

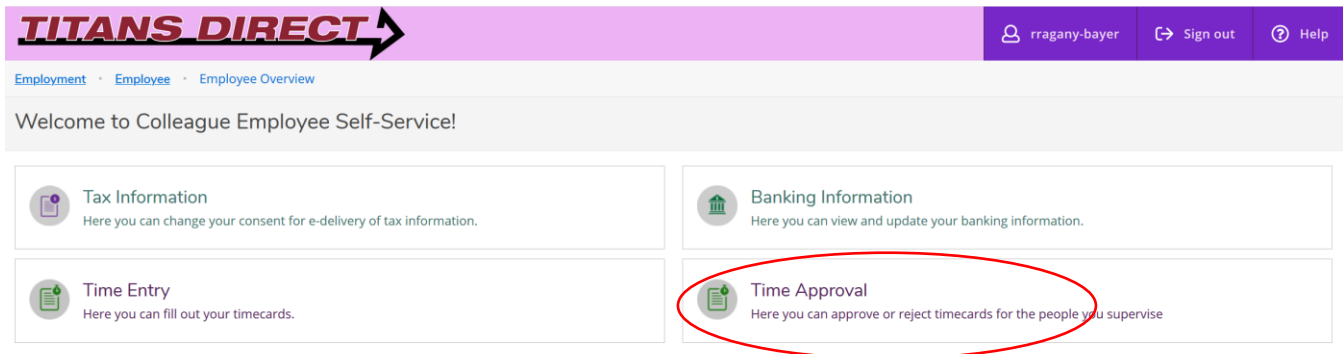
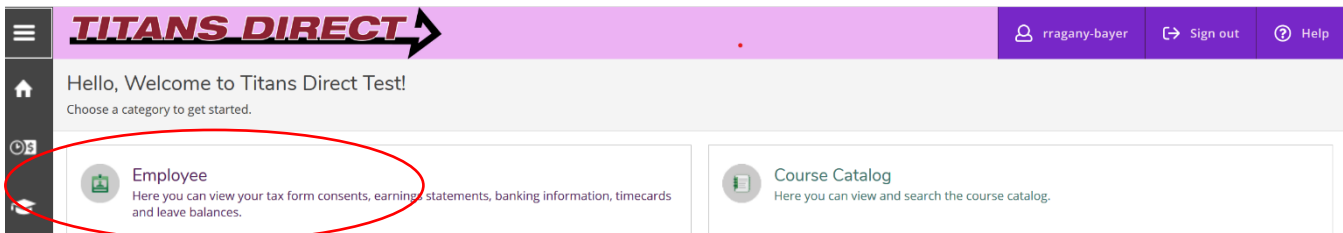
# Self Service Time Accounting User Guide

## Instructions for Supervisors Approving Electronic Timesheets

At the end of each pay period, all part-time employees will submit their completed time sheet electronically via Self Service to their supervisor who will receive an email advising them that the time sheet is ready for review. If you have more than one employee reporting to you, you do not need to approve them until you have received all or most of them. However, you must review and approve all time sheets for employees in your area by the payroll deadline which is the Friday of pay week.

### Accessing Your Employees' Timesheets

1. When you are ready to review and approve, access Titans Direct with your college credentials.
2. Select **Employee** and then select **Time Approval** to access the timesheet for the person's time sheet you want to review.



3. Select the time sheet for the current pay period you want to enter your time. When the time sheet has been completed by the employee, the **Status** will say **Submitted for Approval**. This time sheet is ready for your review. If the status says **Not Complete**, the employee is still working on their sheet eg. there are still days in the pay period. You can still review it if you want. This may be helpful when employees are new and you want to check they are inputting their information correctly. But, unless there is a special circumstance, you should not approve it until the employee completes and submits it to you.
4. To review and approve this time sheet, select the **three dots** just above **View** which on the right hand side of the time sheet as shown below.

**TITANS DIRECT** rragany-bayer Sign out Help

Employment · Employee · Time Approval

### Time Approval

Biweekly Hourly Employees

Time Sheets	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours				
Jennings, Andrea - [REDACTED]										
04/17/2020-04/22/2020	4/22/2021 8:00 PM	<span>⊘</span> No Time Entered	0.00	0.00	0.00	0.00	✓ Approve	⚠ Reject	💬 Comments	⋮ View
04/09/2020-04/16/2020	4/16/2021 8:00 PM	<span>⊘</span> Not Complete	14.75	8.75	0.00	6.00	✓ Approve	⚠ Reject	💬 Comments	⋮ View

5. When the time sheet opens, you will see the dates the employee worked. One week is display at a time. To see the next week, you would need to click the arrow as shown below to move to the next week

