Electronic Time Sheet Pilot
Completing Time Sheet

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 or (503) 978-5871)

Important Things to Note:

- Remember to use the and buttons to see additional days in the pay period.
- Enter your time worked each day.
- Check you are entering the time on the correct line, either regular hours or overtime hours.
- For paid breaks, do not enter any Time Out.
- For unpaid breaks, enter your Time Out when you leave and Time In when you return.
- Never double-click! This will cause an error message to display.
- Please submit your time sheet for approval on time. *No Late Time Sheets!!*

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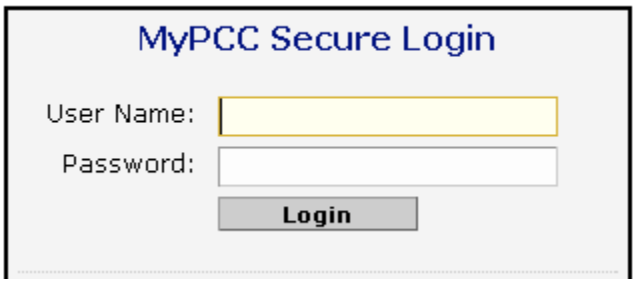
Getting Started

1. Log into MyPCC

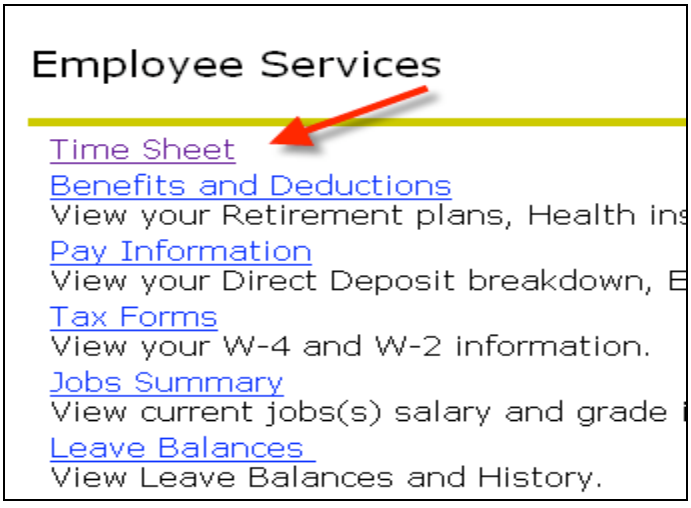


2. Go to the Tab

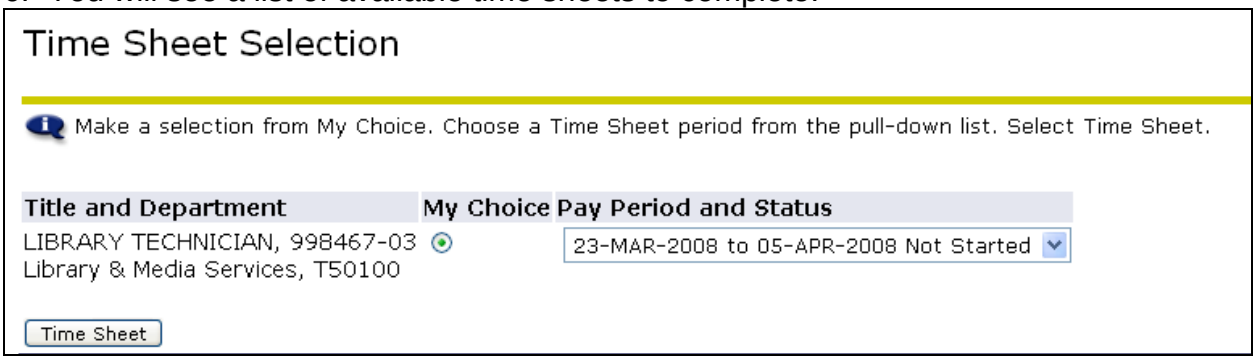
3. Go to the Employment Details channel and click on Banweb Main Menu

4. Click on the Tab

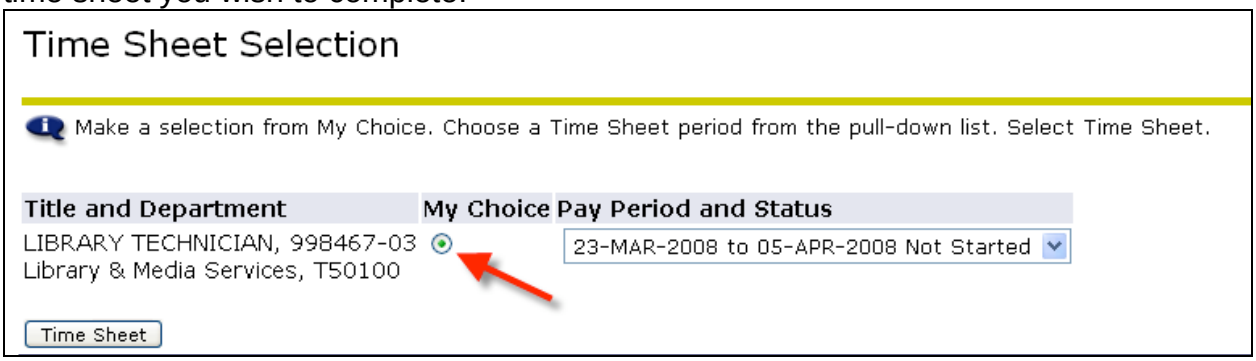
5. Click on Time Sheet



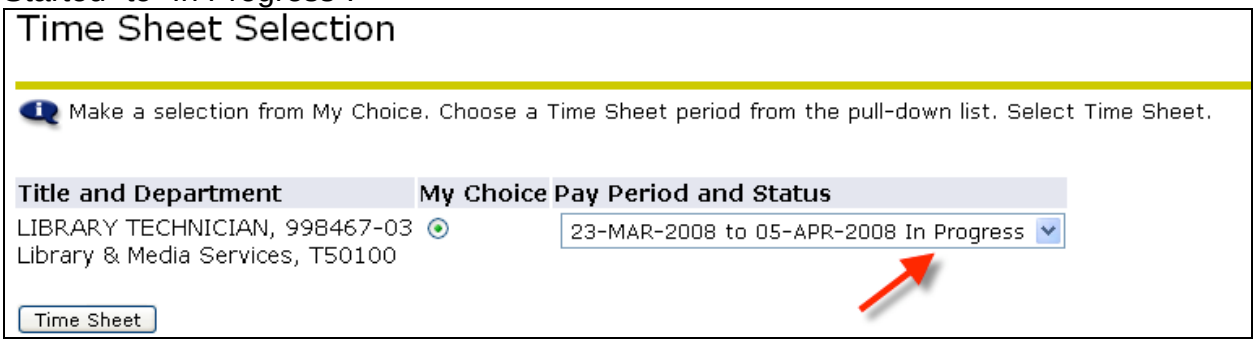
6. You will see a list of available time sheets to complete.



