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# Timecard Entry

in Self-Service

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# Timecard Entry

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

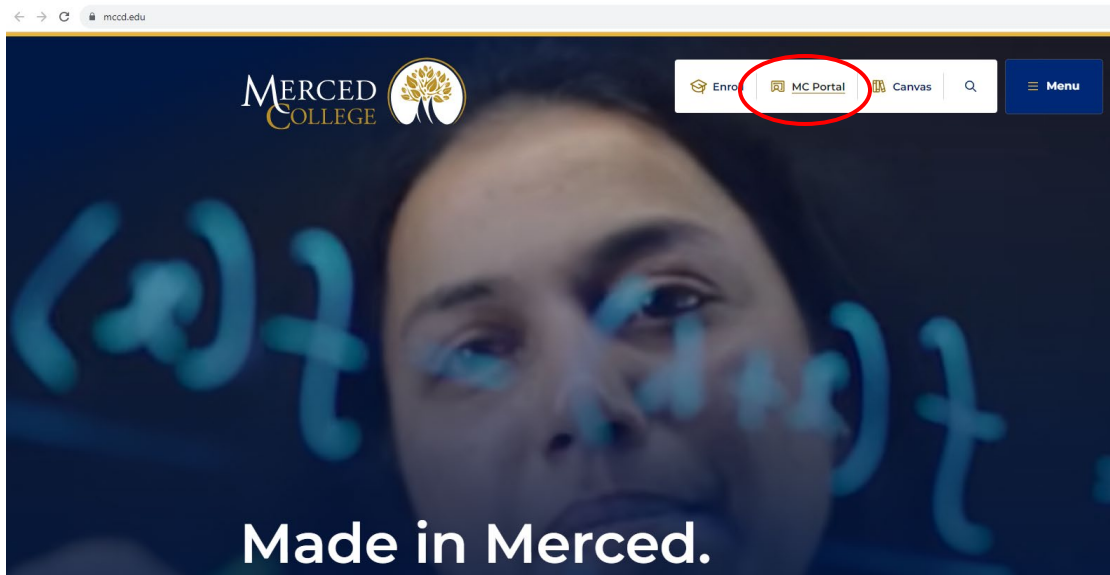
## What's Changed

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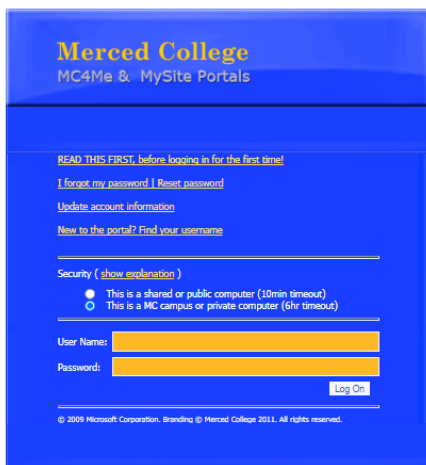
- Timecard entry is done on a weekly basis.
- Employees submit hours after the work week is completed.
- No weekly reminder to enter time.
- All weeks must be submitted to ensure proper pay.

# How to Log In

Go to the College's main webpage and click MCPortal

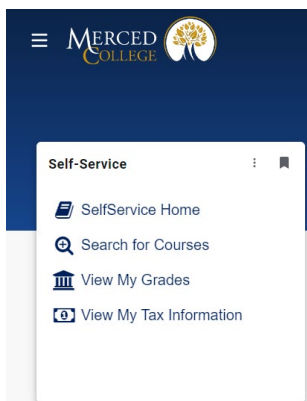


Log in using your credentials

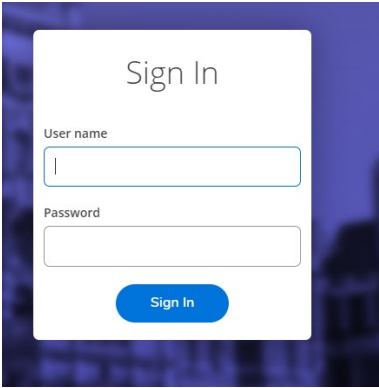


From the NEW Experience portal, chose the Self-Service card and select the link to SelfService Home. Any of the links on this card will direct you into the Self-Service system.

