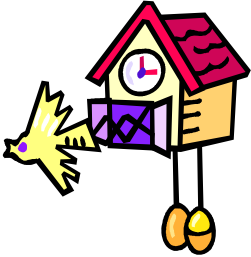


# CASUAL EMPLOYEE STUDENT HELP EMPLOYEE

## TIME ENTRY TRAINING DOCUMENT

### *WELCOME TO THE ON-LINE TIME REPORTING SYSTEM*



*We believe you will find the technology for entering time to be a resourceful way to report your daily time and have it approved. It will also be a mechanism for maintaining and reviewing your history, and viewing your pay date information.*

### ***ENTERING, SAVING, AND APPROVING YOUR TIME***

It is suggested that you enter and save your work hours each day. However, you can go into the system any time you have internet access by the specified deadlines.

**At the minimum, your time needs to be entered weekly. To insure payment during the current pay period, you will need to have your weekly time in the system and saved by 9pm on Monday of the following work week.**

Any time reporting that you have entered and saved can be reviewed, and potentially approved, by your manager within a few hours. The sooner you enter your time, the more time your manager has to review and resolve any questions regarding your time entry. Payroll is not responsible for time that is not entered into the system by the deadline listed above.

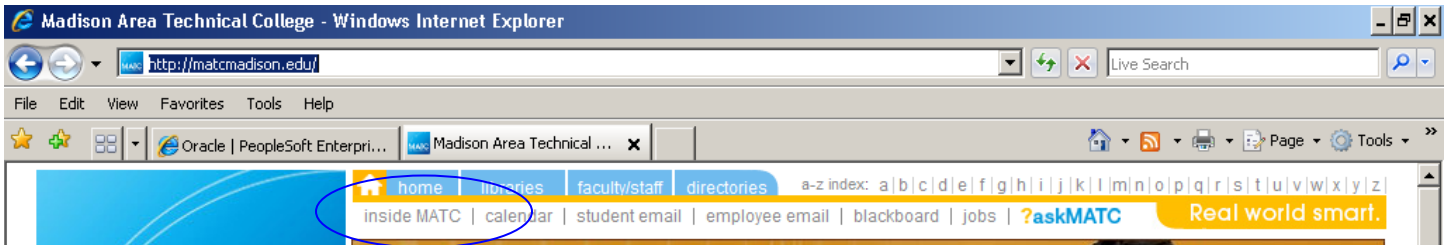
You are only to enter time that has been worked. If time entered does not accurately reflect your work, it may result in action by the College.

Staff not entering their time by the deadline must discuss the situation with their supervisor. No extraordinary steps will be taken to pay time not submitted via the electronic time entry by the deadlines published.

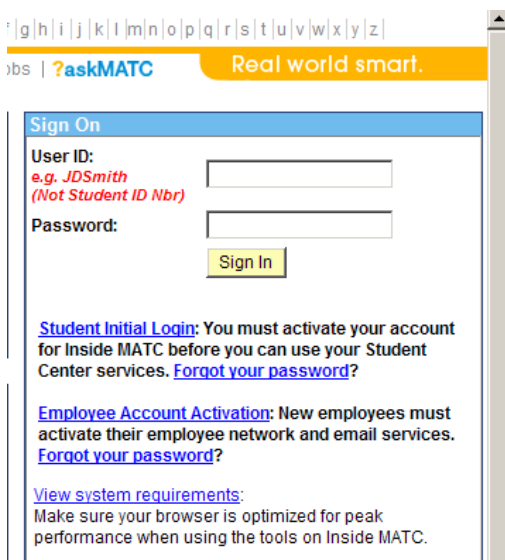
If you require special accommodations, please complete the form requesting consideration, located at this link: <http://intranet.matcmadison.edu/forms-db/forms/MATCAccommodationRequestForm.doc> or by calling the Human Resources office at (608) 246-6900.

