



COMMUNITY COLLEGE OF RHODE ISLAND

# **ELECTRONIC TIMESHEET PROCESSING**

## **Submitting & Approving Time Worked for Part-time Employees**

Updated: May 2014

## EMPLOYEES:

Access the Electronic Timesheet via Self Service by logging into MyCCRI via CCRI's website

The screenshot shows the MyCCRI website interface. At the top, there is a green navigation bar with the MyCCRI logo and several icons for E-mail, Register, Grades, Class Schedule, Course Tools, Groups, and Make Payments. Below this is a main content area with a login form on the left, a news section in the middle, and a 'NEED HELP?' section on the right. The login form includes fields for User Name and Password, with red arrows pointing to the input boxes. The news section features several headlines, including 'H1N1 student vaccine clinics scheduled' and 'CCRI music students performing this month'. The 'NEED HELP?' section provides links for students, faculty/staff, and reporting problems. A 'Policies' section is also visible, containing links for CCRI Responsible Use Policy and Electronic Communications Policy. A 'Return to CCRI home page' button and a 'Log into your MyCCRI' button are located at the bottom left. A 'Find us on Facebook' button is positioned above a photo of students working on a laptop. A testimonial from Rebecca Schauer is featured on the right side of the page.

Click on the "For Employees" tab to access the Electronic Timesheet options

This screenshot shows the MyCCRI website with the navigation menu expanded. The MyCCRI logo is at the top left, followed by the tagline 'Providing new and improved resources and tools for students, faculty and staff.' Below the logo, there is a 'My Account Content Layout' link and a welcome message for Lalune N Thacker. The navigation menu includes tabs for MyCCRI, Support, myChannels, myCourseTools, myInfo, For Students, My Schedule, For Employees, and For Finance. A red arrow points to the 'For Employees' tab. On the right side, there are links for E-mail, Groups, Logout, and Help. The date 'December 14, 2009' is displayed at the bottom right.

Click on "Time Sheet"

The screenshot shows the MyCGI website interface. At the top, there is a green header with the MyCGI logo and the tagline "Providing new and improved resources and tools for students, faculty and staff." Below the header, a navigation bar contains several tabs: MyCCRI, Support, myChannels, myCourseTools, myInfo, For Students, My Schedule, For Employees (highlighted), and For Finance. The date "December 14, 2009" is displayed on the right. The main content area is divided into two panels. The left panel, titled "Employment Details", contains a list of links: Leave Reporting, Leave Details, Time Sheet (with a red arrow pointing to it and the text "click here to access your electronic timesheet"), Job Details, Update Your Campus Address, Employee Directory, Request Time Off, View Leave Balances, and Salary Planer (Budget Office Use Only). The right panel, titled "CCRi Crier", features the CCRi logo and a notice: "Please note: Please submit any Crier requests to pr@ccri.edu by noon on Friday for inclusion in the following Monday's Crier. Please note that the last Crier for the Fall 2009 semester will be next Monday, Dec. 21. Crier will return in January. Thank you."

Click on "Access My Time Sheet" and then click "Select"

The screenshot shows the "Time Sheet/Leave Request/Proxy" selection criteria form. At the top, there is a green header with the MyCGI logo and a "Back to For Employees Tab" link. The navigation bar includes "E-mail", "Groups", "Logout", and "Help" icons. The main heading is "Time Sheet/Leave Request/Proxy". Below the heading, there is an information icon and a paragraph: "Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**." The form contains the following options:

- Access my Time Sheet:**  (with a red arrow pointing to it and the text "Click here to access electronic timesheet")
- Access my Leave Report:**
- Access my Leave Request:**
- Approve or Acknowledge Time:**
- Act as Proxy:**  Self (dropdown menu)
- Act as Superuser:**


At the bottom of the form, there is a "Select" button with a red arrow pointing to it.

**CAUTION: If you have multiple jobs, they will all appear here (as an example, our person below has 2 jobs). Please be certain to select the correct job for which you are entering hours worked by clicking the appropriate radio button beside the job for which you wish to enter hours worked.**

**Also, please remember that you may not exceed 19 hours for all jobs combined per week (not each individual job)**

## Position Selection

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 To select a position, click under Position, choose the Time Sheet Period and click Select.

