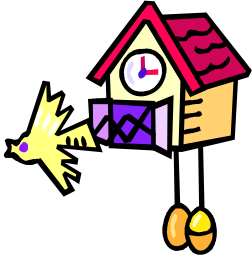


TIME ENTRY TRAINING DOCUMENT

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.

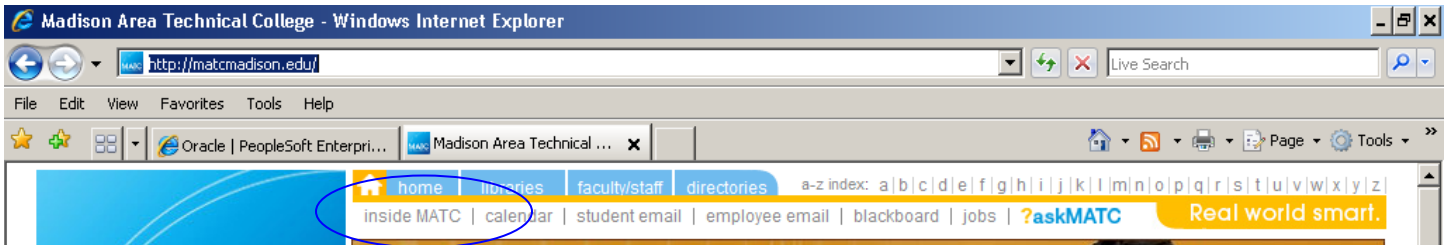
You are only to enter time that has been worked. If time entered does not accurately reflect your work, it may result in action by the College.

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.

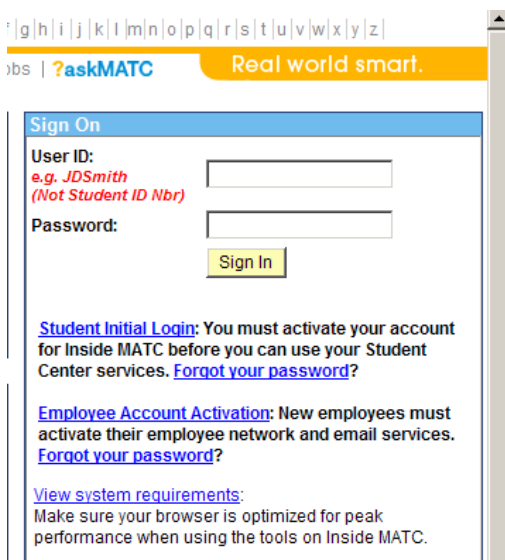
If you require special accommodations, please complete the form requesting consideration, located at this link: <http://intranet.matcmadison.edu/forms-db/forms/MATCAccommodationRequestForm.doc> or by calling the Human Resources office at (608) 246-6900.

Logging On

Follow these four steps to log on to the system:

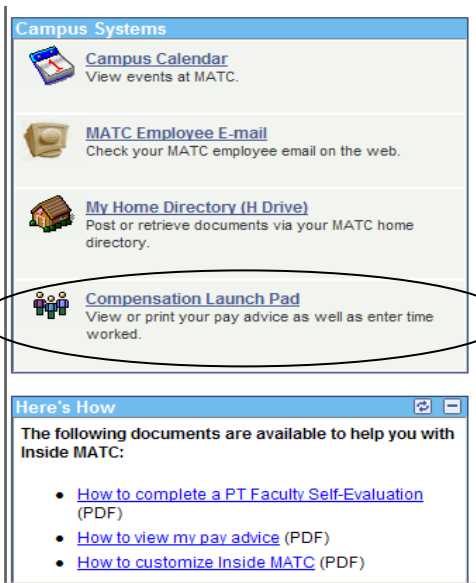


1. From the MATC home page: <http://matcmadison.edu/> click on “Inside MATC”



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**

4. 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

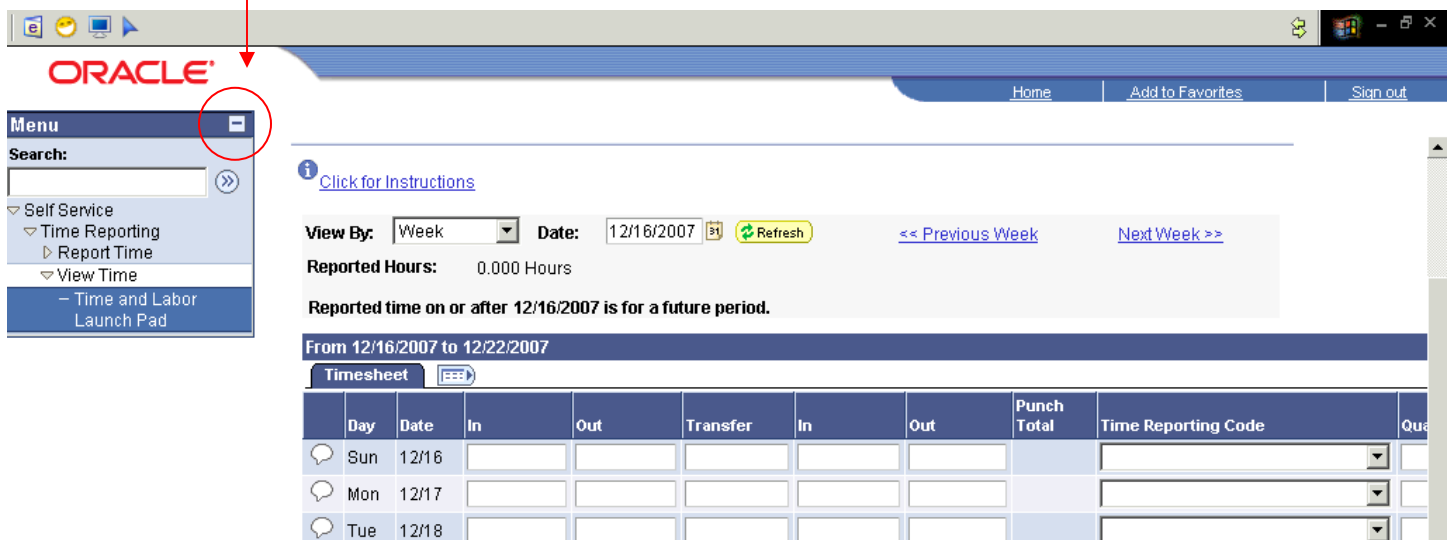
[Click to View Additional Information](#)

Job Description	Empl Rcd Nbr	Department	Department Description
Instructor PT Aidable	0 270		Madison Area ACE
Laboratory Associate	1 270		Madison Area ACE