## Logging On

Follow these four steps to log on to the system:

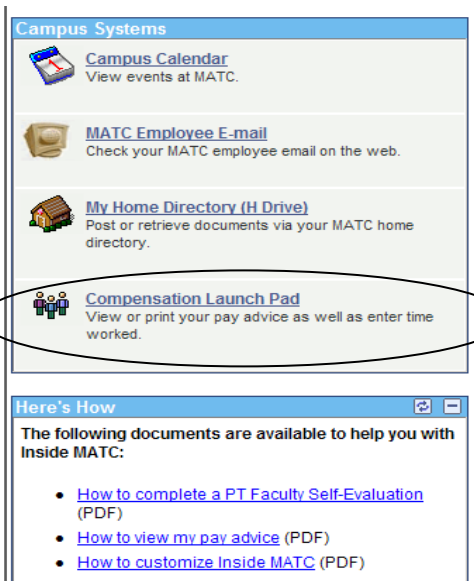


1. From the MATC home page: <http://matcmadison.edu/> click on “Inside MATC”



2. Fill in your **Novell Network** User ID and Password. (Upper or Lower Case). This is the same Id and Password you use to log into any MATC Computer. Click ‘Sign In’

If you have not established your Network ID (or are unsure) please click on “Employee Account Activation” and follow the directions given.



Under ‘Compensation Launch Pad’ you will see documents or **Links**. By clicking on the **Link**, you will be taken to an area that will answer many of your questions regarding Time Entry. Please utilize this information if you have questions or issues on your time entry **before** calling staff for additional help.

3. Click **Compensation Launch Pad**

- Click the down arrow next to **Go**, and click 'Timesheet'.
- Click GO

### Time and Labor Launch Pad

Linus East Employee ID: 2502319  
 Job Title: Project Leader

**Payable Hours**

December 2007 12 - December 2007 Payable Hours View

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        | 1        |
| 2      | 3      | 4       | 5         | 6        | 7      | 8        |
| 9      | 10     | 11      | 12        | 13       | 14     | 15       |
| 16     | 17     | 18      | 19        | 20       | 21     | 22       |
| 23     | 24     | 25      | 26        | 27       | 28     | 29       |
| 30     | 31     |         |           |          |        |          |

Previous Month Next Month

Go To: Self Service Time Reporting

Go

- X Timesheet
- P View Pay Advice
- E Reported Earned Time
- E Reported Elapsed Time
- \$ Payable Time

If you have multiple jobs with the College, all jobs will be displayed. Click on the Job Description (in blue) to select the Job you wish to report time to. If you only have one job with the College, you will not view this page.

**Menu**

Search:

- Self Service
  - Time Reporting
    - Report Time
      - Timesheet
      - View Time
      - Performance Management
      - Reporting Tools

**Report Time**

**Timesheet**

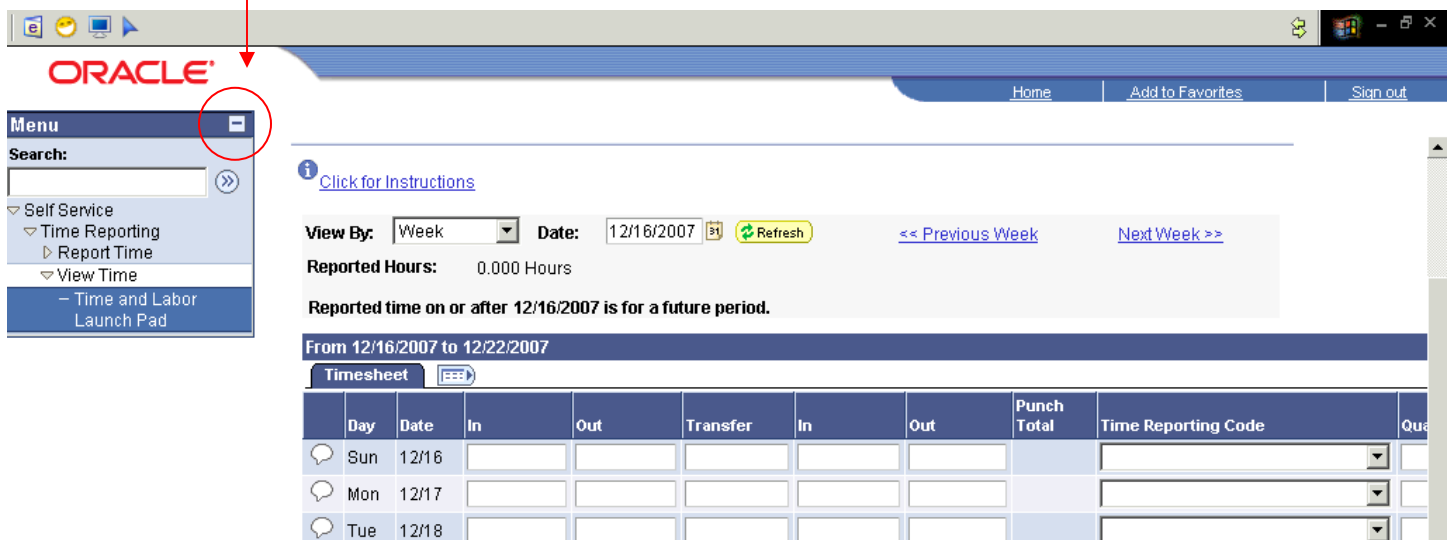
[Click to View Additional Information](#)

