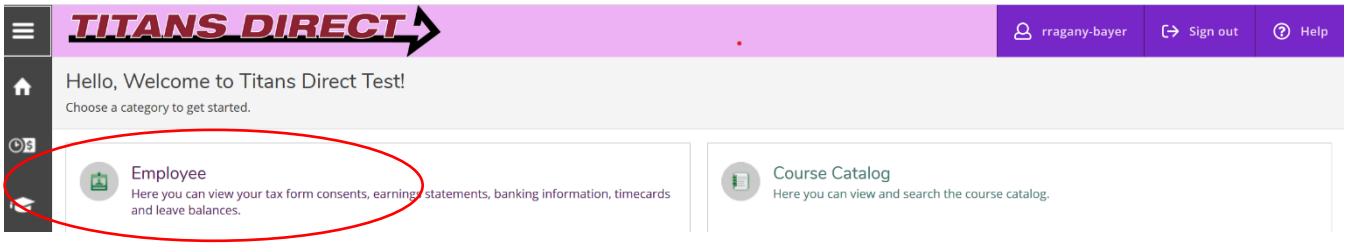
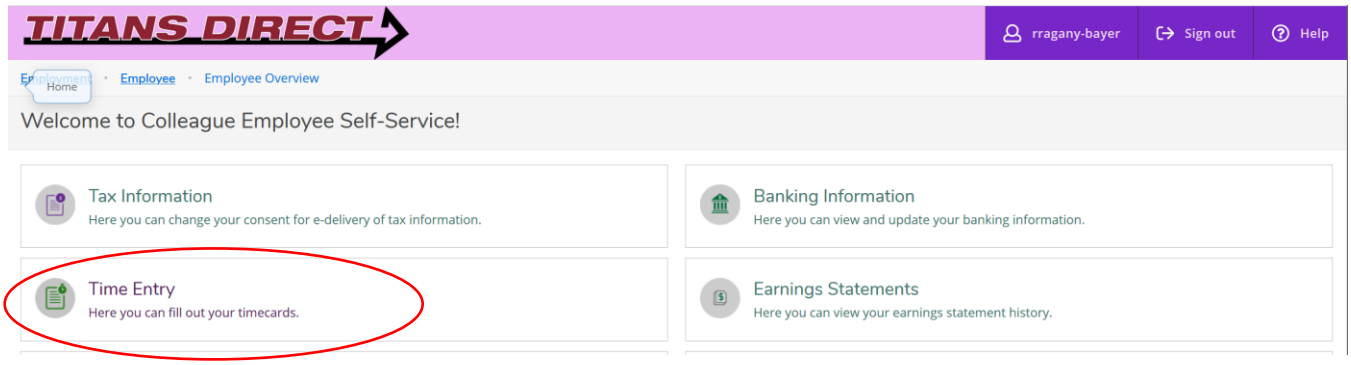
Self Service Time Accounting User Guide
Instructions for Users Completing Electronic Timesheets

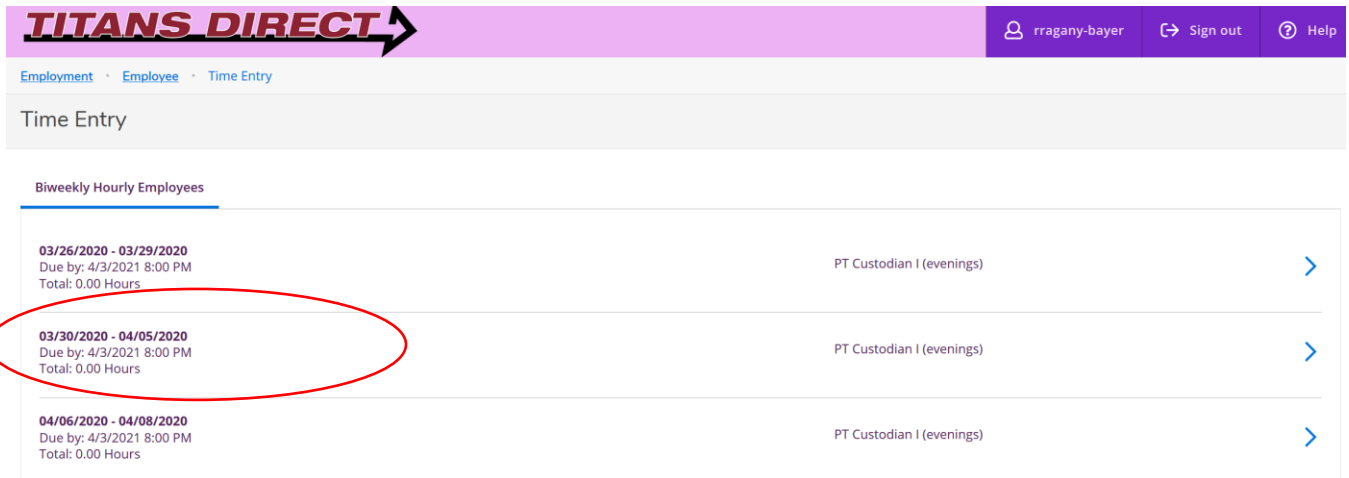
Accessing Your Electronic Timesheet

1. Sign in to Titan's Direct using your school credentials
2. Select ***Employee*** and then ***Time Entry*** to access your timesheets

