

## Approving Electronic Time Sheets

Welcome to the PCC Web Time Entry system! PCC has implemented Web Time Entry to increase accuracy, accountability, accessibility, efficiency, and cost savings. Please send any feedback and questions to: Julie Kinney ([jkinney@pcc.edu](mailto:jkinney@pcc.edu) or (503) 978-5871)

### Important Things to Note:

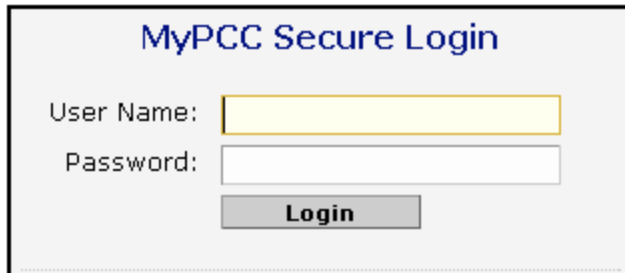
- Do NOT use the “Back” or “Refresh” functions on your web browser
- Check to make sure you are in the correct Pay Period. It isn’t always the one listed first.

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## Getting Started

1. Log into MyPCC



The image shows a login form titled "MyPCC Secure Login". It contains two input fields: "User Name:" and "Password:". Below the password field is a "Login" button.

2. Go to the Employee Tab

**Employee**

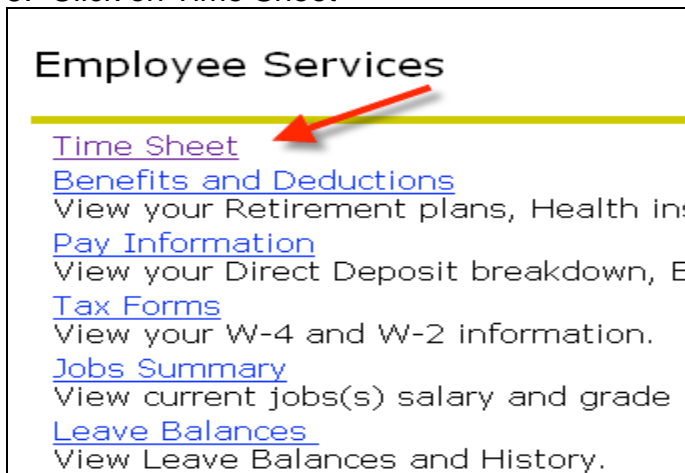
3. Go to the Employment Details channel and click on Banweb Main Menu



4. Click on the Employee Services Tab

**Employee Services**

5. Click on Time Sheet



## Approving Time Sheets

1. Select "Approve or Acknowledge Time" and click "Select"

### Time Reporting Selection

 Select a name from the pull-down list to act a


#### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self 
Act as Superuser:	<input type="checkbox"/>



Select

2. Select the Department, Pay Period and Sort Order and click Select. This can be tricky because the Pay Period that is showing may not be the period you need to approve for.

### Approver Selection

 Select the department from My Choice and choose the pay ID and period from the pull-down Select to access the records.

#### Time Sheet

Department and Description	My Choice	Pay Period
1, T50100, Library & Media Services 		BW, 20-APR-2008 to 03-MAY-2008 

#### Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

3. The Department Summary displays a list of time sheets “Pending” approval (or already approved). Click on the name to view the time sheet detail.

### Department Summary

Select the employee's name to access additional details.

**COA:** 1, Portland Community College  
**Department:** S80100, Human Resources Management  
**Pay Period:** 25-JAN-2009 to 07-FEB-2009  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until 15-MAY-2009, 10:00 P.M.

Select New Department    Reset    Save

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
G03476225	Valued Employee 998472 - 01	Approve	24.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change Time Record</a>

4. Review the time sheet. You may have to scroll over to see everything.

### Employee Details

Select Next or Previous to access another employee.

**Employee ID and Name:** G03476225 Valued Employee  
**Title:** 998472-01 CLERICAL SUPPORT  
**Department and Description:** 1 S80100 Human Resources Management  
**Transaction Status:** Pending

Previous Menu    Approve    Return for Correction    Change Record    Delete    Add Comment    Next

[Routing Queue](#) | [Account Distribution](#) | [Mileage](#)

#### Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, 25-JAN-2009	Monday, 26-JAN-2009	Tuesday, 27-JAN-2009	Wednesday, 28-JAN-2009	Thursday, 29-JAN-2009	Friday, 30-JAN-2009	Saturday, 31-JAN-2009	Sunday, 01-FEB-2009	Monday, 02-FEB-2009	Tuesday, 03-FEB-2009	Wednesday, 04-FEB-2009
Casual/Student 1			24			4		4		4			4		4
Regular Hours															
<b>Total Hours:</b>			24			4		4		4			4		4
<b>Total Units:</b>				0											