Earn Type	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Sun 4/12	Total
Part-Time Wages	00:00 AM	00:00 AM	00:00 AM	1:15 AM	11:00 AM	00:00 AM	5:30 AM	8.75
	00:00 AM	00:00 AM	00:00 AM	5:15 AM	1:00 PM	00:00 AM	8:15 AM	
				+	+		+	
Sick					2.00	4.00		6.00
<a href="#">Remove Sick</a>								
Position Total Hours:	0.00	0.00	0.00	4.00	4.00	4.00	2.75	14.75

For the employee above this time sheet shows they entered time as follows:

- A. Thursday, 4/9 – worked 4 hours
- B. Friday, 4/10 – worked 2 hours and used 2 hours sick time
- C. Saturday, 4/11 – scheduled to work but did not come in and used 4 hours of sick time
- D. Sunday, 4/12 – worked 2.75 hours

**If this is correct and the time sheet is complete**, you would select the **Approve** button as shown below. This action will send an email to the employee advising them that their time sheet is approved. The time sheet is now ready for Payroll processing.

If the time sheet is not correct, you can either:

- a. Make the necessary edits directly to the time sheet. Once you have made the changes, select the **Other Actions** button and a drop down menu will appear. Select **Comments** and advise the employee what you changed and the reason for the changes. After you have entered and sent the comments to your employee, you will again select the **Other Actions** button to approve the time sheet.
- b. If you want the employee to make the necessary edits and it is still within the pay period that they can made changes, you can choose to return the time sheet to the employee. To do this, select the **Other Actions** button, select **Comments** and advise the employee why you want them to make corrections. Then select the **Other Actions** button again and select **Reject** to return the time sheet to the employee for correction.

Week 04/09/2020 - 04/12/2020  
14.75 Total hours  
Submitted

08030POCUSTE10 • PT Custodian I (evenings)  
Ragany-Bayer, Rita • Custodial Services • Plant & Maintenance  
14.75 | Submitted

Other Actions

- Approve
- Reject
- Comments

Earn Type	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Sun 4/12	Total
Part-Time Wages	00:00 AM	00:00 AM	00:00 AM	1:15 AM	11:00 AM	00:00 AM	5:30 AM	8.75
	00:00 AM	00:00 AM	00:00 AM	5:15 AM	1:00 PM	00:00 AM	8:15 AM	
Sick					2.00	4.00		6.00

Week 04/09/2020 - 04/12/2020  
14.75 Total hours  
Submitted

08030POCUSTE10 • PT Custodian I (evenings)  
Ragany-Bayer, Rita • Custodial Services • Plant & Maintenance  
14.75 | Submitted

Comments

PT Custodian I (evenings)

Please enter your time in half hour increments.

Send









Close

Earn Type	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Sun 4/12	Total
Part-Time Wages	00:00 AM					00:00 AM	5:30 AM	8.75
	00:00 AM					00:00 AM	8:15 AM	
Sick					2.00	4.00		6.00

## Proxy Access

- As a supervisor, you are responsible for signing off on your employees' time sheets. In the event you are not able to review and approve time sheets, eg. vacation, leave of absence, etc., you may designate someone else as Proxy who will be able to approve the time sheets on your behalf. To designate another employee as Proxy, go to the Employee Screen in Titan's Direct and select **Employee Proxy**. You may only add valid employees to be proxy.


Welcome to Colleague Employee Self-Service!

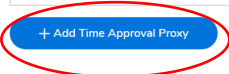
 <b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	 <b>Banking Information</b> Here you can view and update your banking information.
 <b>Time Entry</b> Here you can fill out your timecards.	 <b>Time Approval</b> Here you can approve or reject timecards for the people you supervise
 <b>Earnings Statements</b> Here you can view your earnings statement history.	 <b>Employee Proxy</b> Here you can delegate certain types of work tasks to another employee.
 <b>Leave</b> Here you can view your leave balances and leave requests.	 <b>Time History</b> Here you can view your paid timecards.

- When selecting this button, a listing of existing Proxys may appear. If no employees are currently Proxy, you may designate a new Proxy by selecting the **+Add Time Approval Proxy** button. Type in the employee's name.

Employee Proxy



Add Proxy

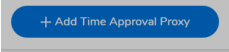
Employee	Proxy Access	Effective Date	End Date	
 Krinkles Denaro Saum	Time Approval	7/8/2020		



Employee Proxy


Add Proxy

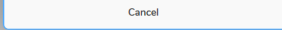

Employee	Proxy Access	Effective Date	End Date	
 Krinkles Denaro Saum	Time Approval	7/8/2020		



