Timecard Approval

in Self-Service

3600 M Street
Merced, CA 95348-2898
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

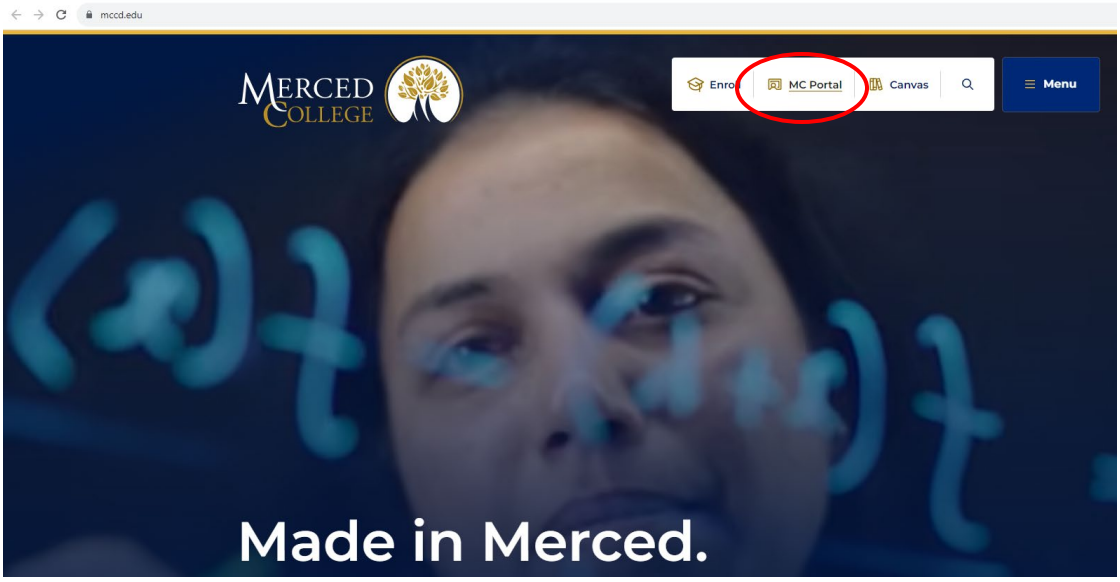
Welcome to the new Timecard Entry and Approval system in Self-Service. This system replaces the old WebAdvisor Time Entry and Time Entries for Approval.

What's Changed

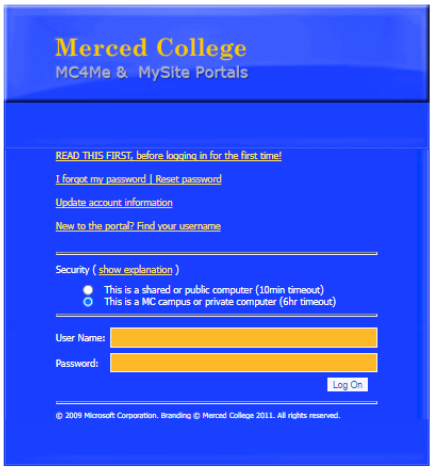
- Timecard entry is done on a weekly basis.
- Employees submit hours after the work week is completed.
- No weekly reminder to enter time.
- All weeks must be submitted to ensure proper pay.

How to Log into Self-Service

Go to the College's main webpage and click MCPortal

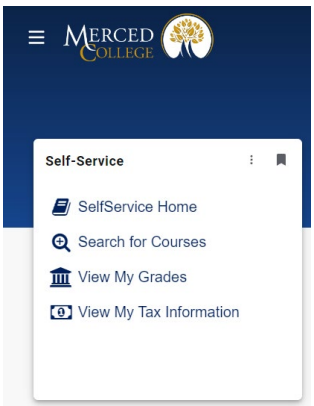


Log in using your credentials

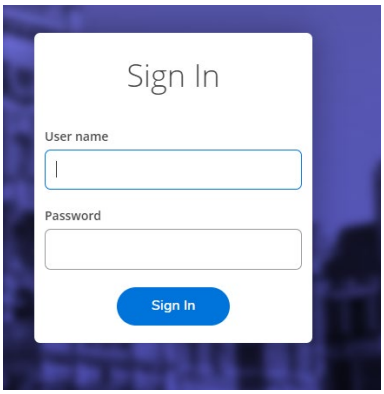


From the NEW Experience portal, chose the Self-Service card and select the link to SelfService Home. Any of the links on this card will direct you into the Self-Service system.

