



Employers Guide: Web Time Entry

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

1. Important FWS reminders.
2. How to access time sheets.
3. How to review time sheets.
4. How to add comments.
5. How to return time sheets for correction.
6. How to approve time sheets.
7. How to add a proxy approver.
8. Who to contact if you encounter any issues.

Important FWS Reminders

FWS students are limited to:

- No more than 8 hours per day.
- No more than 20 hours per week.
- No more than 5 days per week.
- FWS students are NOT allowed to work overtime.
- Students are NOT permitted to work in FWS positions during scheduled class times. Exceptions are permitted if the class is cancelled, or instructor has excused the student from attending for a particular day.

Late submissions:

If student submit a time sheet late, then the student will be paid on next pay cycle. Student will need to contact Payroll if this happens.

Time sheet availability:

Payroll needs to finish processing the prior month before they can open time sheets for the current month. This means that student will not always have access to their time sheet.

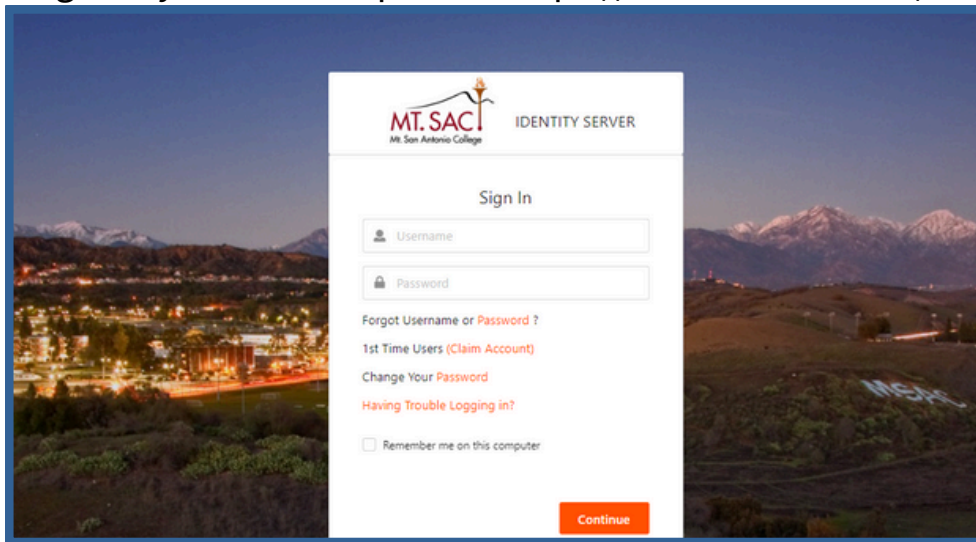


Helpful tip:

Advise student to keep track of hours worked in a notebook and log their hours into time sheet once they have access. If student forgets to input hours, they don't get paid for missing hours, so advise student to keep good records of hours worked.

