

Full Time Faculty Web Time Sheet Instructions

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](#).

Important Things to Note:

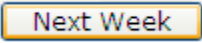
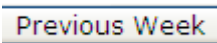
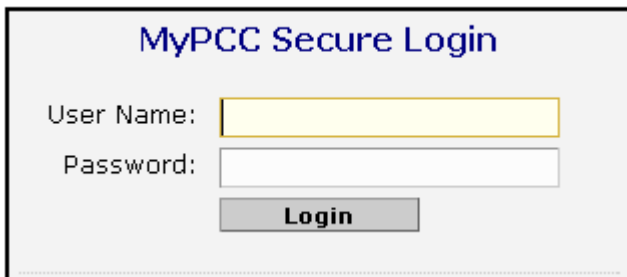
- Remember to use the  and  buttons to see additional days in the pay period.
- Submit your time sheet only if you have leave and/or mileage to report. Instructional/Non-Instructional days are reported once a year on the Annual Work Schedule.
- Enter your leave time as it occurs..
- You do not enter anything for holidays. They will default.
- Check you are entering the time on the correct line.
- Never double-click or use the Back button! This will cause an error message to display.
- Please submit your time sheet for approval on time. *No Late Time Sheets!!*

Table of Contents:

Getting Started	Page 2
Entering Leave Time	Page 4
Changing Time Entered	Page 7
Submitting Time Sheet for Approval	Page 9
Errors	Page 10
Mileage	Page 11

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. You may see your time sheet in the Time Reporting channel. You can click on that link and skip to page 4, Entering Leave Time. If you do not see the Time Reporting channel, continue following the instructions in this section.

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




4. Click on the **Employee Services** Tab


5. Click on Time Sheet



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


Time Sheet Selection



 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Instr/Comp & Lit, 996516-00 S.E. Core Credit Programs, E40210		21-AUG-2009 to 20-SEP-2009 Not Started 

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.


Time Sheet Selection



 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Instr/Comp & Lit, 996516-00 S.E. Core Credit Programs, E40210		21-AUG-2009 to 20-SEP-2009 Not Started 

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”.


Time Sheet Selection



 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

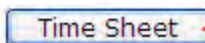
Title and Department	My Choice	Pay Period and Status
Instr/Comp & Lit, 996516-00 S.E. Core Credit Programs, E40210		21-AUG-2009 to 20-SEP-2009 Not Started 

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

Time Sheet Selection



 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Instr/Comp & Lit, 996516-00 S.E. Core Credit Programs, E40210		21-AUG-2009 to 20-SEP-2009 Not Started 



Entering Leave Time

Once you have performed the steps detailed in the previous section, enter any leave time you have taken. Here are these steps.

1. You will see a screen showing the first week of the pay period. Since the pay period is the 21st to the 20th, the weeks will not always appear in the traditional Sunday – Saturday format. It will show the first 7 days of the pay period. If the pay period starts on a Thursday, it will show the week as Thursday through Wednesday.
2. Find the date you need to report leave for. Use the  and  buttons to see additional days in the pay period.
3. Look through the list of “Earnings” to find the type of leave you want to report.

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.

Time Entry Instructions

** Account Distribution adjusted on this day.

Time Sheet

[illegible]

4. Click on the "Enter Hours" link that corresponds to the leave type and date.

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.

[Time Entry Instructions](#)

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Instr/Comp & Lit -- 996516-00
Department and Number:	S.E. Core Credit Programs -- E40210
Time Sheet Period:	21-AUG-2009 to 20-SEP-2009
Submit By Date:	20-SEP-2009 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 14-SEP-2009	Tuesday 15-SEP-2009	Wednesday 16-SEP-2009	Thursday 17-SEP-2009	Friday 18-SEP-2009	Saturday 19-SEP-2009	Sunday 20-SEP-2009
Personal Leave-Paid	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick pay (self & family)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Closure-Unplanned	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

5. Enter the number of hours for that leave on that date.

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.

[Time Entry Instructions](#)

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Instr/Comp & Lit -- 996516-00
Department and Number:	S.E. Core Credit Programs -- E40210
Time Sheet Period:	21-AUG-2009 to 20-SEP-2009
Submit By Date:	20-SEP-2009 by 11:59 P.M.

