



---

# Timecard Approval

in Self-Service

3600 M Street  
Merced, CA 95348-2898  
[www.mccd.edu](http://www.mccd.edu)

# Table of Contents

---

- Timecard Entry and Approval ..... 3
- What’s Changed..... 3
- How to Log into Self-Service ..... 4
- How to Access Dashboard for Supervisors ..... 6
- How to View Timecard Information ..... 7
- How to Approve Timecards ..... 9
- How to Reject Timecards ..... 10

# Timecard Entry and Approval

---

Welcome to the new Timecard Entry and Approval system in Self-Service. This system replaces the old WebAdvisor Time Entry and Time Entries for Approval.

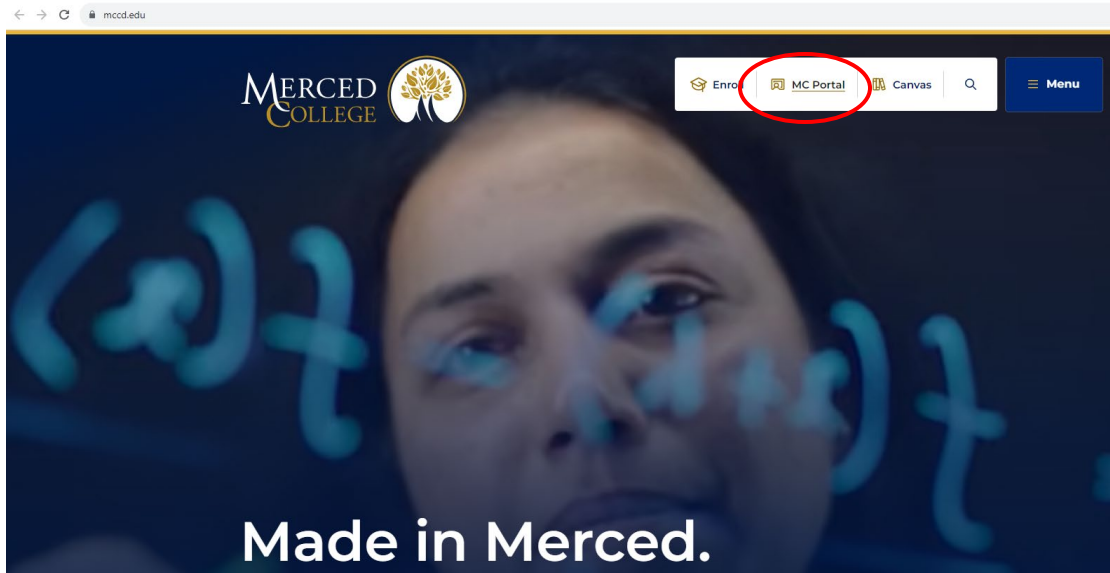
## What's Changed

---

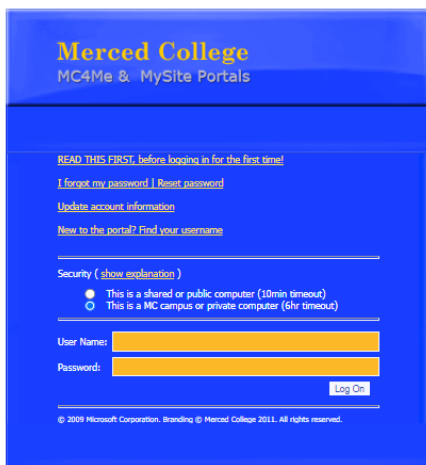
- Timecard entry is done on a weekly basis.
- Employees submit hours after the work week is completed.
- No weekly reminder to enter time.
- All weeks must be submitted to ensure proper pay.

# How to Log into Self-Service

Go to the College's main webpage and click MCPortal

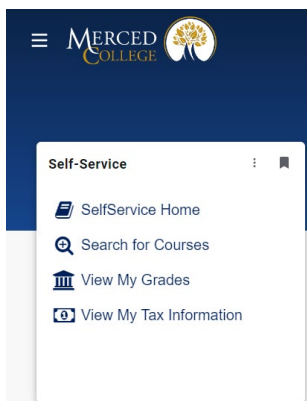


Log in using your credentials

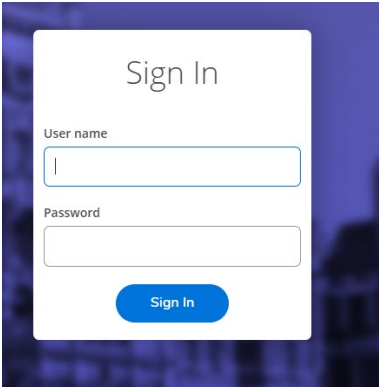


From the NEW Experience portal, chose the Self-Service card and select the link to SelfService Home. Any of the links on this card will direct you into the Self-Service system.

Note: As the Experience Portal develops, links may not display as in the example below.



