

Salt Lake Community College



Employee Time Entry Guide

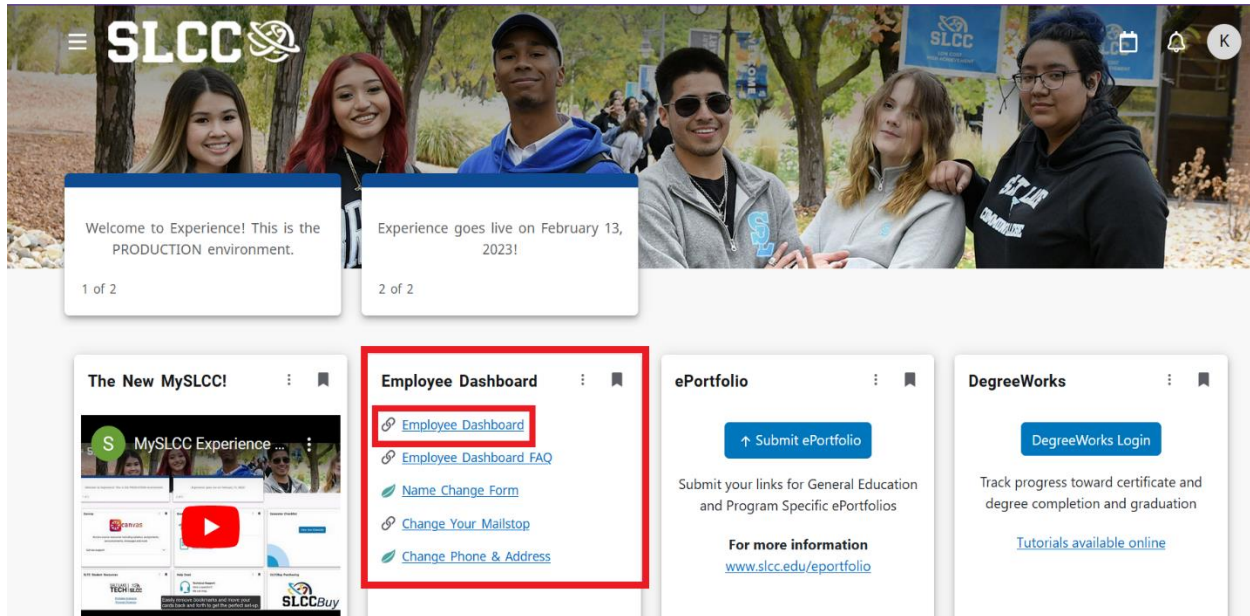
Salt Lake Community College
Payroll Office

Taylorsville Redwood Campus/AAB 305
4600 S Redwood Rd
Taylorsville, Utah 84123

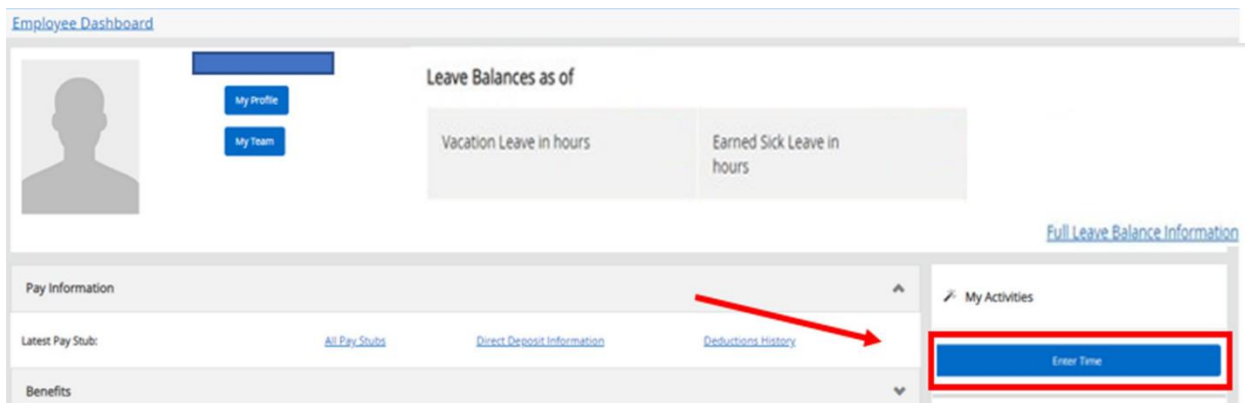
(801) 957-4070 – Payroll@slcc.edu

Access to the Web Time Entry System is through **MySLCC Experience** and is found on the Employee Dashboard Card.

