Timecard Entry

in Self-Service

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Timecard Entry

Welcome to the new Timecard Entry system in Self-Service. This system replaces the old WebAdvisor Time Entry.
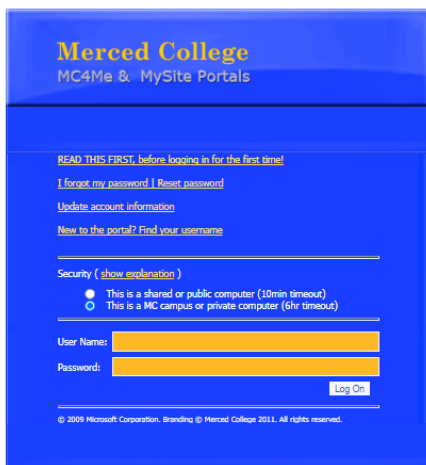
What's Changed

- 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 In

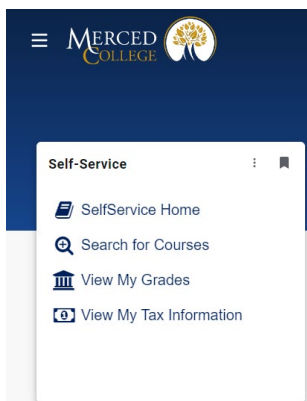Go to the College's main webpage and click MCPortal
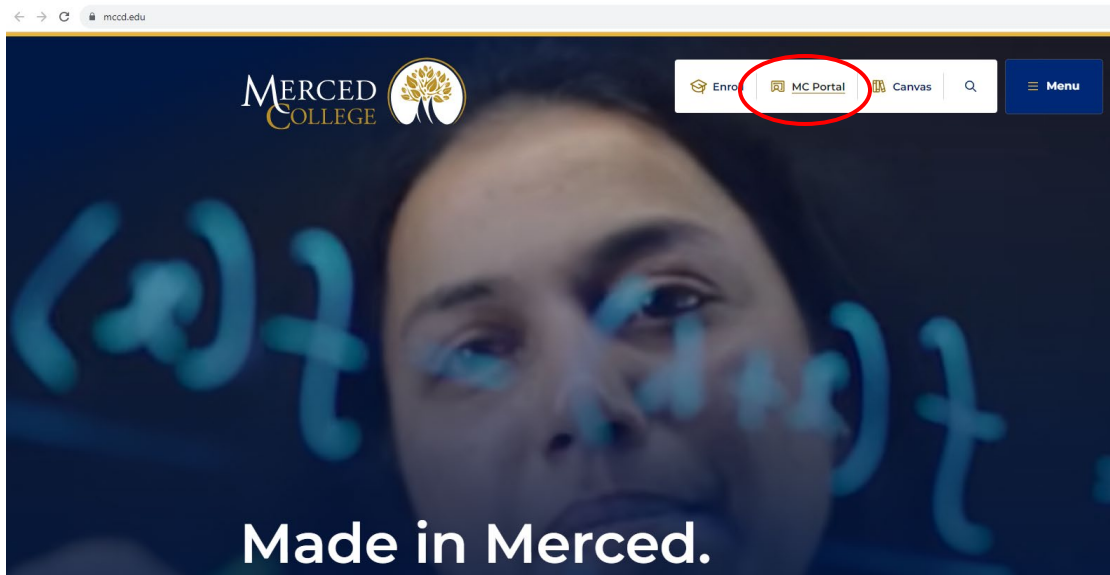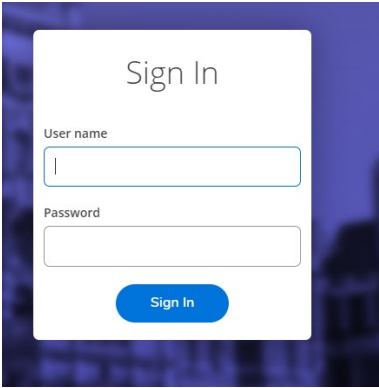

Log in using your credentials

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.

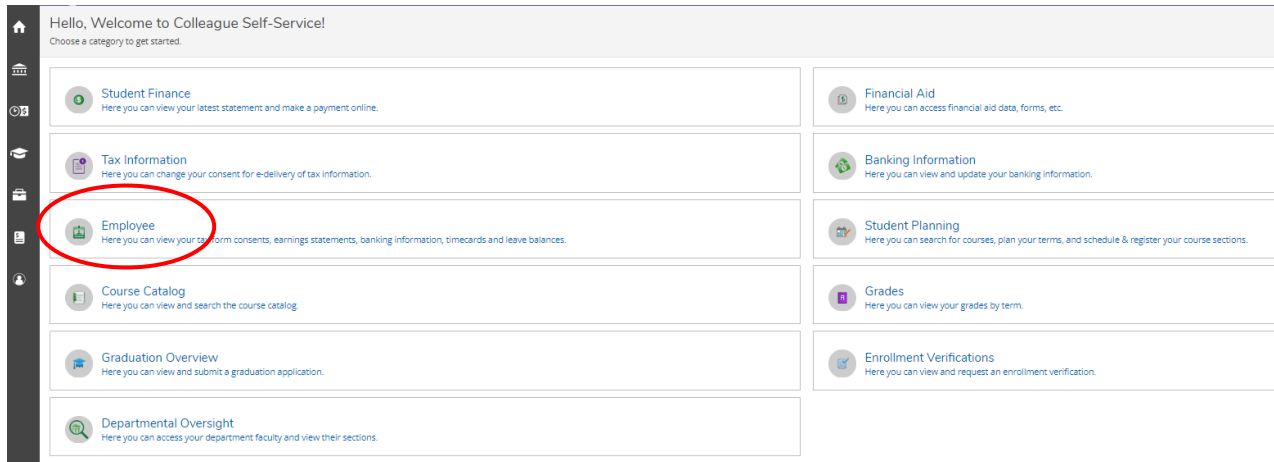Note: As the Experience Portal develops, links may not display as in the example below.