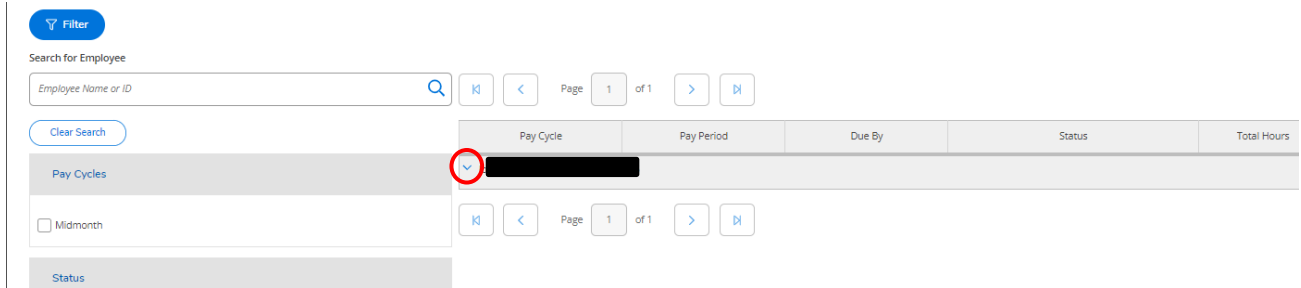
Log into Self-Service using your credentials

A screenshot of a 'Sign In' form. The form is white with rounded corners and is centered on a dark blue background. At the top, the text 'Sign In' is displayed in a large, light-colored font. Below this, there are two input fields. The first is labeled 'User name' and contains a single vertical bar character '|'. The second is labeled 'Password' and is empty. At the bottom of the form is a blue button with the text 'Sign In' in white.



# How to View Timecard Information

Find the employee and click the down arrow next to their name.



Note:

This view will provide information such as status, total hours, regular hours, overtime hours, and additional hours.

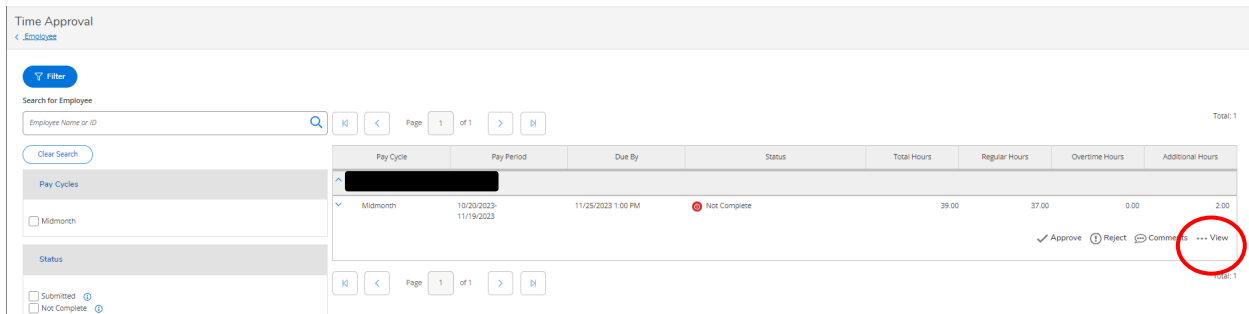
Total hours: These are the combined hours for regular hours, overtime hours, and additional hours.

Regular hours: These are the regular hours the employee has worked.

Overtime: This feature will probably not be used. If hours are listed here, you need to ask for clarification from your employee.

Additional hours: These are sick hours used. As a supervisor, you will not be able to add any sick hours to the timecard. If the employee is eligible to use sick time for their absence, you will need to reject the timecard (see steps for "How to Reject Timecard") or have them log in, open the timecard in question, and click "Return Timecard to Edit" (see steps in the Timecard Entry manual).

To view each timecard that has been submitted by an employee, click "View"







# How to Approve Timecards

There are two options to approve timecards.

## Option 1:

Follow steps for “[How to View Timecard Information](#)”

After viewing each timecard, and if hours are correct, click “Approve”

Time Approval - [Redacted]  
Week 10/20/2023 - 10/21/2023  
1.00 Total Hours  
715ALLECE • Work-Study Tutorial Center  
Clara C. North • Learning Resources Center • Los Banos Campus  
1.00

Earn Type	Su 10/15	Mo 10/16	Tu 10/17	We 10/18	Th 10/19	Fr 10/20	Sa 10/21	Total
Work-Study Student	0:00 AM	0:00 AM	0:00 AM	0:00 AM	0:00 AM	8:00 AM	0:00 AM	1.00
	0:00 AM	0:00 AM	0:00 AM	0:00 AM	0:00 AM	9:00 AM	0:00 AM	
+ Additional Time								
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Weekly Totals								
Daily Total Hours:		0.00	0.00	0.00	0.00	1.00	0.00	1.00
Regular Hours:								1.00

## Option 2:

Click the drop-down arrow next to the student’s name to view hours

Filter  
Search for Employee  
Employee Name or ID  
Clear Search  
Pay Cycle  
Pay Period  
Due By  
Status  
Total Hours  
Midmonth  
Status

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
[Redacted]							

If the hours (total hours, regular hours, and additional/sick hours) on the dashboard match the hours the student worked, click “Approve”

Time Approval  
Employee  
Filter  
Search for Employee  
Employee Name or ID  
Clear Search  
Pay Cycles  
Status  
Submitted  
Not Complete  
No Time Entered  
Approved  
Rejected  
Reset Filters  
Apply Filters

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
[Redacted]							
Midmonth	10/25/2023-11/9/2023	11/25/2023 1:00 PM	Not Complete	39.00	37.00	0.00	2.00

# How to Reject Timecards

There are two options to reject timecards.