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

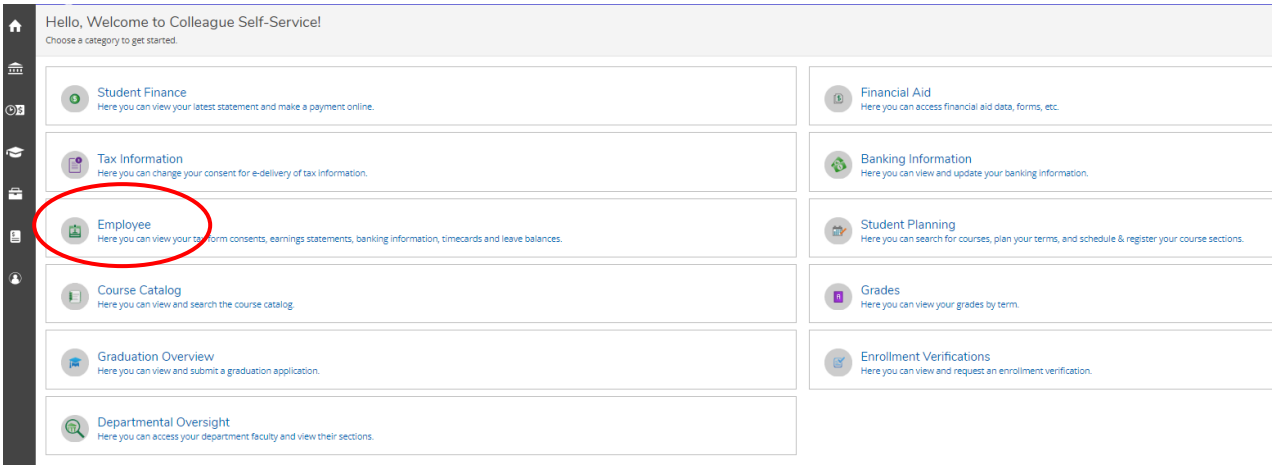


Log into Self-Service using your credentials



How to Access Dashboard for Supervisors

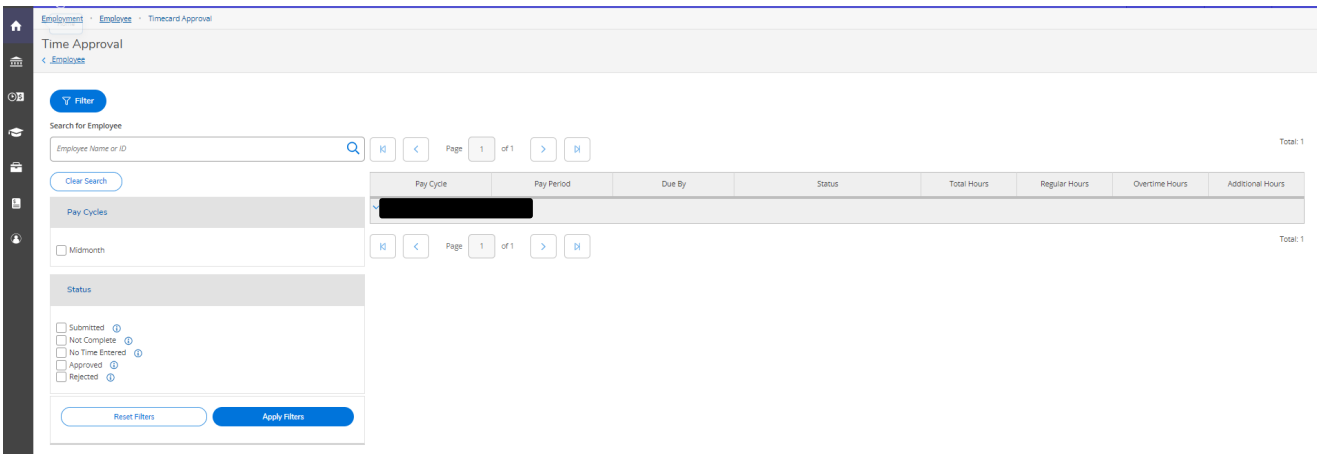
Click “Employee”



