

## **Approving Management Time Sheets**

Welcome to the 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:**

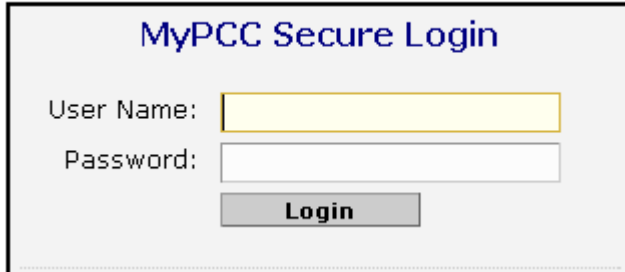
- You are responsible for getting time sheets submitted and approved on time.
- Do NOT use the “Back” or “Refresh” functions on your web browser
- Check to make sure you are in the correct Pay Period. It isn’t always the one listed first.

### **Table of Contents:**

Getting Started	Page 2
Approving Time Sheets	Page 3
Exiting	Page 6
Notifications	Page 7
Proxy Set Up	Page 7

## 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**

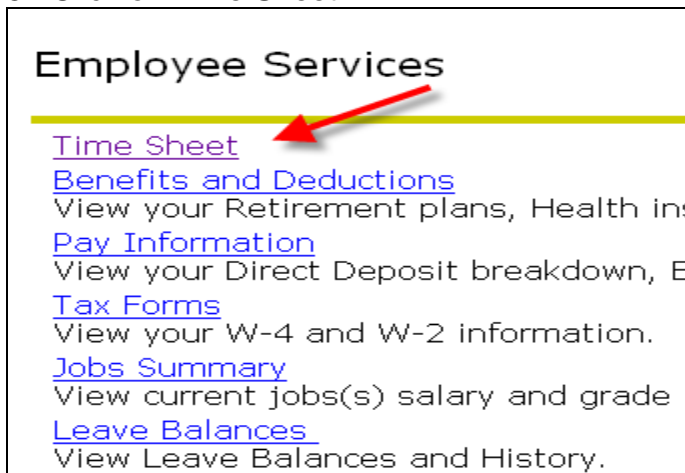
3. Go to the Employment Details channel and click on Banweb Main Menu



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**

Access my Time Sheet: ☐ **My Choice**

Approve or Acknowledge Time: ☒

Act as Proxy: Self

Act as Superuser: ☐

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-d Select to access the records.

**Time Sheet**

Department and Description: 1, T50100, Library & Media Services

My Choice Pay Period: BW, 20-APR-2008 to 03-MAY-2008

**Sort Order**

Sort employees' records by Status then by Name: ☒ **My Choice**

Sort employees' records by Name: ☐

Select

3. The Department Summary displays a list of time sheets “Pending” approval (or already approved). If “Mileage” shows in the “Other Information” box, it indicates that the employee has reported mileage to be reimbursed.

### Department Summary

Select the employee's name to access additional details.

**COA:** 1, Portland Community College  
**Department:** S40100, Technology Solution Services  
**Pay Period:** 21-MAY-2009 to 20-JUN-2009  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until 01-JUN-2009, 10:00 P.M.

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
G03496362	Valued Employee 996063 - 00	Approve	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Mileage

4. The “Total Hours” column shows the number of hours of leave time that the employee has reported. If the “Total Hours” is zero, the employee has no leave to report. They will be paid their full salary even though it shows zeros.

### Department Summary

Select the employee's name to access additional details.

**COA:** 1, Portland Community College  
**Department:** S40100, Technology Solution Services  
**Pay Period:** 21-MAY-2009 to 20-JUN-2009  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until 01-JUN-2009, 10:00 P.M.

