



## Approvers Guide to Web Time Entry

The purpose of this documentation is to provide users with step by step instructions on how to review and approve electronic timesheets via the Mt. SAC Portal. The following will be covered in this guide:

- 1) How to log into the Portal.
- 2) How to access timesheets that are awaiting approval via Employee Self Service
- 3) How to review timesheets.
- 4) How to add comments.
- 5) How to return timesheets for correction.
- 6) How to approve timesheets.
- 7) How to add a proxy approver.

### Step 1: How to log into the Mt. SAC Portal

- 1) To access the Portal go to [inside.mtsac.edu](https://inside.mtsac.edu)
- 2) Once there, you will need to enter you user name and password. This is typically the user name and password you use to log into Windows on your work computer. If you are unable to login to the Portal, click on the help links below the login button. If you are still unable to login, contact the Help Desk at extension 4357.

# Mt. San Antonio College

### Secure Access Login

**User Name:**

**Password:**

**Warn me before logging me into other sites.**

[1st Time Users \(Claim Account\)](#)  
[Need Help?](#)

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### Welcome to the Portal.

This secure site provides student information and services. My.mtsac.edu Portal. Enjoy!

#### What's Inside?

Personal course data and information

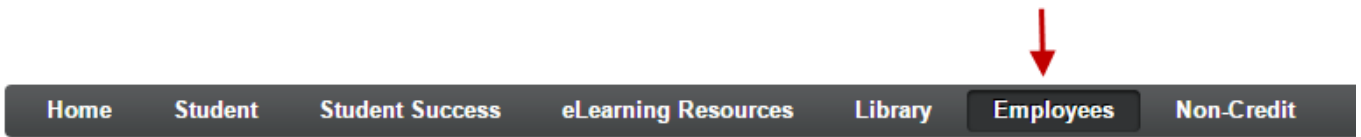
Email, calendaring, and announcements

Communities and Collaborations

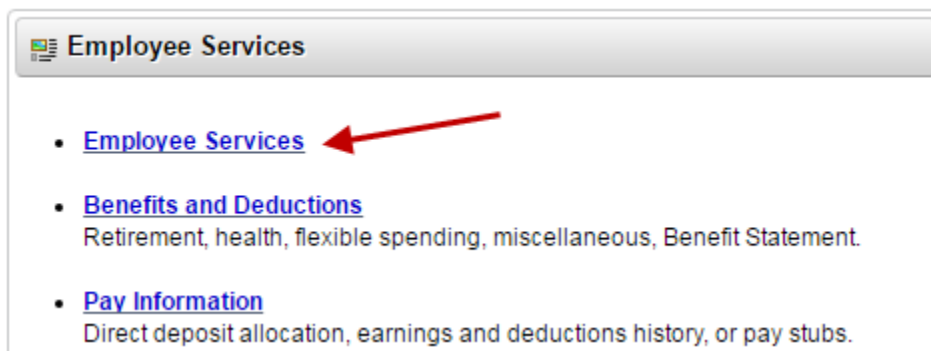
Registration, grades, academic records

## Step 2: How to access timesheets awaiting approval via Employee Self Service

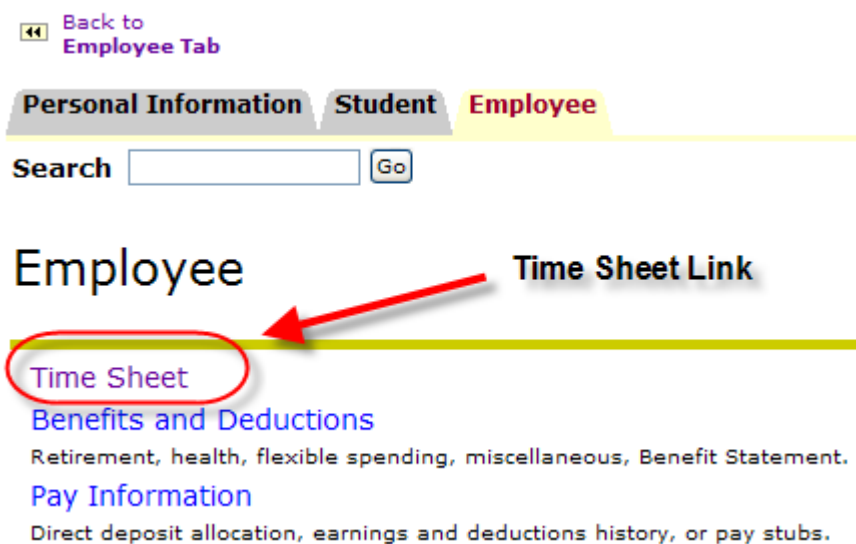
- 1) Click on the Employee Tab.



- 2) Click on Employee Services link in the Employee Services channel.



- 3) Click on the Time Sheet link.



4) Click on the Approve or Acknowledge Time button and hit Select.

### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Click this button and hit Select

Select

You will now need to choose the department and pay period of the timesheet(s) you wish to approve. Use the pull down box to select the appropriate pay period and hit Select.

5)

Department and Description	My Choice	Pay Period
