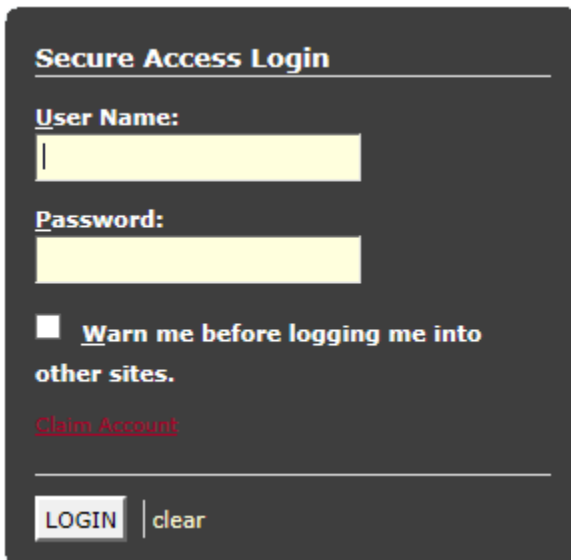


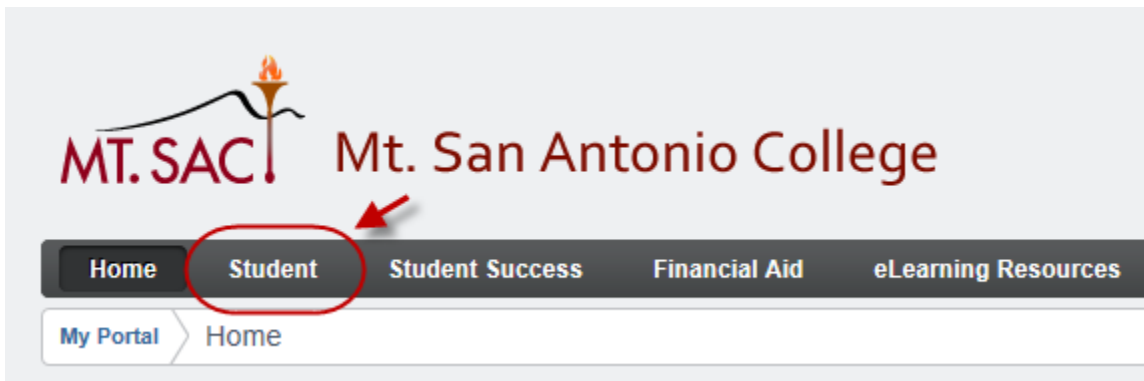
ACCESSING YOUR TIMESHEET USING THE NEW PORTAL LAYOUT (UPDATED 8/31/16)

- 1) Access the Mt. SAC Portal at: <https://inside.mtsac.edu/>
- 2) Enter your User Name and Password



The screenshot shows a dark-themed login form titled "Secure Access Login". It contains two input fields: "User Name:" and "Password:". Below the password field is a checkbox labeled "Warn me before logging me into other sites." and a red link "Claim Account". At the bottom, there is a "LOGIN" button and a "clear" link.

- 3) Once inside the Portal, go to your Student tab



INSTRUCTIONS CONTINUE ON NEXT PAGE....

- 4) Inside the Student Self Service Channel, click on View Addresses and Phones (#32 way toward the bottom)



Student Self Service

Registration

- [1. Apply for Admission](#)
- [2. Review Existing Application](#)
- [3. Select Term](#)
- [4. Register \(Add or Drop\) Classes](#)
- [5. Change Class Grading Option](#)
- [6. Week at a Glance](#)
- [7. Registration Fee Assessment](#)
- [8. Registration Appointment/Hold](#)
- [9. Active Registration](#)
- [10. Registration History](#)
- [11. Print Your Schedule/Receipt](#)
- [12. Search for Classes](#)
- [13. View Your Waitlist](#)

Student Records

- [14. View Assessment/Placement Test Scores](#)
- [15. View Holds](#)
- [16. Final Grades](#)
- [17. Grade Detail](#)
- [18. View Unofficial Transcript](#)
- [19. Request Official Transcript](#)
- [20. View Status of transcript Request](#)
- [21. View College Catalog](#)
- [22. View Student Information](#)
- [23. Request Enrollment Verification](#)

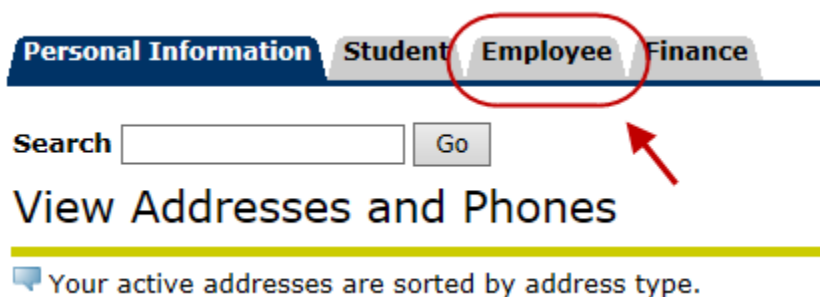
Student Account

- [24. Account Summary \(Year to Date Totals\)](#)
- [25. Account Summary by Term \(Pay Fees\)](#)
- [26. Account Detail for Term](#)
- [27. Statement and Payment History](#)
- [28. Select Tax Year](#)
- [29. Tax Notification](#)
- [30. View Holds](#)
- [31. Purchase a Parking Permit](#)

Personal Information

- [32. View Addresses and Phones](#)
- [33. Update Addresses and Phones](#)

- 5) You will now see an Employee tab at the top of the screen. Click on the Employee tab.