#### Time In and Out

Earnings	Sunday, 25-JAN-2009	Monday, 26-JAN-2009	Tuesday, 27-JAN-2009	Wednesday, 28-JAN-2009	Thursday, 29-JAN-2009	Friday, 30-JAN-2009	Saturday, 31-JAN-2009	Sunday, 01-FEB-2009	Monday, 02-FEB-2009	Tuesday, 03-FEB-2009	Wednesday, 04-FEB-2009	Thursday, 05-FEB-2009	Friday, 06-FEB-2009	Saturday, 07-FEB-2009
Casual/Student														
Regular hours	08:00 AM 12:00 PM			08:00 AM 12:00 PM		08:00 AM 12:00 PM		08:00 AM 12:00 PM		08:00 AM 12:00 PM		08:00 AM 12:00 PM		08:00 AM 12:00 PM

#### Routing Queue

Name	Action and Date
Valued Employee	Originated 17-APR-2009 10:47
Valued Employee	Submitted 17-APR-2009 10:47
Julie B Kinney	Pending

#### Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
25-JAN-2009		100.00	1000	S80100	01522	26				

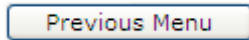
#### Mileage

Date	From	To	Miles	Purpose
<b>Total</b>			0	

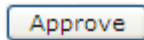
Previous Menu    Approve    Return for Correction    Change Record    Delete    Add Comment    Next

[Time Sheet](#) | [Routing Queue](#) | [Account Distribution](#)

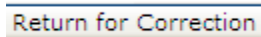
5. After reviewing the timesheet, take the appropriate action by selecting from one of the buttons provided at the top and bottom (they are the same) of the timesheet.



This returns you to the “Department Summary” page

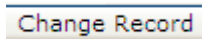


This approves the timesheet

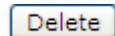


make corrections.

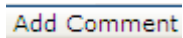
This returns the timesheet to the employee so the employee can



This allows you to change the timesheet. This should be used when a correction needs to be made and the employee will not be able to make the correction themselves in time.



This deletes the timesheet. Be really sure you want the entire timesheet to be permanently removed before selecting this button.



This allows you to enter a comment on the timesheet record.



This takes you to the next employee’s timesheet in your list.

### Exiting:

To exit the time sheet and return to MyPCC, click on the



located in the upper left corner of your screen.

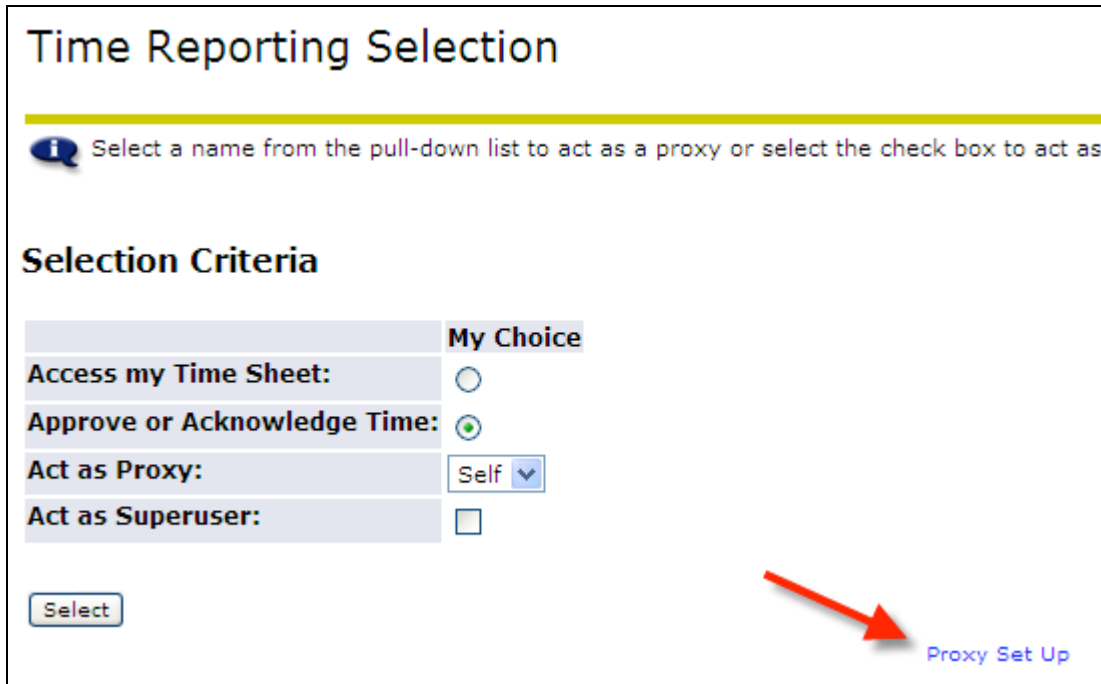
OR

You can click the tabs across the top  to go to a Banweb menu.

