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)



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:

ACCESSIBILITY SITE MAP HELP EXIT



Main Menu

Search

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

Go

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:



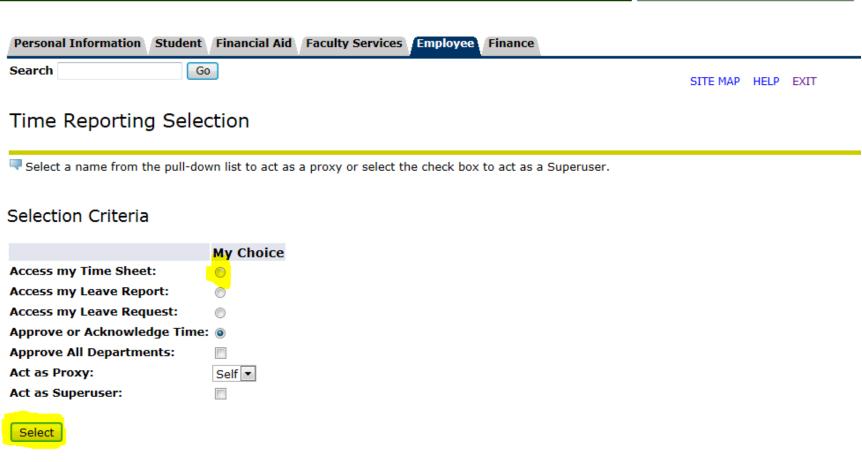
Personal Information Student Financial Aid Faculty Services Employee Fin	nance	
Search Go	RETURN TO MENU SITE MAP HELP EXIT	
Employee		
Time Sheet		
Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.		
Pay Information Direct 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:





RELEASE: 8.10

Proxy Set Up

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.)



Personal Information Student Financial Aid F	aculty Services Employee Finance								
Search Go	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	Aug 01, 2015 to Aug 15, 2015 In Progress								
Time Sheet									
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":

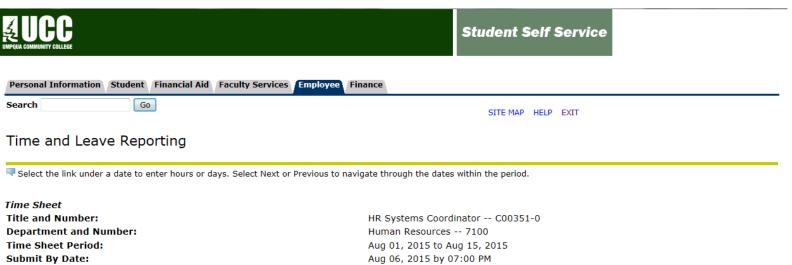
EUCC IMPQUA COMMUNITY COLLEGE									Student Self Service					
Personal Information	Stud	ent Financial Aid	Facu	lty Servi	ces Employee	Finance								
Search		Go						5	SITE MAP HELP	EXIT				
Time and Leave Reporting														
Select the link unde	r a date	to enter hours or	days. Se	elect Nex	t or Previous to	navigate through	the dates wit	hin th	ne period.					
Time Sheet Title and Number:						HR Systen	ns Coordinat	or	C00351-0					
Department and N Time Sheet Period		r:					esources 7 015 to Aug 1		015					
Submit By Date:	•						015 to Aug 1 015 by 07:0							
Earning	Shift	Default Hours or Units	Total Hours			Sunday Aug 02, 2015	Monday Aug 03, 201		Tuesday Aug 04, 2015	Wednesday Aug 05, 2015	Thursday Aug 06, 2015	Friday Aug 07, 2015		
Vacation	1	O	c		Enter Hours				Enter Hours					
Sick Leave	1	O	c		Enter Hours	Enter Hours	Enter H	lours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Personal Leave	1	O	C		Enter Hours	Enter Hours	Enter H	lours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours		
Jury_Duty_Pay	1	O	C		Enter Hours	Enter Hours	Enter H	lours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours		
Bereavement_Leave	1	C	c		Enter Hours	Enter Hours	Enter H	lours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Total Hours: 0 0 0								0	0	C	0	0		
Total Units: 0 0 0								0	0	C	0	0		
	Position Selection Comments Preview Submit for Approval Restart Next Submitted for Approval By:													

Waiting for Approval From:

Page 6 of 10

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":



Earning	1	Default									Friday
		Hours or Units	Hours	Units	Aug 01, 2015	Aug 02, 2015	Aug 03, 2015	Aug 04, 2015	Aug 05, 2015	Aug 06, 2015	Aug 07, 2015
<mark>Vacation</mark>	1	0	0		Enter Hours						
Sick Leave	1	0	0		Enter Hours						
Personal Leave	1	0	0		Enter Hours						
Jury_Duty_Pay	1	0	0		Enter Hours						
Bereavement_Leave	1	0	0		Enter Hours						
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				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:

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



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

Personal Information Student Financial Aid Faculty Services Employee Finance											
Search		Go						SITE MAP HELP	EXIT		
ïme and Leave Reporting											
Select the link under	r a date	e to enter hours or	days. Se	lect Ne	ext or Previous to	navigate through	the dates within t	he period.			
Time Sheet											
Title and Number:						HR System	s Coordinator	C00351-0			
Department and N	umbe	r:				Human Res	sources 7100				
Time Sheet Period:	:					Aug 01, 20	15 to Aug 15, 2	015			
Submit By Date:						Aug 06, 20	15 by 07:00 PM				
Earning:					Vacation						
Date:					Aug 03, 2	2015					
Shift:					1	_					
Hours:					4						
Save Copy Acco	unt Dis	tribution									
Earning	Shift	Default				Sunday		Tuesday			Friday
Vacation	1	Hours or Units	Hours	Units	Aug 01, 2015	Aug 02, 2015	Aug 03, 2015	Aug 04, 2015	Aug 05, 2015	Aug 06, 2015	Aug 07, 2015
		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
Total Hours:		0		0	0	0	0	0	0	C	
Total Units:				0	0	0	0	0	0	0	C

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



om der comment i correct											
Personal Information	Stud	lent Financial Aid	Facu	lty Serv	vices Employee	Finance					
Search		Go						SITE MAP HELP	EXIT		
Time and Lea	ve R	eporting									
Select the link under	r a date	e to enter hours or	days. S	elect Ne	ext or Previous to	navigate through	the dates within t	the period.			
Title and Number: Department and Number: Human Resources 7100 Time Sheet Period: Submit By Date: Earning: Date: Aug 01, 2015 to Aug 15, 2015 Aug 06, 2015 by 07:00 PM Earning: Vacation Date: Shift: Hours: Aug 03, 2015 Save Copy Account Distribution											
Earning	Shift	Default Hours or Units	Total Hours		Saturday Aug 01, 2015		Monday Aug 03, 2015	Tuesday Aug 04, 2015	Wednesday Aug 05, 2015	Thursday Aug 06, 2015	Friday Aug 07, 2015
Vacation	1	C	4	1	Enter Hours	Enter Hours	4	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	C) ()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1	C	0)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury_Duty_Pay	1	C	0)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement_Leave	1	C	0)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			4	1	C	0	4	0	0	0	c

Total Units:

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.