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



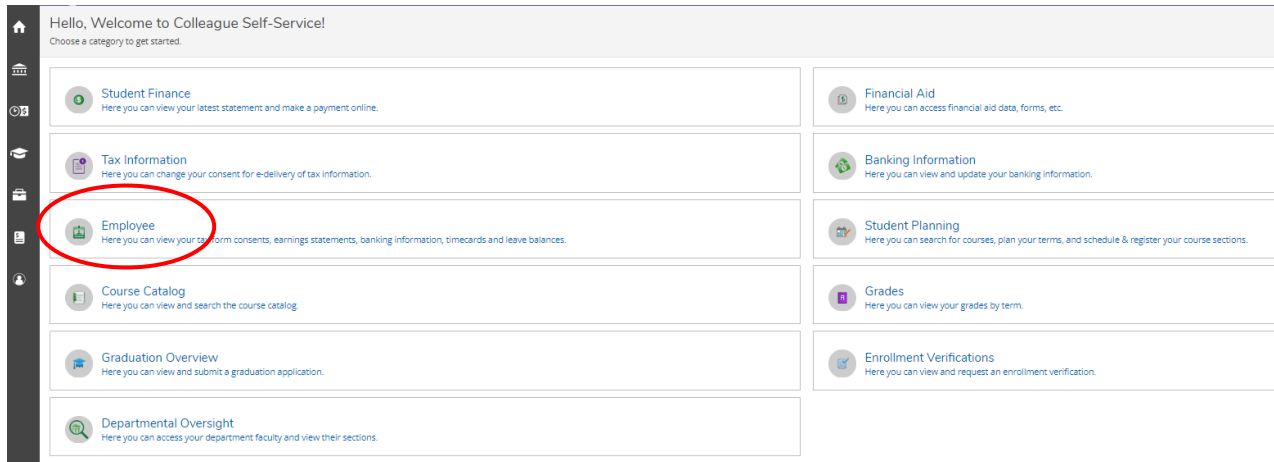
Log into Self-Service using your credentials

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 Fill Out Time Card

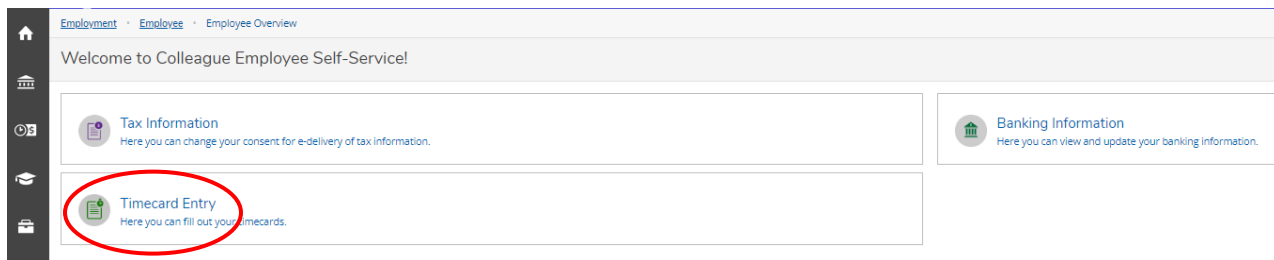
Note: As you begin filling out the timecard, the information will automatically save. This gives you the ability to fill out time worked each day. Only click “Submit for Approval” once all the information is filled out for that week.

## Click “Employee”



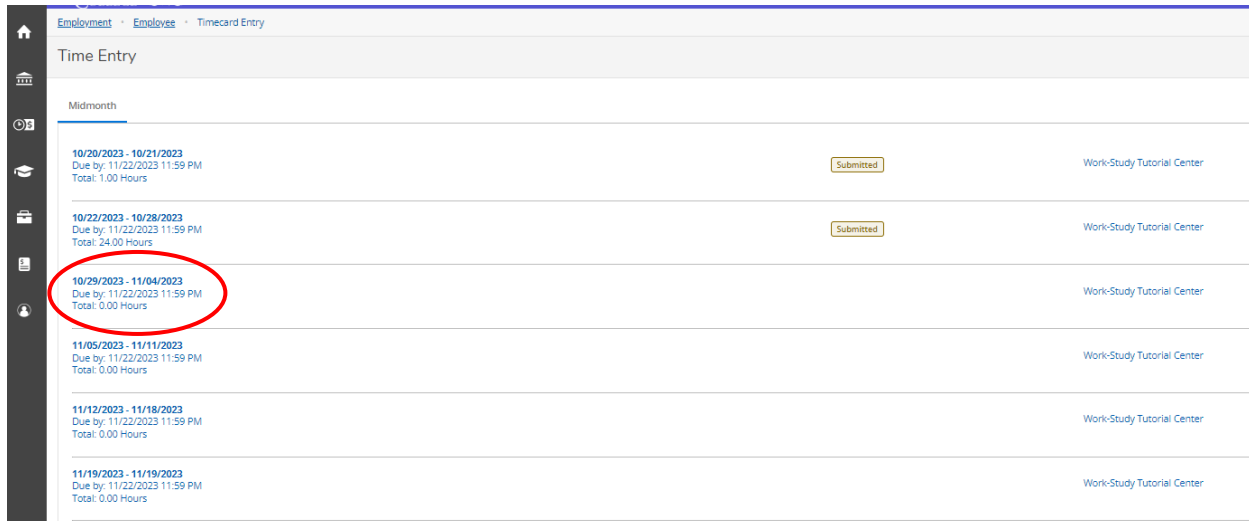
The screenshot shows the 'Hello, Welcome to Colleague Self-Service!' dashboard. A vertical navigation bar on the left contains icons for Home, Library, Clock, Graduation Cap, Briefcase, Document, and Person. The main content area is a grid of service tiles. The 'Employee' tile, which includes a person icon and the text 'Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.', is circled in red. Other visible tiles include Student Finance, Tax Information, Course Catalog, Graduation Overview, Departmental Oversight, Financial Aid, Banking Information, Student Planning, Grades, and Enrollment Verifications.