Click “Timecard Approval”

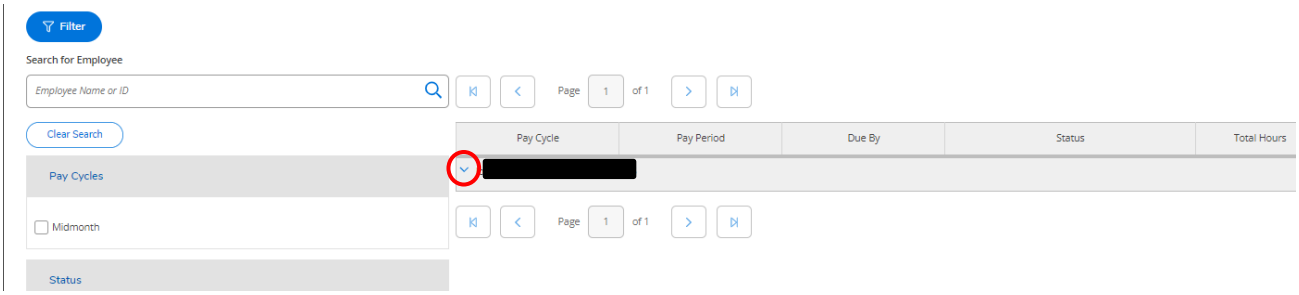
Note: The dashboard will give you a list of your employees. If you do not see one of your employees, you will need to contact payroll.

If you are looking for a specific employee, you can use the filters on the left hand side.



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.

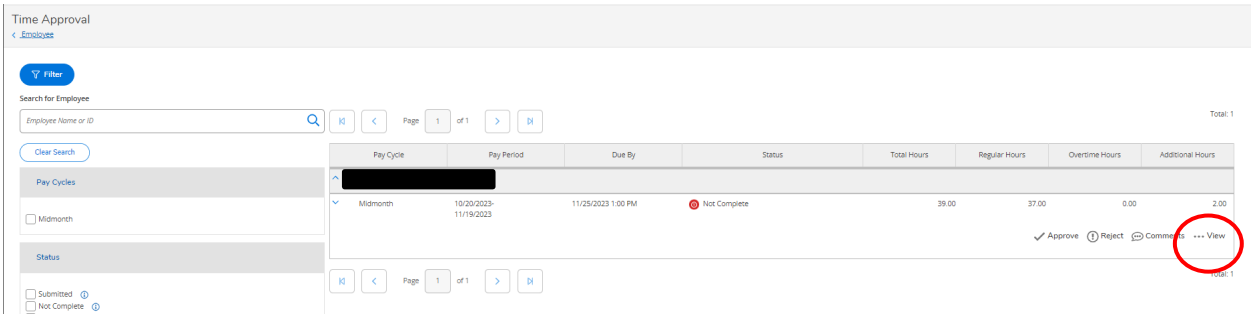
Total hours: These are the combined hours for regular hours, overtime hours, and additional hours.

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"