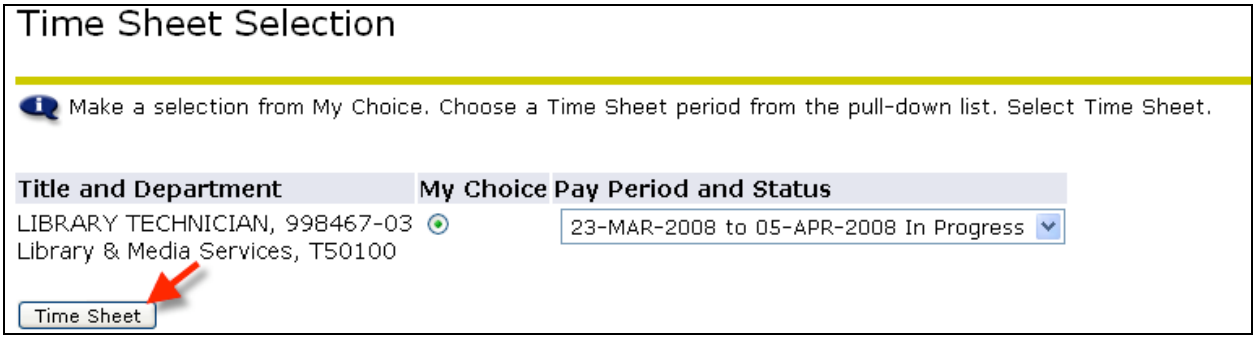
7. Make sure you select the correct time sheet by reviewing the **Title and Department** information. If you have multiple jobs at the College, than multiple time sheets listed, one for each job at the College. Click the "My Choice" radio button associated with the time sheet you wish to complete.



8. Make sure you select the correct pay period by checking the **Pay Period and Status** information. If you have already started the time sheet, the Status will change from "Not Started" to "In Progress".



9. When you have selected the correct time sheet and pay period, click the “Time Sheet” button to continue.

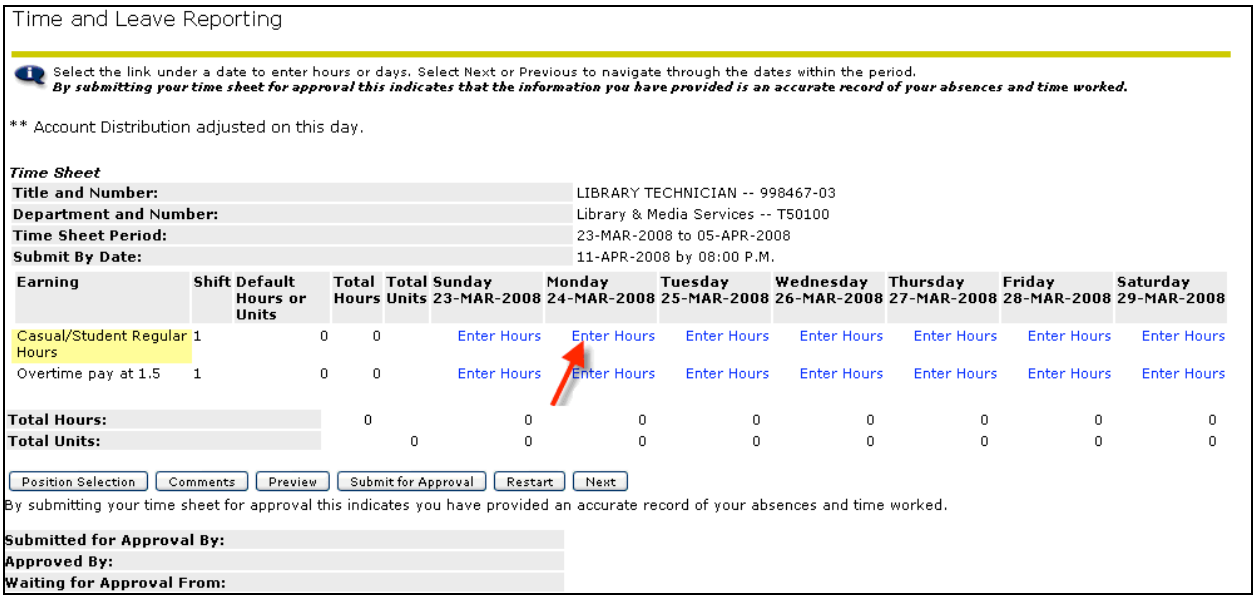


Entering Time Worked

Once you have performed the steps detailed in the previous section, enter your **time worked** by following these steps.

1. You will see a screen showing the first week of the pay period. Starting with the first day you worked, click on the "Enter Hours" link located just below the date.
Make sure you select the "Enter Hours" link associated with the line "Casual/Student Regular Hours".

If hours worked exceed 40 hours for a Sunday – Saturday week, use "Overtime pay at 1.5" for all hours worked over 40 for the week.



Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.
By submitting your time sheet for approval this indicates that the information you have provided is an accurate record of your absences and time worked.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	LIBRARY TECHNICIAN -- 998467-03
Department and Number:	Library & Media Services -- T50100
Time Sheet Period:	23-MAR-2008 to 05-APR-2008
Submit By Date:	11-APR-2008 by 08:00 P.M.

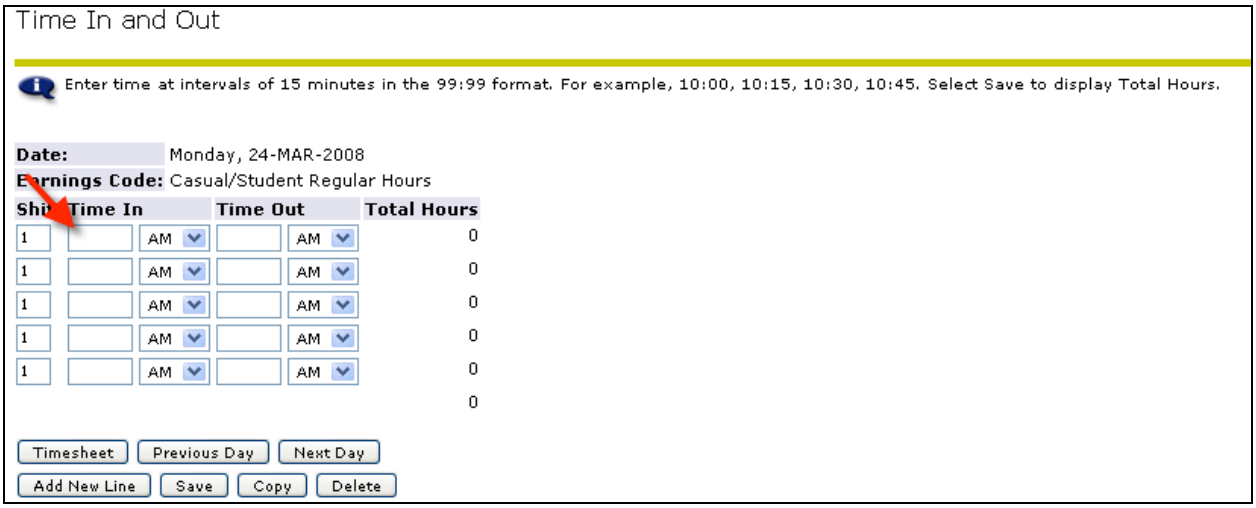
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday 23-MAR-2008	Monday 24-MAR-2008	Tuesday 25-MAR-2008	Wednesday 26-MAR-2008	Thursday 27-MAR-2008	Friday 28-MAR-2008	Saturday 29-MAR-2008
Casual/Student Regular Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime pay at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

By submitting your time sheet for approval this indicates you have provided an accurate record of your absences and time worked.

Submitted for Approval By:	
Approved By:	
Waiting for Approval From:	

2. Enter the Time In and Time Out for the day.
    a. Be sure to pay attention to the AM/PM!!
    b. Time is entered in 15 minute increments. Round up or down to the nearest 15 minutes (i.e. 5:05pm would be entered as 5:00pm or 5:10pm would be entered as 5:15pm) Note: Noon is 12:00 PM
    c. The "Shift" field is always '1' and should not be changed.



Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, 24-MAR-2008
Earnings Code: Casual/Student Regular Hours

Shift	Time In		Time Out		Total Hours
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					0

Timesheet | Previous Day | Next Day
Add New Line | Save | Copy | Delete

3. After entering your time worked, select one of the following buttons at the bottom of the time sheet to continue:

Timesheet This button returns you to the original time sheet screen, where you can select another day or another earning, submit for approval or exit. The time entered will be saved.

Previous Day This button moves you back to the Time In and Out page for the Previous Day. The time entered will be saved.

Next Day This button moves you to the next day of the pay period. The time you entered will be saved.

Add New Line If you need to enter more than six "Time In" and "Time Out" lines for a single day, you can click this button to add more blank lines and enter more time. It will only add lines if all the lines on the screen are completed first.

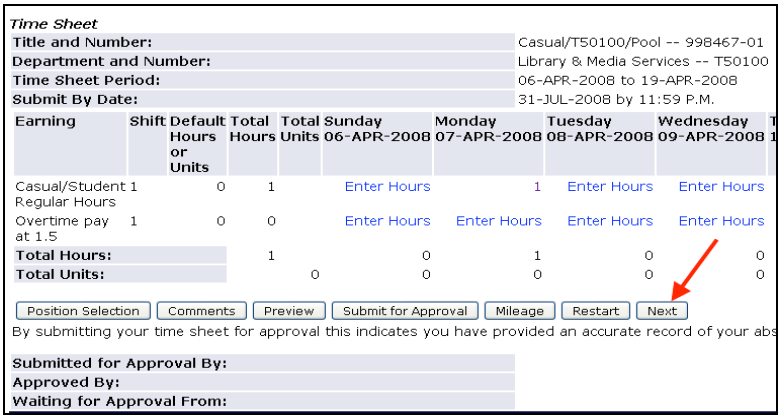
Save This button saves your time entered. You can return later to enter additional time to this day, as needed.

Copy If you work the same schedule for multiple days in the pay period, click this button after entering your time and you can copy the entry to other days during the pay period. (See "Copy" instructions below)

Delete This button will delete all data you have entered for this day.

Entering time for the 2nd week of the pay period:

The Time and Leave Reporting screen shows one week at a time. To go to the 2nd week of the pay period, click the Next button.



Time Sheet

Title and Number:	Casual/T50100/Pool -- 998467-01
Department and Number:	Library & Media Services -- T50100
Time Sheet Period:	06-APR-2008 to 19-APR-2008
Submit By Date:	31-JUL-2008 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday 06-APR-2008	Monday 07-APR-2008	Tuesday 08-APR-2008	Wednesday 09-APR-2008	T 1
Casual/Student Regular Hours	1	0	1		Enter Hours	1	Enter Hours	Enter Hours	
Overtime pay at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:			1		0	1	0	0	
Total Units:				0	0	0	0	0	

Position Selection | Comments | Preview | Submit for Approval | Mileage | Restart | Next

By submitting your time sheet for approval this indicates you have provided an accurate record of your abs

Submitted for Approval By:	
Approved By:	
Waiting for Approval From:	

When you are viewing the 2nd week and want to return to the 1st week, where the Next button was, it now says Previous. Click the Previous button.

Exiting:

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

located in the upper left corner of your screen.

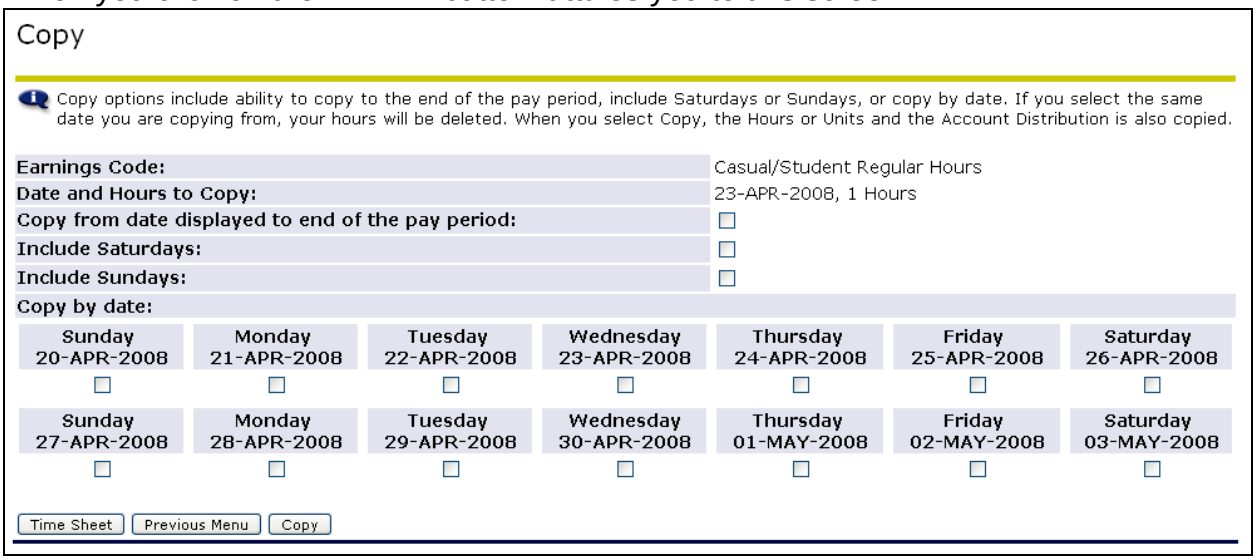
OR

You can click the tabs across the top

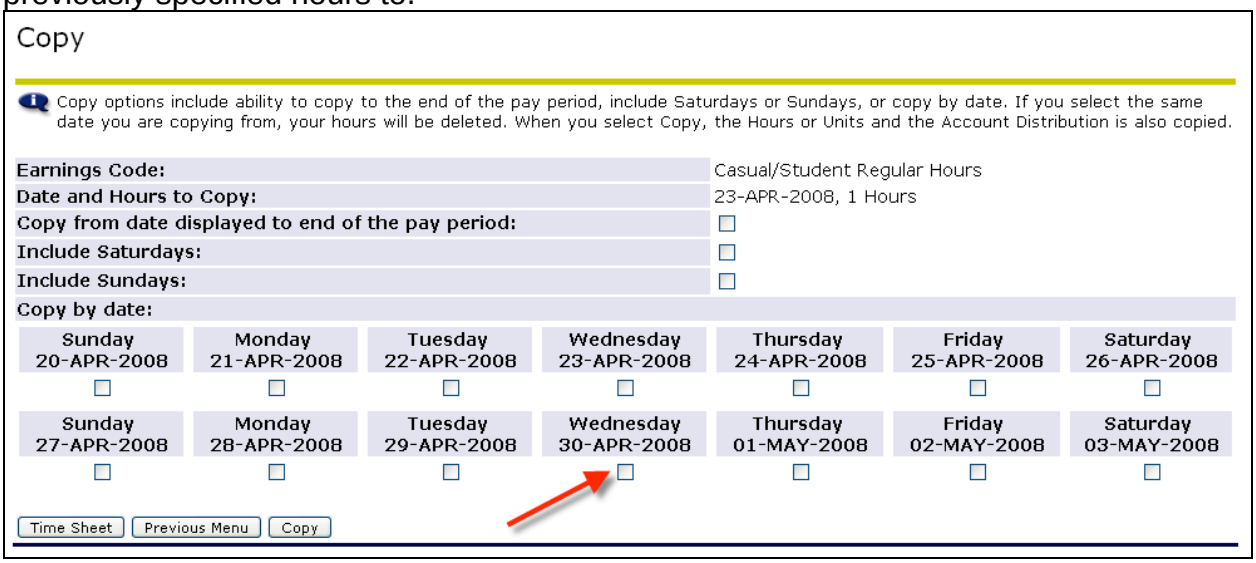
to go to a Banweb menu.