| Job Description                       | Empl Rcd Nbr | Department       | Department Description |
|---------------------------------------|--------------|------------------|------------------------|
| <a href="#">Instructor PT Aidable</a> | 0 270        | Madison Area ACE | Madison Area ACE       |
| <a href="#">Laboratory Associate</a>  | 1 270        | Madison Area ACE | Madison Area ACE       |

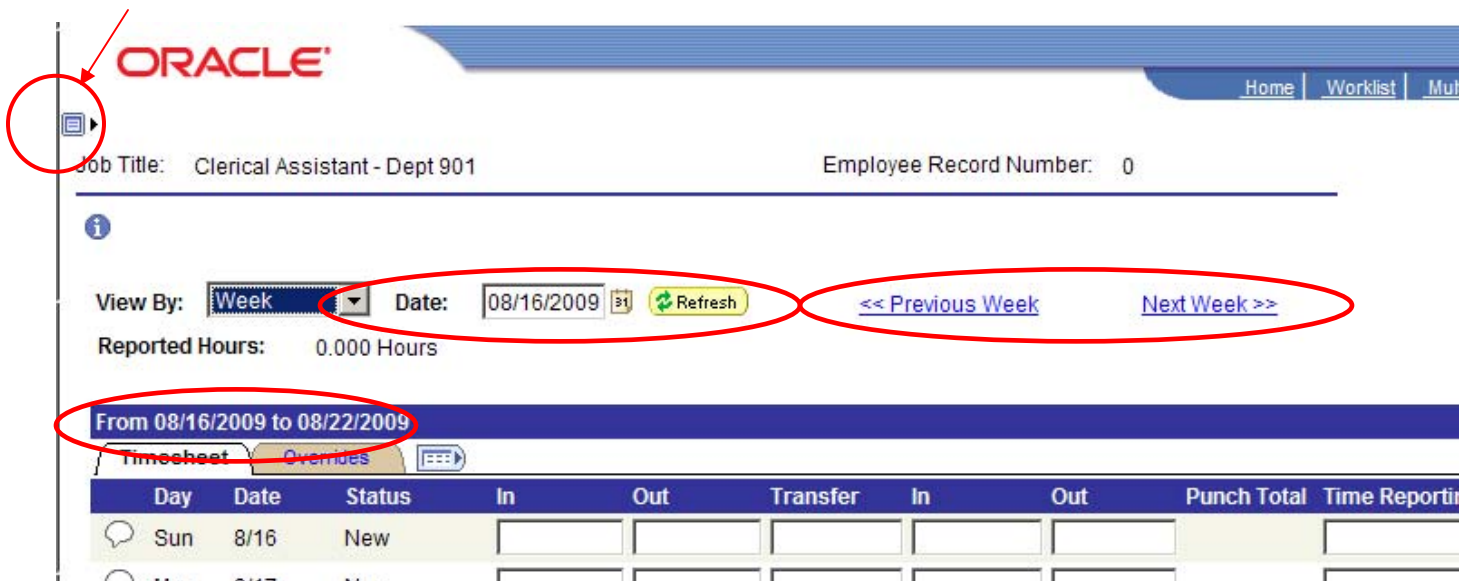
Go To: Self Service Time Reporting

Click on a job to select it

You may find it helpful to view the screen fully. To achieve this, click on the minus sign in the left hand menu column