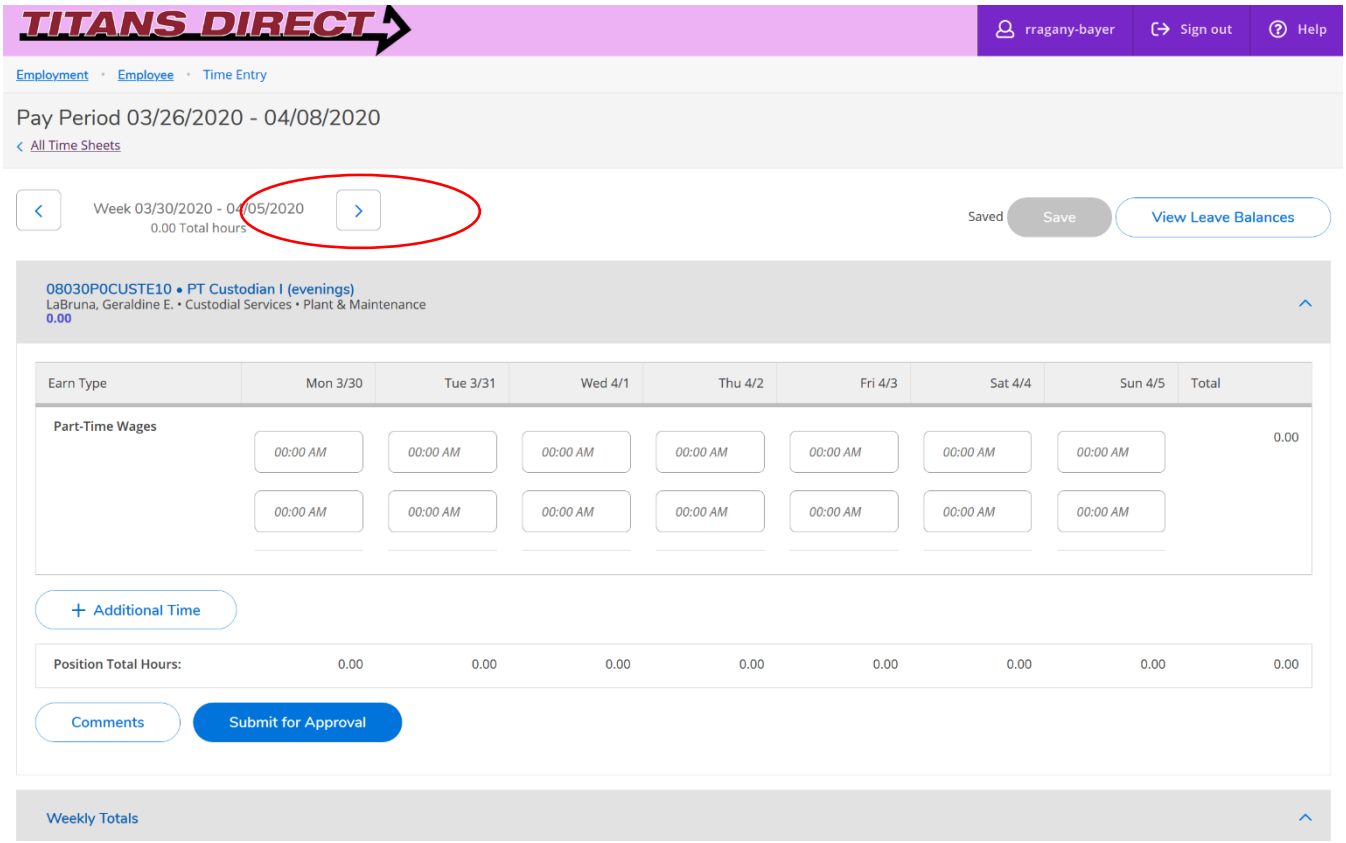




3. Select the time sheet for the current pay period you want to enter your time.

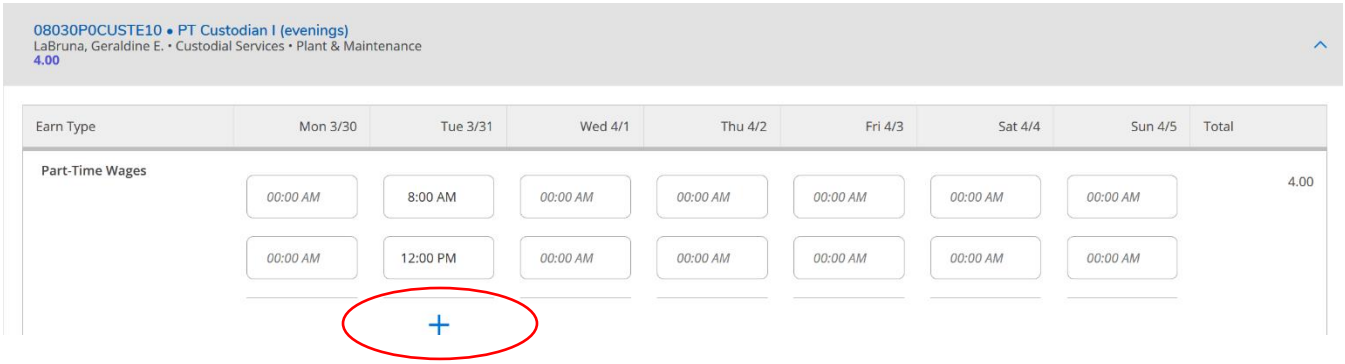


4. When you have selected the time sheet for the pay period you want to complete, you will see the following screen. Here you will enter the time you started and ended your work time for each day. The screen displays one week at a time. To get to the second week in the pay cycle, click on the arrow to move to the next week.