How to Copy a Schedule to Multiple Days:

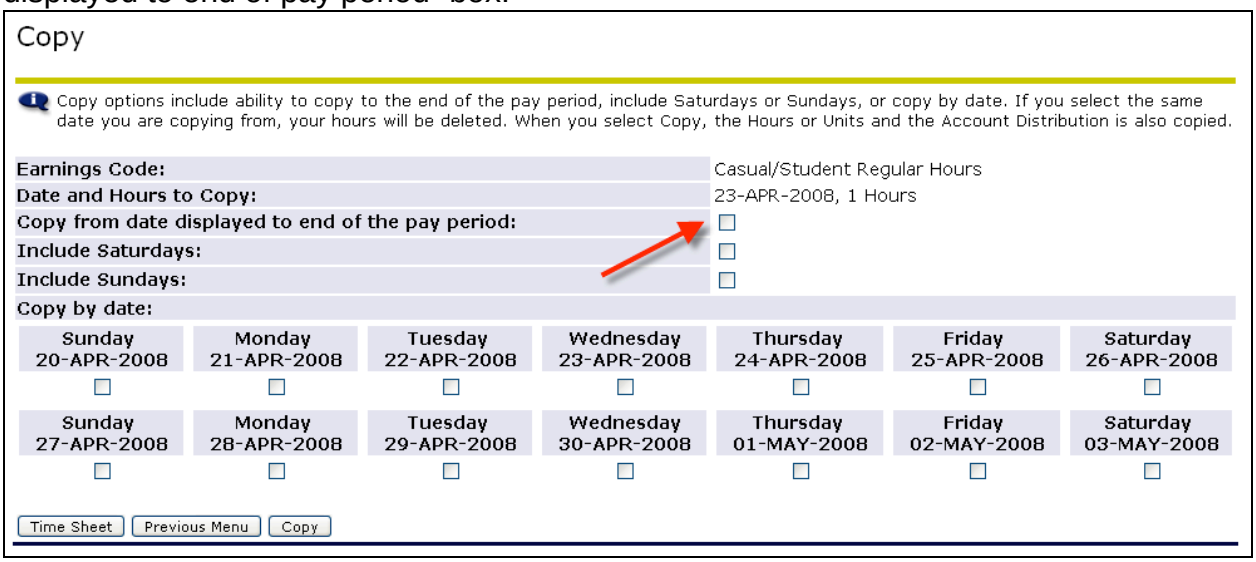
When you click on the Copy button it takes you to this screen:



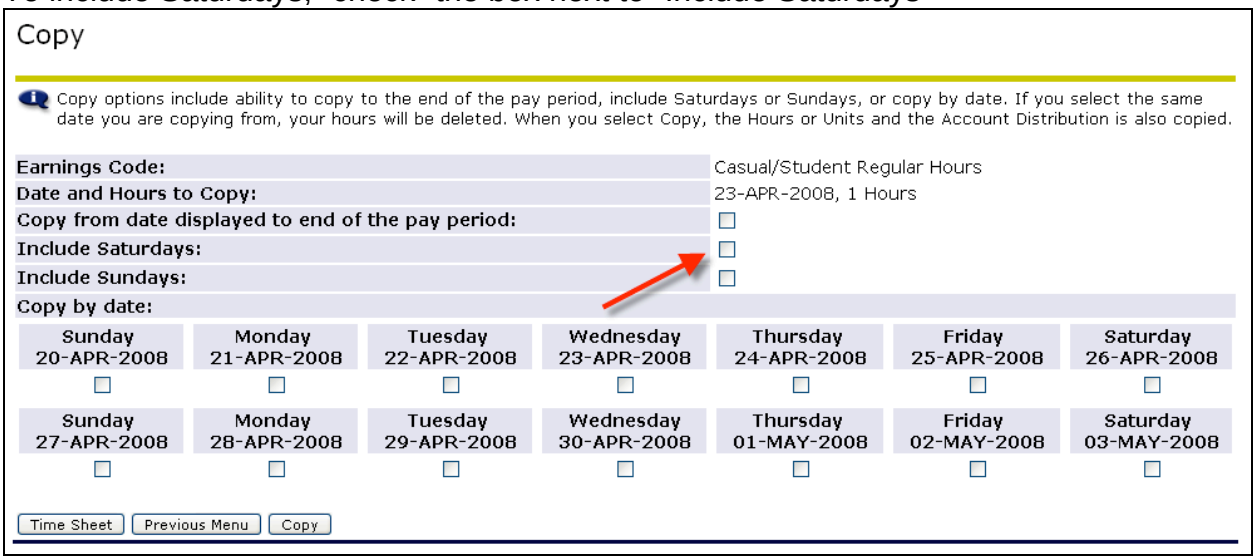
To pick specific days to copy to, “check” the box below each day you want to copy your previously specified hours to.



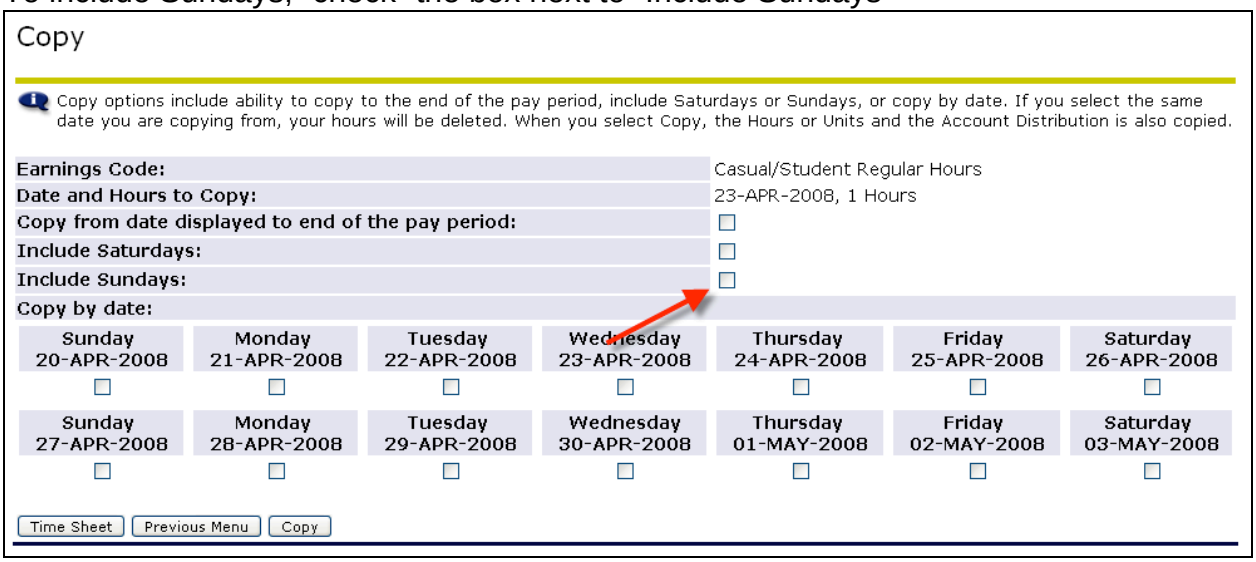
To copy to every standard Monday thru Friday work day, click the “Copy from date displayed to end of pay period” box.