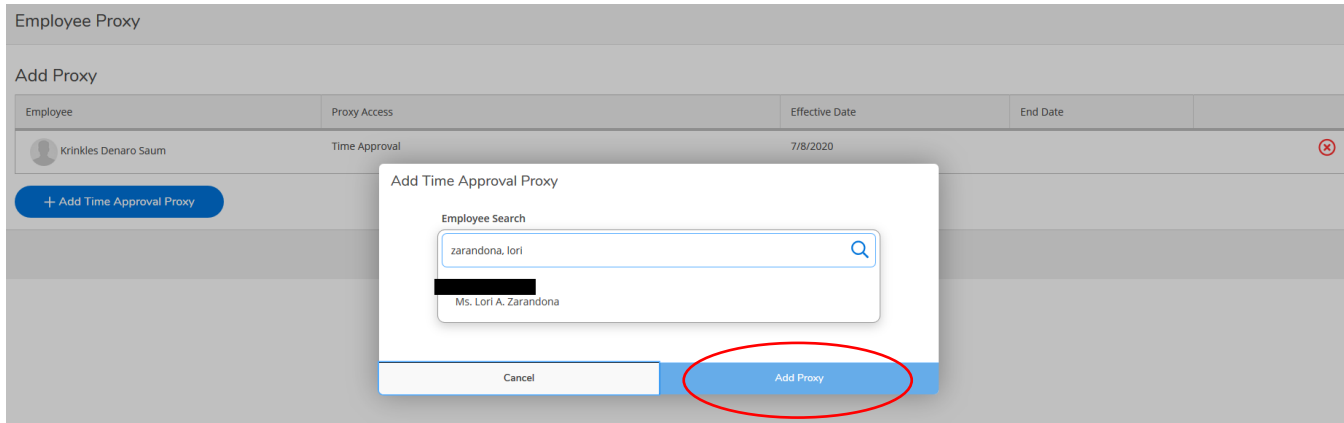
Add Time Approval Proxy

Employee Search

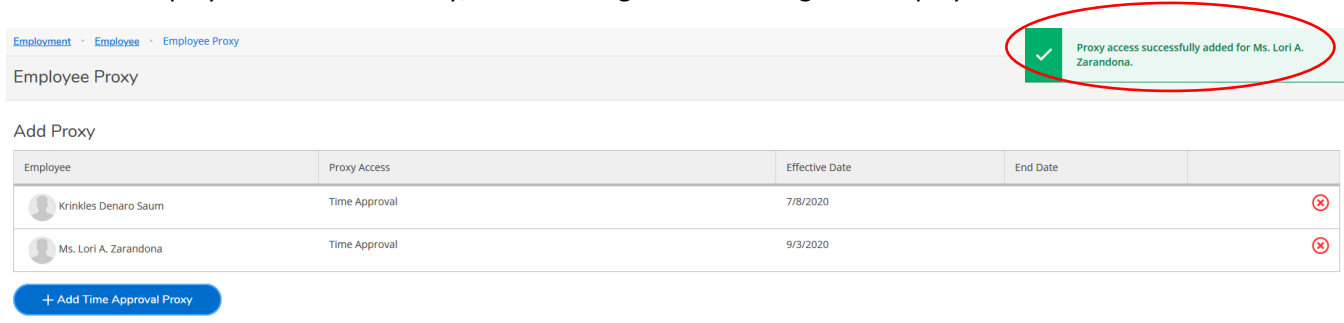


8. Once the person's name has been added, they will receive an e-mail from the system advising them that they were added. The employee designated as proxy should now access the system to make sure they have the proper credentials. If they do not have access, they should contact Payroll or Human Resources. The screen shown below shows the notification that the user has been designated as a Proxy in the system.

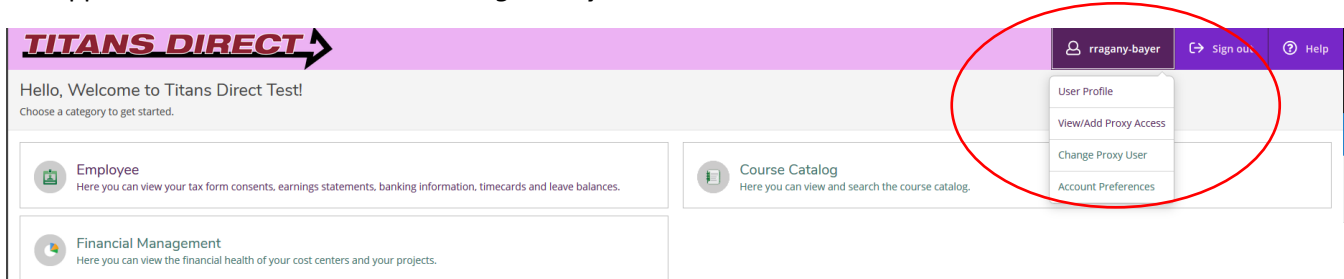


When the employee is added as Proxy, the following screen message will display.

