



Hourly Calendar Timesheet Entry Effective January 1, 2017



Frequently Asked Questions

Q: What if I don't see the appropriate time sheet?

A: Contact the Payroll office

Q: Where do I enter my overtime?

A: It is not necessary to enter overtime as it is automatically calculated based on regular and other eligible hours.

Q: Can I use the Comments field?

A: Yes, you can use the Comments field for any additional information for your manager. Please keep in mind these comments should not reflect any private information or violate any HIPAA laws.

Q: How do I correct a timesheet I've already submitted?

A: Return for correction

Q: How do I know my timesheet has been successfully submitted?

A:

Q:

A:

Quick Reference Card

Changes effective January 1, 2017

- Hourly employee timesheets will now reflect 1-15th of the month and the 16th through the last day of the month. Dates for submitting the timesheets (as well as approving) will be adjusted.
- Bereavement and Jury Duty categories have been added for appropriate time entry.

How do I access my timesheet?

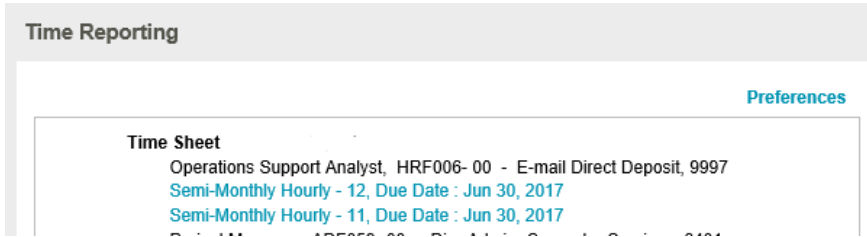
- Log into MyJCCC. Located in the Employee tab on the left, "Time Sheet" with the available timesheet pay period links will be displayed.

Resources

- **Payroll Office**
GEB 154, Box 44
Payroll.dept@jccc.edu
Ext. 3263
- For timesheet submission and approval dates, please reference the payroll calendar [xxxxx\jccc.edu](#)

How do I enter time?

1. Log into MyJCCC and click on the employee link.
2. Time sheets are located under Time Reporting on the left side of the webpage.



3. Click on the appropriate week to begin entering time worked.
4. Click on "Enter Hours" on the appropriate earnings line and enter the appropriate number of hours. Click Save.

Time Sheet

To view your leave balances, please navigate to Employee > Time Off Current Balances and History.

To begin, click Enter Hours link under the date in the appropriate Earning category. Enter the time in the Hours field and click the Save button. Please use the "Next" or "Previous" button to display additional days in leave period. After completing the entry for the leave period, please click "Submit for Approval".

If you do not see a pay period displayed, please contact Payroll at (payroll.dept@jccc.edu) or ext. 3263.

Time Sheet
Title and Number: Operations Support Analyst -- HRF006-00
Department and Number: E-mail Direct Deposit -- 9997
Time Sheet Period: Jun 01, 2017 to Jun 15, 2017
Submit By Date: Jun 30, 2017 by 12:00 PM

Earning: Regular Earnings
Date: Jun 01, 2017
Shift: 1
Hours: 8.00 x

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Jun 01, 2017	Friday Jun 02, 2017	Saturday Jun 03, 2017	Sunday Jun 04, 2017	Monday Jun 05, 2017	Tuesday Jun 06, 2017	Wednesday Jun 07, 2017
Regular Earnings	1	87.33	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

(continued on Page 3)

How do I enter time? (continued)

5. To view the next week, click Next at the bottom



Import