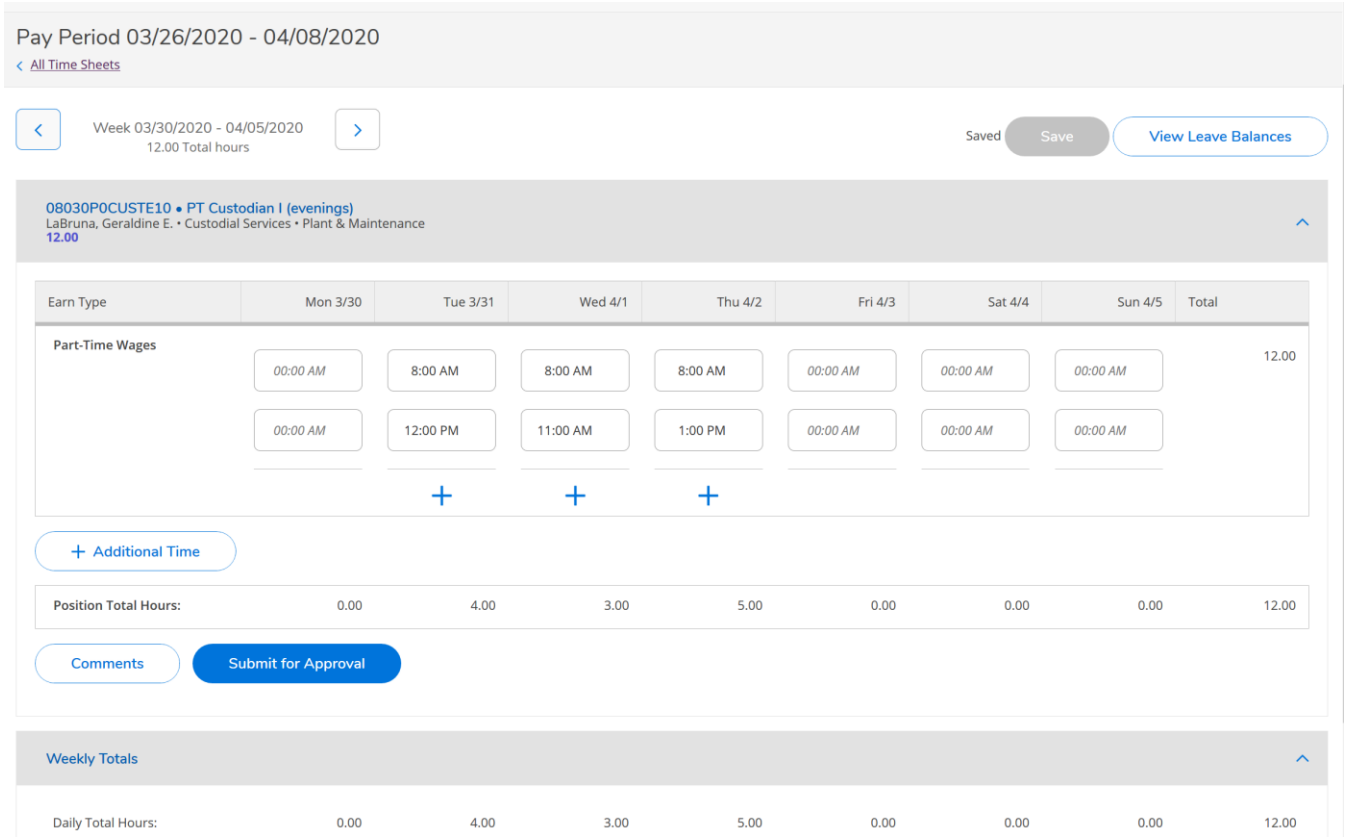


Entering Time Worked

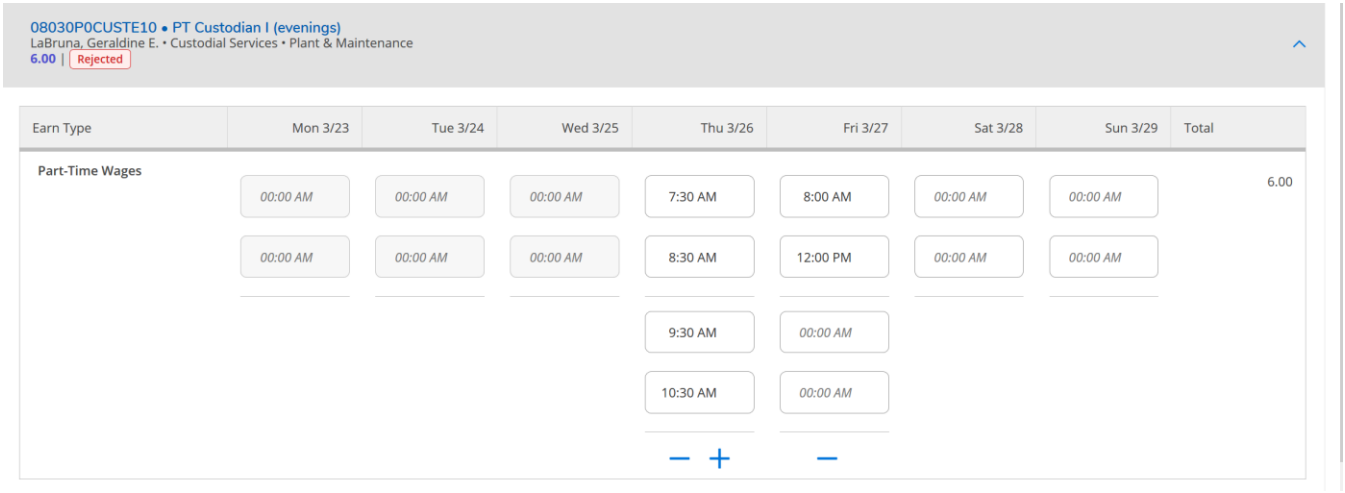
5. To enter time, click on the top box under the day you worked and enter the time you started and click on the bottom box to enter the time you ended your shift. In the example below, time is shown that you worked from 8:00 am to 12:00 pm on Tuesday, March 31. Repeat for each day you work. After you have entered your time, click on the SAVE button to save your entries to the system. If you forget, the system periodically saves your entries but may not capture the latest changes if you leave the screen before it does an update. So, always click on the SAVE button to be sure your entries are saved.



As shown below, as you enter time into your time sheet, the total hours for each day will appear at the bottom and the total hours for the week will appear on the right. The total hours worked in the position for the pay period will appear in the lower right.