Note: Position numbers starting with



91 = Warwick

92 = Providence

93 = Lincoln

94 = Newport

\*\* If you have multiple jobs at one campus location, you MUST select the correct position #.

Title and Department	My Choice	Pay Period and Status
Tutor, 919820-00 Casali, S Web Approval, ZA0096	<input checked="" type="radio"/>	Apr 27, 2014 to May 10, 2014 In Progress 
Clerical - CWCE, G20001-00 Casali, S Web Approval, ZA0096	<input type="radio"/>	Apr 27, 2014 to May 10, 2014 Not Started 

Time Sheet

Once in the time sheet, enter hours worked on the appropriate day as noted below:

## Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Remember to check your union contract to determine the maximum carryover for vacation and sick time at calendar year end.

### Time Sheet

**Title and Number:** Tutor -- 919820-00  
**Department and Number:** Casali, S Web Approval -- ZA0096  
**Time Sheet Period:** Apr 27, 2014 to May 10, 2014  
**Submit By Date:** May 12, 2014 by 11:59 PM

Earning	Shift Default	Total Hours	Total Units	Sunday Apr 27, 2014	Monday Apr 28, 2014	Tuesday Apr 29, 2014	Wednesday Apr 30, 2014	Thursday May 01, 2014	Friday May 02, 2014	Saturday May 03, 2014
Hours Worked	1	0	1	Enter Hours	0	1	0	0	0	0
<b>Total Hours:</b>			1	0	0	1	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

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

Select "Enter Hours" on each day worked to enter the # of hours worked.

Hours must be entered in quarter hour increments:

### Time Sheet

**Title and Number:** Tutor -- 919820-00  
**Department and Number:** Casali, S Web Approval -- ZA0096  
**Time Sheet Period:** Apr 27, 2014 to May 10, 2014  
**Submit By Date:** May 12, 2014 by 11:59 PM

**Earning:** Hours Worked  
**Date:** Apr 29, 2014  
**Shift:** 1  
**Hours:** 5.25

Enter # of hours worked that day (in 1/4 hour increments).  
 Ex. 1.25, 1.50, 1.75

Save | Copy | Account Distribution

Earning	Shift Default	Total Hours	Total Units	Sunday Apr 27, 2014	Monday Apr 28, 2014	Tuesday Apr 29, 2014	Wednesday Apr 30, 2014	Thursday May 01, 2014	Friday May 02, 2014	Saturday May 03, 2014
Hours Worked	1	0	6.25	Enter Hours	0	1	5.25	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			6.25	0	0	1	5.25	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

To enter hours into the next week, click the “Next” button. Do this to enter hours for the pay period.

**Time Sheet**

**Title and Number:** Tutor -- 919820-00  
**Department and Number:** Casali, S Web Approval -- ZA0096  
**Time Sheet Period:** Apr 27, 2014 to May 10, 2014  
**Submit By Date:** May 12, 2014 by 11:59 PM

**Earning:** Hours Worked  
**Date:** Apr 29, 2014  
**Shift:** 1  
**Hours:** 5.25

Earning	Shift Default	Total Hours	Total Units	Sunday Apr 27, 2014	Monday Apr 28, 2014	Tuesday Apr 29, 2014	Wednesday Apr 30, 2014	Thursday May 01, 2014	Friday May 02, 2014	Saturday May 03, 2014
Hours Worked	1	0	6.25	Enter Hours	0	1	5.25	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			6.25		0	1	5.25	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

Timesheet must be completed for the full pay period, but it appears here one week at a time. Click the "Next" button to access the following week.

If you wish to enter comments related to a particular pay period that can be viewed by your supervisor and the Payroll Department, select “Comment” and type the comment; click “Save”

### Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

**Made By:** You  
**Comment Date:** Aug 08, 2007  
**Enter or Edit Comment:** ;j;oj ljf slfj ;lsj f /f,hli yols,nf ou ;osjmfk  
;uf llou m/ljf ;j

Before submitting the completed timesheet, please “Preview” it to be certain that all hours are logged on the appropriate day worked and that the total hours worked for the pay period are correct. Also, please remember that you may not exceed 19 hours for all jobs combined per week (not each individual job)

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

Before submitting your timesheet, please click the "Preview" button to be certain all hours have been recorded on the correct day and the total hours worked per week do not exceed 19 hours.