- Click on the Employee Dashboard link.



- Click on “Enter Time” in the My Activities box to begin entering your time.



Time Entry

- All open pay periods will display under each job, or titles, if you have more than one position. To enter time for that pay period, click on Start Timesheet. The detailed view showing the daily calendar will appear.

[Employee Dashboard](#) • [Timesheet](#)

Timesheet

Approvals

Timesheet

Pay Period	Hours/Units	Submitted On	Status
02/01/2023 - 02/15/2023			Not Started

Start Timesheet

- Time worked and/or leave taken needs to be entered as applicable on each workday for the pay period.
 - On the top right of the screen, the status of the timesheet as well as the submission deadline will be visible.

THURSDAY	FRIDAY	SATURDAY
26	27	28

In Progress Submit By 02/01/2023, 11:59 PM

- The purple line underneath the dates represents the days included in the pay period. Use the left or right arrows next to the dates to move between the weeks.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25	26	27	28

Add Earn Code

Earn Code: Select Earn Code

- Click on the day you want to record time and select an option from the Earn Code drop-down list.
- After an Earn Code has been selected, enter hours worked or leave taken as appropriate.

01/16/2023 - 01/31/2023

SUNDAY MONDAY TUESDAY

29 30 31

Earn Code

Select Earn Code

Important: Click **Save** after each entry, edit, or deletion.

13 SUNDAY 14 MONDAY 15 TUESDAY 16 WEDNESDAY 17 THURSDAY 18 FRIDAY 19 SATURDAY

+ Add Earn Code

Earn Code Shift Hours

1 8

+ Add More Time

Cancel Save Preview

- If you need to add another Earn Code on the same day, follow the same steps listed above and save.

WEDNESDAY THURSDAY FRIDAY


6 7 8


2.50 Hours 8.00 Hours


+ Add Earn Code

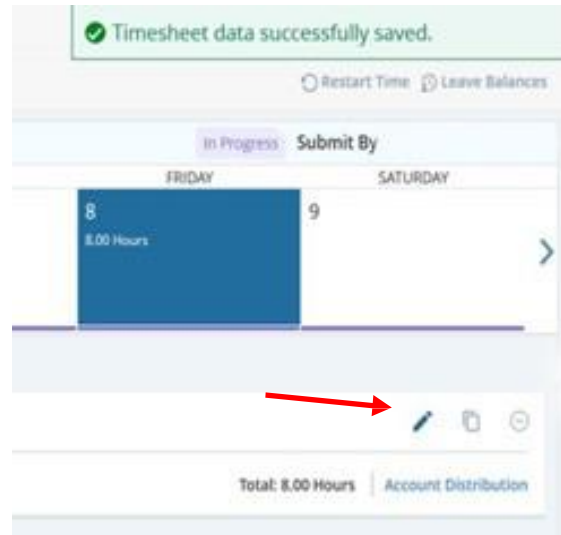
Total: 2.5

When the hours have been entered and saved, you have three buttons on the right side under the timesheet that can be used for editing:

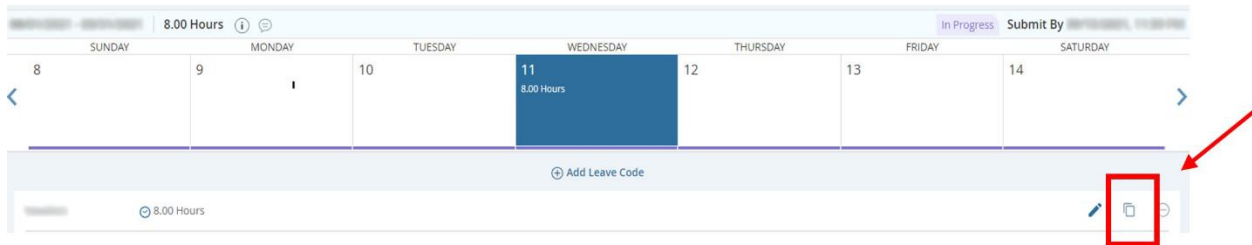
Click:  To edit hours after you save them