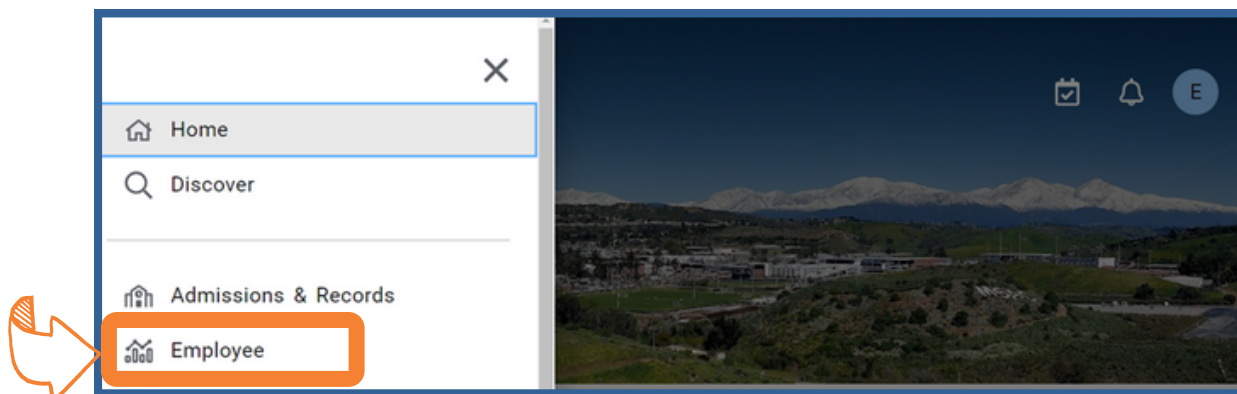
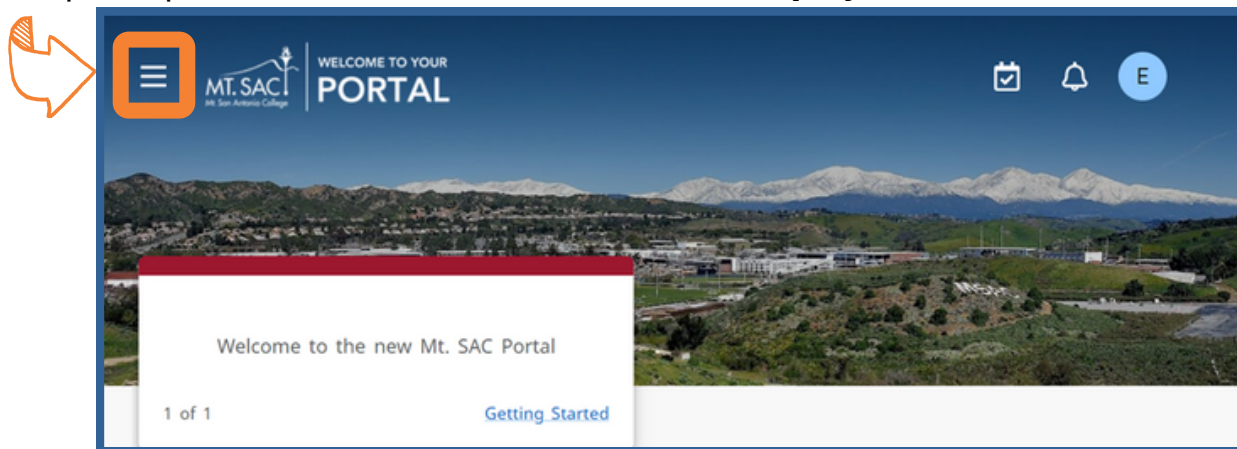
How to Access Time Sheets