To include Saturdays, “check” the box next to “Include Saturdays”

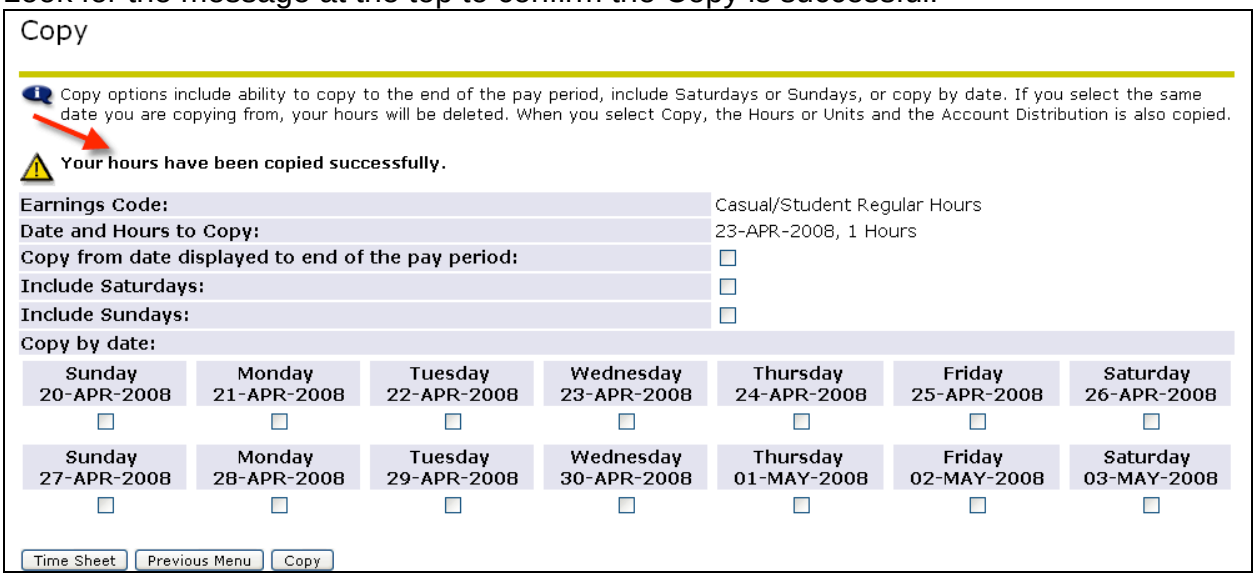


To include Sundays, “check” the box next to “Include Sundays”



Once all the correct boxes have been checked, click on the Copy button.

Look for the message at the top to confirm the Copy is successful.



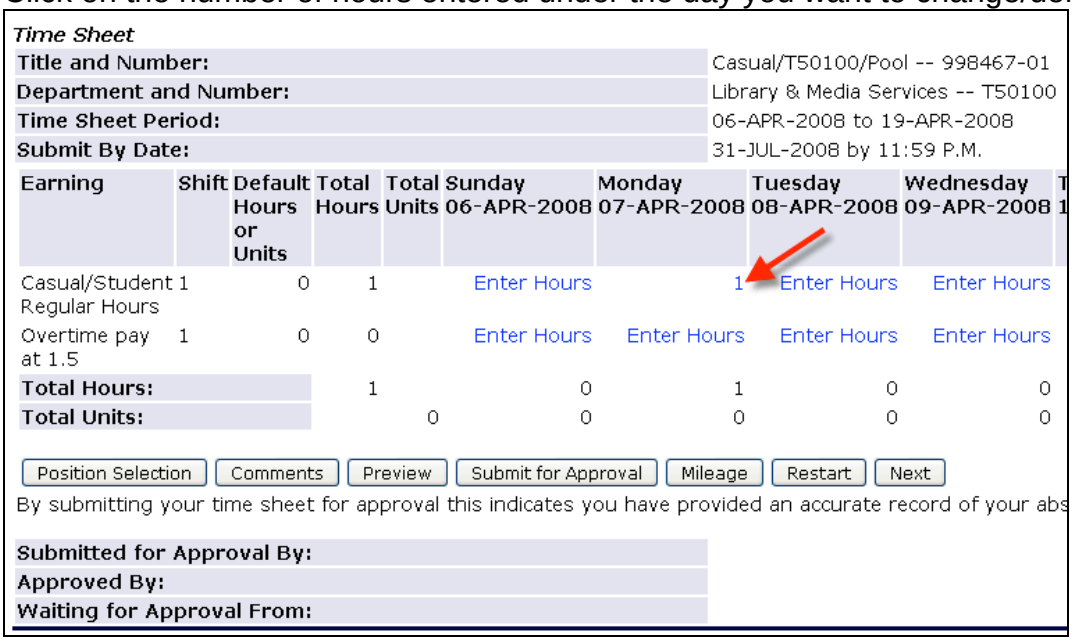
Click the Timesheet button to return to the time sheet and confirm that the hours you have entered are correct.

Changing Time Sheet

If the time period is still open, you can make changes to your time sheet before submitting for approval or if the time sheet has been returned to you for correction.

Delete or change time entered:

Click on the number of hours entered under the day you want to change/delete



Time Sheet

Title and Number:	Casual/T50100/Pool -- 998467-01
Department and Number:	Library & Media Services -- T50100
Time Sheet Period:	06-APR-2008 to 19-APR-2008
Submit By Date:	31-JUL-2008 by 11:59 P.M.

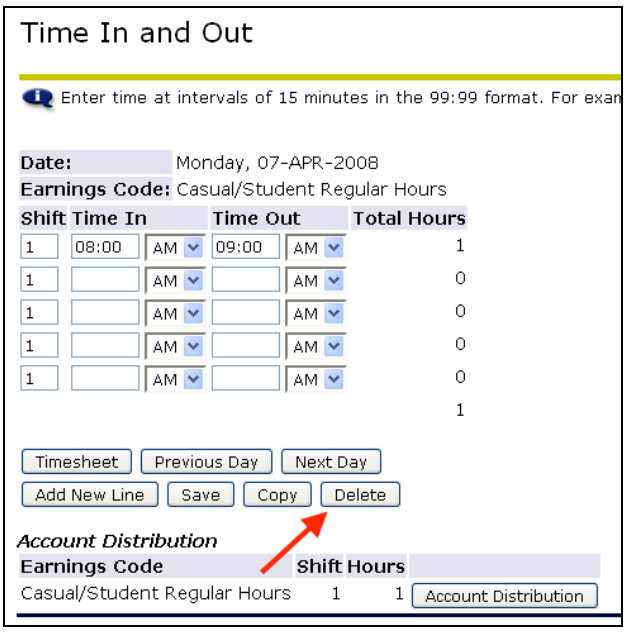
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday 06-APR-2008	Monday 07-APR-2008	Tuesday 08-APR-2008	Wednesday 09-APR-2008	T 1
Casual/Student Regular Hours	1	0	1		Enter Hours	1	Enter Hours	Enter Hours	
Overtime pay at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:			1		0	1	0	0	
Total Units:				0	0	0	0	0	

Position Selection | Comments | Preview | Submit for Approval | Mileage | Restart | Next

By submitting your time sheet for approval this indicates you have provided an accurate record of your abs

Submitted for Approval By:	
Approved By:	
Waiting for Approval From:	

To remove/delete all time entered that day, click on the Delete button. Do not try to enter zero hours.



Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For exan

Date:	Monday, 07-APR-2008
Earnings Code:	Casual/Student Regular Hours

Shift	Time In		Time Out		Total Hours
1	08:00	AM	09:00	AM	1
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					1

Timesheet | Previous Day | Next Day

Add New Line | Save | Copy | Delete

Account Distribution

Earnings Code	Shift	Hours	
Casual/Student Regular Hours	1	1	Account Distribution

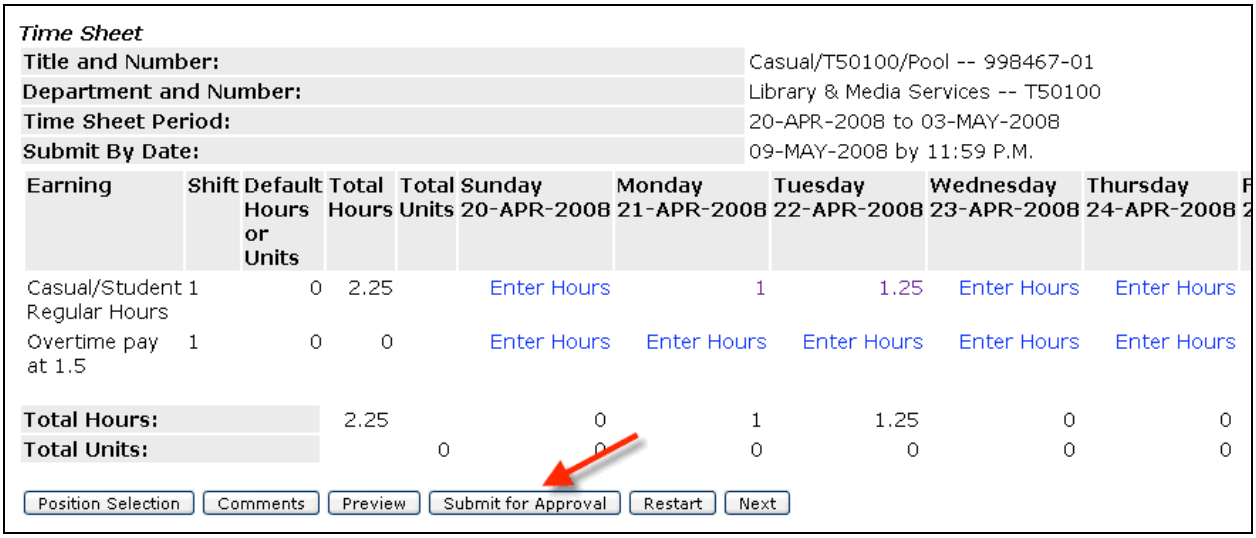
To change the time entered, you can click the Delete button and start over or you can make changes to the Time In/Time Out entries.

Submitting Your Time Sheet for Approval

When you have finished entering your time for the pay period, go to the Time Sheet screen by clicking the Timesheet button.

Click on the Preview button to review the information entered for the entire pay period. Click on the Previous Menu to return to the previous screen and make any necessary corrections.

When your time sheet is complete and accurate for the entire pay period, click the Submit for Approval button. Once submitted, you can no longer enter time for this pay cycle, unless your manager returns the time sheet to you for correction.



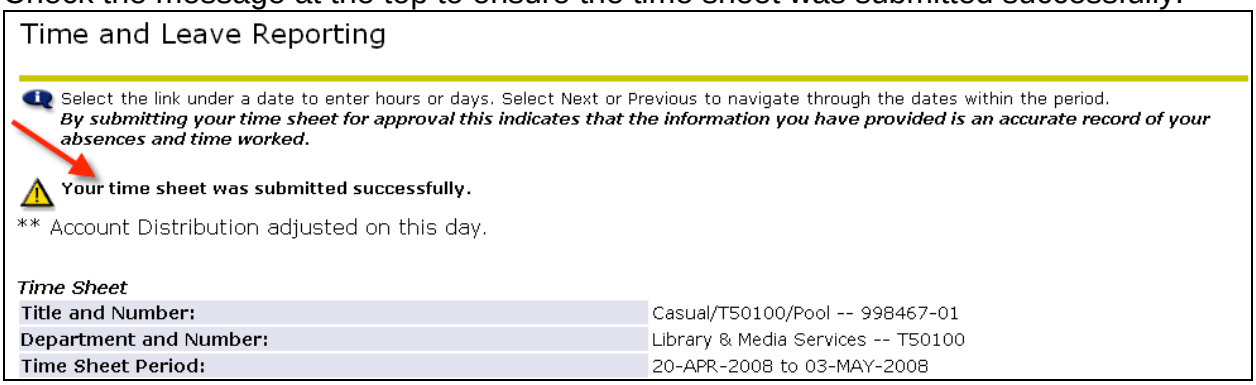
Time Sheet

Title and Number:	Casual/T50100/Pool -- 998467-01
Department and Number:	Library & Media Services -- T50100
Time Sheet Period:	20-APR-2008 to 03-MAY-2008
Submit By Date:	09-MAY-2008 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday 20-APR-2008	Monday 21-APR-2008	Tuesday 22-APR-2008	Wednesday 23-APR-2008	Thursday 24-APR-2008
Casual/Student Regular Hours	1	0	2.25		Enter Hours	1	1.25	Enter Hours	Enter Hours
Overtime pay at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			2.25		0	1	1.25	0	0
Total Units:				0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Check the message at the top to ensure the time sheet was submitted successfully.



Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.
By submitting your time sheet for approval this indicates that the information you have provided is an accurate record of your absences and time worked.

Your time sheet was submitted successfully.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Casual/T50100/Pool -- 998467-01
Department and Number:	Library & Media Services -- T50100
Time Sheet Period:	20-APR-2008 to 03-MAY-2008

Your time sheet will be sent electronically to your manager for approval. Time sheets must be submitted by the last day of the pay period.

Time Sheet Errors

Error:

The time of day entered under Time In must be before Time Out.

Action:

- Check the AM/PM is correct
- Check the time is correct.

Error:

Time In and Time Out must be entered in 15 minute intervals. Valid values are :00, :15, :30, and :45.

Action:

* Change minutes on time In and/or Out to be :00, :15, :30 and :45

Error:

You have entered Time In. Time Out is required, please enter.

Action:

- Enter the work STOP time in the Time Out box

Error:

The format for the hours you have entered is incorrect. It should be from 01:00 to 12:00. Please change.

Action:

- Check the times entered in the Time In/Time Out boxes and correct the entry to be in the HH:mm (hours and minutes) format.

Error: Time Transaction Already Exists

Action:

- This occurs when the browser “Back” button is used. Go to a menu and select the time sheet again.

Error: Submit Not Allowed

Action:

- This occurs when the Submit for Approval button is double-clicked. No Action Required.

Error: You have no records available at this time. Please contact your Payroll Administrator if you have questions.

Action:

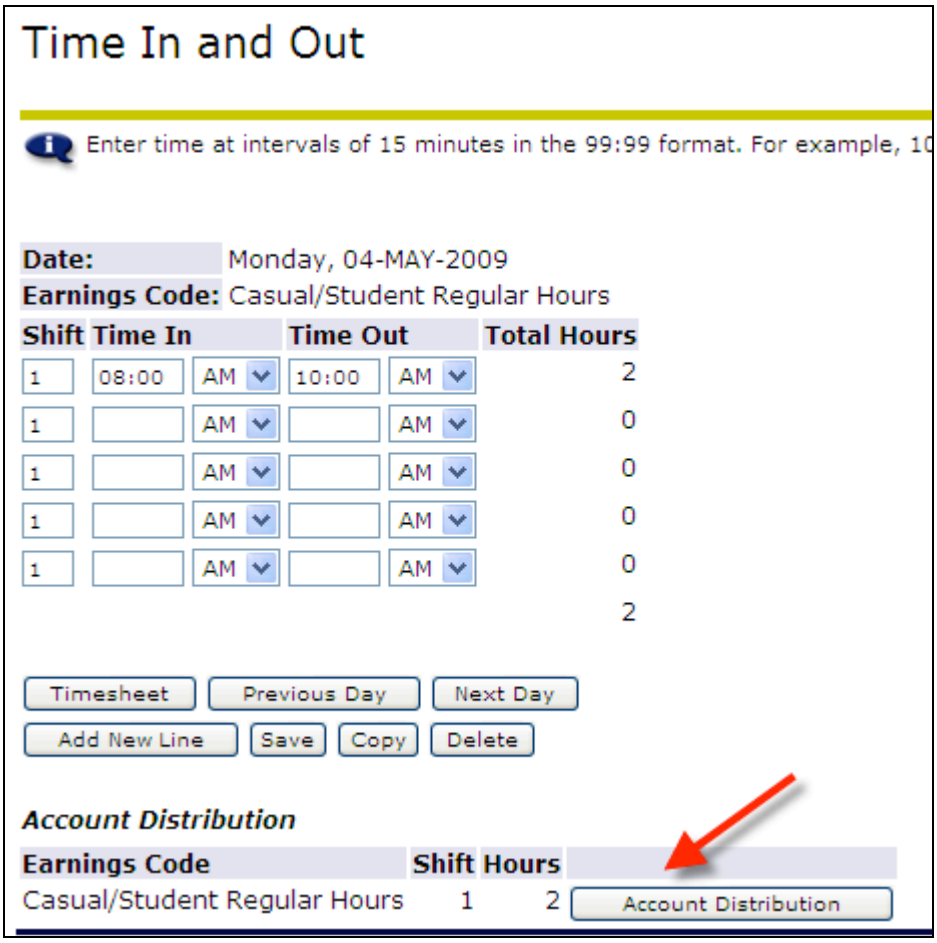
- Call Julie Kinney at 503-978-5871

For additional assistance, contact Julie Kinney at (503) 978-5871 or jkinney@pcc.edu

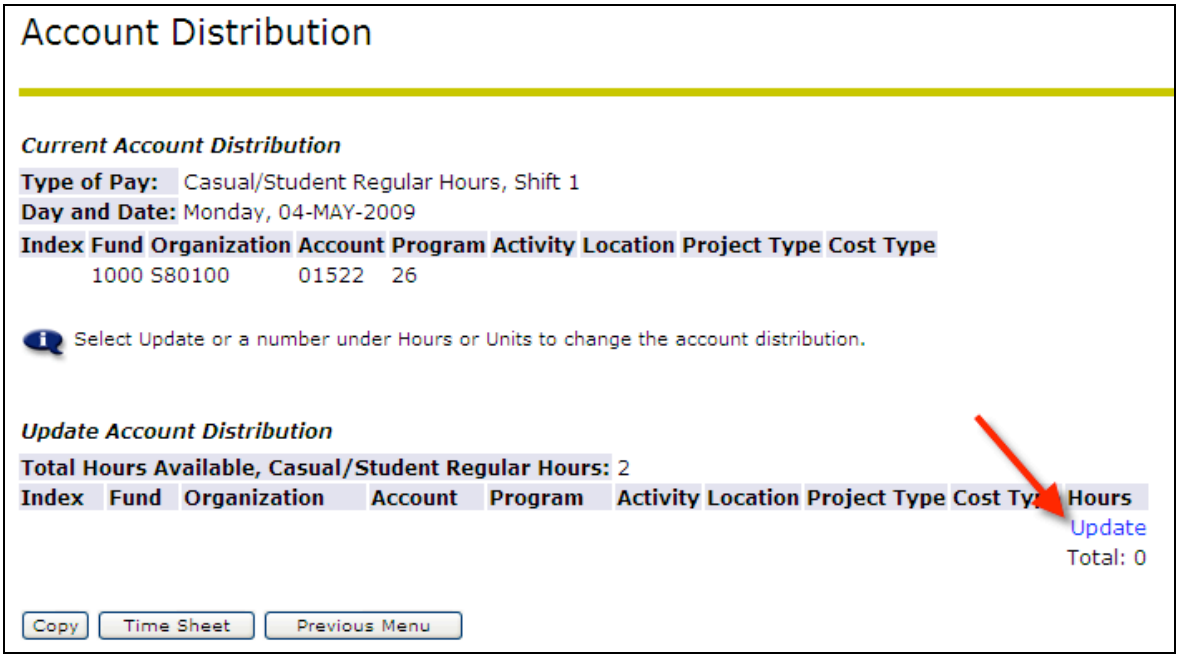
Account Labor Distribution Override

There may be a situation where some hours worked may need to be charged to a different account number. This should be an infrequent, irregular occurrence. The manager responsible for the account the hours are being charged to, should be informed. To change the account number where certain hours need to be charged to a different account than the regular account, follow these steps.

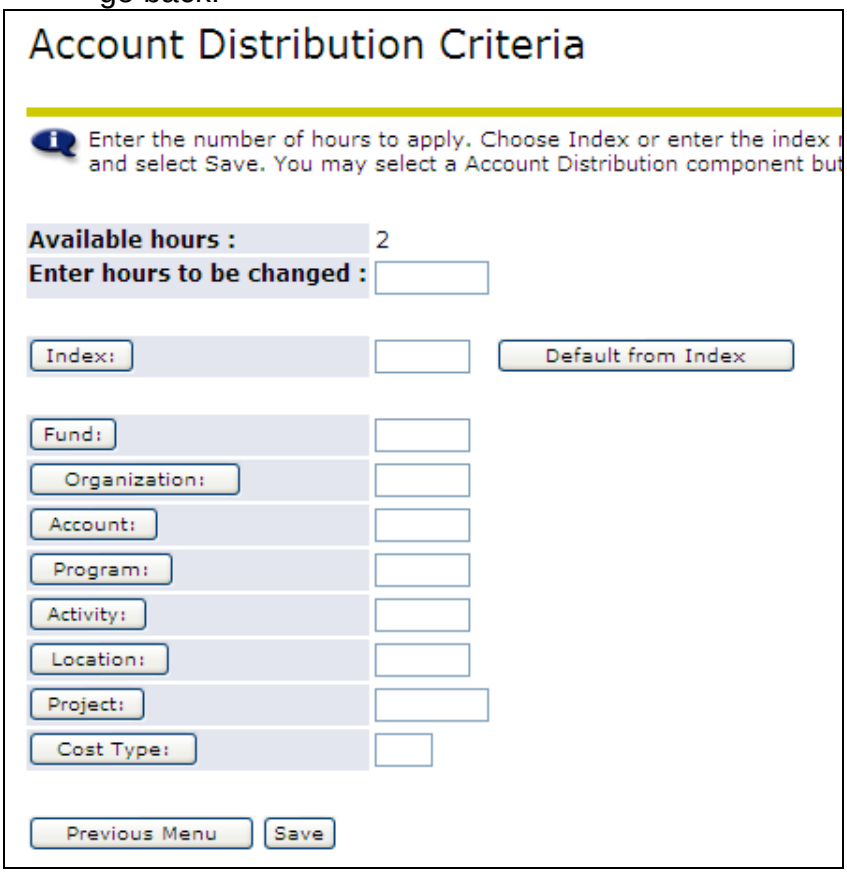
1. After you enter the time for a day and click save, a new section called “Account Distribution” will display. Click the “Account Distribution” button to change the default account number.



2. This screen will show the current account at the top. To change this account, click the “Update” link under the “Hours” column.