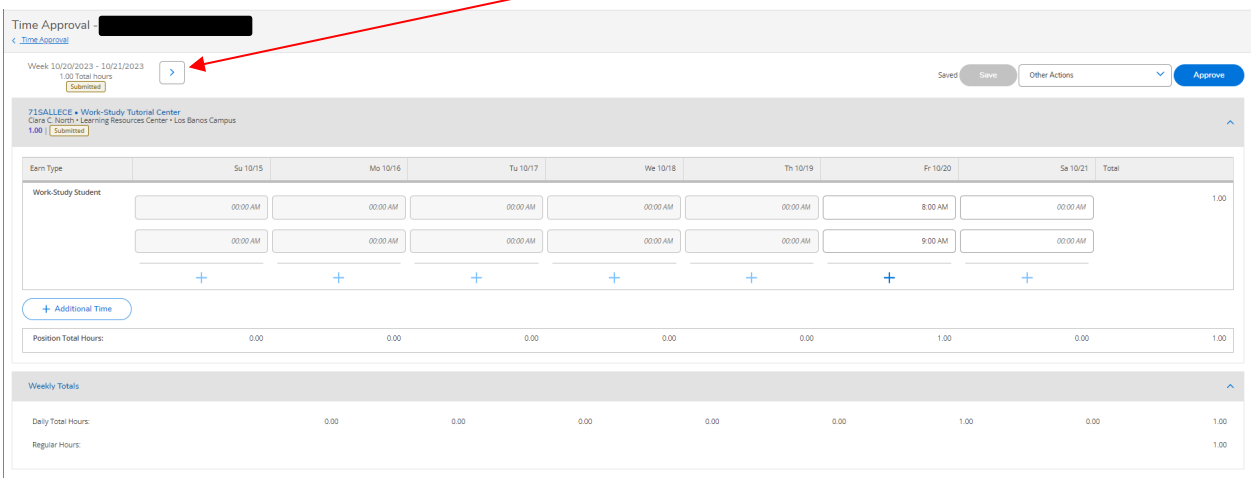


Note:

The pay period is from the 20th to the 19th of each month. For example, October's pay period is from October 20th to November 19th with employees receiving their paychecks on December 10th.

In the timecard system, this period is broken down into four weekly timecards. The employee must fill out all four timecards or their status will show "not complete" as in the example above.

When selecting "View" mode, you will need to toggle through each timecard to see the hours listed.



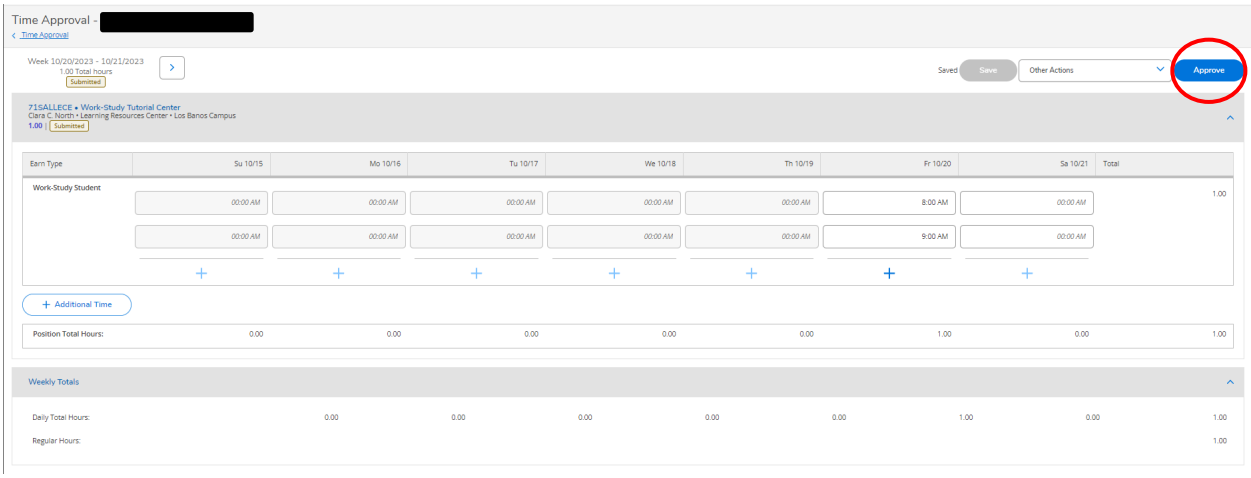
How to Approve Timecards

There are two options to approve timecards.