Click:  To copy to another day

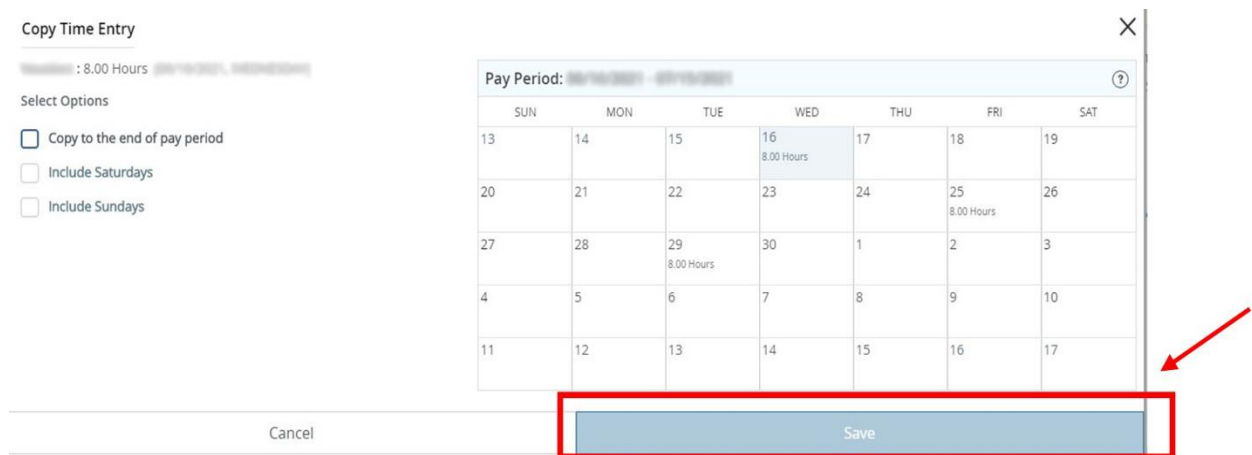
Click:  To delete the entry from that day
(There will be a warning to confirm the deletion.)



A copy feature is available when using the same Earn Code and number of hours on multiple days in the selected pay period. After completing and saving the first entry, click on the multiple page icon on the right.

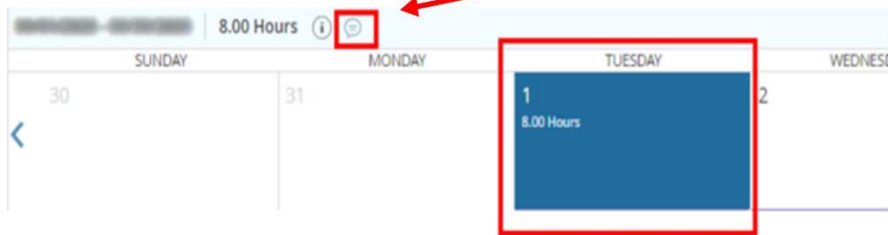


The Copy Time Entry screen will appear. Click on the additional days where the same Earn Code and time will be used. Click Save.

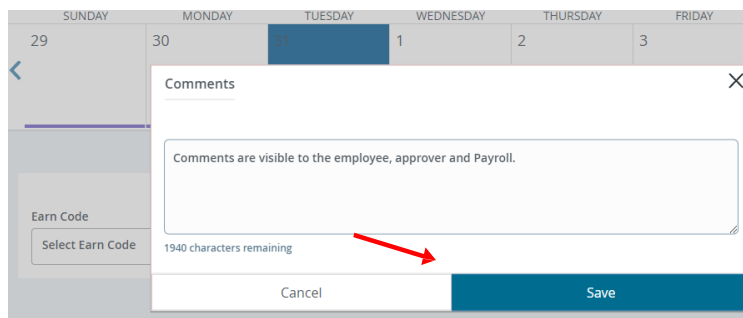


Comments can be entered on a timesheet to explain changes from the normal work schedule. The approver will see these comments and may also enter comments for the employee to view. Comments are visible to the employee, approver, and Payroll.

- To enter a comment, click the date you want and then click on the Comments icon.