Step 1. Log into your Mt. SAC portal. <https://inside.mtsac.edu/>

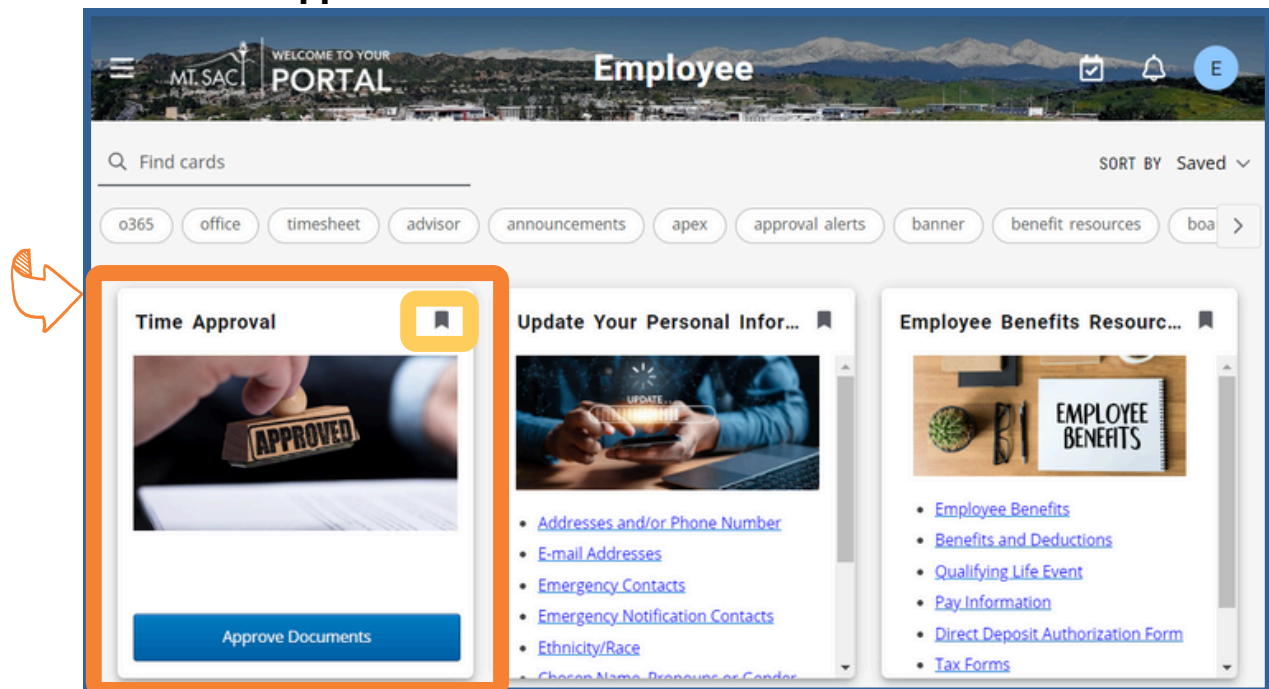


Once there, you will need to enter your user name and password. This is typically the user name and password you use to log into Windows on your work computer. If you are unable to login to the Portal, click on the help links below the login button. If you are still unable to login, contact the Help Desk at extension 4357.

Step 2. Expand the **Main Menu** icon and select **Employee**.