M, 610000, Fiscal Services	<input checked="" type="radio"/>	MH, Jun 01, 2010 to Jun 30, 2010 MH, Jun 01, 2010 to Jun 30, 2010 MH, May 01, 2010 to May 31, 2010 MH, Apr 01, 2010 to Apr 30, 2010

### Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

- 6) You are on the Department Summary page. This page lists all the timesheets for the department and pay period you selected. The timesheets are grouped together by status. When a timesheet is awaiting your approval it will be in "Pending" status. Click on the name of the employee for whom you want to review and/or approve time for. Take note of the "Pay Period Time Entry Status." This will let you know when the timesheet must be approved by in order to make into Payroll on time.

**Department Summary**

Select the employee's name to access additional details.

**COA:** M, Mt San Antonio College  
**Department:** 610000, Fiscal Services  
**Pay Period:** Jun 01, 2010 to Jun 30, 2010  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until Jul 07, 2010, 11:59 P.M.

Select New Department

Needs to be approved by this date and time in order to make it to Payroll on time.

Pending					
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Q S
	Lakshimi Piad Rai H99903 - 00 Accounting Technician I	Click on the employee's name in order to access the timesheet.	112.00	.00	A

### Step 3: How to Review Timesheets

- 1) After clicking on the employee's name, you are now able to view all the hours that employee has submitted for approval. Use the scroll bar at the bottom of the screen to view all the time entered for the month.
- 2) Work Study students must submit their time in a "Time In/Time Out" standard. This is necessary because these students cannot work during their scheduled classes.
- 3) Any employees working more than six hours are required to take a 30 minute meal period (unpaid). Since Work Study students enter their time in the "Time In/Time Out" standard, they must "Time Out" at the start of their meal period and "Time In" when they return to work after that meal period.

**Time Sheet**

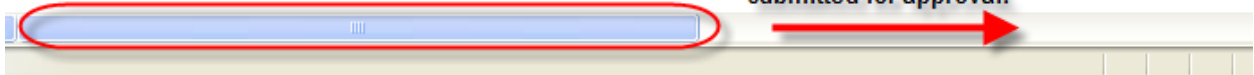
Earnings	Shift	Special Rate	Total Hours	Total Units	Tuesday, Jun 01, 2010	Wednesday, Jun 02, 2010	Thursday, Jun 03, 2010	Friday, Jun 04, 2010	Saturday, Jun 05, 2010	Sunday, Jun 06, 2010
Regular Pay	1		49		3	3.5	3.5			
<b>Total Hours:</b>			49		3	3.5	3.5			
<b>Total Units:</b>				0	Total hours for each day are listed here.					