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
G03496362	Valued Employee 996063 - 00	Approve	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Mileage

5. 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	<a href="#">Valued Employee</a> 998472 - 01	Approve	24.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change Time Record</a>

6. Review the time sheet. You will have to scroll over to see everything.

### Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: G03496362 Valued Employee   Department and Description: 1 S40100 Technology Solution Services  
 Title: 996063-00 Mgr/Program III   Transaction Status: Pending

Previous Menu   Approve   Return for Correction   Change Record   Delete   Add Comment

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

#### Time Sheet

Earnings Shift	Special Rate	Total Hours	Total Units	Thursday , 21-MAY-2009	Friday , 22-MAY-2009	Saturday , 23-MAY-2009	Sunday , 24-MAY-2009	Monday , 25-MAY-2009	Tuesday , 26-MAY-2009	Wednesday , 27-MAY-2009	Thursday , 28-MAY-2009	Friday , 29-MAY-2009	Saturday , 30-MAY-2009	Sunday , 31-MAY-2009
Holiday Pay	1	8						8						
Sick Pay, self illness	1	8										8		
<b>Total Hours:</b>		16						8				8		
<b>Total Units:</b>			0											

#### Routing Queue

Name	Action and Date
Valued Employee	Originated 18-MAY-2009 13:02
Valued Employee	Submitted 18-MAY-2009 13:11
Julie B Kinney	Pending

#### Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
21-MAY-2009	35.00	B40310	1000	B40310	01110	21				
	65.00		422092	B40310	01110	21				

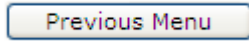
#### Mileage

Date	From	To	Miles	Purpose
26-MAY-2009	SY	CA		12 Meeting
<b>Total</b>				12

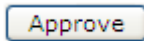
Previous Menu   Approve   Return for Correction   Change Record   Delete   Add Comment

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

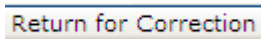
7. After reviewing the timesheet, take the appropriate action by selecting from one of the buttons provided at the top and bottom (they are the same) of the timesheet.



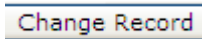
This returns you to the “Department Summary” page



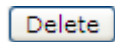
This approves the timesheet



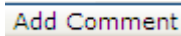
This returns the timesheet to the employee so the employee can make corrections.



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. If there are no other time sheets to view, this button will not appear.

### 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.

## Notifications

Time sheets need to be submitted on the same schedule as the paper time sheets. Review the “Payroll Due Dates” link in MyPCC on the Employee Tab in the Working at PCC channel for specific dates for each pay period.

If you have time sheets in a Pending, In Progress or Return for Correction status, you will receive an email notice. Please respond immediately to this notice. If a time sheet is waiting for the employee to submit or fix, you may need the time to take action on those and communicate with the employee.

If you still have time sheets in a Pending, In Progress or Return for Correction status, you will receive a second email notice and your manager will also receive a copy of that second email notice.

