

**PLEASE NOTE: Employees are to log in to their Time Sheet or Absence Report every pay period, even if no hours are to be reported.**

## **WEB TIME ENTRY PROCESS - Log in to Self Service Banner:**



*Student Self Service*

[HELP](#) [EXIT](#)

### User Login

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

**Please Note: ID and your PIN is Case Sensitive.**

To protect your privacy, please Exit and close your browser when you are finished.

**Select "Forgot PIN" below if you have forgotten your Personal Identification Number (PIN):** This option will reset the PIN without you having to call for assistance. Then enter your Security Question along with the Answer to gain access to your information. Please limit your New PIN to 30 characters, no spaces, and do not use special characters (e.g. \*, #, @, etc.). Answer is case sensitive.

After 3 failed attempts to sign in you will need to contact the Help Desk at 541-440-7808 for assistance.

Please read the [UCC Information Technology Acceptable Use Policy](#)

Enter User ID Number (8xxxxxxxx), not User Name (jsmith01)  
*PIN for first time users is Date of Birth(MMDDYY)*

User ID:

PIN:

Login

Forgot PIN?

RELEASE: 8.7

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Click on “Employee” tab or on “Employee” in the list of selections in the middle of the screen:

**UCC**  
UMPKUA COMMUNITY COLLEGE

*Student Self Service*

Personal Information Student Financial Aid Faculty Services **Employee** Finance

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

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Welcome, Sue A. Cooper, to UCC Self Service System! Last web access on Apr 02, 2015 at 11:57 am

[Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Student](#)  
Apply for Admission, Register, View your academic records

[Financial Aid](#)  
View All Financial Aid information

[Faculty and Advisors](#)  
Enter Grades and Registration Overrides, View Class Lists and Student Information

**[Employee](#)**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

[Finance](#)  
Create or review financial documents, budget information, approvals.

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Click on "Time Sheet" in the list of choices:



[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#) [Finance](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Employee

[Time Sheet](#)

[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information, W2 Form.

[Jobs Summary](#)

[Leave Balances](#)

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Select "Access my Time Sheet" and then click on the "Select" button:



Personal Information Student Financial Aid Faculty Services **Employee** Finance

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[SITE MAP](#) [HELP](#) [EXIT](#)

## Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

### Selection Criteria

- My Choice**
- Access my Time Sheet:
  - Access my Leave Report:
  - Access my Leave Request:
  - Approve or Acknowledge Time:
  - Approve All Departments:
  - Act as Proxy:
  - Act as Superuser:

[Proxy Set Up](#)

RELEASE: 8.10

Select the proper pay period from the drop-down list and then click on "Time Sheet"

(Part-time employees who work in more than one position will have to select the position for which they are entering hours worked.)



Student Self Service

Personal Information Student Financial Aid Faculty Services **Employee** Finance

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

## Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
HR Systems Coordinator, C00351-0 Human Resources, 7100	<input checked="" type="radio"/>	Aug 01, 2015 to Aug 15, 2015 In Progress <input type="button" value="v"/>

RELEASE: 8.8

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The time sheet (for part-time employees) or “absence report” (for full-time employees) will open. Please make note of the deadline for submission (for full-time employees, the submission deadline is before the end of the pay period). To see non-showing days of the pay period, click on “Next”:



Student Self Service

Personal Information Student Financial Aid Faculty Services **Employee** Finance

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

### Time and Leave Reporting

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

#### Time Sheet

**Title and Number:** HR Systems Coordinator -- C00351-0

**Department and Number:** Human Resources -- 7100

**Time Sheet Period:** Aug 01, 2015 to Aug 15, 2015

**Submit By Date:** Aug 06, 2015 by 07:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 01, 2015	Sunday Aug 02, 2015	Monday Aug 03, 2015	Tuesday Aug 04, 2015	Wednesday Aug 05, 2015	Thursday Aug 06, 2015	Friday Aug 07, 2015
Vacation	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury_Duty_Pay	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Bereavement_Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

This following example is for a full-time employee recording an absence (exception time). Under the proper date and in the proper line for the reason for the absence, click on “Enter Hours”:



Search

### Time and Leave Reporting

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

**Time Sheet**

**Title and Number:** HR Systems Coordinator -- C00351-0  
**Department and Number:** Human Resources -- 7100  
**Time Sheet Period:** Aug 01, 2015 to Aug 15, 2015  
**Submit By Date:** Aug 06, 2015 by 07:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 01, 2015	Sunday Aug 02, 2015	Monday Aug 03, 2015	Tuesday Aug 04, 2015	Wednesday Aug 05, 2015	Thursday Aug 06, 2015	Friday Aug 07, 2015
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury_Duty_Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement_Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

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

# After clicking "Enter Hours" then fill in the number of hours and then click "Save":



Search

## Time and Leave Reporting

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

### Time Sheet

**Title and Number:**

HR Systems Coordinator -- C00351-0

**Department and Number:**

Human Resources -- 7100

**Time Sheet Period:**

Aug 01, 2015 to Aug 15, 2015

**Submit By Date:**

Aug 06, 2015 by 07:00 PM

**Earning:**

**Date:**

**Shift:**

**Hours:**

Vacation  
Aug 03, 2015

1  
4

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 01, 2015	Sunday Aug 02, 2015	Monday Aug 03, 2015	Tuesday Aug 04, 2015	Wednesday Aug 05, 2015	Thursday Aug 06, 2015	Friday Aug 07, 2015
Vacation	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury_Duty_Pay	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Bereavement_Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



# The hours entered will now be placed into your time sheet (or "absence report"):



Search

## Time and Leave Reporting

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

### Time Sheet

**Title and Number:** HR Systems Coordinator -- C00351-0  
**Department and Number:** Human Resources -- 7100  
**Time Sheet Period:** Aug 01, 2015 to Aug 15, 2015  
**Submit By Date:** Aug 06, 2015 by 07:00 PM

**Earning:** Vacation  
**Date:** Aug 03, 2015  
**Shift:** 1  
**Hours:**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 01, 2015	Sunday Aug 02, 2015	Monday Aug 03, 2015	Tuesday Aug 04, 2015	Wednesday Aug 05, 2015	Thursday Aug 06, 2015	Friday Aug 07, 2015
Vacation	1	0	4		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">4</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury_Duty_Pay	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Bereavement_Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			4		0	0	4	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Employees who work in more than one position will need to select appropriate position (“Position Selection” button) for which they are entering hours; information or explanation can be given by clicking “Comments” and typing in a message; clicking on “Preview” gives a different view that will show the entire pay period in one screen; if hours are entered incorrectly, employee can start over by clicking “Restart”; and there is either a “Next” button or a “Previous” button, depending on which part of the pay period is currently being viewed.



**Please click “Submit for Approval” only after you have verified that your entry is complete and correct.** Submitting for approval includes an electronic signature process for the employee to certify that time entered represents a true and accurate record of time. Once certified by electronic signature, the following fields will be updated:

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

If the Approver discovers something to be changed, the Approver will be able to return the time sheet for correction.