**Time In and Out**

Earnings	Tuesday, Jun 01, 2010	Wednesday, Jun 02, 2010	Thursday, Jun 03, 2010	Friday, Jun 04, 2010	Saturday, Jun 05, 2010	Sunday, Jun 06, 2010	Monday, Jun 07, 2010	Tuesday, Jun 08, 2010	Wednesday, Jun 09, 2010
Regular Pay	02:00 PM 05:00 PM	12:30 PM 04:00 PM	01:30 PM 05:00 PM					09:30 AM 11:30 AM	

Work Study Students enter time using a "Time In/Time Out" method.

Click and drag to view all the hours submitted for approval.



Friday, Jun 20, 2010	Monday, Jun 21, 2010	Tuesday, Jun 22, 2010	Wednesday, Jun 23, 2010	Thursday, Jun 24, 2010	Friday, Jun 25, 2010
		4	6.5	2.5	
		4	6.5	2.5	

Worked more than 6 hrs.  
Must take a 30 minute meal period.

Friday, Jun 23, 2010	Thursday, Jun 24, 2010	Friday, Jun 25, 2010	Saturday, Jun 26, 2010	Sunday, Jun 27, 2010
10:00 AM 02:00 PM 02:30 PM 05:00 PM	08:00 AM 10:30 AM			

Timing in and out for meal periods.

## Step 4: How to Add Comments

- At the bottom of the Time Sheet screen there are several buttons. One of them is the “Add Comment” button. If you wish to add a comment *prior* to approving a timesheet or returning one for correction, you may click this button and add a comment. This is helpful when returning a timesheet for correction since you can explain what needs to be corrected. Comments can be made confidential if you so choose.

### Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost T
Jun 01, 2010	25.00		11000	902500	231500	646000	2100			
	75.00		17650	902500	231500	646000	2100			

Employee:

Pay Period: Jun 01, 2010 to Jun 30, 2010

If you want the comment to be confidential (only able to be viewed by you and the employee), click this box.

Made By:

Comment Date: Jul 03 2010

Confidential Indicator:

Add comments here.

Enter or Edit Comment: You need to clock in/out for you lunch break on June 15th.

When finished, click Save

## Step 5: How to Return a Timesheet for Correction

If you discover an error made on an employee’s timesheet, you have the ability to return that timesheet to the employee for correction. **Do NOT use the “Change Record” button.** The employee must correct their own timesheet.

- At the bottom of the Time Sheet page, click the “Return for Correction” button.

### Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Acco
Jun 01, 2010	25.00		11000	902500	23150
	75.00		17650	902500	23150

## Step 6: How to Approve a Timesheet

Once you have reviewed a timesheet and determined all the information is correct, you should approve it.

- 1) At the bottom of the Time Sheet page, click the "Approve" button.

### **Account Distribution Default Data**

Pay Period Effective Date	Percent	Index	Fund	Organization	A
Jun 01, 2010	25.00		11000	902500	2
	75.00		17650	902500	2

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[Time Sheet | Routing Queue](#)

## Step 7: How to Select a Proxy Approver

Although the Portal can be accessed anywhere you have an Internet connection, there may be certain times (such as vacation) when you are unable to approve timesheets. In these situations you can select a proxy approver to approve timesheets in your absence.

- 1) Under the "Time Sheet" Link on Employee Self Service (see Step 2, number 4), select "Proxy Set Up" at the bottom of the page.

### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self <input type="button" value="v"/>
Act as Superuser:	<input type="checkbox"/>

Select

**Proxy Set Up**

- 2) From the Name drop down box, select the person you want to approve timesheets in your absence. Once you select that person, check the "Add" box and hit "Save." The person you have selected can now approve ANY timesheets you are an approver for.

## Proxy Set Up

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Name	Add Remove
Richard Antonio Lee, RALEE	<input checked="" type="checkbox"/>

**Save**

Once you select your proxy approver, check the "Add" box and hit "Save."

Time Reporting Selection