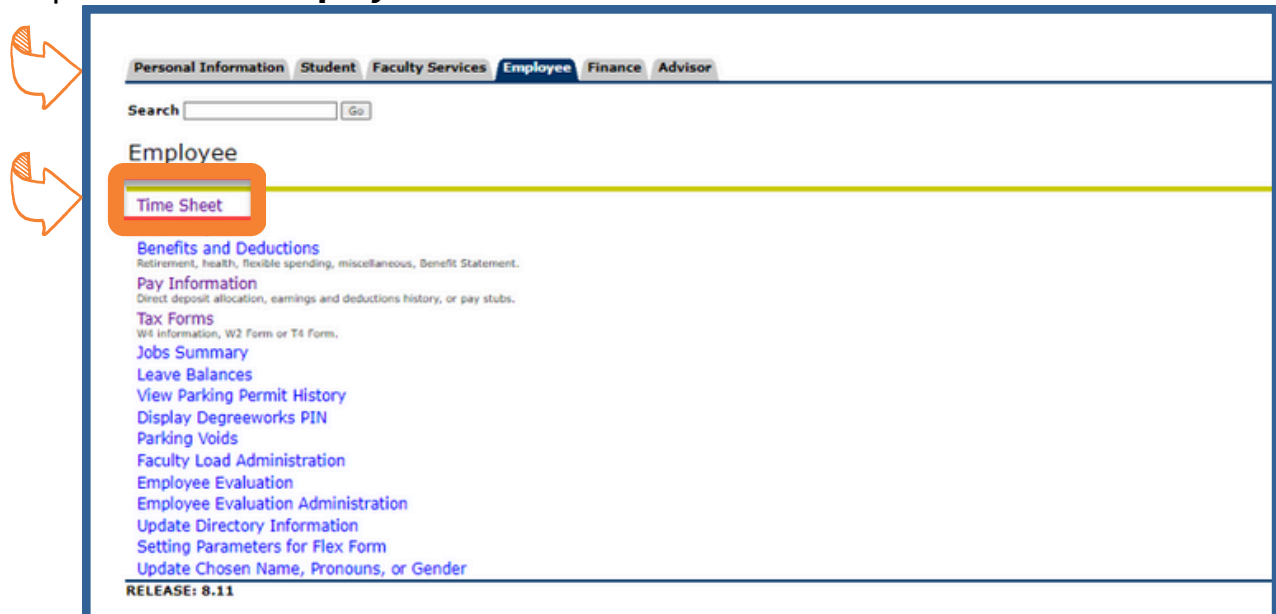


Step 3. You will be redirected to **Employee** page. Look for the **Time Approval** card. Click on the **Approve Documents** button.

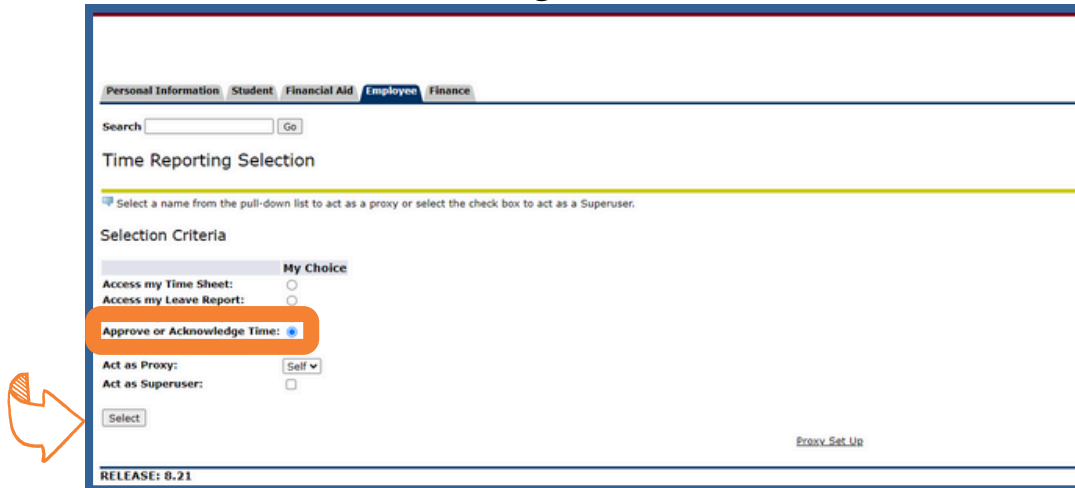


Note: We suggest that you click on bookmark icon to save card to homepage.

Step 4. Go to the **Employee** tab and click on **Time Sheet** link.



Step 5. You will be redirected to **Selection Criteria**.
Select **Approve or Acknowledge Time** and then click on the **Select** button.



The screenshot shows the 'Selection Criteria' page within a web application. At the top, there are tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Time Reporting Selection'. A note says 'Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.' Under 'Selection Criteria', there are three radio buttons under the 'My Choice' header: 'Access my Time Sheet:', 'Access my Leave Report:', and 'Approve or Acknowledge Time:'. The 'Approve or Acknowledge Time:' option is selected and highlighted with an orange box. Below these are 'Act as Proxy:' (with a 'Self' dropdown) and 'Act as Superuser:' (with an unchecked checkbox). A 'Select' button is at the bottom left, and a 'Proxy Set Up' link is at the bottom right. The footer says 'RELEASE: 8.21'. An orange arrow points to the 'Approve or Acknowledge Time:' radio button.

Step 6. You will now need to choose the **Title and Department** and pay period of the time sheet(s) you wish to approve. Use the dropdown menu to select the appropriate **Pay Period and Status** and click **Time Sheet**.