If you wish to again view the Menu column, simply click on the menu icon and it will redisplay.



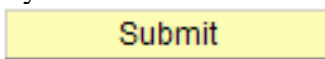
**DATE** field:

Select the date you wish to begin reporting time within the current pay period. Any day of the week can be used as a start date for reporting time. **YOU MUST click on REFRESH after modifying the Date.**

The dates displayed in the Dark Blue Bar area are the dates for which you can enter your time

[<< Previous Week](#)      [Next Week >>](#)

You may click the Previous Week or the Next Week buttons if you wish to change the Week Beginning date by one-week increments. If you have entered data, be sure to click Submit before navigating to another week so that your entered data is Saved.



## TIME ENTRY FIELDS

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Reported Hours: 0.000 Hours

From 08/16/2009 to 08/22/2009

Timesheet | Overrides

| Day | Date | Status | In | Out | Transfer | In | Out | Punch Total | Time Reporting Code | Quantity | Co |
|-----|------|--------|----|-----|----------|----|-----|-------------|---------------------|----------|----|
| Sun | 8/16 | New    |    |     |          |    |     |             |                     |          |    |
| Mon | 8/17 | New    |    |     |          |    |     |             |                     |          |    |
| Tue | 8/18 | New    |    |     |          |    |     |             |                     |          |    |
| Wed | 8/19 | New    |    |     |          |    |     |             |                     |          |    |
| Thu | 8/20 | New    |    |     |          |    |     |             |                     |          |    |
| Fri | 8/21 | New    |    |     |          |    |     |             |                     |          |    |
| Sat | 8/22 | New    |    |     |          |    |     |             |                     |          |    |

Submit | Clear

Reported Hours Summary - click to hide

| Category             | Total | Sun 8/16 | Mon 8/17 | Tue 8/18 | Wed 8/19 | Thu 8/20 | Fri 8/21 | Sat 8/22 |
|----------------------|-------|----------|----------|----------|----------|----------|----------|----------|
| Total Reported Hours |       |          |          |          |          |          |          |          |

Balances - click to hide

| Plan Type | Balance |
|-----------|---------|
| Plan Type | 0.000   |

Local intranet | 100%

You may see a scroll bar at the bottom or right side of the page.

Using your mouse, click on the scroll bar at the bottom of your page and guide the bar over to the right. You will then see the far right side of your timesheet as well, as shown below:

| Transfer | In | Out | Punch Total | Time Reporting Code | Quantity | Combo Code | Date |
|----------|----|-----|-------------|---------------------|----------|------------|------|
|          |    |     |             |                     |          |            | 8/16 |
|          |    |     |             |                     |          |            | 8/17 |
|          |    |     |             |                     |          |            | 8/18 |
|          |    |     |             |                     |          |            | 8/19 |
|          |    |     |             |                     |          |            | 8/20 |
|          |    |     |             |                     |          |            | 8/21 |
|          |    |     |             |                     |          |            | 8/22 |

Reported Hours: 0.000 Hours

From 08/16/2009 to 08/22/2009

Timesheet Overrides

| Day | Date | Status | In | Out | Transfer | In | Out | Punch Total | Time Reporting Code | Quantity |
|-----|------|--------|----|-----|----------|----|-----|-------------|---------------------|----------|
| Sun | 8/16 | New    |    |     |          |    |     |             |                     |          |
| Mon | 8/17 | New    |    |     |          |    |     |             |                     |          |
| Tue | 8/18 | New    |    |     |          |    |     |             |                     |          |
| Wed | 8/19 | New    |    |     |          |    |     |             |                     |          |
| Thu | 8/20 | New    |    |     |          |    |     |             |                     |          |
| Fri | 8/21 | New    |    |     |          |    |     |             |                     |          |
| Sat | 8/22 | New    |    |     |          |    |     |             |                     |          |