## Click “Timecard Entry”



The screenshot shows the 'Welcome to Colleague Employee Self-Service!' dashboard. The breadcrumb trail at the top reads 'Employment > Employee > Employee Overview'. The vertical navigation bar on the left is the same as in the previous screenshot. The main content area features a 'Timecard Entry' tile with a clock icon and the text 'Here you can fill out your timecards.', which is circled in red. Other visible tiles include Tax Information and Banking Information.

## Select the correct dates



The screenshot shows the 'Time Entry' page. The breadcrumb trail at the top reads 'Employment > Employee > Timecard Entry'. The vertical navigation bar on the left is the same as in the previous screenshots. The main content area displays a table of time entry records under the heading 'Midmonth'. The table has columns for date ranges, due dates, total hours, submission status, and location. The row for the date range '10/29/2023 - 11/04/2023' is circled in red. The 'Submitted' status is shown in a yellow box.

Date Range	Due by	Total Hours	Status	Location
10/29/2023 - 10/21/2023	11/22/2023 11:59 PM	1.00 Hours	Submitted	Work-Study Tutorial Center
10/22/2023 - 10/28/2023	11/22/2023 11:59 PM	24.00 Hours	Submitted	Work-Study Tutorial Center
10/29/2023 - 11/04/2023	11/22/2023 11:59 PM	0.00 Hours		Work-Study Tutorial Center
11/05/2023 - 11/11/2023	11/22/2023 11:59 PM	0.00 Hours		Work-Study Tutorial Center
11/12/2023 - 11/18/2023	11/22/2023 11:59 PM	0.00 Hours		Work-Study Tutorial Center
11/19/2023 - 11/19/2023	11/22/2023 11:59 PM	0.00 Hours		Work-Study Tutorial Center

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.

Pay Period 10/20/2023 - 11/19/2023  
[All Time Sheets](#)

Week 10/29/2023 - 11/04/2023  
5.00 Total hours

71SALLECE • Work-Study Tutorial Center  
Clara C. North • Learning Resources Center • Los Banos Campus  
5.00

Earn Type	Su 10/29	Mo 10/30	Tu 10/31	We 11/1	Th 11/2	Fr 11/3	Sa 11/4
Work-Study Student	<input type="text" value="00:00 AM"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="8:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>
	<input type="text" value="00:00 AM"/>	<input type="text" value="1:00 PM"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>
	+	+	+	+	+	+	+

+ Additional Time

Position Total Hours:	0.00	4.00	1.00	0.00	0.00	0.00	0.00
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Comments [Submit for Approval](#)

Weekly Totals

Daily Total Hours:		0.00	4.00	1.00	0.00	0.00	0.00	0.00
Regular Hours:								

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

Pay Period 10/20/2023 - 11/19/2023  
[All Time Sheets](#)

Week 10/29/2023 - 11/04/2023  
5.00 Total hours

71SALLECE • Work-Study Tutorial Center  
Clara C. North • Learning Resources Center • Los Banos Campus  
5.00

Earn Type	Su 10/29	Mo 10/30	Tu 10/31	We 11/1	Th 11/2	Fr 11/3	Sa 11/4
Work-Study Student	<input type="text" value="00:00 AM"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="8:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>
	<input type="text" value="00:00 AM"/>	<input type="text" value="1:00 PM"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>
	+	+	+	+	+	+	+

