

Academic Professional Part-Time

Web Time Sheet Instructions

Important Things to Note:

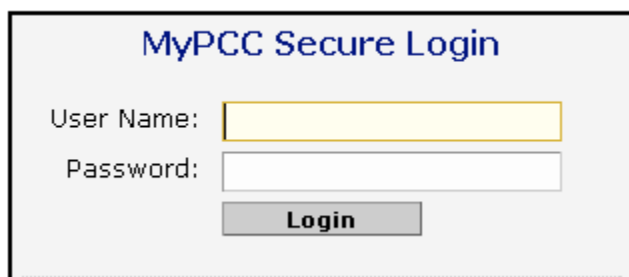
- Remember to use the [Next Week](#) and [Previous Week](#) buttons to see additional days in the pay period.
- Enter your time as it occurs..
- Check you are entering the time on the correct line.
- Never double-click! This will cause an error message to display.
- Please submit your time sheet for 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	☒	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, then 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	☒	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	☒	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	☒	23-MAR-2008 to 05-APR-2008 In Progress 

Entering Time Worked and Leave Time

Once you have performed the steps detailed in the previous section, enter your time worked and 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 enter time for. Use the [Next](#) and [Previous](#) buttons to see additional days in the pay period.
3. Look through the list of “Earning” to find the type of you want to report. For time that you worked, choose the “Regular Pay” Earnings.

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](#)

Time Sheet

Title and Number: Advocate/Comm Resource -- S98273-00

Department and Number: Margaret Carter Skill Center -- C40601

Time Sheet Period: 21-JAN-2011 to 20-FEB-2011

Submit By Date: 20-FEB-2011 by 10:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday 21-JAN-2011	Saturday 22-JAN-2011	Sunday 23-JAN-2011	Monday 24-JAN-2011	Tuesday 25-JAN-2011	Wednesday 26-JAN-2011	Thursday 27-JAN-2011
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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

4. Click on the “Enter Hours” link that corresponds to the Earning 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](#)

Time Sheet

Title and Number: Advocate/Comm Resource -- S98273-00

Department and Number: Margaret Carter Skill Center -- C40601

Time Sheet Period: 21-JAN-2011 to 20-FEB-2011

Submit By Date: 20-FEB-2011 by 10:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday 21-JAN-2011	Saturday 22-JAN-2011	Sunday 23-JAN-2011	Monday 24-JAN-2011	Tuesday 25-JAN-2011	Wednesday 26-JAN-2011	Thursday 27-JAN-2011
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	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 Earnings type 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

Time Sheet

Title and Number: Advocate/Comm Resource -- S98273-00

Department and Number: Margaret Carter Skill Center -- C40601

Time Sheet Period: 21-JAN-2011 to 20-FEB-2011

Submit By Date: 20-FEB-2011 by 10:00 P.M.

Earning: Regular Pay

Date: 21-JAN-2011

Shift: 1

Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday 21-JAN-2011	Saturday 22-JAN-2011	Sunday 23-JAN-2011	Monday 24-JAN-2011	Tuesday 25-JAN-2011	Wednesday 26-JAN-2011	Thursday 27-JAN-2011
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

- Click the button. NOTE: The screen will stay on this Earning 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.
- 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.

Copying Time to Multiple Days:

If you have to enter the same number of hours for multiple days, you can use the copy function. When you click on "Enter Hours" for a day it brings up a screen where you can select "Copy".

Enter the number of hours that will repeat for each day and then click on the “Copy” button.

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 time worked.**

[Time Entry Instructions](#)

Time Sheet

Title and Number: Coord/RC/OC TLC -- 997427-00
Department and Number: Teaching Learning Center -- B40107
Time Sheet Period: 21-FEB-2011 to 20-MAR-2011
Submit By Date: 20-MAR-2011 by 10:00 P.M.

Earning: Regular Pay
Date: 21-FEB-2011
Shift: 1
Hours: 6

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 21-FEB-2011	Tuesday 22-FEB-2011	Wednesday 23-FEB-2011	Thursday 24-FEB-2011
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Click the checkbox under each day that you want to repeat the Earnings (i.e. vacation, regular pay, etc) and the hours.

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Regular Pay, Shift 1
Date and Hours to Copy: 21-FEB-2011, 6 Hours
Copy from date displayed to end of the pay period: ☐
Include Saturdays: ☐
Include Sundays: ☐
Copy by date:

Monday 21-FEB-2011	Tuesday 22-FEB-2011	Wednesday 23-FEB-2011	Thursday 24-FEB-2011	Friday 25-FEB-2011	Saturday 26-FEB-2011	Sunday 27-FEB-2011
☒	☐	☒	☐	☒	☐	☐
Monday 28-FEB-2011	Tuesday 01-MAR-2011	Wednesday 02-MAR-2011	Thursday 03-MAR-2011	Friday 04-MAR-2011	Saturday 05-MAR-2011	Sunday 06-MAR-2011
☒	☐	☒	☐	☒	☐	☐

When you are finished selecting the days, click the button at the bottom of the screen.