Submit Clear

Select a **Time Reporting Code (TRC)** by clicking on the down arrow. You have the following options:

### CASUAL EMPLOYEES:

Base Hourly Casual – MRGB3

To be used for your regular work hours

Filling Vacancy or LOA – MRGB4

To be used if directed by your supervisor. This is for additional work hours performed due to another staff being on LOA (Leave of Absence) or due to a vacancy in the Department.

### STUDENT HELP EMPLOYEES:

Student Help – MSH

To be used for your regular work hours

Student Help OT – MSHOV

This is **ONLY APPLICABLE** to student workers who are required to work when the building is officially closed on Holidays/Holiday Weekends.

Type in your work time under the correct headings.

**Always** end your entry with an 'a' or 'p' (for a.m. or p.m.)

**All time must end in .00, .15, .30 or .45** (minutes to the nearest quarter hour)

The TRANSFER column should remain empty unless you are changing between the two Time Reporting codes without a break in work.

The Quantity area is Not Applicable.

| Transfer | In | Out | Punch Total | Time Reporting Code | Quantity | Combo Code | Date |   |   |
|----------|----|-----|-------------|---------------------|----------|------------|------|---|---|
|          |    |     |             |                     |          |            | 8/16 | - | + |
|          |    |     |             |                     |          |            | 8/17 | - | + |
|          |    |     |             |                     |          |            | 8/18 | - | + |
|          |    |     |             |                     |          |            | 8/19 | - | + |
|          |    |     |             |                     |          |            | 8/20 | - | + |
|          |    |     |             |                     |          |            | 8/21 | - | + |
|          |    |     |             |                     |          |            | 8/22 | - | + |

**Combo Code:** This represents the accounting area where your time is charged. By clicking on the magnifying glass, you will see your options. Your office support staff/supervisor will direct you on your selection.

Notice the Plus and Minus Icons to the far right. By clicking on these icons, you may either add or delete a line. The line added will indicate the same date. See the example BELOW showing the results after clicking on the PLUS sign on the 8/17 date:

| Day | Date | Status | In | Out | Transfer | In | Out | Punch Total | Time Reporting Code | Quantity | Combo |
|-----|------|--------|----|-----|----------|----|-----|-------------|---------------------|----------|-------|
| Sun | 8/16 | New    |    |     |          |    |     |             |                     |          |       |
| Mon | 8/17 | New    |    |     |          |    |     |             |                     |          |       |
| Tue | 8/18 | New    |    |     |          |    |     |             |                     |          |       |
| Wed | 8/19 | New    |    |     |          |    |     |             |                     |          |       |
| Thu | 8/20 | New    |    |     |          |    |     |             |                     |          |       |
| Fri | 8/21 | New    |    |     |          |    |     |             |                     |          |       |
| Sat | 8/22 | New    |    |     |          |    |     |             |                     |          |       |

An additional line is created for 8/17. If you need to report time under two Time Reporting Codes (TRCs) for the same date, you now have the ability to do so, as shown BELOW. You may also add multiple lines for the same date if you need to make additional In and Out entries.

| Day | Date | Status | In         | Out        | Transfer | In | Out | Punch Total | Time Reporting Code            | Quantity | Co |
|-----|------|--------|------------|------------|----------|----|-----|-------------|--------------------------------|----------|----|
| Sun | 8/16 | New    |            |            |          |    |     |             |                                |          |    |
| Mon | 8/17 | New    | 7:00:00AM  | 9:00:00AM  |          |    |     |             | Base Hourly Casual - MRGB3     |          |    |
|     |      |        | 10:00:00AM | 11:00:00AM |          |    |     |             | Filling Vacancy or LOA - MRGB4 |          |    |
| Tue | 8/18 | New    |            |            |          |    |     |             |                                |          |    |
| Wed | 8/19 | New    |            |            |          |    |     |             |                                |          |    |
| Thu | 8/20 | New    |            |            |          |    |     |             |                                |          |    |