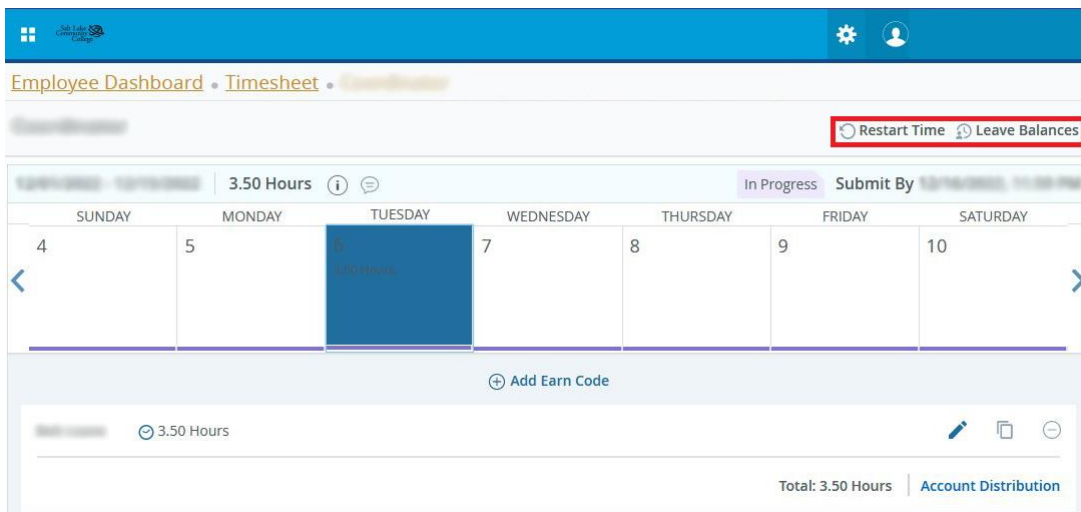
- Enter comment, then click on Save.



Important: If you have not finished entering your hours for the entire Pay Period, you can exit the system and return later (**within the Pay Period**) to complete your timesheet and submit for approval.

- It is recommended you enter hours on your timesheet on a daily or weekly basis.

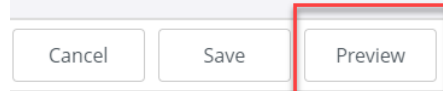
You can also restart/delete your time entry for the pay period or double check your current leave balances by clicking on the applicable options in the top right corner.



Submitting your Timesheet

At the end of the pay period, the timesheet must be submitted to your approver for review and approval. It is important to verify accuracy and completeness of the timesheet before submission. Make sure all days are completed, the hours for each entry are correct, and the correct earn code is used.

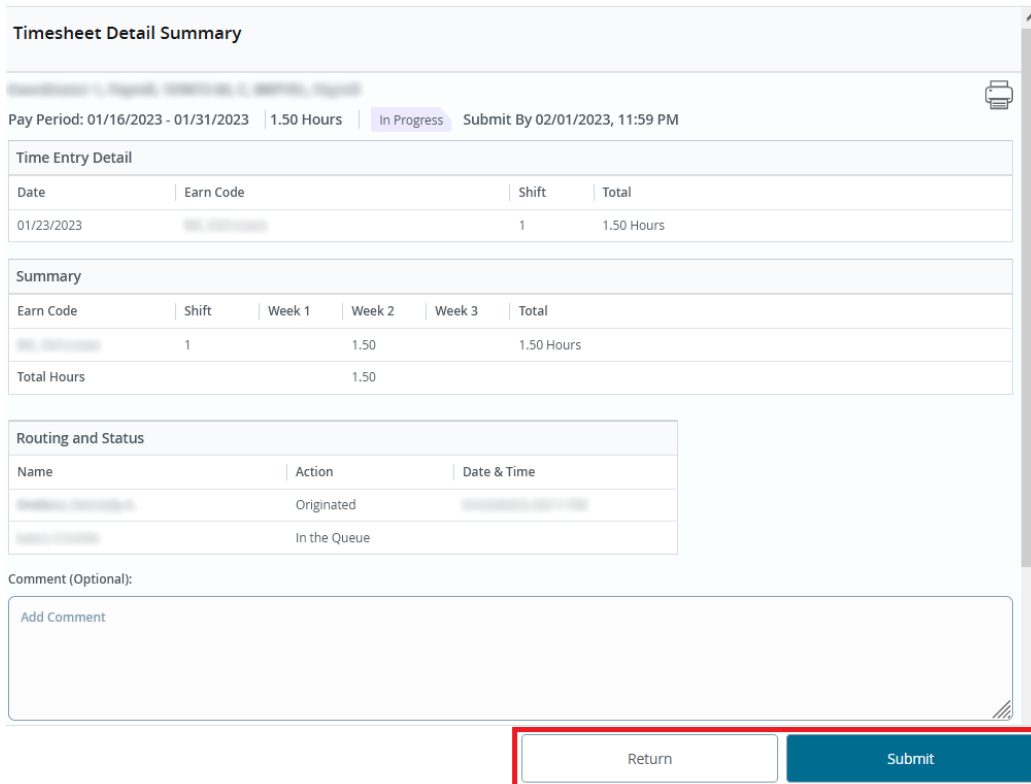
When you are ready to submit your time, click on Preview on the bottom right of your screen. A box will pop up with a general overview of your time entry for the pay period.