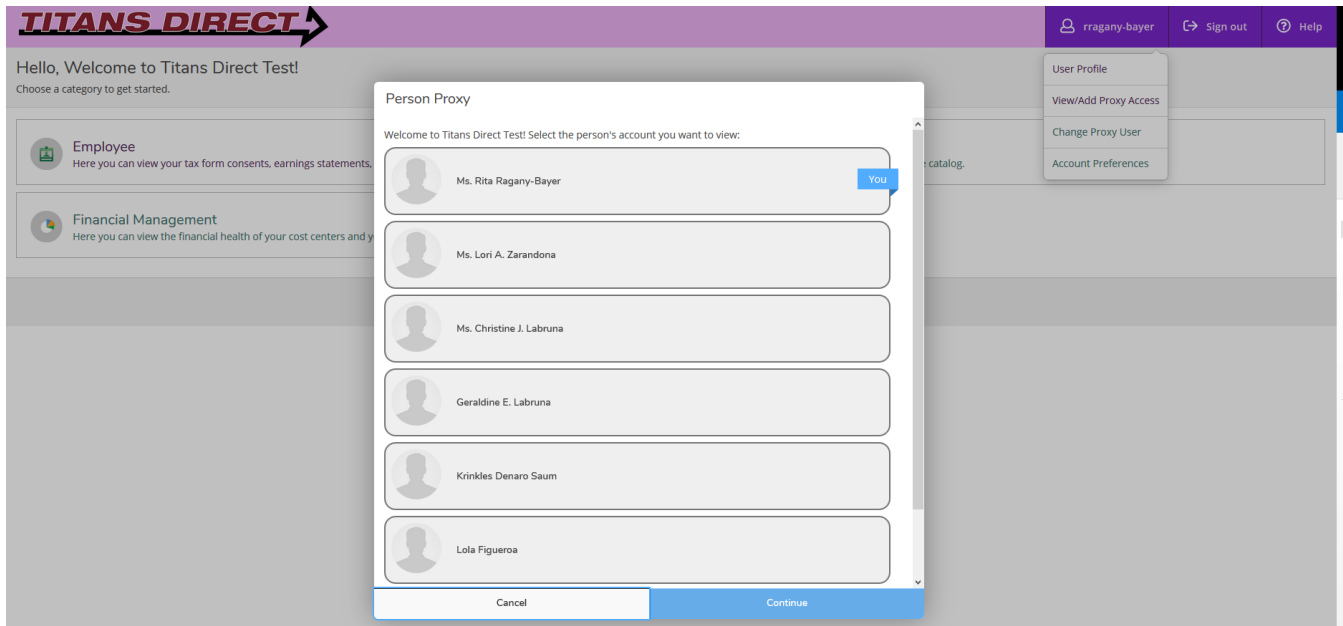


### Time Approval by Proxy Users

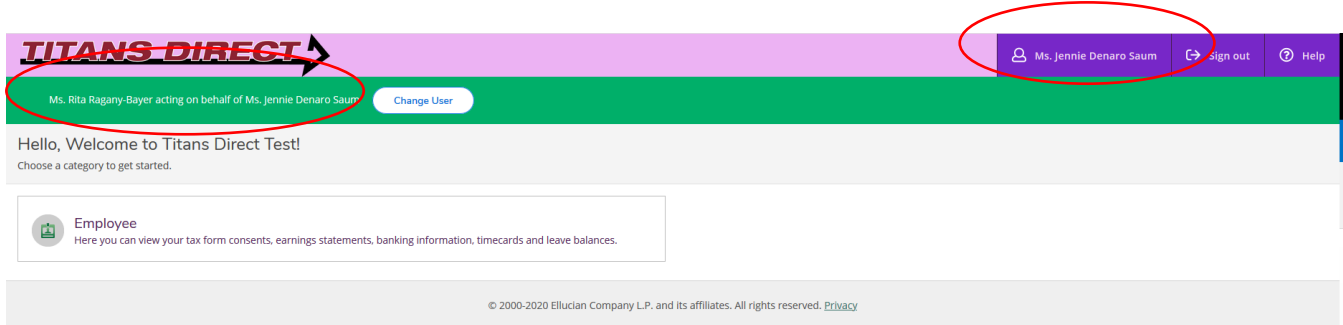
9. Employees who are designated as a Proxy must change their view to act as Proxy. To do this, the employee should click on their name at the top right hand corner of the Titan's Direct screen. A drop down menu will appear as shown below. Select **Change Proxy User**.



This employee has several employees that they have been assigned to them. Your own role is always shown at the top.



10. When you have selected the person you will be acting on behalf of, the following screen will appear. The name at the top right changes to the person for whom you are acting as Proxy and the message at the top left states that you are acting on behalf of the individual.







### **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 or approving time sheets, we encourage you to first ask your supervisor or contact either of the following departments of the college:

[Payroll@ccm.edu](mailto:Payroll@ccm.edu)

[HumanResources@ccm.edu](mailto:HumanResources@ccm.edu)

Thank you.