## Proxy Set Up

You need to designate in the system another PCC manager to be your proxy for those times when you may be unavailable to approve the time sheets on time.

1. After you click the Time Sheet link you see the “Time Reporting Selection” page. In the middle of the page, click the “Proxy Set Up” link



**Time Reporting Selection**

Select a name from the pull-down list to act as a proxy or select the check box to act as

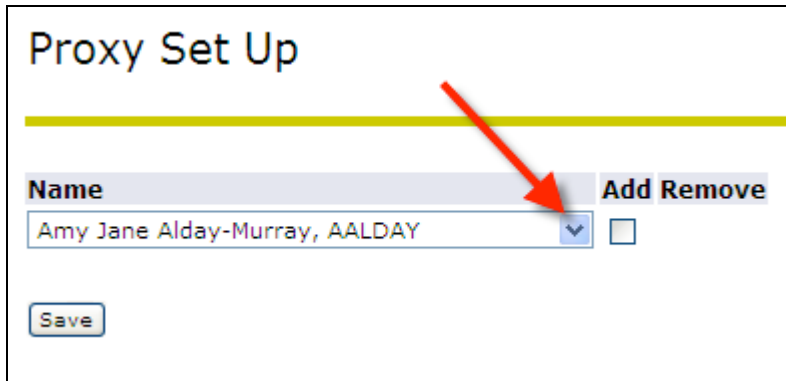
**Selection Criteria**

Access my Time Sheet:	<input type="radio"/>	My Choice
Approve or Acknowledge Time:	<input checked="" type="radio"/>	
Act as Proxy:	Self	
Act as Superuser:	<input type="checkbox"/>	

Select

Proxy Set Up

2. Click on the down arrow next to the Name to view a list of managers.



**Proxy Set Up**

Name	Add Remove
Amy Jane Alday-Murray, AALDAY	<input type="checkbox"/>

Save

3. This list is sorted alphabetically by last name. Scroll down the list until you find the person you want to designate as your proxy. Click on that name. If you do not see the name you are looking for, contact Julie Kinney at [jkinney@pcc.edu](mailto:jkinney@pcc.edu) or 503-978-5871

**Proxy Set Up**

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Name	Add Remove
Amy Jane Alday-Murray, AALDAY	<input type="checkbox"/>
Amy Jane Alday-Murray, AALDAY	<input type="checkbox"/>
Lonn R Aldridge, LALDRIDG	<input type="checkbox"/>
Yohannes Alemu, YALEMU	<input type="checkbox"/>
Jennifer A Alkezweeny, JALKEZWE	<input type="checkbox"/>
Teresa Alonso, TALONSO	<input type="checkbox"/>
James Michael Arnold, MARNOLD	<input type="checkbox"/>
<b>Marilyn J Bader, MBADER</b>	<input checked="" type="checkbox"/>
Laura J Beles, LBALES	<input type="checkbox"/>
Russell C Banks, RBANKS	<input type="checkbox"/>
Tatyana Y Batazhan, TBATAZHA	<input type="checkbox"/>
Susan Ann Baynton, ABAYNTON	<input type="checkbox"/>
Josette L Beach, JBEACH	<input type="checkbox"/>
Cheryl A Belt, CBELT	<input type="checkbox"/>
Grant T Bennett, GBENNETT	<input type="checkbox"/>
Dianna R Benting, DBENTING	<input type="checkbox"/>
Tamera N Billick, TBILLICK	<input type="checkbox"/>
Linda Marie Blanchette, LBLANCHE	<input type="checkbox"/>
Lisa S Bledsoe, LBLED SOE	<input type="checkbox"/>
Pamela S Blumenthal, PBLUMENT	<input type="checkbox"/>

4. When you have selected the name, click on the Add Remove box.

**Proxy Set Up**

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Name	Add Remove
Maureen A Judge-Morris, MJMORRIS	<input checked="" type="checkbox"/>

5. Click the Save button.

**Proxy Set Up**

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Name	Add Remove
Maureen A Judge-Morris, MJMORRIS	<input checked="" type="checkbox"/>

6. It will now show the selection and display another drop down list if you would like to select another proxy.

### Proxy Set Up

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Name	Add	Remove
Maureen A Judge-Morris, MJMORRIS		<input type="checkbox"/>
Amy Jane Alday-Murray, AALDAY	<input type="checkbox"/>	<input type="checkbox"/>

Save

7. To return to the Time Reporting Selection page, click the link in the middle of the screen.

### Proxy Set Up

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Name	Add	Remove
Maureen A Judge-Morris, MJMORRIS		<input type="checkbox"/>
Amy Jane Alday-Murray, AALDAY	<input type="checkbox"/>	<input type="checkbox"/>

Save

Time Reporting Selection