Use “In” to record the start of your work period, “Out” to record the end of your work period. You can have several ‘In/Out’ punches within one day. Do not use ‘In/Out’ punches to show paid break periods, if applicable. Be sure to indicate AM or PM

**Example:**

Job Title: Clerical Assistant - Dept 901 Employee Record Number: 0

View By: **Week** Date: 08/16/2009 Refresh << Previous Week Next Week >>

**Reported Hours: 8.000 Hours**

From 08/16/2009 to 08/22/2009

Timesheet Overrides

| Day | Date | Status    | In        | Out       | Transfer | In         | Out        | Punch Total | Time Reporting Code            |
|-----|------|-----------|-----------|-----------|----------|------------|------------|-------------|--------------------------------|
| Sun | 8/16 | New       |           |           |          |            |            |             |                                |
| Mon | 8/17 | Submitted | 7:00:00AM | 9:00:00AM |          | 10:00:00AM | 11:00:00AM | 3.000       | Base Hourly Casual - MRGB3     |
|     |      | Submitted | 4:00:00PM | 5:45:00PM |          |            |            | 1.750       | Filling Vacancy or LOA - MRGB4 |
| Tue | 8/18 | New       |           |           |          |            |            |             |                                |
| Wed | 8/19 | Submitted | 7:15:00AM | 9:00:00AM |          | 11:30:00AM | 1:00:00PM  | 3.250       | Base Hourly Casual - MRGB3     |
| Thu | 8/20 | New       |           |           |          |            |            |             |                                |
| Fri | 8/21 | New       |           |           |          |            |            |             |                                |
| Sat | 8/22 | New       |           |           |          |            |            |             |                                |

Submit Clear

Reported Hours Summary - click to hide

| Category             | Total | Sun 8/16 | Mon 8/17 | Tue 8/18 | Wed 8/19 | Thu 8/20 | Fri 8/21 | Sat 8/22 |
|----------------------|-------|----------|----------|----------|----------|----------|----------|----------|
| Total Reported Hours | 8.000 |          | 4.750    |          | 3.250    |          |          |          |

Balances - click to hide

| Plan Type | Balance |
|-----------|---------|
| Plan Type | 0.000   |

Not Applicable

Timesheet Submit Confirmation

✓ The Submit was successful.  
Time for the Week of 2009-08-16 to 2009-08-22 is submitted

OK

Click “OK”

Click **SUBMIT** when your entries are complete. Totals will then be shown in several areas **REVIEW THE TOTALS** displayed to verify they are accurate.

## TIME SUMMARY AND COMPLETION

### SUBMIT

Once you push **SUBMIT**, the time is saved. If you are still within the entry deadline (page 1), you may change the time as often as you need. Each time you push **SUBMIT**, it will replace the prior entries.

Every hour the system will process submitted time. After processing, your manager will be able to review.

### LOGGING OFF

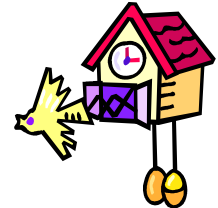
Remember, you are logged into the Launch Pad through the Portal, called **INSIDE MATC**.