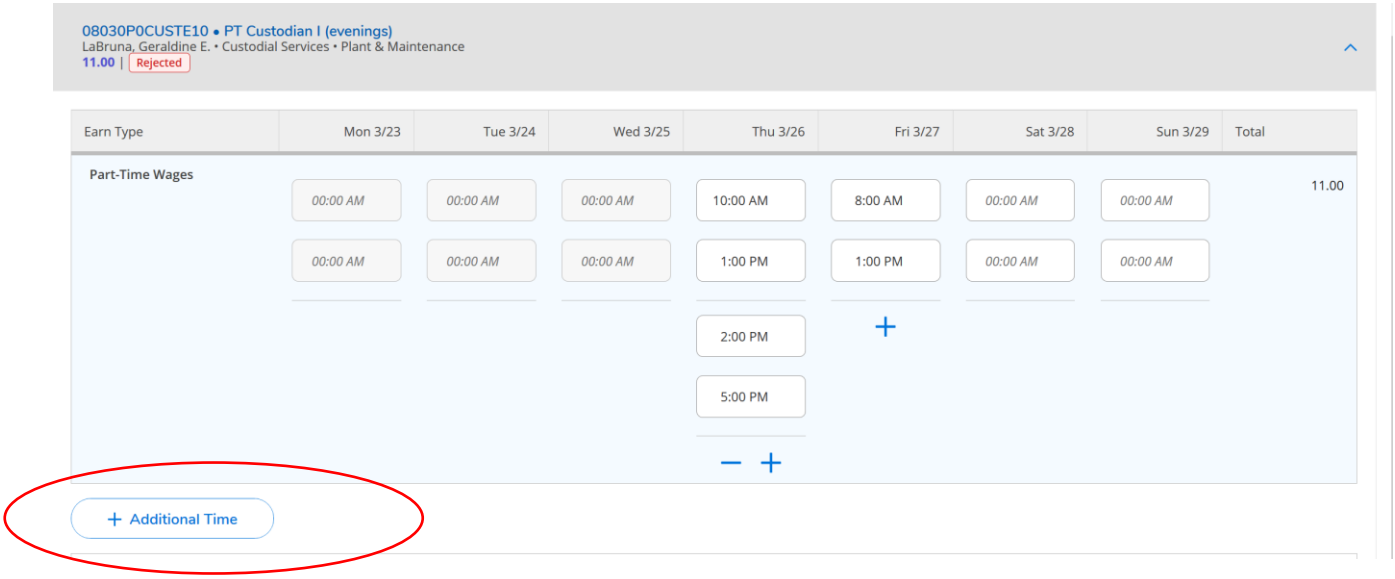
6. When entering time, please adhere to the following time entry conventions:
    - Enter only actual hours worked.
    - Daily entry is recommended.
    - Boxes appear in pair vertically below each date.
    - The top box is for your start time and bottom box is for your end time.
    - When entering the time, you must indicate am or pm.
    - Time must be entered in 30 minute increments eg. 8:02 am should be entered as 8:00 am. 8:22 am should be entered as 8:30 am.
    - For students, time may be entered in 15 minute increments.
    - Leave the date entry blank if you did not work a particular day.
    - When you take an unpaid meal break, this must be recorded. To do so, select the + hour on that day and a new set of boxes will drop down to enter. It would look like this:



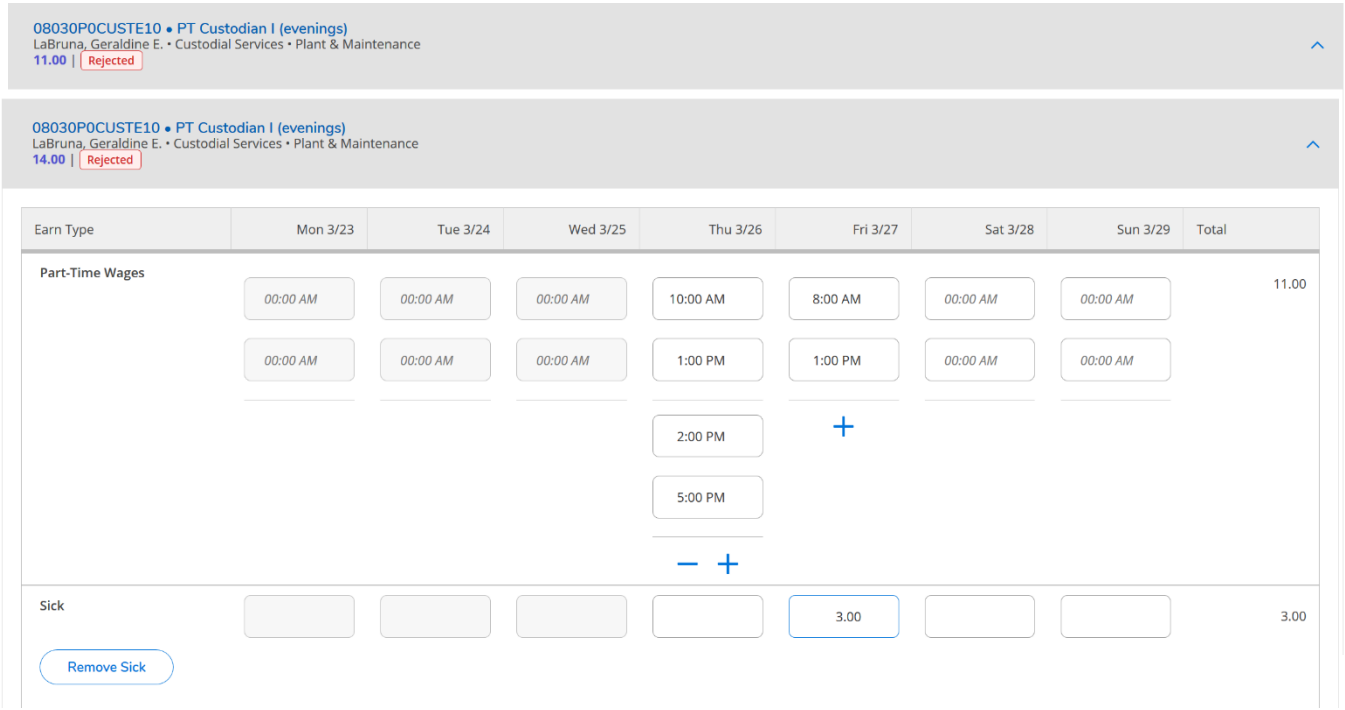
7. Repeat entering time each day you work. It is recommended that you do this after each day, but you can do less frequently. You just need to remember to input the correct time and complete and submit your time sheet for approval by the end of the pay period.

