

Web Time Sheet Instructions

For Management, Academic Professional (Full Time), and Classified (Full Time)

Important Things to Note:

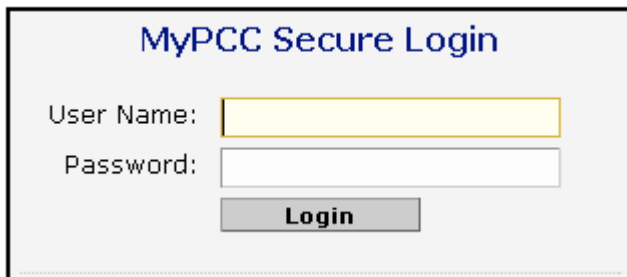
- Remember to use the [Next Week](#) and [Previous Week](#) buttons to see additional days in the pay period.
- Submit your time sheet even if you have no leave to report.
- Enter your leave time as it occurs..
- Check you are entering the time on the correct line.
- Never double-click! This will cause 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



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
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
LIBRARY TECHNICIAN, 998467-03 Library & Media Services, T50100	<input checked="" type="radio"/>	23-MAR-2008 to 05-APR-2008 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
LIBRARY TECHNICIAN, 998467-03 Library & Media Services, T50100	<input checked="" type="radio"/>	23-MAR-2008 to 05-APR-2008 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
LIBRARY TECHNICIAN, 998467-03 Library & Media Services, T50100	<input checked="" type="radio"/>	23-MAR-2008 to 05-APR-2008 In Progress 

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


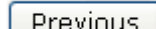
Time Sheet Selection

 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
LIBRARY TECHNICIAN, 998467-03 Library & Media Services, T50100	<input checked="" type="radio"/>	23-MAR-2008 to 05-APR-2008 In Progress 

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. Classified employees need to report their Holiday time. Management & Academic Professionals no not report holidays (they will default).

[illegible]


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

Personal Information	Student	Faculty and Advisors	Employee Services	WebTailor Administration	Finance																																																																																																
<p align="right">SITE MAP HELP EXIT</p> <h2>Time and Leave Reporting</h2> <hr/> <p>Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period. <i>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.</i></p> <p>** Account Distribution adjusted on this day.</p> <h3>Time Sheet</h3> <table border="1"> <tr> <td>Title and Number:</td> <td colspan="11">Mgr/HR Systems Dev -- 997618-00</td> </tr> <tr> <td>Department and Number:</td> <td colspan="11">Human Resources Management -- S80100</td> </tr> <tr> <td>Time Sheet Period:</td> <td colspan="11">21-MAY-2009 to 20-JUN-2009</td> </tr> <tr> <td>Submit By Date:</td> <td colspan="11">20-JUN-2009 by 10:00 P.M.</td> </tr> </table> <table border="1"> <thead> <tr> <th>Earning</th> <th>Shift</th> <th>Default Hours or Units</th> <th>Total Hours</th> <th>Total Units</th> <th>Thursday 21-MAY-2009</th> <th>Friday 22-MAY-2009</th> <th>Saturday 23-MAY-2009</th> <th>Sunday 24-MAY-2009</th> <th>Monday 25-MAY-2009</th> <th>Tuesday 26-MAY-2009</th> <th>Wednesday 27-MAY-2009</th> </tr> </thead> <tbody> <tr> <td>Personal Leave-Paid</td> <td>1</td> <td></td> <td>0</td> <td>0</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> </tr> <tr> <td>Sick Pay, self illness</td> <td>1</td> <td></td> <td>0</td> <td>0</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> </tr> <tr> <td>Vacation Pay</td> <td>1</td> <td></td> <td>0</td> <td>0</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> <td>Enter Hours</td> </tr> </tbody> </table>						Title and Number:	Mgr/HR Systems Dev -- 997618-00											Department and Number:	Human Resources Management -- S80100											Time Sheet Period:	21-MAY-2009 to 20-JUN-2009											Submit By Date:	20-JUN-2009 by 10:00 P.M.											Earning	Shift	Default Hours or Units	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	Personal Leave-Paid	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Sick Pay, self illness	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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5. Enter the number of hours for that leave on that date.