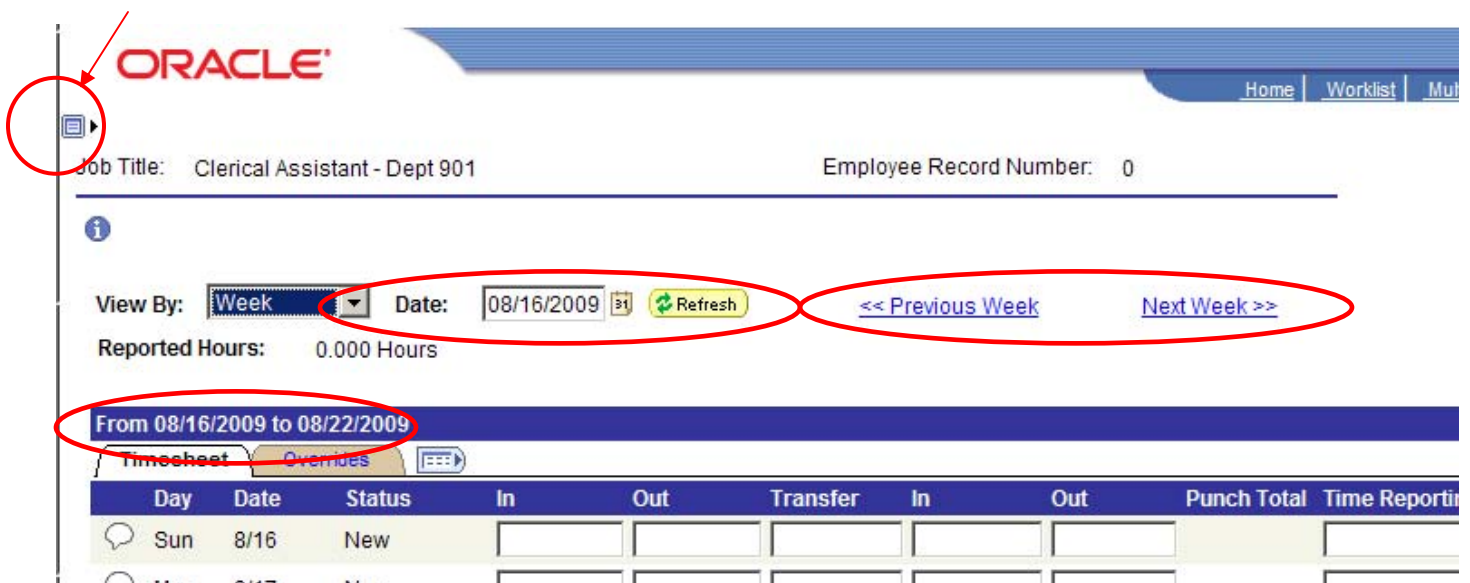
Go To: Self Service
 Time Reporting

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.

Submit

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

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:

PART TIME PSRP:

Base Hourly	MRGB1	To be used for your regular work hours
Bereavement	MBVB1	Qualified Bereavement Leave
Double Time*	MDTB1	See contract for usage
Occurrence Hours	MOCCU	To report usage of Occurrence Time (paid leave bank)
On Call	MOCOC	See contract for usage
Work Add- Vac or LOA	MRGB2	To be used if directed by your supervisor. This is for additional work hours performed due to another staff being to LOA (Leave of Absence) or due to a vacancy in the Department.

*Note that Overtime is not listed, as that will be computed by the system based on the total hours worked for the week.

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. (Details further in this document.)

The Quantity area is used to report the usage of your Occurrence Hours. This must be reported in Quarter Hour Increments, such as: 1.00, 1.25, 1.50 or 1.75

Do NOT fill in the 'In-and-Out' section of the page if reporting Occurrence hours usage.

0.000 Hours
after 10/11/2009 is for a future period.

10/17/2009

Status	In	Out	Transfer	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
New									10/11	-	+
New									10/12	-	+
New									10/13	-	+
New									10/14	-	+
New									10/15	-	+
New									10/16	-	+

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:

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								

An additional line is created. 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.

0.000 Hours
or after 10/11/2009 is for a future period.

10/17/2009

	Status	In	Out	Transfer	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
1	Submitted	9:00:00AM	10:00:00AM				1.000	Base Hourly - MRGB1		10/11	-	+
	Submitted				3:00:00PM	5:00:00PM	2.000	Work Add - Vacancy or LOA - MRGB2		10/11	-	+
2	New									10/12	-	+
3	New									10/13	-	+

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

TRANSFER EXAMPLE:

Use transfer to switch between Time ReportingCodes (TRC) on the same date, without a break in work. Begin by adding a row for the same date by clicking on the PLUS icon:

Status	In	Out	Transfer	In	Out	Punch Total	Time Reporting Code	Quantity	Date	-	+
New									10/11	-	+
New									10/12	-	+
New									10/13	-	+
New									10/14	-	+

Reported Hours: 3.000 Hours

Reported time on or after 10/11/2009 is for a future period.

From 10/11/2009 to 10/17/2009

Timesheet

Day	Date	Status	In	Out	Transfer	In	Out	Punch Total	Time Reporting Code	Quantity	Date
Sun	10/11	Submitted	9:00:00AM		10:00:00AM			3.000	Base Hourly - MRGB1		10/11
		Submitted					12:00:00PM		Work Add - Vacancy or LOA - MRGB2		10/11
Mon	10/12	New									10/12
Tue	10/13	New									10/13

In the ABOVE example:

The employee worked 9am to 12:00pm, but at 10:00am switched from their regular work, to filling in for a staff vacancy as directed by their Supervisor.

From 10/11/2009 to 10/17/2009

Timesheet

Day	Date	Status	In	Out	Transfer	In	Out	Punch Total	Time Reporting Code	Quantity	Date
Sun	10/11	Submitted	9:00:00AM	11:00:00AM				3.000	Base Hourly - MRGB1		10/11
		Submitted							Occurrence Hours - MOCCU	3.000	10/11



In the ABOVE example:

An employee worked a partial day, and recorded Occurrence Hours usage for the remainder of their scheduled work time.

OFFICIAL BUILDING CLOSURE (weather, etc):

Please see your union contract for details on qualifying hours.