Option 1:

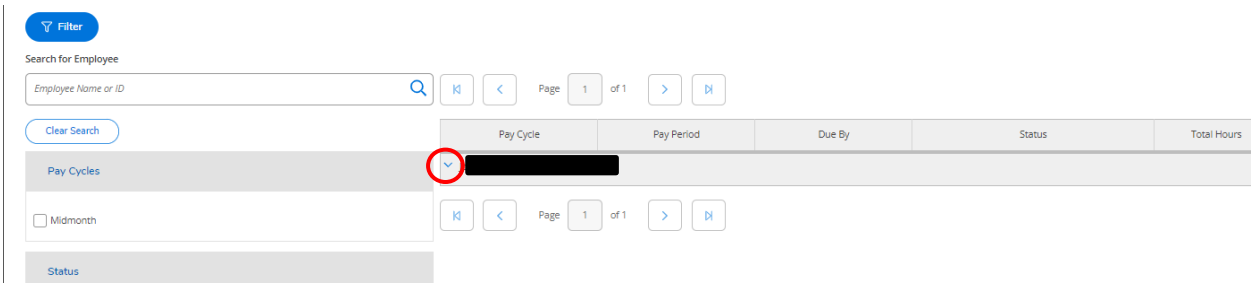
Follow steps for "How to View Timecard Information"

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

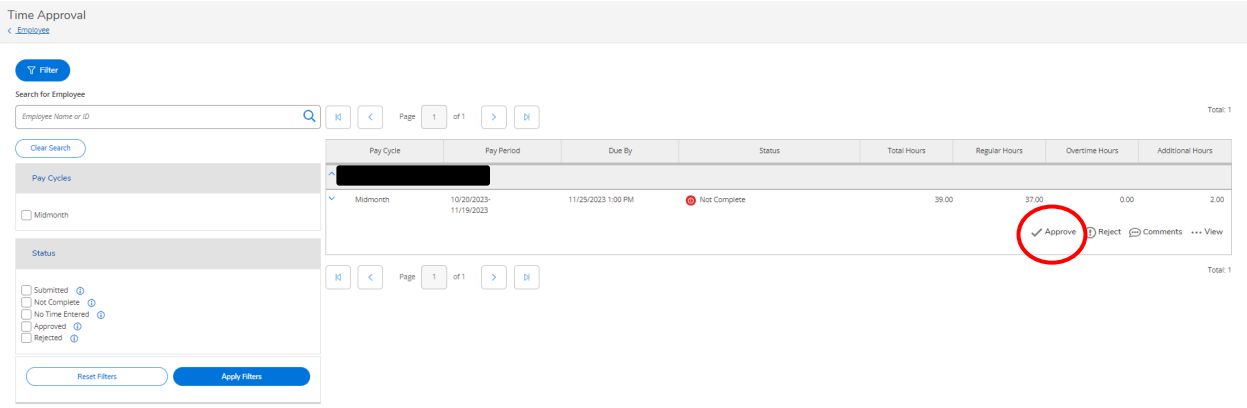


Option 2:

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



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



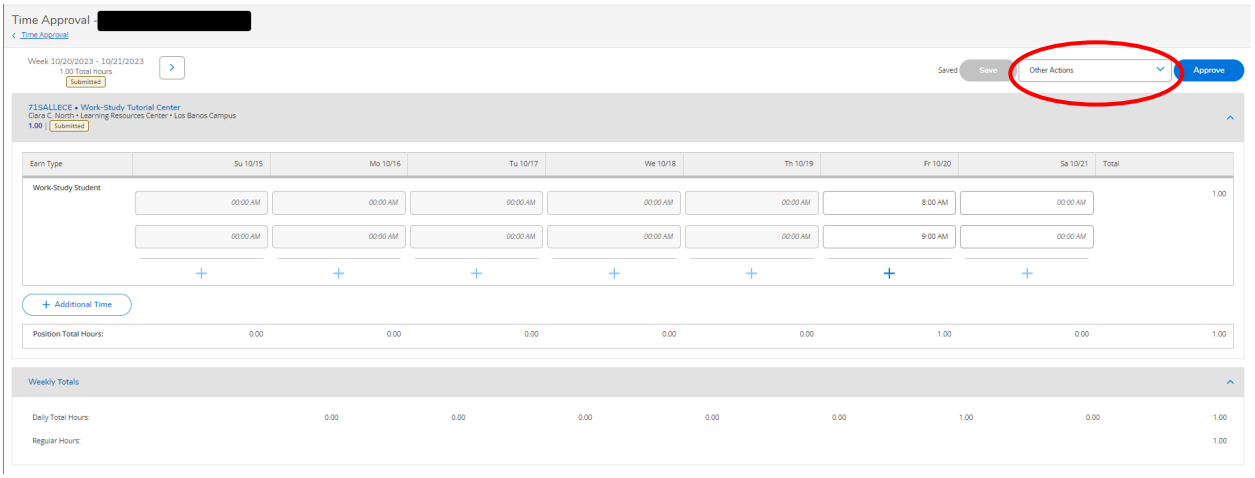
How to Reject Timecards

There are two options to reject timecards.

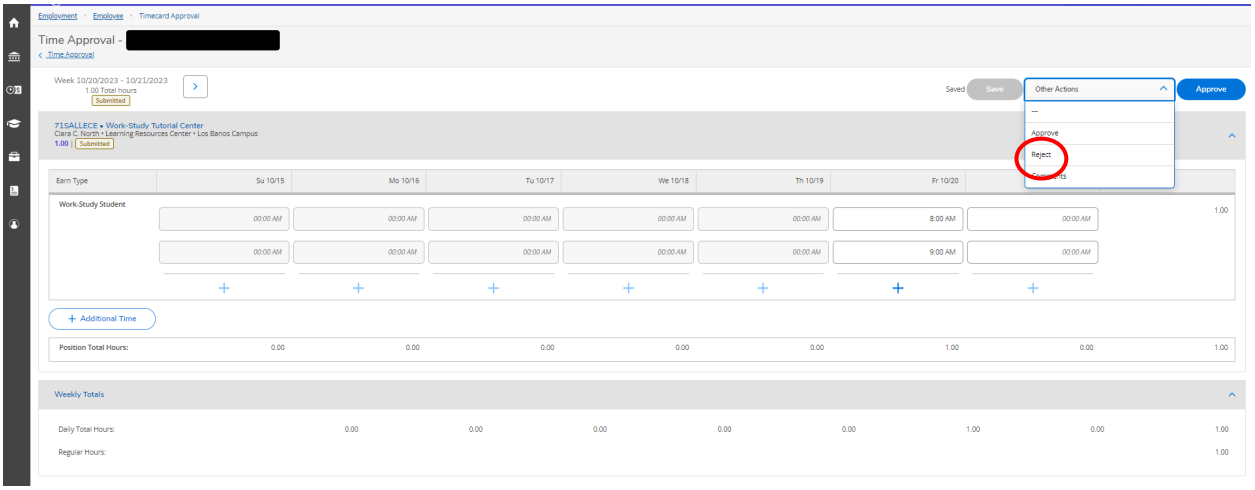
Option 1:

Follow steps for "How to View Timecard Information"

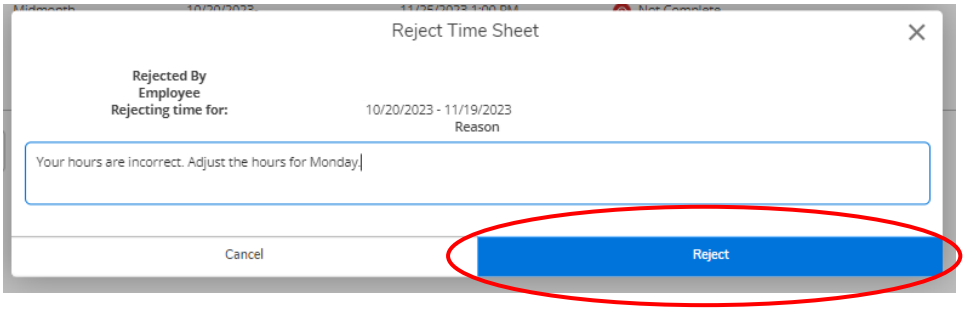
After viewing each timecard, and if the hours are NOT correct, click drop-down arrow next to "Other Actions"