Personal Information **Student** **Employee** **Finance**

Search

View Addresses and Phones

Your active addresses are sorted by address type.

INSTRUCTIONS
CONTINUE ON
NEXT PAGE...

- 6) Click on the Time Sheet link.

Personal Information **Student** **Employee** **Finance**

Search

Employee

Time Sheet ←

[Electronic Personnel Action Forms](#)

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, Benefit Statement.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

- 7) Select the button next to Access my Time Sheet then click Select.

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or s

Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/> ← #1
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

#2

- 8) Make sure the proper job is selected (if more than one is shown), select the time sheet pay period you want to access, then click the Time Sheet button. Your time sheet will now appear.

Title and Department	My Choice	Pay Period and Status
Work Study Student Asst II, WS9350-00 Federal Work Study, 902500	<input checked="" type="radio"/> #1	<input type="text" value="Dec 01, 2015 to Dec 31, 2015"/> #2

#3

Instructions continue on next page.

9) Enter the hours you worked for each day using the “Enter Hours” link below the date worked.

[Back to Timesheets Tab](#)

Personal Information | **Student** | **Financial Aid** | **Employee**

Search

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the date

Time Sheet
Title and Number: Work Study Student Asst IV -- WS9977-00
Department and Number: Federal Work Study -- 902500
Time Sheet Period: May 01, 2010 to May 31, 2010
Submit By Date: Jun 04, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 01, 2010	Sunday May 02, 2010	Monday May 03, 2010	Tuesday May 04, 2010	Wednesday May 05, 2010
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Total Hours:			0		0	0	0	0	0
Total Units:				0	0	0	0	0	0

10) Only 1 week will appear at a time so click the “Next” button to move to the following week or the “Previous” button to go back to the prior week.

[Back to Timesheets Tab](#)

Personal Information | **Student** | **Financial Aid** | **Employee**

Search

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the date


Time Sheet
Title and Number: Work Study Student Asst IV -- WS9977-00
Department and Number: Federal Work Study -- 902500
Time Sheet Period: May 01, 2010 to May 31, 2010
Submit By Date: Jun 04, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 01, 2010	Sunday May 02, 2010	Monday May 03, 2010	Tuesday May 04, 2010	Wednesday May 05, 2010
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Total Hours:			0		0	0	0	0	0
Total Units:				0	0	0	0	0	0

Instructions continue on the next page.

11) Enter the time you came in to work and the time you left work for each day. Be sure to enter your time out when you take your meal period and your time in when you return from your meal period. **You are required to take a 30 minute meal period when working more than 6 hours in one day.**

Time In and Out

 Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00,

Date: Monday, May 03, 2010
Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	<input type="text"/>	AM	<input type="text"/>	AM	0
1	<input type="text"/>	AM	<input type="text"/>	AM	0
1	<input type="text"/>	AM	<input type="text"/>	AM	0
1	<input type="text"/>	AM	<input type="text"/>	AM	0
1	<input type="text"/>	AM	<input type="text"/>	AM	0

12) After you enter your time in and out be sure to click the “Save” button. **Do not change the Shift number.** It should remain “1.”

Date: Monday, May 03, 2010
Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	9:30	AM	12:00	PM	0
1	12:30	PM	5:00	PM	0
1	<input type="text"/>	AM	<input type="text"/>	AM	0
1	<input type="text"/>	AM	<input type="text"/>	AM	0
1	<input type="text"/>	AM	<input type="text"/>	AM	0

13) The total hours will then appear on the right side (be careful with AM/PM).

Earnings Code: Regular Pay


Shift	Time In		Time Out		Total Hours
1	09:30	AM	12:00	PM	2.5
1	12:30	PM	05:00	PM	4.5
1	<input type="text"/>	AM	<input type="text"/>	AM	0

Instructions continue on next page.

14) Sick leave can be entered by selecting the “Enter Hours” link on the same line as the “Hourly Sick Leave” Earnings Type. Be sure to enter the sick hours on the correct date.

15) Once your hours are entered and you are ready to send your time sheet to your supervisor select **Submit for Approval** - at the bottom of the time sheet you will see that the time sheet is now waiting for approval by your supervisor.

Time and Leave Reporting

 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates w

Time Sheet

Title and Number: Work Study Student Asst IV -- WS9977-00
Department and Number: Federal Work Study -- 902500
Time Sheet Period: May 01, 2010 to May 31, 2010
Submit By Date: Jun 04, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 01, 2010	Sunday May 02, 2010	Monday May 03, 2010	Tuesday May 04, 2010	Wednesday May 05, 2010
Regular Pay	1	0	10		Enter Hours	Enter Hours		7	Enter Hours
Total Hours:			10		0	0	0	7	0
Total Units:				0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Be sure to submit your time sheet by the specified due date each month (separate handout). If you cannot access your time sheet, please contact the Payroll Department at extension 4240.

Check to make sure your supervisor approves your time sheet and remind him/her if necessary. In some cases, your supervisor may return your time sheet for correction. If this happens, be sure to ask your supervisor what needs to be corrected.

End of Instructions.