Earning:	Personal Leave-Paid
Date:	15-SEP-2009
Shift:	1
Hours:	<input type="text"/>

6. Click the button. NOTE: The screen will stay on this leave type until you select a different one.

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

Position Selection

This button returns you to the Time Sheet Selection screen where you can pick a different time sheet if you have more than one.

Comments

This button allows you to make comments that will stay attached to your time sheet.

Preview

This button will give you a preview of the time you have entered. Please preview your time sheet before submitting.

Submit for Approval

This button submits your time sheet to the manager for review and approval

Mileage

This button takes you to a web page to enter your in-district mileage for reimbursement.

Restart

This button will delete all entries and start the time sheet over from scratch.

Next Week

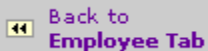
This button will move the time sheet dates to the next week in the pay period.

Previous Week

This button will move the time sheet dates to the previous week in the pay period. If you are on the first week of the pay period, this button will not show.

Exiting:

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

 Back to Employee Tab

located in the upper left corner of your screen.

OR

Employee Services

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

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:

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

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 time sheet. **By submitting your time sheet for approval this indicates that the information you have provided is an accurate representation of your absences and time worked.**

[Time Entry Instructions](#)

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Instr/Comp & Lit -- 996516-00
Department and Number:	S.E. Core Credit Programs -- E40210
Time Sheet Period:	21-AUG-2009 to 20-SEP-2009
Submit By Date:	20-SEP-2009 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday 21-AUG-2009	Saturday 22-AUG-2009	Sunday 23-AUG-2009	Monday 24-AUG-2009	Tuesday 25-AUG-2009	Wednesday 26-AUG-2009
Personal Leave-Paid	1	0	8		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick pay (self & family)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

2. Remove or change the hours entered and click

Save

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 time sheet. **By submitting your time sheet for approval this indicates that the information you have provided is an accurate representation of your absences and time worked.**

[Time Entry Instructions](#)

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Instr/Comp & Lit -- 996516-00
Department and Number:	S.E. Core Credit Programs -- E40210
Time Sheet Period:	21-AUG-2009 to 20-SEP-2009
Submit By Date:	20-SEP-2009 by 11:59 P.M.

Earning:	Personal Leave-Paid
Date:	21-AUG-2009
Shift:	1
Hours:	8

Save Copy Account Distribution

3. The hours are now updated or gone back to "Enter Hours".

Time Sheet

Title and Number:	Instr/Comp & Lit -- 996516-00
Department and Number:	S.E. Core Credit Programs -- E40210
Time Sheet Period:	21-AUG-2009 to 20-SEP-2009
Submit By Date:	20-SEP-2009 by 11:59 P.M.
Earning:	Personal Leave-Paid
Date:	21-AUG-2009
Shift:	1
Hours:	<input type="text"/>

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday 21-AUG-2009	Saturday 22-AUG-2009	Sunday 23-AUG-2009	Monday 24-AUG-2009	Tuesday 25-AUG-2009
Personal Leave-Paid	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours


Submitting Your Time Sheet for Approval


When you have finished entering your leave time and/or mileage for the pay period, 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.

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](#)

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: 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

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 at the bottom of the page.


Bereavement-Extended Family	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement-Friend	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement-Immediate Family	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		8	0	8	0	0	0	0
Total Units:		0	0	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 absence

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

Mileage Entry

 Enter milage by date and campus.
 Click 'SAVE' to save mileage entered or to remove entries flagged for deletion.

See [Mileage Chart](#).


Title and Position: Casual/S80100/Pool -- 998472-01

Travel Dates MM/DD/YYYY	From where	To where	Miles (1 to 250)	Purpose
			999.99	


Mileage Entered

Delete Flag	Travel Date	From	To	Miles	Purpose
Total:					0

[Save](#)
[Timesheet](#)

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

Mileage Entry

 Enter milage by date and campus.
Click 'SAVE' to save mileage entered or to remove entries flagged for deletion.
[See Mileage Chart.](#)


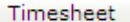
Title and Position: Casual/S80100/Pool -- 998472-01

Travel Dates MM/DD/YYYY	From where	To where	Miles (1 to 250)	Purpose
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mileage Entered

Delete Flag	Travel Date	From	To	Miles	Purpose
<input type="checkbox"/>	01-MAY-2009	SY	RC	17	Meeting with Student Records

Total: 17

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

Delete Flag

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