Taking Sick Time

As a part time employee, you earn sick time based on the number of hours worked each pay period. If you need to take this time, click on the **+ Additional Time** button on the lower left side of the screen, you will be prompted to select **Choose Earn Type.**



By selecting the down arrow, **Sick** will appear. When selected, an additional row of boxes will appear. Enter the hours taken for the correct day.



The example below shows that 3 hours were taken on Friday, March 27. The employee worked 5 hours that day but then went home sick and applied 3 hours of sick time from their leave bank.

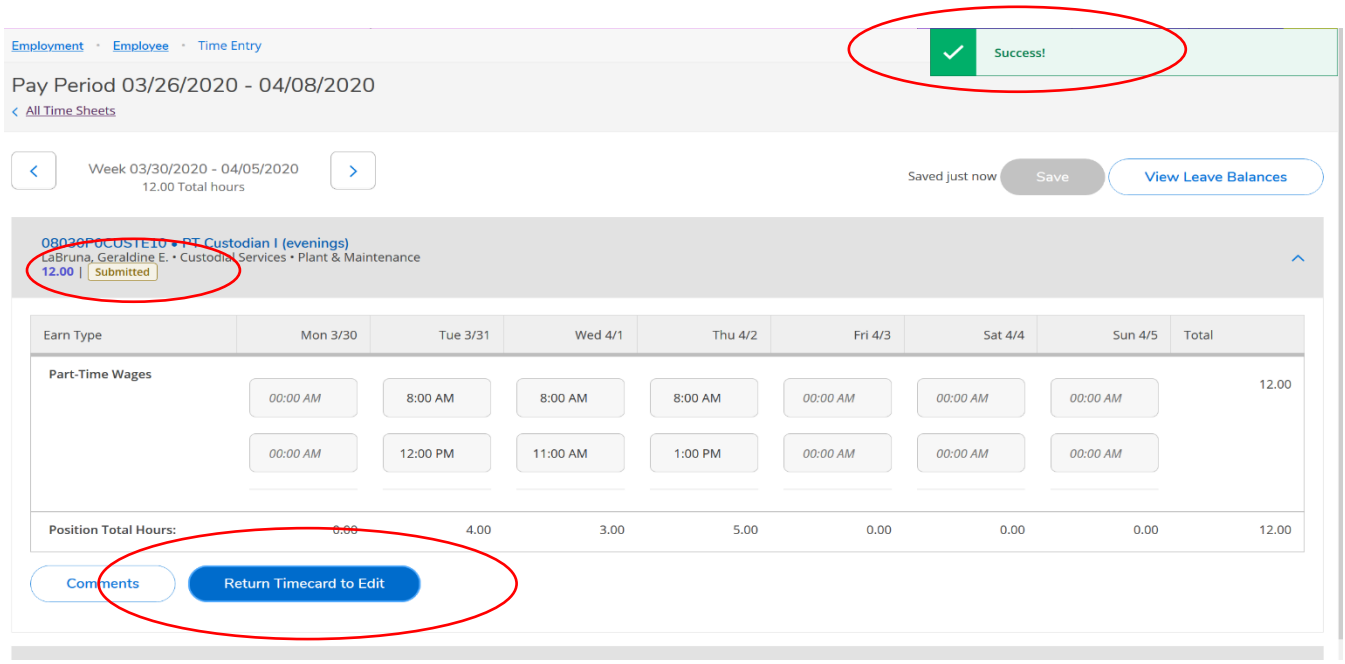
Submitting Your Time Sheet for Approval

8. To submit your time sheet for approval, you just need to submit the **SUBMIT FOR APPROVAL** button. You will also see a comment button. This button is NOT for employees' use. This button is used by supervisors only if they need to return a time sheet for correction or to make special notations. If your supervisor does enter a comment when they are reviewing your time sheet, you will receive an email in your CCM inbox.

9. After you have submitted your time sheet for approval, three changes will appear. On the top right of the screen, you will see that it indicates **Submitted** next to the hours for the pay period. This confirms that you did submit your time sheet to your supervisor. On the top right, **SUCCESS** will appear. Also, you will see the button that you clicked to submit your time sheet change to become **Return Timecard to Edit**. This option is available only if the dates of the pay period have not passed. If necessary, you can select this button if you need to make a change to your timesheet eg. you submitted it too early and forgot to input all your time. Or, if you have submitted your time sheet to your supervisor and an adjustment needs to be made, your supervisor may return it to you for editing.