After you complete entering and/or reviewing your time, you should select **SIGN OUT**



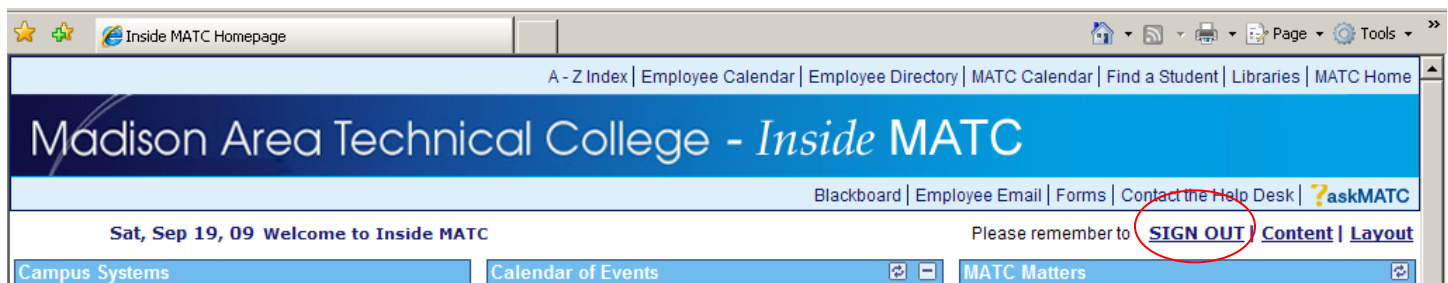
at the top right of the page, and then 'X'  out of the screen that follows.

For security purposes, it is suggested you sign out of your session as soon as you are complete.



If you choose to go back into the time entry system after closing out, *and* you still have an active **INSIDE MATC** session, you will need to re-log into **INSIDEMATC**.

By selecting **SIGN OUT**, as shown below, you can log back in, and then go into Compensation Launch Pad to access your time once again.



### TROUBLE SHOOTING

Allow yourself time to get used to this system. Navigate through the options as you have time. With repeated usage your comfort with the system will increase. If you are unsure of where you've navigated to, simply start over following the instructions.

#### 1. Accessibility:

- A. If you receive an error while trying to navigate, begin the log in process again from the MATC home page, <http://matcmadison.edu>
- B. If you have further trouble logging in, try rebooting your work station
- C. If, **after trying A&B** you still have trouble logging in, call the Help Desk staff at 246-6666.

#### 2. Data Entry:

- A. If you come to a situation in which you have an error pertaining to your time entry, modify your entry based on the error message you receive.
- B. If you still experience trouble, try deleting the row(s) and start again  
Begin by entering the Week Beginning date and clicking on 'Refresh Date'.

# Quick Steps:

| Steps | Fields   | Tips   |
|-------|--|--|
| 1     | <p><b>Date:</b> Enter the date on which you wish to begin reporting time.<br/>Click: </p>  | Use the calendar icon or type the date. Click the Previous Week/Next week icons as necessary to change the date, but always click <b>Refresh</b> afterwards making sure that the date displayed is the same as in the dark blue bar as shown above.  |
| 2     | <p><b>Time:</b> Enter your worked time in the appropriate column of In or Out. Only use the Transfer column if moving from one Time Reporting Code (TRC) to another on the same day (See #4), or if you need additional In and Out areas. Be sure to enter an 'a' or 'p' for am or pm.</p> | Enter all work time in hours and minutes (no seconds). All minutes must be reported to the nearest quarter.<br><b>Valid examples: 8:00a, 8:15a, 8:30a, 8:45a</b>   |
| 3     | Click the arrow on the <b>Time Reporting Code (TRC)</b> field and select an appropriate code   |  |
| 4     | To enter multiple Time Reporting Codes for the same day: <b>Add a row</b> for the same date. Scroll to the right to view the 'plus' sign for that date. Click the plus sign to add the row.  |  |
| 5     | If you wish to delete an entire row of time, click the minus button.   |  |
| 6     | When all rows of your time are entered correctly, click Submit.  | If you are making changes after Submitting, hit SUBMIT again when complete and the current entries will be saved.  |
| 7     | Trouble?   | <p>* If you receive an error while trying to navigate, begin the log in process again from the MATC home page, <a href="http://matcmadison.edu">http://matcmadison.edu</a></p> <p>*If you have trouble with entries, try deleting the row(s), refreshing the date at the top, and re-entering.</p> <p>*Click on the Link under the 'Compensation Launch Pad' for additional help. After reading full directions if you still experience trouble, contact the Help Desk staff at 246-6666</p> |