

Entering Time in the Employee Dashboard

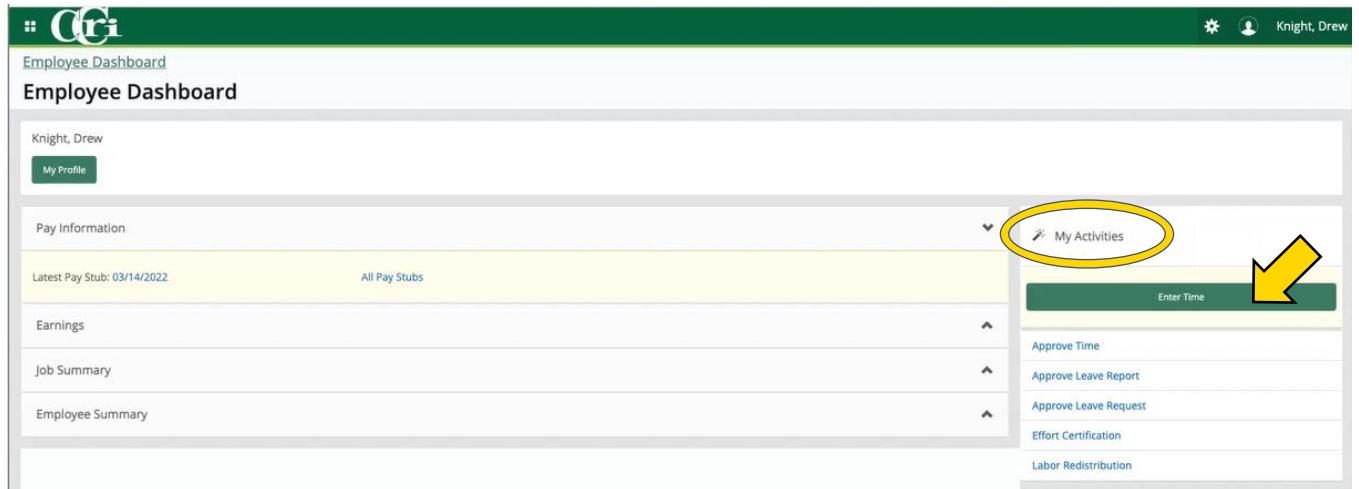
1. On the MyCCRI homepage, select the "For Employees" tab.

The screenshot shows the MyCCRI homepage with a green header and a navigation menu. A yellow arrow points to the "For Employees" tab in the menu. The main content area includes sections for "Mental Health and Wellness Support", "What's Happening at CCRI" (events@CCRI), "Important Notices for Students", "CCRI Athletics", and "Jobs and Internships".

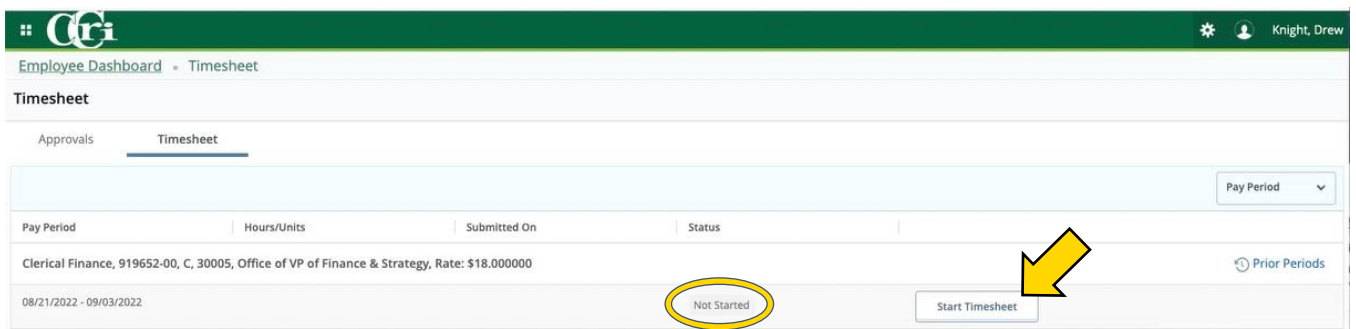
2. Here you will find an improved interface that includes access to Work Order requests, the IT Help Desk, and the New Employee Dashboard. Select "Employee Dashboard" to access your leave report.

The screenshot shows the MyCCRI homepage with the "For Employees" tab selected. A yellow arrow points to the "Employee Dashboard" button in the "Employee Dashboard" section. The main content area includes sections for "Employee Dashboard", "Work Order" (Facilities Work Order Request), "Help Desk" (IT Help Desk Request), "Institutional Effectiveness Resources", and "OES Staff Links".

- On the righthand side of the screen you'll see a section called "My Activities." This section will be different depending on your Employee role. Select "Enter Time" to begin.