Once you have previewed your timesheet and all is correct, click “Submit for Approval”

Earning: Hours Worked  
 Date: May 06, 2014  
 Shift: 1  
 Hours: 4

Earning	Shift Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Hours or Units	Hours	Units	May 04, 2014	May 05, 2014	May 06, 2014	May 07, 2014	May 08, 2014	May 09, 2014	May 10, 2014
Hours Worked	1	0	14.25	Enter Hours		4	4	Enter Hours	Enter Hours	Enter Hours
Total Hours:			14.25	0	0	4	4	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Click "Submit for Approval" to send your timesheet to your supervisor for approval

Submitted for Approval By:

### Electronically “sign” your timesheet

#### Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

Enter your PIN #. The PIN # is your password to your email account.

PIN:

By entering your PIN (which represents your signature), you are attesting to the accuracy of the data being submitted for approval just as you would on a paper timecard.

Once completed, press "Submit" to electronically submit the timecard to your supervisor for approval.

RELEASE: 8.1

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Once you have submitted your timesheet, you should see a screen that looks like the one below. If you do not see “submitted successfully” please call Payroll (825-2180) to resolve the issue so that your timesheet gets submitted in a timely fashion.

**Your time sheet was submitted successfully.**  
Time Sheet

Please check here to be certain your timesheet was successfully submitted.

Title and Number: Tutor -- 919820-00  
 Department and Number: Casali, S Web Approval -- ZA0096  
 Time Sheet Period: Apr 27, 2014 to May 10, 2014  
 Submit By Date: May 12, 2014 by 11:59 PM

Earning	Shift Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Hours or Units	Hours	Units	Apr 27, 2014	Apr 28, 2014	Apr 29, 2014	Apr 30, 2014	May 01, 2014	May 02, 2014	May 03, 2014
Hours Worked	1	0	14.25	Enter Hours		1	5.25	Enter Hours	Enter Hours	Enter Hours
Total Hours:			14.25	0	0	1	5.25	0	0	0
Total Units:			0	0	0	0	0	0	0	0


This shows the date you submitted your timesheet, and the supervisor who is due to approve it.

Submitted for Approval By: You on May 01, 2014  
 Approved By: Sandra Casali  
 Waiting for Approval From:

Once the supervisor has approve the timesheet, the date will appear as well.

**When you return to the main menu, you will note that the status has changed to “Pending”:**

## Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.

Note: Position numbers starting with



91 = Warwick

92 = Providence

93 = Lincoln

94 = Newport

\*\* If you have multiple jobs at one campus location, you MUST select the correct position #.

Title and Department	My Choice	Pay Period and Status
Tutor, 919820-00 Casali, S Web Approval, ZA0096	<input checked="" type="radio"/>	Apr 27, 2014 to May 10, 2014 Pending 
Clerical - CWCE, G20001-00 Casali, S Web Approval, ZA0096	<input type="radio"/>	Apr 27, 2014 to May 10, 2014 Not Started 

When you have submitted a timesheet, you will see it in the "Pending" status here. Once your supervisor has approved the timesheet, this will change to "Approved".



Time Sheet

### The time sheet status could be:

- Not Started – employee has not begun processing this timesheet
- In Progress – employee may have begun timesheet but has not submitted it for approval
- Pending – timesheet is pending supervisor’s approval
- Completed – supervisor has processed




## SUPERVISORS:

Access the Electronic Timesheets via Self Service by logging into MyCCRI

Click on the “For Employees” tab to access the Electronic Timesheet options


Supervisors will see a host of options; select “Approve or Acknowledge Time”

### Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **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"/>



Be certain that you are looking at Time Sheets for the correct calendar year, pay id and pay period and then click “Select”