Then click "Reject" from the drop-down menu

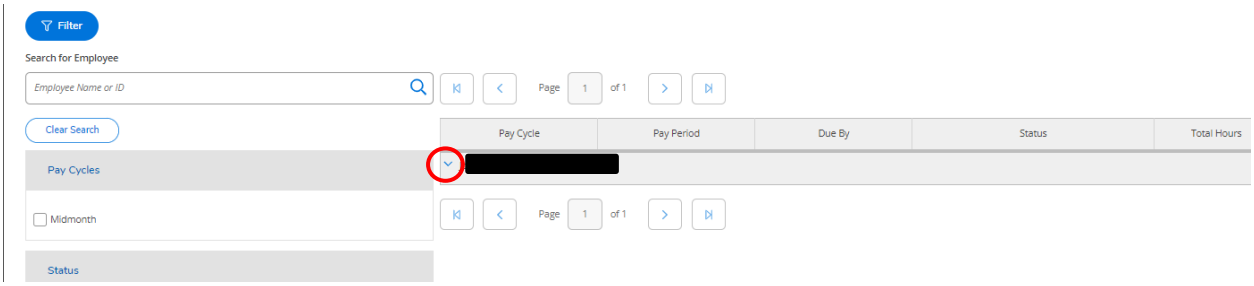


It is required for you to enter a reason to reject a timesheet. When done, click "Reject"

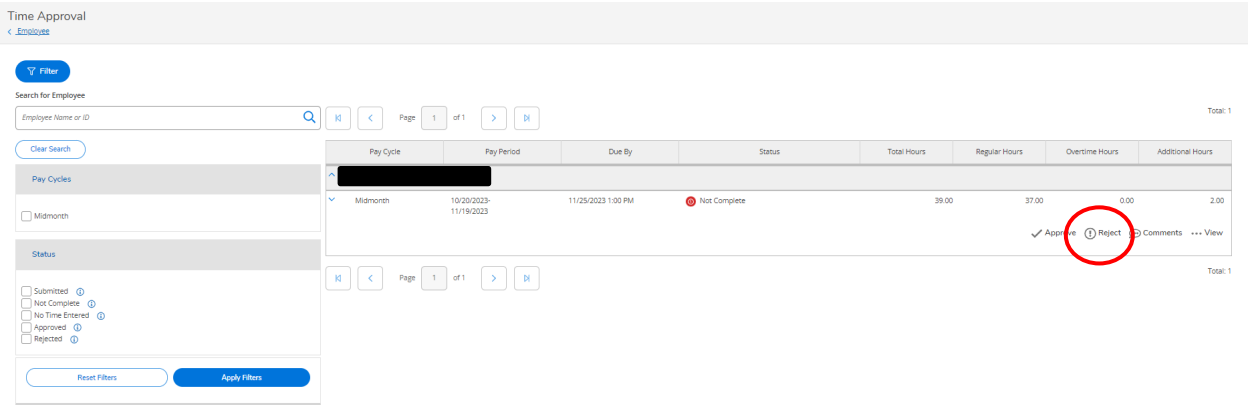
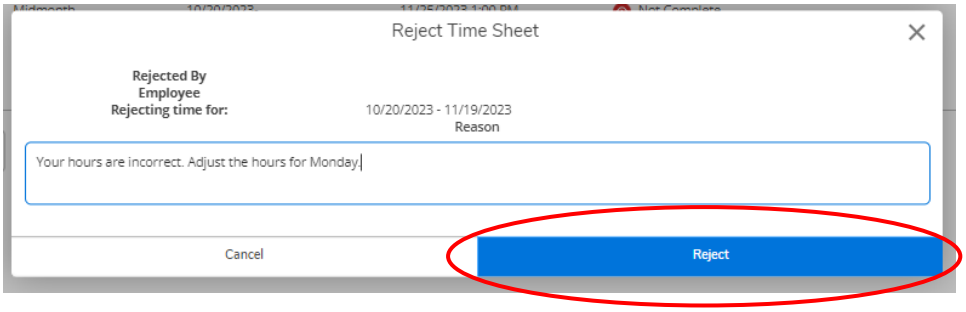


Option 2:

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



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



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