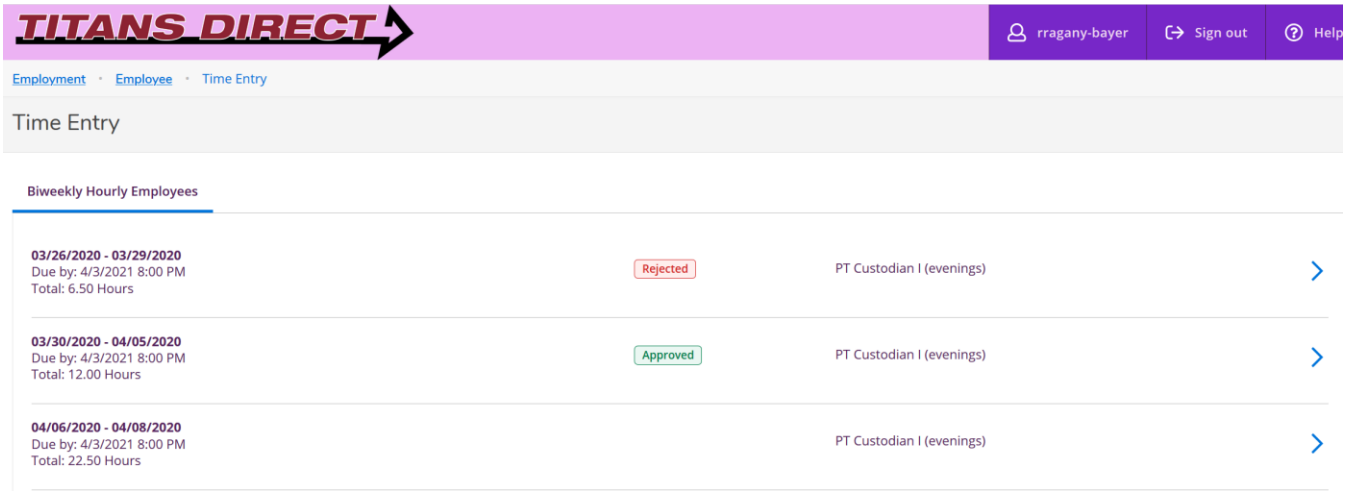
   You may ONLY edit your time sheet while the pay period is open for you to make changes. If this date has passed, you will need to contact your supervisor and ask them to make the changes on your behalf. If they do this, they should indicate their adjustments by writing a comment on your time sheet which you will receive as an email for your records.

Employees must complete and submit their time sheet by Wednesday of the week you are paid.



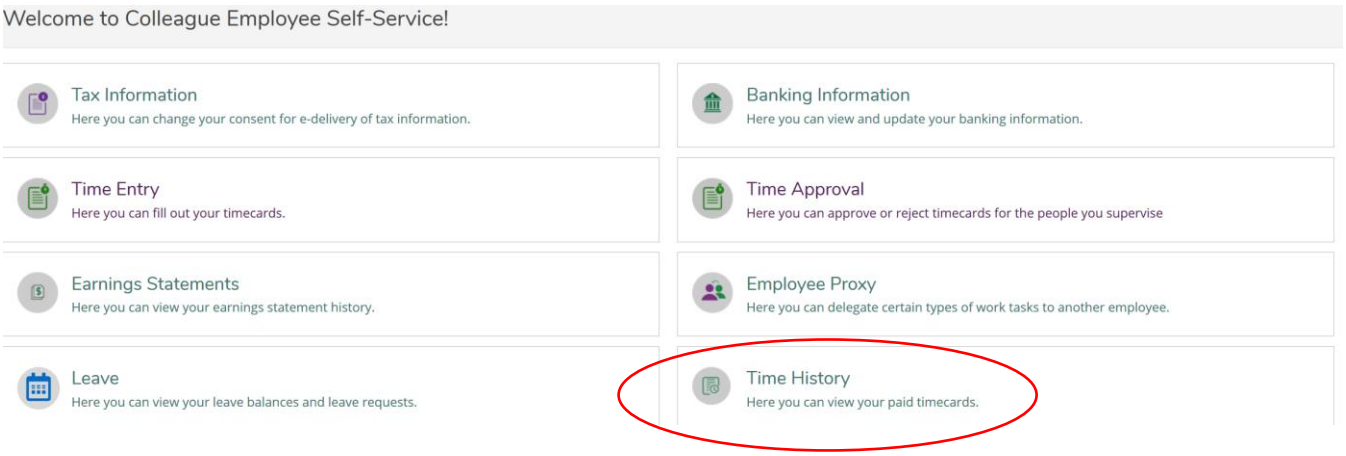
10. Your supervisor will receive an email from the system advising them that you have submitted your time sheet for their review. Following your supervisor's review, they will either approve time sheet or return it for further editing if necessary. This will generate an email to you advising you of the disposition of the time sheet. If the window of time for you to make edits has closed, your supervisor will make the changes and advise you they did in the comments section.