You will see a message at the top that confirms the hours were copied.

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you copy from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

 **Your hours have been copied successfully.**

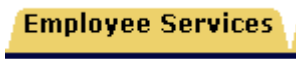
Earnings Code:	Regular Pay, Shift 1
Date and Hours to Copy:	21-FEB-2011, 6 Hours

Click the  button at the bottom of the screen to return to the time sheet.

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.

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, your manager can return the time sheet to you or you can click the [Recall Time](#) button.

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 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](#)

Time Sheet

Title and Number: Advocate/Comm Resource -- S98273-00
Department and Number: Margaret Carter Skill Center -- C40601
Time Sheet Period: 21-JAN-2011 to 20-FEB-2011
Submit By Date: 20-FEB-2011 by 10:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday 21-JAN-2011	Saturday 22-JAN-2011	Sunday 23-JAN-2011	Monday 24-JAN-2011	Tuesday 25-JAN-2011	Wednesday 26-JAN-2011	Thursday 27-JAN-2011
Regular Pay	1		0	18		6 Enter Hours	Enter Hours		6 Enter Hours		6 Enter Hours
Holiday 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](#)

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](#)

Time Sheet

Title and Number: Advocate/Comm Resource -- S98273-00
Department and Number: Margaret Carter Skill Center -- C40601
Time Sheet Period: 21-JAN-2011 to 20-FEB-2011
Submit By Date: 20-FEB-2011 by 10:00 P.M.

Earning: Regular Pay
Date: 21-JAN-2011
Shift: 1
Hours: 6

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

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday 21-JAN-2011	Saturday 22-JAN-2011	Sunday 23-JAN-2011	Monday 24-JAN-2011	Tuesday 25-JAN-2011	Wednesday 26-JAN-2011	Thursday 27-JAN-2011
Regular Pay	1		0	18		6 Enter Hours	Enter Hours		6 Enter Hours		6 Enter Hours

- The hours are now updated or gone back to "Enter Hours" if you removed the hours.

Time Sheet

Title and Number: Advocate/Comm Resource -- S98273-00

Department and Number: Margaret Carter Skill Center -- C40601

Time Sheet Period: 21-JAN-2011 to 20-FEB-2011

Submit By Date: 20-FEB-2011 by 10:00 P.M.

Earning: Regular Pay

Date: 21-JAN-2011

Shift: 1

Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday 21-JAN-2011	Saturday 22-JAN-2011	Sunday 23-JAN-2011	Monday 24-JAN-2011	Tuesday 25-JAN-2011	Wednesday 26-JAN-2011	Thursday 27-JAN-2011
Regular Pay	1	0	12		Enter Hours	Enter Hours	Enter Hours		6 Enter Hours		6 Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Be sure to submit your time sheet before the due date/time!!

Submitting Your Time Sheet for Approval

When you have finished entering your 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 make changes if payroll has not run by clicking the [Recall Time](#) button.

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 w
***By submitting your time sheet for approval this indicates that the information you have provided is a
and time worked.***

[Time Entry Instructions](#)

⚠ **Your time sheet was submitted successfully.**

Time Sheet

Title and Number:	Advocate/Comm Resource -- S98273-00
Department and Number:	Margaret Carter Skill Center -- C40601
Time Sheet Period:	21-JAN-2011 to 20-FEB-2011
Submit By Date:	20-FEB-2011 by 10:00 P.M.

Your time sheet will be sent electronically to your manager for approval. Time sheets must be submitted by the Submit By Date displayed on the time sheet.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates w
***By submitting your time sheet for approval this indicates that the information you have provided is a
and time worked.***

[Time Entry Instructions](#)

⚠ **Your time sheet was submitted successfully.**

Time Sheet

Title and Number:	Advocate/Comm Resource -- S98273-00
Department and Number:	Margaret Carter Skill Center -- C40601
Time Sheet Period:	21-JAN-2011 to 20-FEB-2011
Submit By Date:	20-FEB-2011 by 10:00 P.M.

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 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

[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](#)

- 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.](#)

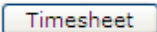
Title and Position: Casual/S80100/Pool -- 998472-01

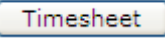
Travel Dates MM/DD/YYYY	From where	To where	Miles (1 to 250)	Purpose

Mileage Entered

Delete Flag	Travel Date	From	To	Miles	Purpose
☐	01-MAY-2009	SY	RC	17	Meeting with Student Records

Total: 17

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

Delete Flag

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