Personal Information Student Faculty and Advisors **Employee Services** WebTailor Administration Finance

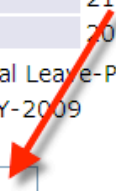
Time and Leave Reporting

 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the pay period. **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.**

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Mgr/HR Systems Dev -- 997618-00
Department and Number:	Human Resources Management -- S80100
Time Sheet Period:	21-MAY-2009 to 20-JUN-2009
Submit By Date:	20-JUN-2009 by 10:00 P.M.
Earning:	Personal Leave-Paid
Date:	21-MAY-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. For example, if you are entering personal leave and click the button, it will still be in the personal leave time but on a different day.
7. After entering your leave time, select one of the following buttons at the bottom of the time sheet to continue:

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

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

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

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

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

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

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

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 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. If you have already submitted your time sheet for approval, you can use the [Recall Time](#) button or your manager can return the time sheet to you by returning it 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

[Personal Information](#) [Student](#) [Faculty and Advisors](#) [Employee Services](#) [WebTailor Administration](#) [Finance](#)

[SITE MAP](#) [HELP](#) [EXIT](#)

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:	Mgr/HR Systems Dev -- 997618-00										
Department and Number:	Human Resources Management -- S80100										
Time Sheet Period:	21-MAY-2009 to 20-JUN-2009										
Submit By Date:	20-JUN-2009 by 10:00 P.M.										

Earning	Shift	Default Hours or Units	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
Personal Leave-Paid	1		0	16	8	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay, self illness	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

2. Remove or change the hours entered and click

[Save](#)

[Personal Information](#) [Student](#) [Faculty and Advisors](#) [Employee Services](#) [WebTailor Administration](#) [Finance](#)

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the date.
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.

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Time Sheet

Title and Number:	Mgr/HR Systems Dev -- 997618-00
Department and Number:	Human Resources Management -- S80100
Time Sheet Period:	21-MAY-2009 to 20-JUN-2009
Submit By Date:	20-JUN-2009 by 10:00 P.M.

Earning:	Personal Leave-Paid
Date:	21-MAY-2009
Shift:	1
Hours:	<input type="text" value="8"/>

[Save](#) [Copy](#) [Account Distribution](#)

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

Time Sheet

Title and Number:	Mgr/HR Systems Dev -- 997618-00
Department and Number:	Human Resources Management -- S80100
Time Sheet Period:	21-MAY-2009 to 20-JUN-2009
Submit By Date:	20-JUN-2009 by 10:00 P.M.
Earning:	Personal Leave-Paid
Date:	21-MAY-2009
Shift:	1
Hours:	<input type="text"/>

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday 21-MAY-2009	Friday 22-MAY-2009	Saturday 23-MAY-2009	Sunday 24-MAY-2009	Monday 25-MAY-2009
Personal Leave-Paid	1	0	8		Enter Hours	8	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.

If you have no leave time and/or mileage to report, **YOU STILL NEED TO SUBMIT YOUR TIME SHEET!!!**

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

If you have no leave time and/or mileage to report, **YOU STILL NEED TO SUBMIT YOUR TIME SHEET!!!**

Time and Leave Reporting

 Select the link under a date to enter hours or days.
within the period.
By submitting your time sheet for approval this is an accurate record of your absences and time

 **Your time sheet was submitted successfully.**

 **No hours entered.**

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:

- Email Julie Kinney at jkinney@pcc.edu or call 971-722-5871

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

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) 999.99	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
Total:					0

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

Mileage Entry

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


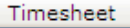
Title and Position: Casual/S80100/Pool -- 998472-01

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"/>

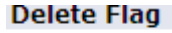

Mileage Entered

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.

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