Option 1:

Follow steps for “[How to View Timecard Information](#)”

After viewing each timecard, and if the hours are NOT correct, click drop-down arrow next to “Other Actions”

The screenshot shows the 'Time Approval' interface for a 'Work-Study Student'. The interface includes a header with 'Time Approval' and a navigation arrow. Below the header, there is a section for 'Week 10/20/2023 - 10/21/2023' with a 'Submitted' button and a '1.00 Total hours' indicator. The main area displays a table of time entries for the week, with columns for days from Sunday to Saturday. The 'Other Actions' dropdown menu is highlighted with a red circle.

Earn Type	Su 10/15	Mo 10/16	Tu 10/17	We 10/18	Th 10/19	Fr 10/20	Sa 10/21	Total
Work-Study Student	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	8:00 AM	00:00 AM	1.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	9:00 AM	00:00 AM	
	+	+	+	+	+	+	+	
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00

Weekly Totals

Daily Total Hours:		0.00	0.00	0.00	0.00	1.00	0.00	1.00
Regular Hours:								1.00

Then click “Reject” from the drop-down menu

The screenshot shows the 'Time Approval' interface with the 'Other Actions' dropdown menu open. The 'Reject' option is highlighted with a red circle.

Earn Type	Su 10/15	Mo 10/16	Tu 10/17	We 10/18	Th 10/19	Fr 10/20	Sa 10/21	Total
Work-Study Student	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	8:00 AM	00:00 AM	1.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	9:00 AM	00:00 AM	
	+	+	+	+	+	+	+	
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00

Weekly Totals

Daily Total Hours:		0.00	0.00	0.00	0.00	1.00	0.00	1.00
Regular Hours:								1.00

It is required for you to enter a reason to reject a timesheet. When done, click “Reject”

The screenshot shows the 'Reject Time Sheet' dialog box. It includes a 'Rejected By Employee' field, a 'Rejecting time for:' field with the date '10/20/2023 - 11/19/2023', and a 'Reason' field containing the text 'Your hours are incorrect. Adjust the hours for Monday'. The 'Reject' button is highlighted with a red circle.

Reject Time Sheet

Rejected By Employee

Rejecting time for: 10/20/2023 - 11/19/2023

Reason

Your hours are incorrect. Adjust the hours for Monday

Cancel Reject

## Option 2:

Click the drop-down arrow next to the student's name to view hours

The screenshot shows the 'Time Approval' dashboard. At the top, there is a 'Filter' button and a search bar labeled 'Search for Employee' with the placeholder 'Employee Name or ID'. Below the search bar is a 'Clear Search' button. A table header is visible with columns: 'Pay Cycle', 'Pay Period', 'Due By', 'Status', and 'Total Hours'. A dropdown arrow next to a redacted name in the 'Pay Cycle' column is circled in red. Below the table, there are filter options for 'Pay Cycles' (Midmonth) and 'Status' (Submitted, Not Complete, No Time Entered, Approved, Rejected). Navigation buttons for 'Reset Filters' and 'Apply Filters' are at the bottom.

If the hours (total hours, regular hours, and additional/sick hours) on the dashboard DO NOT match the hours the student worked, click "Reject"

This screenshot shows the 'Time Approval' dashboard with a table of time sheets. The table has columns: 'Pay Cycle', 'Pay Period', 'Due By', 'Status', 'Total Hours', 'Regular Hours', 'Overtime Hours', and 'Additional Hours'. One row is expanded, showing a 'Midmonth' pay cycle for the period '10/20/2023 - 11/19/2023' with a 'Due By' of '11/25/2023 1:00 PM' and a status of 'Not Complete'. The 'Total Hours' is 39.00, 'Regular Hours' is 37.00, 'Overtime Hours' is 0.00, and 'Additional Hours' is 2.00. A 'Reject' button is circled in red. Other buttons include 'Approve', 'Comments', and 'View'. The 'Status' filter on the left includes 'Submitted', 'Not Complete', 'No Time Entered', 'Approved', and 'Rejected'.

It is required for you to enter a reason to reject a timesheet. When done, click "Reject"

The 'Reject Time Sheet' dialog box is shown. It contains the text 'Rejected By Employee' and 'Rejecting time for: 10/20/2023 - 11/19/2023'. Below this is a text input field with the text 'Your hours are incorrect. Adjust the hours for Monday'. At the bottom, there are 'Cancel' and 'Reject' buttons. The 'Reject' button is circled in red.