



Employee Self  
Service

## SJF Web Time Entry Employee Dashboard Fish'R'Net Employee Self Service

The 'Employee Dashboard' is where you will find your pay stub, leave balances, timesheet submissions/approvals, deduction history, YTD earnings and an employee summary.

The 'My Profile' functionality shows what is on file for your mailing address, phone number(s), email addresses and emergency contacts. If any of this information needs to be updated send an email with the correct information to either [humanresources@sjf.edu](mailto:humanresources@sjf.edu) or [payroll@sjf.edu](mailto:payroll@sjf.edu).

If you are a supervisor, the 'My Team' functionality provides you a way to review information regarding the staff which report to you. This information includes leave balances, mailing addresses, phone numbers, email addresses and emergency contacts.

[Employee Dashboard](#)

The screenshot shows the 'Employee Dashboard' interface. At the top left, there are two buttons: 'My Profile' and 'My Team'. To the right, under the heading 'Leave Balances as of 03/20/2025', there are four boxes showing balances: 'Vacation Pay in hours' (134.89), 'Paid Absence in hours' (385.00), 'Paid Absence Grandfathered in hours' (0.00), and 'University Holiday in hours' (14.00). Below this, a red arrow points from the text 'Available leave balances' to the 'Vacation Pay' box. On the right side of the dashboard, there is a section titled 'My Activities' with a list of actions: 'Enter Time', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', and 'Faculty Load and Compensation'. On the left side, there is a 'Pay Information' section with a dropdown menu. Below it, there are links for 'Latest Pay Stub: 02/28/2025', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. A red arrow points from the text 'Easy access to current & past pay stubs along with additional drop down pay information topics' to the 'Latest Pay Stub' link. Another red arrow points from the same text to the 'All Pay Stubs' link. A third red arrow points from the text to the 'Deductions History' link. A fourth red arrow points from the text to the 'Direct Deposit Information' link. A bracket on the left side of the dashboard groups the 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary' sections.

Employee Dashboard

My Profile  
My Team

Leave Balances as of 03/20/2025

Vacation Pay in hours	134.89	Paid Absence in hours	385.00	Paid Absence Grandfathered in hours	0.00
University Holiday in hours	14.00				

Available leave balances

Full Leave Balance Information

Pay Information

Latest Pay Stub: 02/28/2025

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Approve Time

Approve Leave Report

Approve Leave Request

Faculty Load and Compensation

Easy access to current & past pay stubs along with additional drop down pay information topics