Your screen in Self Service would also show the status of your time sheet as shown below:

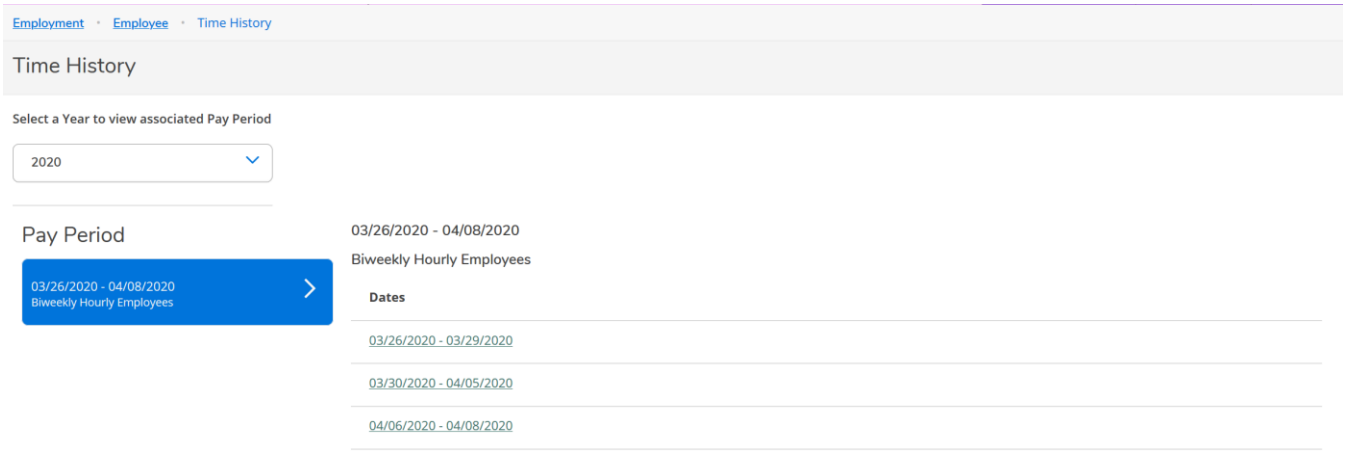


Reviewing Prior Time Sheets

11. Employees also may review prior completed time sheets. This option can be found on the main menu of the Colleague Employee Self Service under Time History.

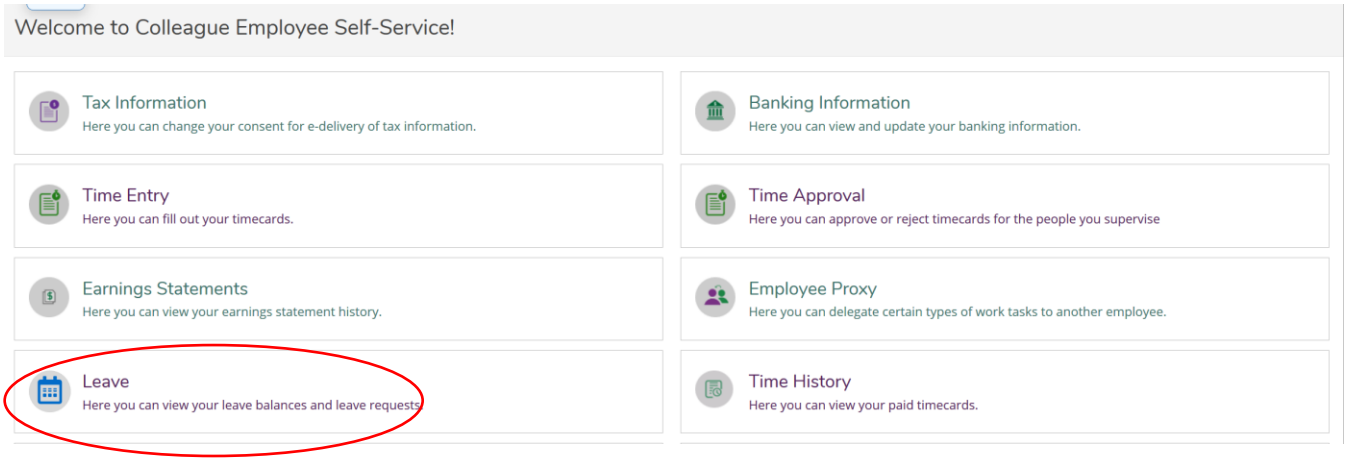


The following screen would appear and you may select the time sheet for the pay period you want to view.



Checking Leave Balances

12. Employees earn time based on their position with the college. Part time employees earn sick leave time with the processing of each payroll and their balances are current as of the pay date. Please check the paid sick leave policy on guidelines for using this paid leave. To check your balance, this information can be found on the main menu of the Self Service menu as shown below.



Select Leave and the following screen will open and you will be able to see your current leave balance information.

Additional Information

Time sheets should be completed by employees and submitted to their supervisor by the end of Wednesday before pay day. Your supervisor is required to review and finalize by that Friday.

The Self Service Time Entry module is easy to use and intuitive. However, if you have questions when completing your time sheet, we encourage you to first ask your supervisor or contact either of the following departments of the college:

Payroll@ccm.edu
HumanResources@ccm.edu

Thank you.