+ Additional Time

Position Total Hours:	0.00	4.00	1.00	0.00	0.00	0.00	0.00
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Comments [Submit for Approval](#)

Weekly Totals

Daily Total Hours:		0.00	4.00	1.00	0.00	0.00	0.00	0.00
Regular Hours:								

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

The screenshot shows the Timecard Entry interface for a Work-Study Student. The pay period is 10/20/2023 - 11/19/2023. The current week is 10/29/2023 - 11/04/2023. The position is 715ALLECE • Work-Study Tutorial Center. The total hours for the week are 5.00. The interface shows a table with columns for days of the week (Su 10/29, Mo 10/30, Tu 10/31, We 11/1, Th 11/2, Fr 11/3, Sa 11/4) and a Total column. The Work-Study Student row shows two shifts: 0:00 AM to 9:00 AM on Monday and 0:00 AM to 9:00 AM on Tuesday. A second shift is being added for Tuesday, with a start time of 0:00 AM and an end time of 0:00 AM. The total hours for the week are 5.00. The interface includes a "Submit for Approval" button.

Earn Type	Su 10/29	Mo 10/30	Tu 10/31	We 11/1	Th 11/2	Fr 11/3	Sa 11/4	Total
Work-Study Student	0:00 AM	9:00 AM	8:00 AM	0:00 AM	0:00 AM	0:00 AM	0:00 AM	5.00
	+	+	0:00 AM	+	+	+	+	
			0:00 AM					
			- +					
Position Total Hours:	0.00	4.00	1.00	0.00	0.00	0.00	0.00	5.00

When you are done, click "Submit for Approval"

The screenshot shows the Timecard Entry interface for a Work-Study Student. The pay period is 10/20/2023 - 11/19/2023. The current week is 10/29/2023 - 11/04/2023. The position is 715ALLECE • Work-Study Tutorial Center. The total hours for the week are 6.00. The interface shows a table with columns for days of the week (Su 10/29, Mo 10/30, Tu 10/31, We 11/1, Th 11/2, Fr 11/3, Sa 11/4) and a Total column. The Work-Study Student row shows two shifts: 0:00 AM to 9:00 AM on Monday and 0:00 AM to 1:00 PM on Tuesday. A second shift is being added for Tuesday, with a start time of 3:30 PM and an end time of 4:30 PM. The total hours for the week are 6.00. The "Submit for Approval" button is highlighted with a red circle.

Earn Type	Su 10/29	Mo 10/30	Tu 10/31	We 11/1	Th 11/2	Fr 11/3	Sa 11/4	Total
Work-Study Student	0:00 AM	9:00 AM	8:00 AM	0:00 AM	0:00 AM	0:00 AM	0:00 AM	6.00
	+	+	3:30 PM	+	+	+	+	
			4:30 PM					
			- +					
Position Total Hours:	0.00	4.00	2.00	0.00	0.00	0.00	0.00	6.00



# How to Recall Timecard to Edit

Select the correct dates

Employment · Employees · Timecard Entry

### Time Entry

Midmonth

Period	Status	Location
10/20/2023 - 10/21/2023 Due by: 11/22/2023 11:59 PM Total: 1.00 Hours	Submitted	Work-Study Tutorial Center
10/22/2023 - 10/28/2023 Due by: 11/22/2023 11:59 PM Total: 24.00 Hours	Submitted	Work-Study Tutorial Center
10/29/2023 - 11/04/2023 Due by: 11/22/2023 11:59 PM Total: 0.00 Hours		Work-Study Tutorial Center
11/05/2023 - 11/11/2023 Due by: 11/22/2023 11:59 PM Total: 0.00 Hours		Work-Study Tutorial Center
11/12/2023 - 11/18/2023 Due by: 11/22/2023 11:59 PM Total: 0.00 Hours		Work-Study Tutorial Center
11/19/2023 - 11/19/2023 Due by: 11/22/2023 11:59 PM Total: 0.00 Hours		Work-Study Tutorial Center

Click "Return Timecard to Edit"

Earn Type	Su 10/29	Mo 10/30	Tu 10/31	We 11/1	Th 11/2	Fr 11/3	Sa 11/4	Total
Work-Study Student	0:00 AM	9:00 AM	8:00 AM	9:00 AM	1:00 PM	3:30 PM	0:00 AM	12.00
	0:00 AM	1:00 PM	9:00 AM	12:00 PM	2:00 PM	5:30 PM	0:00 AM	
			3:30 PM					
			4:30 PM					
Sick					1.00			1.00
Position Total Hours:	0.00	4.00	2.00	3.00	2.00	2.00	0.00	13.00