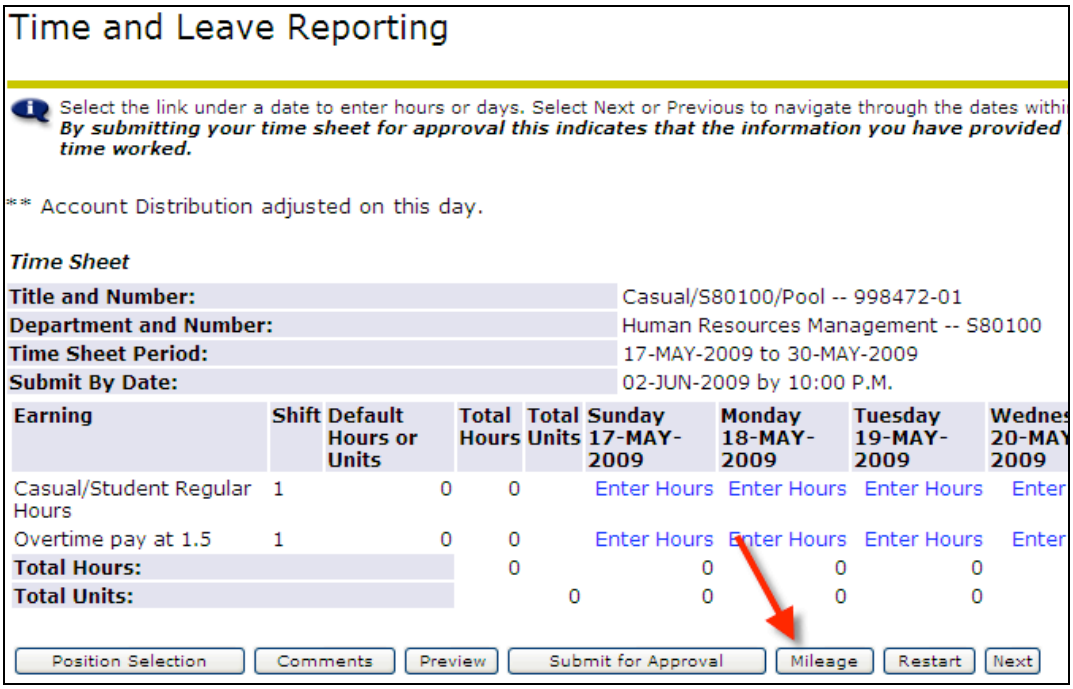
3. The “Available hours” field shows how many hours have been entered for that day. Enter the number of hours for that day that you want changed to a different account in the “Enter hours to be changed field”. Then enter the new account number in the fields below. When done, click “Save”. Click “Previous Menu” to go back.



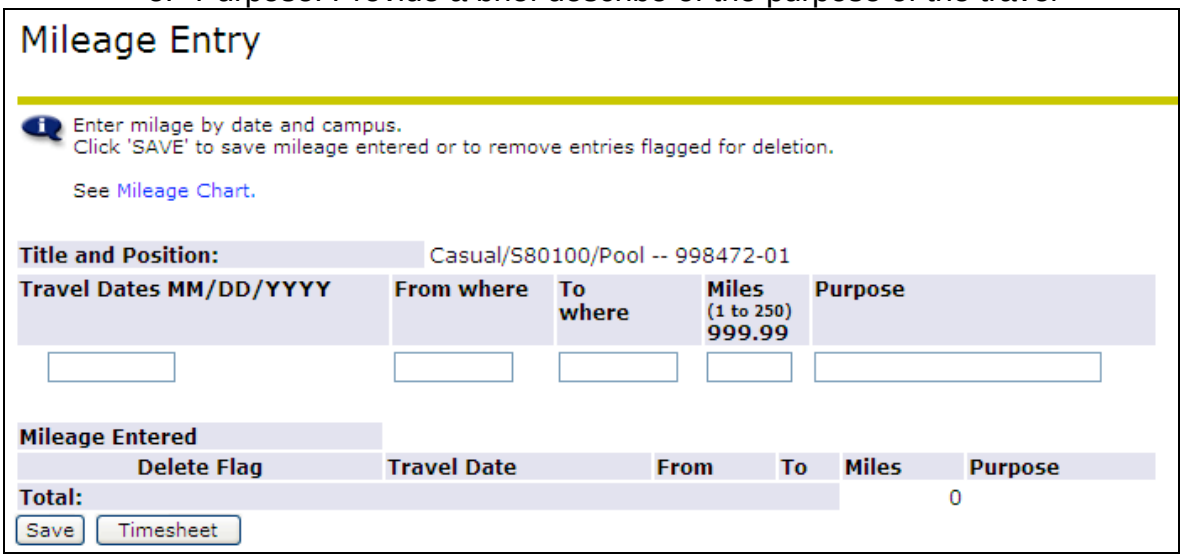
Mileage

If you have driven your personal vehicle for PCC business (not to/from work), enter your mileage for reimbursement.

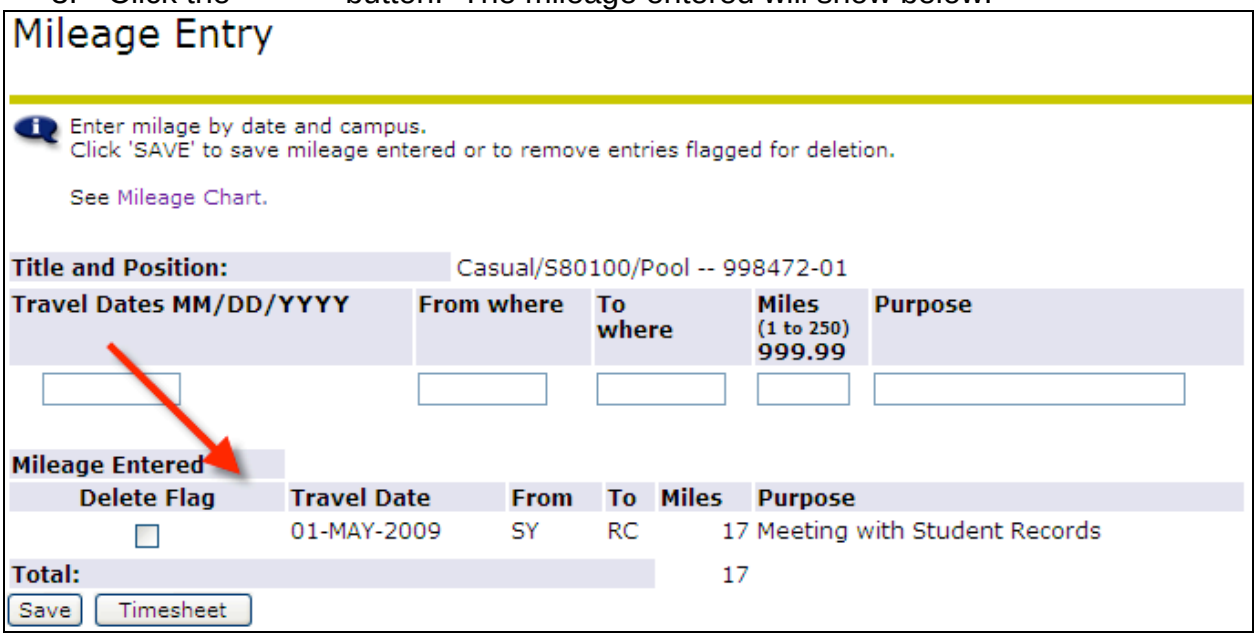
1. Click on the Mileage button.



2. Enter mileage information:
   a. Travel Dates: The format needs to be exactly MM/DD/YYYY. i.e. 05/01/2009 If travel is for more than one day, use the TAF – Travel Authorization Form.
   b. From Where: Describe where you are traveled from i.e. SY
   c. To Where: Describe where you traveled to. i.e. RC
   d. Miles: Enter the number of miles for the trip
   e. Purpose: Provide a brief describe of the purpose of the travel



3. Click the Save button. The mileage entered will show below.



4. You are now ready to enter another mileage records or click Timesheet to return to your time sheet.

5. If a mileage record is incorrect, click the Delete Flag ☐ box next to the record and click Save. Re-enter the record, if necessary.