Qualifying hours should be reported as usual (as if worked).

Note that employees who are absent because of inclement weather when the school is open may choose to make up the time – in which case they would report the hours when worked – or may elect to charge it against their occurrence hours, or take leave without pay. This situation should be discussed with your supervisor.

TIME SUMMARY AND COMPLETION

Example:

View By: Date: << Previous Week Next Week >>
Next Employee >>

Reported Hours: 14.750 Hours

From 10/04/2009 to 10/10/2009

Timesheet

Day	Date	Status	In	Out	Transfer	In	Out	Punch Total	Time Reporting Code	Quantity	Date
Sun	10/4	New									10/4
Mon	10/5	Submitted	2:00:00PM	3:00:00PM				1.000	Base Hourly - MRGB1		10/5
		Submitted				5:00:00PM	7:00:00PM	2.000	Work Add - Vacancy or LOA - MRGB2		10/5
Tue	10/6	New									10/6
Wed	10/7	Submitted	7:00:00AM	11:15:00AM		11:45:00AM	2:45:00PM	7.250	Base Hourly - MRGB1		10/7
Thu	10/8	Submitted	8:00:00AM	12:30:00PM				4.500	Base Hourly - MRGB1		10/8
Fri	10/9	New									10/9
Sat	10/10	New									10/10

Category	Total	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9	Sat 10/10
Total Reported Hours	14.750		3.000		7.250	4.500		

Click **SUBMIT** when your entries are complete.

Timesheet

Submit Confirmation

✓ The Submit was successful.
Time for the Week of 2009-0

Click "OK"

REVIEW THE TOTALS displayed to verify they are accurate.

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

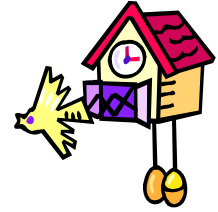
Remember, you are logged into the Launch Pad through the Portal, called INSIDE MATC.

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



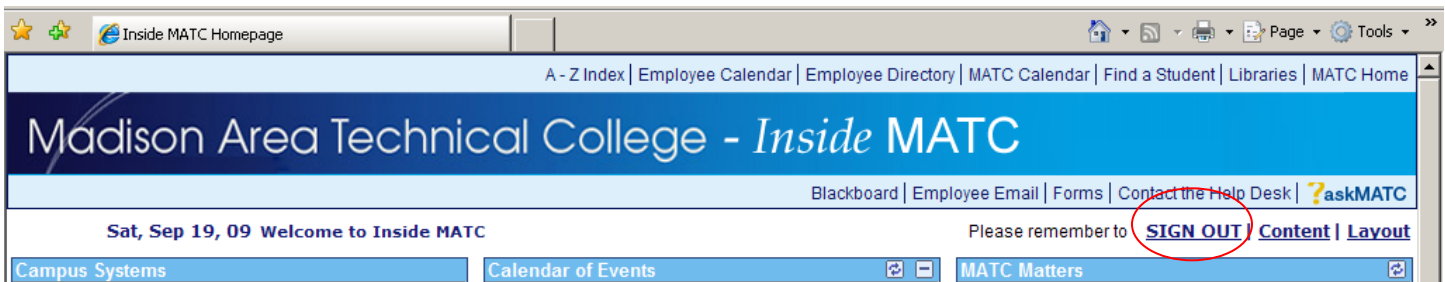
at the top right of the page, and then 'X'  out of the screen that follows.

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>Date: Enter the date on which you wish to begin reporting time. 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 Refresh afterwards making sure that the date displayed is the same as in the dark blue bar as shown above.
2	<p>Time: 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>	<p>Enter all work time in hours and minutes (no seconds). All minutes must be reported to the nearest quarter. Valid examples: 8:00a, 8:15a, 8:30a, 8:45a</p> <p>Use the tab key to navigate between fields</p>
3	Click the arrow on the Time Reporting Code (TRC) field and select an appropriate code	
4	To enter multiple Time Reporting Codes for the same day: Add a row for the same date. Scroll to the right to view the 'plus' sign for that date. Click the plus sign to add the row. If you wish to delete an entire row of time, click the minus button	
5	To Enter Occurrence Hours, use the Quantity column. Report in hours to the quarter hour. Time must end in .25, .50, .75, or .00	
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, http://matcmadison.edu</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>