0.00	Sick Donated Bank in hours

Full Leave Balance Information

Pay Information

Latest Pay Stub: 01/31/2025 All Pay Stubs Deductions History

Earnings

Taxes

Job Summary

Employee Summary

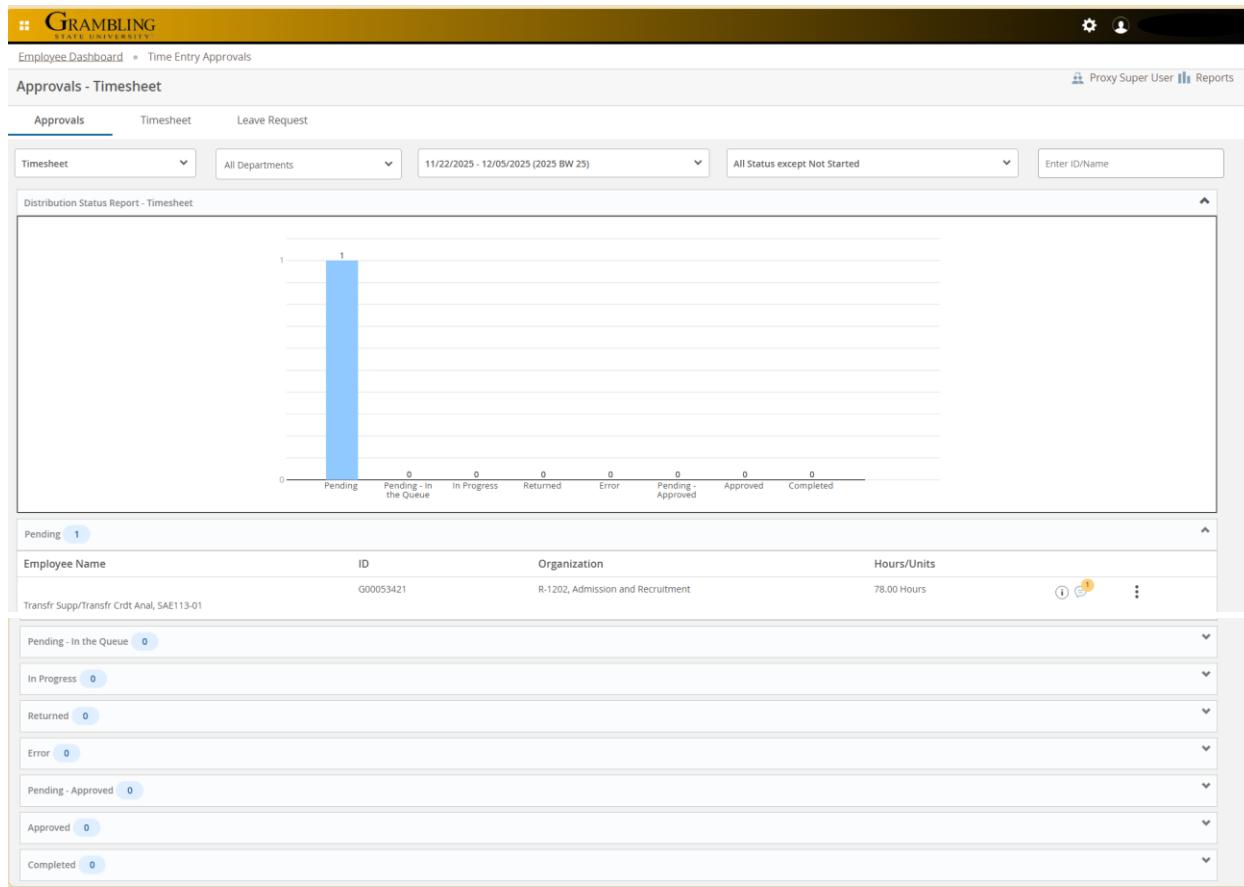
My Activities

- Enter Time
- Request Time Off
- Approve Time **(circled in yellow)**
- 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

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

Grambling State University

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	4.00 Hours
ANN, Annual Leave	1	3.00	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](#)

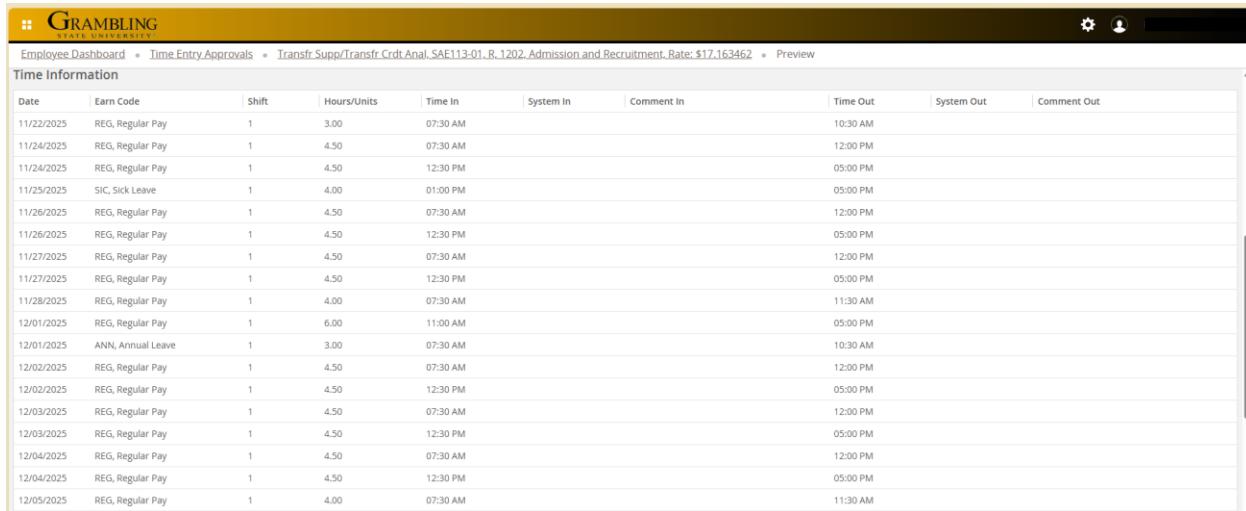
Review Employee Timesheets

- 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.



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		