### Selection

#### Time Sheet

Department and Description	My Choice	Pay Period
C, ZA0084, Picard, S Web Approval	<input type="radio"/>	MN, Dec 01, 2013 to Dec 31, 2013 
C, ZA0096, Casali, S Web Approval	<input checked="" type="radio"/>	PT, Apr 27, 2014 to May 10, 2014 
		PT, Apr 27, 2014 to May 10, 2014
		PT, Mar 16, 2014 to Mar 29, 2014
		PT, Feb 02, 2014 to Feb 15, 2014
		PT, Jan 19, 2014 to Feb 01, 2014
		ST, Jan 26, 2014 to Feb 08, 2014
		ST, Jan 12, 2014 to Jan 25, 2014
		ST, Dec 29, 2013 to Jan 11, 2014
		ST, Dec 15, 2013 to Dec 28, 2013
		ST, Dec 01, 2013 to Dec 14, 2013
		ST, Nov 17, 2013 to Nov 30, 2013
		ST, Nov 03, 2013 to Nov 16, 2013
		ST, Oct 20, 2013 to Nov 02, 2013

#### Sort Order

Sort employees' records by Status then by Name

Sort employees' records by Name:

Use drop down arrow to select the appropriate Pay ID (PT or ST) and Pay Period.

As supervisor, you should see all your employees listed by status as noted below. Those listed under "Pending" should be approved. Click on the employee's name to access their time sheet for review and approval.

COA: C, Community College of Rhode Island  
 Department: ZA0096, Casali, S Web Approval  
 Pay Period: Apr 27, 2014 to May 10, 2014  
 Act as Proxy: Not Applicable  
 Pay Period Time Entry Status: Open until May 13, 2014, 12:01 PM

The status of each employees timesheet is located below. In this instance, the only timesheet that can be approved is the one listed as "Pending".

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
91000321	<a href="#">Susan N Sthacken</a> 919820 - 00 Tutor	Approve	14.25	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

Click on the employees name to access their timesheet.

In Progress						
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information	
92025595	<a href="#">Cherri Smith</a> 919829 - 00 Clerical		8.00	.00	Leave Balances	

Not Started		
ID	Name, Position and Title	Other Information
92025595	Cherri Smith 929909 - 00 Lab Assistant	
91000321	Susan N Sthacken G20001 - 00 Clerical - CWCE	

Review the employee's time sheet as noted below. Approve or return for correction.

Employee ID and Name: 91000321 Susan N Sthacken Department and Description: C ZA0096 Casali, S Web Approval  
 Title: 919820-00 Tutor Transaction Status: Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

Routing Queue | Account Distribution

Time Sheet

Earnings Shift	Special	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Rate	Hours	Units	Apr 27, 2014	Apr 28, 2014	Apr 29, 2014	Apr 30, 2014	May 01, 2014	May 02, 2014	May 03, 2014	May 04, 2014	May 05, 2014	May 06, 2014	May 07, 2014	May 08, 2014
Hours Worked	1	14.25		1	5.25								3	
Total Hours:		14.25		1	5.25								3	
Total Units:			0											

Routing Queue

If timesheet is correct, click OK to approve. If timesheet is incorrect, add a comment and return to the employee using "Return for Correction" button. (Please note you will have to notify the employee by email that the employee has been returned for

Name	Action and Date
Susan N Sthacken	Originated May 01, 2014 10:07 am
Susan N Sthacken	Submitted May 01, 2014 10:21 am
Sandra L. Casali (Mandatory)	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Apr 27, 2014	100.00		81S002	WS6040	617010	55				

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

When the employee has been approved, the date approved will appear in the Routing Queue.

**Routing Queue**

Name	Action and Date
Susan N Sthacken	Originated May 01, 2014 10:07 am
Susan N Sthacken	Submitted May 01, 2014 10:21 am
Sandra L. Casali	Approved May 01, 2014 10:45 am

The date that the supervisor approves the timesheet, it is noted here.

When you return to the main supervisor approval page, you will see an “Approved” category and those time sheets that you’ve approved will be listed there for this pay period.

**Summary**

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

**COA:** C, Community College of Rhode Island  
**Department:** ZA0096, Casali, S Web Approval  
**Pay Period:** Apr 27, 2014 to May 10, 2014  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until May 13, 2014, 12:01 PM

Change Selection

You will now see a new category to show you whose timesheet have been approved for this pay period.

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
91000321	Susan N Sthacken 919820 - 00 Tutor		14.25	.00	Approved				Leave Balances