## 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

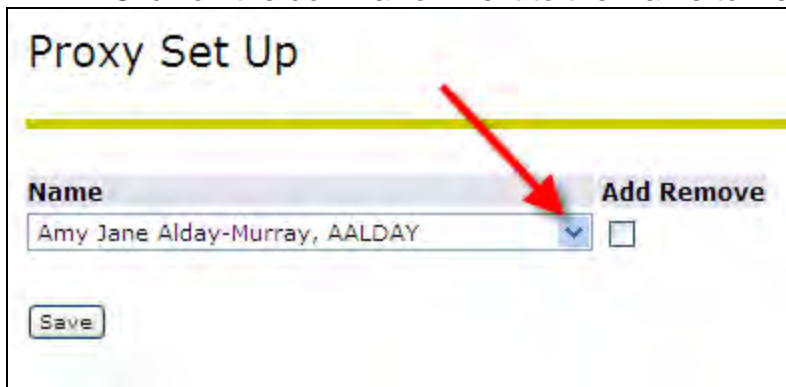
**Selection Criteria**

	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

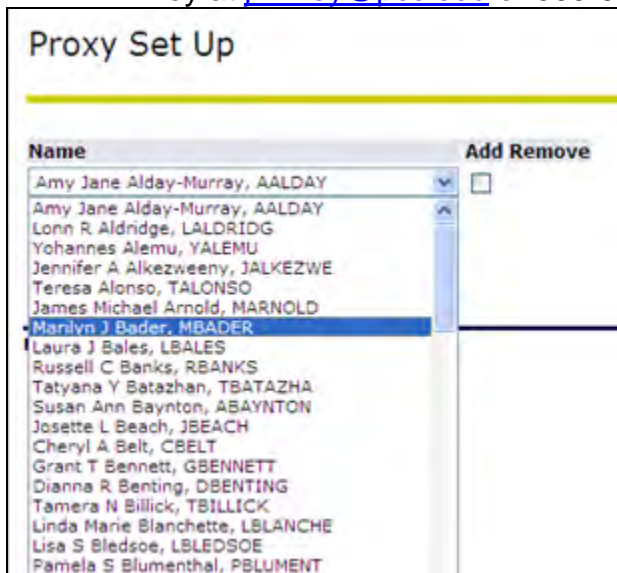
Proxy Set Up

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



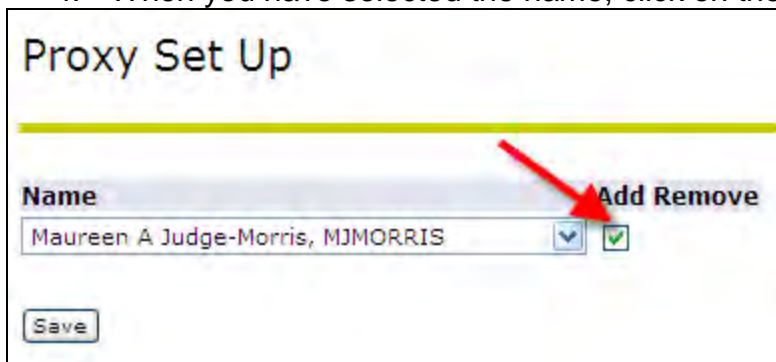
The screenshot shows the 'Proxy Set Up' form. The 'Name' field is a dropdown menu with 'Amy Jane Alday-Murray, AALDAY' selected. A red arrow points to the down arrow of the dropdown. To the right of the dropdown is an 'Add Remove' checkbox, which is currently unchecked. Below the dropdown is a 'Save' button.

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



The screenshot shows the 'Proxy Set Up' form with the 'Name' dropdown menu open, displaying a list of managers sorted alphabetically by last name. The list includes: Amy Jane Alday-Murray, AALDAY; Amy Jane Alday-Murray, AALDAY; Lon R. Aldridge, LALDRIDG; Yohannes Alemu, YALEMU; Jennifer A. Alkezweeny, JALKEZWE; Teresa Alonso, TALONSO; James Michael Arnold, MARNOLD; Marilyn J. Bader, MBADER; Laura J. Bales, LBALES; Russell C. Banks, RBANKS; Tatyana Y. Batazhan, TBATAZHA; Susan Ann Baynton, ABAYNTON; Josette L. Beach, JBEACH; Cheryl A. Belt, CBELT; Grant T. Bennett, GBENNETT; Dianna R. Benting, DBENTING; Tamera N. Billick, TBILICK; Linda Marie Blanchette, LBLANCHE; Lisa S. Bledsoe, LBLED SOE; Pamela S. Blumenthal, PBLUMENT. The 'Add Remove' checkbox is unchecked. A red arrow points to the 'Add Remove' checkbox.

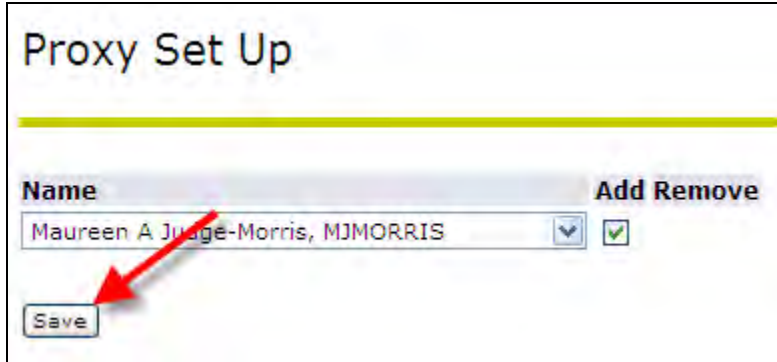
4. When you have selected the name, click on the Add Remove box.



The screenshot shows the 'Proxy Set Up' form with the 'Name' dropdown menu open, displaying the list of managers. The 'Add Remove' checkbox is now checked. A red arrow points to the 'Add Remove' checkbox. Below the dropdown is a 'Save' button.