The screenshot shows the 'Time Sheet' page. At the top, there are tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Approver Selection'. Under 'Time Sheet', there are two dropdown menus: 'Department and Description My Choice' and 'Pay Period'. The 'Pay Period' dropdown is highlighted with an orange box and shows the selected value 'MH, Jun 01, 2024 to Jun 30, 2024'. Below these are 'Sort Order' options: 'Sort employees' records by Status then by Name:' (selected) and 'Sort employees' records by Name:'. A 'Select' button is at the bottom left. The footer says 'RELEASE: 8.21'. An orange arrow points to the 'Pay Period' dropdown menu.

Step 7. You will be redirected to **Department Summary** page. This page lists all the time sheets for the department and pay period you selected. The time sheets are grouped together by status. When a time sheet is awaiting your approval it will be in **Pending** status.

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

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Q S
	Employee Name H99903 - 00 Accounting Technician I		112.00	.00 A	

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

Click on the employee's name to access the time sheet.

How to Review Time sheets

Step 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.

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			
Total Hours:			49		3	3.5				
Total Units:				0						

Daily total hours are listed here

Time In and Out

Earning	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
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

Need to use Time In/Time Out standard.

Click and drag.


Step 2. 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.

Sunday , Jun 20, 2010	Monday , Jun 21, 2010	Tuesday , Jun 22, 2010	Wednesday , Jun 23, 2010	Thursday , Jun 24, 2010	Friday , Jun 25, 2010	Saturday , Jun 26, 2010	Sunday , Jun 27, 2010
		4	6.5	6.5	6.5	6.5	6.5
		4	6.5	6.5	6.5	6.5	6.5

NOTE: Worked more than 6 hours, **MUST** take a 30 minute meal period.

Time In/Time Out reflects a 30 minute meal period.

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

 Note: Work Study students must submit their time entries in a *Time In/Time Out* standard. This is necessary because these students are NOT allowed to work during their scheduled classes time.

How to Add Comments

Step 1. If you wish to add a comment prior to approving a time sheet or returning one for correction, click **Add Comment** button.

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


Step 2. Enter a comment and then click **Save**. This is helpful when returning a time sheet for correction since you can explain what needs to be corrected.

Employee: _____
Pay Period: Jun 01, 2010

Note: Comments can be made confidential.

Made By: _____

Comment Date: _____

Confidential Indicator: ☐ 

Enter or Edit Comment

You need to clock in/out for your lunch break on June 15th.

How to Return Time Sheets For Correction

If you discover an error made on an employee's time sheet, you have the ability to return that time sheet to the employee for correction.

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	Account
Jun 01, 2010	25.00		11000	902500	2319
	75.00		17650	902500	2319

Buttons: Previous Menu, Approve, **Return for Correction**, Previous, Next, C



Note: Do NOT use the **Change Record** button.

The employee MUST correct their own time sheet.

How to Approve Time Sheets

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

At the bottom of the Time Sheet page, click the **Approve** button.

Account Distribution Default Data

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

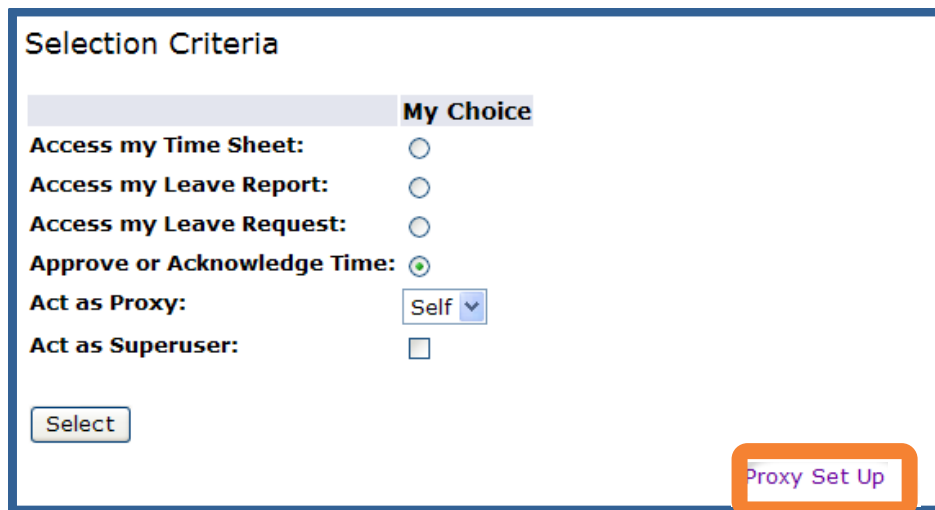
Buttons: Previous Menu, **Approve**, Return for Correction, Previous, Next