Comments: [Return Timecard to Edit](#)

Make corrections and click "Submit for Approval"

Employment · Employees · Timecard Entry

### Pay Period 10/20/2023 - 11/19/2023

Week 10/29/2023 - 11/04/2023  
6:00 Total Hours

715ALLECE • Work-Study Tutorial Center  
Ciera C. North • Learning Resources Center • Los Banos Campus  
6:00

Earn Type	Su 10/29	Mo 10/30	Tu 10/31	We 11/1	Th 11/2	Fr 11/3	Sa 11/4	Total
Work-Study Student	0:00 AM	9:00 AM	8:00 AM	0:00 AM	0:00 AM	0:00 AM	0:00 AM	6.00
	0:00 AM	1:00 PM	9:00 AM	0:00 AM	0:00 AM	0:00 AM	0:00 AM	
			3:30 PM					
			4:30 PM					
Position Total Hours:	0.00	4.00	2.00	0.00	0.00	0.00	0.00	6.00

Comments: [Submit for Approval](#)

# Sick Time

To use sick time, click on “Additional Time”

Employment • Employee • Timecard Entry

Pay Period 10/20/2023 - 11/19/2023  
[All Time Sheets](#)

Week 10/29/2023 - 11/04/2023  
5.00 Total hours

Saved at 9:27 AM [Save](#)

71SALLECE • Work-Study Tutorial Center  
Clara C. North • Learning Resources Center • Los Banos Campus  
5.00

Earn Type	Su 10/29	Mo 10/30	Tu 10/31	We 11/1	Th 11/2	Fr 11/3	Sa 11/4	Total
Work-Study Student	00:00 AM	9:00 AM	8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	5.00
	00:00 AM	1:00 PM	9:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
	+	+	00:00 AM	+	+	+	+	
			00:00 AM					
			- +					
Position Total Hours:	0.00	4.00	1.00	0.00	0.00	0.00	0.00	5.00

[Comments](#) [Submit for Approval](#)

Click the drop-down menu under “Choose Earn Type”

Pay Period 10/20/2023 - 11/19/2023  
[All Time Sheets](#)

Week 10/29/2023 - 11/04/2023  
5.00 Total hours

71SALLECE • Work-Study Tutorial Center  
Clara C. North • Learning Resources Center • Los Banos Campus  
5.00

Earn Type	Su 10/29	Mo 10/30	Tu 10/31	We 11/1
Work-Study Student	00:00 AM	9:00 AM	8:00 AM	00:00 AM
	00:00 AM	1:00 PM	9:00 AM	00:00 AM
	+	+	00:00 AM	+
			00:00 AM	
			- +	
Choose Earn Type				
<a href="#">Remove</a>				
Position Total Hours:	0.00	4.00	1.00	0.00

[Comments](#) [Submit for Approval](#)

Click “Sick”

Choose Earn Type

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Sick

Position Total Hours: 0.00 4.00 1.00

[Comments](#) [Submit for Approval](#)

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

Sick	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2.00"/>
<input type="button" value="Remove Sick"/>				
Position Total Hours:	0.00	4.00	1.00	2.00
<input type="button" value="Comments"/> <input type="button" value="Submit for Approval"/>				

When you are done, click "Submit for Approval"

Employee: [Employee](#) · Timecard Entry

Pay Period 10/20/2023 - 11/19/2023

Week 10/29/2023 - 11/04/2023 6.00 Total hours Saved just now

715ALLECE • Work-Study Tutorial Center  
Cara C. North • Learning Resources Center • Los Banos Campus  
6.00

Earn Type	Su 10/29	Mo 10/30	Tu 10/31	We 11/1	Th 11/2	Fr 11/3	Sa 11/4	Total
Work-Study Student	<input type="text" value="0:00 AM"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="8:00 AM"/>	<input type="text" value="0:00 AM"/>	<input type="text" value="0:00 AM"/>	<input type="text" value="0:00 AM"/>	<input type="text" value="0:00 AM"/>	6.00
	<input type="text" value="0:00 AM"/>	<input type="text" value="1:00 PM"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="0:00 AM"/>	<input type="text" value="0:00 AM"/>	<input type="text" value="0:00 AM"/>	<input type="text" value="0:00 AM"/>	
	+		<input type="text" value="3:30 PM"/>	+		+		
			<input type="text" value="4:30 PM"/>	-		+		
<input type="button" value="+ Additional Time"/>								
Position Total Hours:	0.00	4.00	2.00	0.00	0.00	0.00	0.00	6.00
<input type="button" value="Comments"/> <input type="button" value="Submit for Approval"/>								