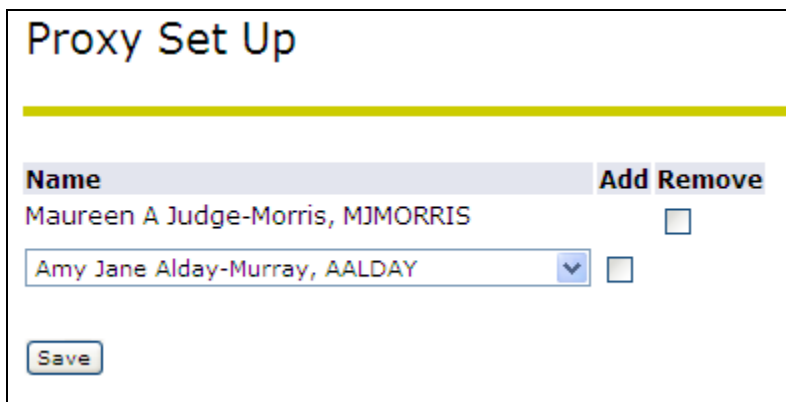


5. Click the Save button.



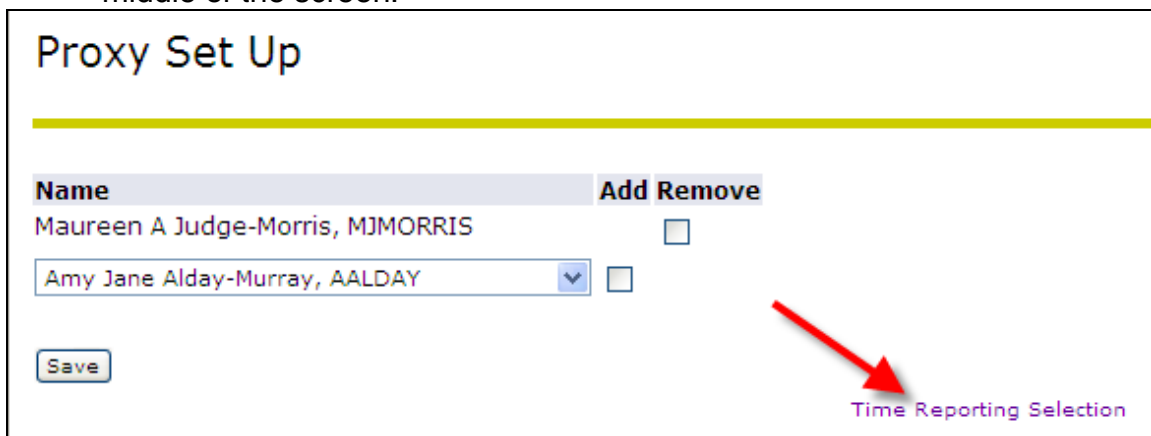
The screenshot shows the 'Proxy Set Up' form. At the top is the title 'Proxy Set Up' followed by a yellow horizontal line. Below this is a section with a header 'Name' and 'Add Remove'. Under 'Name' is a dropdown menu currently showing 'Maureen A Judge-Morris, MJMORRIS' with a green checkmark icon to its right. Below the dropdown is a 'Save' button, which is highlighted by a red arrow pointing to it from the left.

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



The screenshot shows the 'Proxy Set Up' form. It has the same title and yellow line as the previous form. Below the title is a section with a header 'Name' and 'Add Remove'. Under 'Name' is a dropdown menu showing 'Maureen A Judge-Morris, MJMORRIS' with a checkbox to its right. Below this is another dropdown menu showing 'Amy Jane Alday-Murray, AALDAY' with a checkbox to its right. At the bottom left is a 'Save' button.

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



The screenshot shows the 'Proxy Set Up' form. It has the same title and yellow line. Below the title is a section with a header 'Name' and 'Add Remove'. Under 'Name' is a dropdown menu showing 'Maureen A Judge-Morris, MJMORRIS' with a checkbox to its right. Below this is another dropdown menu showing 'Amy Jane Alday-Murray, AALDAY' with a checkbox to its right. At the bottom left is a 'Save' button. At the bottom right, there is a link labeled 'Time Reporting Selection' in purple text, which is highlighted by a red arrow pointing to it from the left.

8. Since we are in the pilot phase and not all employees have access to the time sheet function, you must notify Julie Kinney ([jkinney@pcc.edu](mailto:jkinney@pcc.edu) or 503-978-5871) who your proxy is so access can be updated for the proxy.