Log into Self-Service using your credentials

How to Fill Out Time Card
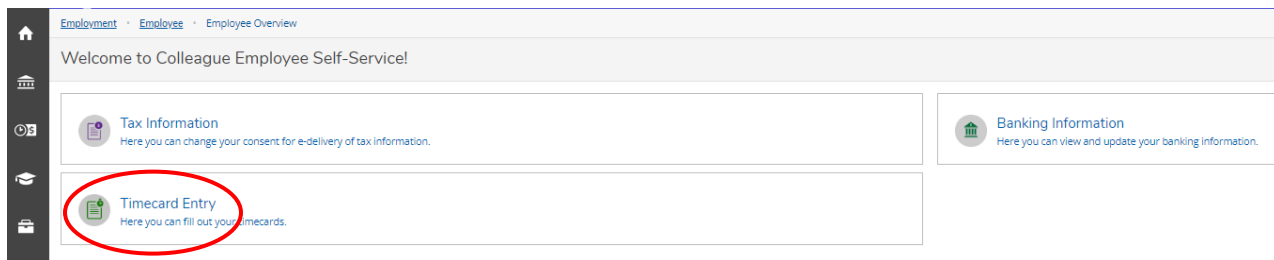
Note: As you begin filling out the timecard, the information will automatically save. This gives you the ability to fill out time worked each day. Only click "Submit for Approval" once all the information is filled out for that week.
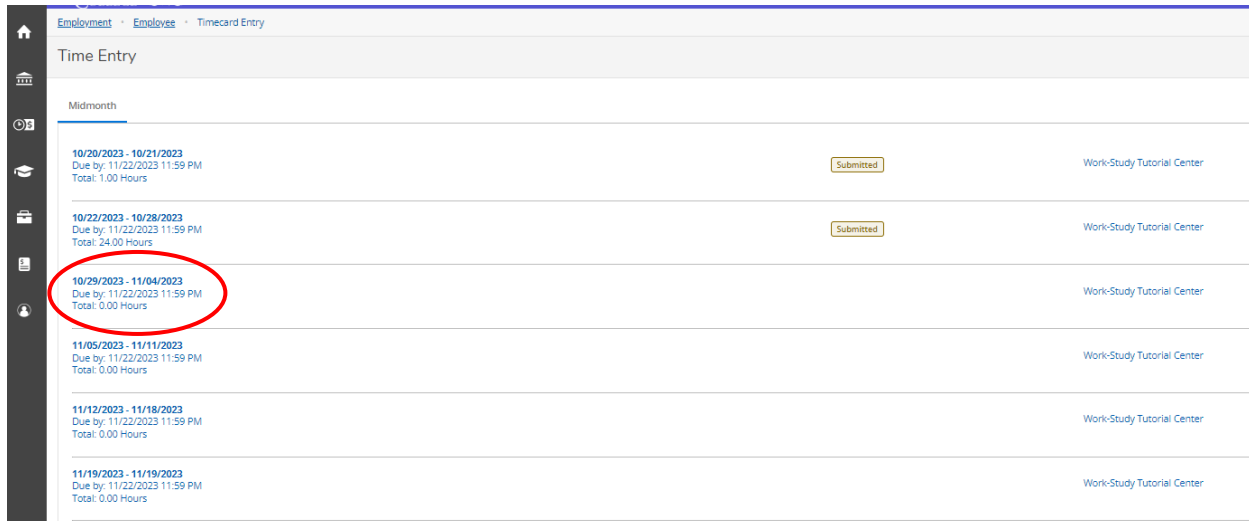
Click "Employee"

Click "Timecard Entry"

Select the correct dates

Fill in the time worked by clicking in the time slot for that day.

Note: You will need to enter a begin time and end time for days worked.

For split shifts, click the + icon below the day you have a split shift

Another line will appear, enter the begin time and end time of the second shift

When you are done, click "Submit for Approval"

How to Recall Timecard to Edit

Select the correct dates

Click "Return Timecard to Edit"

Make corrections and click "Submit for Approval"

Sick Time

To use sick time, click on "Additional Time"

Click the drop-down menu under "Choose Earn Type"

Click "Sick"

Enter the hours of sick time you wish to use for that day

Sick				2.00
Remove Sick				
Position Total Hours:	0.00	4.00	1.00	2.00

[Comments] [Submit for Approval]

When you are done, click "Submit for Approval"