

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

The screenshot shows the Titans Direct home page. The header includes the logo and navigation links for 'rragany-bayer', 'Sign out', and 'Help'. Below the header, a message says 'Hello, Welcome to Titans Direct Test! Choose a category to get started.' There are two main categories: 'Employee' (circled in red) and 'Course Catalog'. The 'Employee' category description is: 'Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.'

The screenshot shows the 'Employee Overview' page. The header includes the logo and navigation links for 'rragany-bayer', 'Sign out', and 'Help'. Below the header, a message says 'Welcome to Colleague Employee Self-Service!'. There are four main categories: 'Tax Information', 'Banking Information', 'Time Entry' (circled in red), and 'Earnings Statements'. The 'Time Entry' category description is: 'Here you can fill out your timecards.'

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

The screenshot shows the 'Time Entry' page. The header includes the logo and navigation links for 'rragany-bayer', 'Sign out', and 'Help'. Below the header, the breadcrumb trail is 'Employment > Employee > Time Entry'. The page title is 'Time Entry'. Under the heading 'Biweekly Hourly Employees', there is a table of pay periods:

Pay Period	Due by	Total	Job Title	Action
03/26/2020 - 03/29/2020	4/3/2021 8:00 PM	0.00 Hours	PT Custodian I (evenings)	>
03/30/2020 - 04/05/2020	4/3/2021 8:00 PM	0.00 Hours	PT Custodian I (evenings)	>
04/06/2020 - 04/08/2020	4/3/2021 8:00 PM	0.00 Hours	PT Custodian I (evenings)	>

The '03/30/2020 - 04/05/2020' pay period is circled in red.

- 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.

TITANS DIRECT rragany-bayer [Sign out](#) [Help](#)

Employment > Employee > Time Entry

Pay Period 03/26/2020 - 04/08/2020

[All Time Sheets](#)

Week 03/30/2020 - 04/05/2020 0.00 Total hours Saved Save View Leave Balances

08030P0CUSTE10 • PT Custodian I (evenings)
LaBruna, Geraldine E. • Custodial Services • Plant & Maintenance

Earn Type	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Total
Part-Time Wages	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[+ Additional Time](#)

[Comments](#) [Submit for Approval](#)

Weekly Totals

Entering Time Worked

- 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.

08030P0CUSTE10 • PT Custodian I (evenings)
LaBruna, Geraldine E. • Custodial Services • Plant & Maintenance

Earn Type	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Total
Part-Time Wages	00:00 AM	8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	4.00
	00:00 AM	12:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	

[+](#)

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.

Pay Period 03/26/2020 - 04/08/2020
[All Time Sheets](#)

Week 03/30/2020 - 04/05/2020
 12.00 Total hours

Saved [Save](#) [View Leave Balances](#)

08030POCUSTE10 • PT Custodian I (evenings)
 LaBruna, Geraldine E. • Custodial Services • Plant & Maintenance
 12.00

Earn Type	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Total
Part-Time Wages	00:00 AM	8:00 AM	8:00 AM	8:00 AM	00:00 AM	00:00 AM	00:00 AM	12.00
	00:00 AM	12:00 PM	11:00 AM	1:00 PM	00:00 AM	00:00 AM	00:00 AM	
		+	+	+				
+ Additional Time								
Position Total Hours:	0.00	4.00	3.00	5.00	0.00	0.00	0.00	12.00
Comments Submit for Approval								
Weekly Totals								
Daily Total Hours:	0.00	4.00	3.00	5.00	0.00	0.00	0.00	12.00

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:

Earn Type	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Total
Part-Time Wages	00:00 AM	00:00 AM	00:00 AM	7:30 AM	8:00 AM	00:00 AM	00:00 AM	6.00
	00:00 AM	00:00 AM	00:00 AM	8:30 AM	12:00 PM	00:00 AM	00:00 AM	
				9:30 AM	00:00 AM			
				10:30 AM	00:00 AM			
				- +	-			

- 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**.

Earn Type	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Total
Part-Time Wages	00:00 AM	00:00 AM	00:00 AM	10:00 AM	8:00 AM	00:00 AM	00:00 AM	11.00
	00:00 AM	00:00 AM	00:00 AM	1:00 PM	1:00 PM	00:00 AM	00:00 AM	
				2:00 PM	+			
				5:00 PM				
				- +				

+ Additional Time

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.

08030POCUSTE10 • PT Custodian I (evenings)
LaBruna, Geraldine E. • Custodial Services • Plant & Maintenance
11.00 | Rejected

08030POCUSTE10 • PT Custodian I (evenings)
LaBruna, Geraldine E. • Custodial Services • Plant & Maintenance
14.00 | Rejected

Earn Type	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Total
Part-Time Wages	00:00 AM	00:00 AM	00:00 AM	10:00 AM	8:00 AM	00:00 AM	00:00 AM	11.00
	00:00 AM	00:00 AM	00:00 AM	1:00 PM	1:00 PM	00:00 AM	00:00 AM	
				2:00 PM	+			
				5:00 PM				
				- +				
Sick					3.00			3.00

Remove Sick

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

- 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.
- 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.

Employment · Employee · Time Entry

Pay Period 03/26/2020 - 04/08/2020

Week 03/30/2020 - 04/05/2020
12.00 Total hours

08020 POCUSTE10 - PT Custodian I (evenings)
LaBruna, Geraldine E. · Custodial Services - Plant & Maintenance
12.00 | Submitted

Earn Type	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Total
Part-Time Wages	00:00 AM	8:00 AM	8:00 AM	8:00 AM	00:00 AM	00:00 AM	00:00 AM	12.00
	00:00 AM	12:00 PM	11:00 AM	1:00 PM	00:00 AM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	4.00	3.00	5.00	0.00	0.00	0.00	12.00

Comments | Return Timecard to Edit

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:

TITANS DIRECT

Employment · Employee · Time Entry

Time Entry









Biweekly Hourly Employees

03/26/2020 - 03/29/2020 Due by: 4/3/2021 8:00 PM Total: 6.50 Hours	Rejected	PT Custodian I (evenings)	>
03/30/2020 - 04/05/2020 Due by: 4/3/2021 8:00 PM Total: 12.00 Hours	Approved	PT Custodian I (evenings)	>
04/06/2020 - 04/08/2020 Due by: 4/3/2021 8:00 PM Total: 22.50 Hours		PT Custodian I (evenings)	>

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.

Welcome to Colleague Employee Self-Service!

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

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

[Employment](#) · [Employee](#) · [Time History](#)

Time History

Select a Year to view associated Pay Period

2020

Pay Period

03/26/2020 - 04/08/2020
Biweekly Hourly Employees

03/26/2020 - 03/29/2020









03/30/2020 - 04/05/2020

04/06/2020 - 04/08/2020

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.

Welcome to Colleague Employee Self-Service!

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

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

Employment · Employee · Leave

Leave

Leave Balance ⓘ


Sick (Hours)

0.00	41.52
Used	Balance

Leave - As Of 9/2/2020 ⓘ

Description	Starting Balance	Earned	Used	Adjustments	Balance
Sick Time Plan - Part Time Ees	0.00	1.52	0.00	40.00	41.52

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.