Time Sheet | Routing Queue

How to Add a Proxy Approver

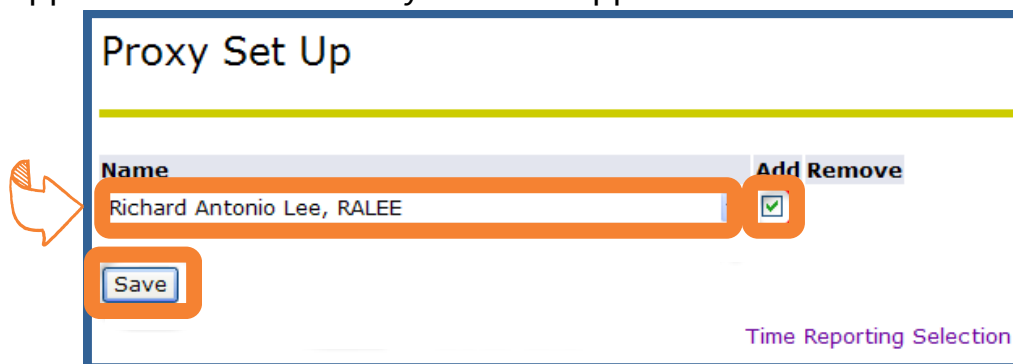
Although the Portal can be accessed anywhere you have an Internet connection, there may be certain times (such as vacation) when you are unable to approve time sheets. In these situations you can select a proxy approver to approve time sheets in your absence.

Step 1. Under the **Time Sheet** link(see **How to Access Time Sheets**, Step 4), select Proxy Set Up at the bottom of the page.



The screenshot shows a form titled "Selection Criteria". It has a header bar with "My Choice" on the right. Below the header, there are several rows of options, each with a radio button or a checkbox. The options are: "Access my Time Sheet:", "Access my Leave Report:", "Access my Leave Request:", "Approve or Acknowledge Time:", "Act as Proxy:", and "Act as Superuser:". The "Approve or Acknowledge Time:" option is selected with a radio button. The "Act as Proxy:" option has a dropdown menu set to "Self". The "Act as Superuser:" option has an unchecked checkbox. At the bottom left of the form is a "Select" button. At the bottom right, outside the main form area, is a "Proxy Set Up" button highlighted with an orange box.

Step 2. From the Name dropdown menu, select the person you want to approve time sheets in your absence. Once you select that person, check the **Add** box and click the **Save** button. The person you have selected can now approve ANY time sheets you are an approver for.



The screenshot shows a form titled "Proxy Set Up". It has a header bar with "Add Remove" on the right. Below the header, there is a "Name" dropdown menu. The name "Richard Antonio Lee, RALEE" is selected and highlighted with an orange box. To the right of the name is a checkbox with a checkmark, also highlighted with an orange box. Below the name dropdown is a "Save" button highlighted with an orange box. At the bottom right of the form is a "Time Reporting Selection" link.

Still need help?

If you encounter problems with the time sheet, please contact the Payroll Department at (909) 274-4240.