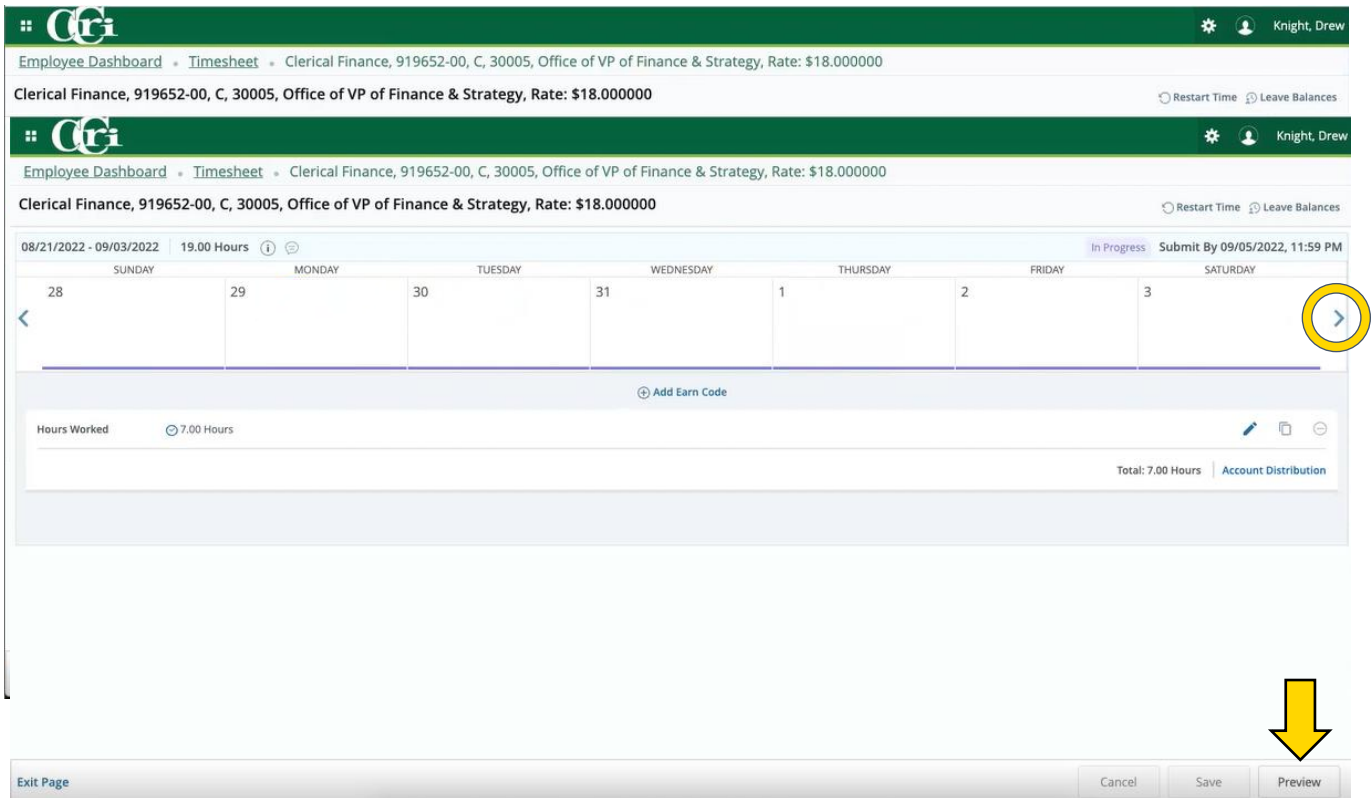


- You will see the current pay period with a "Not Started" status. Select "Start Timesheet" to begin entering.



Note: If you have multiple roles, please ensure you are selecting the correct timesheet before clicking "Start Timesheet."

5. The first week of the pay period will show in a calendar view. Click on the day you want to enter time. An “Hours” field will appear where you enter the number of hours worked. Click “Save” at the bottom right-hand corner for each day you enter hours.



The screenshot displays the CCRI Timesheet interface. At the top, there is a green header with the CCRI logo and the user's name, "Knight, Drew". Below the header, the breadcrumb trail reads "Employee Dashboard > Timesheet > Clerical Finance, 919652-00, C, 30005, Office of VP of Finance & Strategy, Rate: \$18.000000". The main content area shows a calendar view for the pay period from 08/21/2022 to 09/03/2022, with a total of 19.00 hours. The calendar grid shows days from Sunday (28) to Saturday (3). A yellow circle highlights a right arrow button on the calendar grid. Below the calendar, there is a section for "Hours Worked" showing "7.00 Hours" and a "Total: 7.00 Hours" summary. A yellow arrow points to the "Preview" button at the bottom right of the interface.

6. Click the right arrow to move to the second week of the pay period and repeat the same process. When you have completed entering leave, click on “Preview” at the bottom right-hand corner.

7. The Time Sheet Detail Summary will display with several sections:

Timesheet Detail Summary

94339478, Knight, Drew 🖨️

Clerical Finance, 919652-00, C, 30005, Office of VP of Finance & Strategy, Rate: \$18.000000

Pay Period: 09/04/2022 - 09/17/2022 | 38.00 Hours | Pending Submitted On 08/30/2022, 11:03 AM

Time Entry Detail In Progress

Date	Earn Code	Shift	Total
09/05/2022	MTC, Hours Worked	1	6.00 Hours
09/06/2022	MTC, Hours Worked	1	6.00 Hours
09/07/2022	MTC, Hours Worked	1	7.00 Hours
09/13/2022	MTC, Hours Worked	1	6.00 Hours
09/14/2022	MTC, Hours Worked	1	7.00 Hours
09/15/2022	MTC, Hours Worked	1	6.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
MTC, Hours Worked	1	19.00	19.00	38.00 Hours
Total Hours		19.00	19.00	

Routing and Status

Name	Action	Date & Time
Knight, Drew	Originated	08/30/2022, 10:59 AM
Knight, Drew	Submitted	08/30/2022, 11:03 AM
Liston, Bethany F.	Pending Approval	

Comment (Optional):

Add Comment

2000 characters remaining

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.

Return
Submit

- a. **Time Entry Detail** – Shows discharged hours sorted by date and earn code.
- b. **Summary** – Details how many hours of each type were taken in the first and second week of the pay period.
- c. **Routing and Status** – Shows who has approved it and where it stands in the approval process.
- d. **Comment** – A field where you can type a comment if need be. For example, if you had to work on a holiday, you would type your explanation here.
- e. **Certify** – Checkmark this box to certify that information is correct before hitting submit.

Once you've finished reviewing, click submit in the bottom right-hand corner.