- If you did not work or take any leave, the timesheet does not need to be submitted or approved.
(Submitting a timesheet with “0” hours may cause errors.)

Timesheets should be submitted to your approver by the end of your shift on your last working day in the Pay Period.

The Preview screen includes all information entered on the current timesheet. Verify all days are completed, the hours for each entry are correct, and the correct earn code is used.



Timesheet Detail Summary

Pay Period: 01/16/2023 - 01/31/2023 | 1.50 Hours | In Progress | Submit By 02/01/2023, 11:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
01/23/2023		1	1.50 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
	1		1.50		1.50 Hours
Total Hours			1.50		

Routing and Status		
Name	Action	Date & Time
	Originated	
	In the Queue	

Comment (Optional):

Add Comment

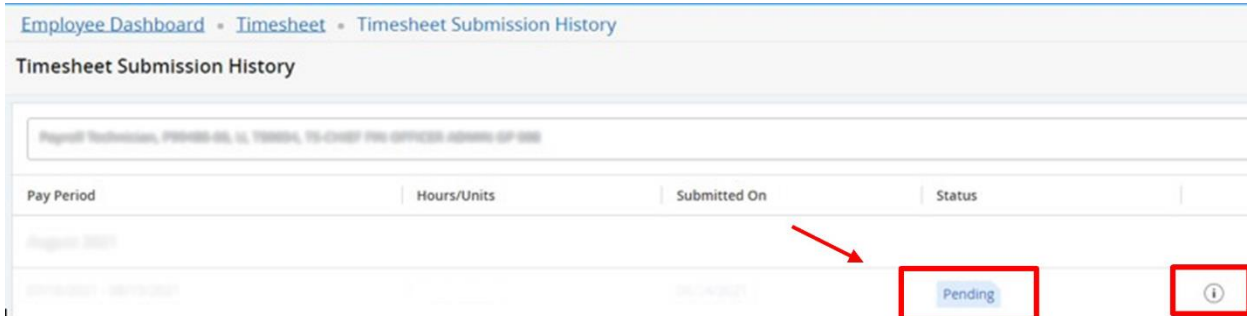
Return Submit

NOTE: The total hours submitted for the pay period are located under the detail summary.

- If the timesheet requires corrections, click Return to edit the timesheet.
- If the timesheet requires **no corrections**, click Submit.

The timesheet will now be in a Pending status for your approver to review and approve.

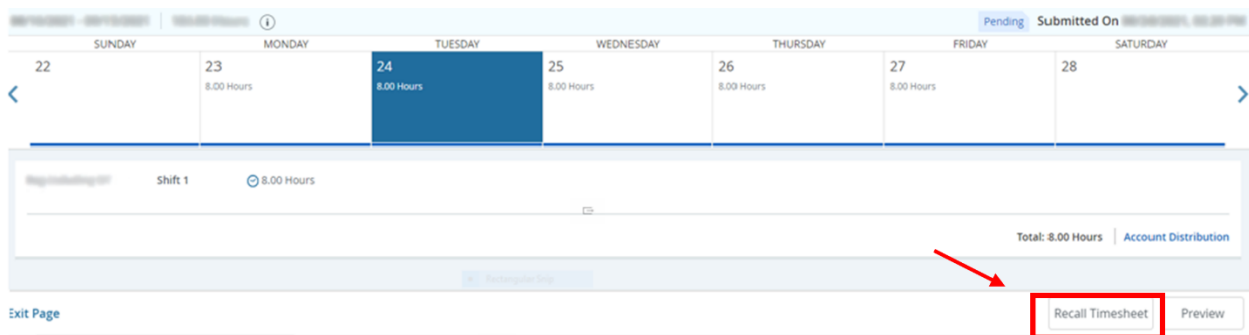
- The details of submission and the approver assigned can be found by clicking the information icon “i” on the right.



While in a Pending status the timesheet can be recalled to edit and resubmit.

- A timesheet can only be recalled if it has not been approved **and** is prior to the Submit By Date.
- While in the details view of the timesheet click on Recall Timesheet

NOTE: The action of recalling a timesheet does not remove any records entered on the timesheet.



- The timesheet can now be edited before resubmitting for approval.

When you are finished, click on the Profile Icon in the top right and click on Sign Out.

Timesheet Status and Definitions

Not Started: The employee has not yet opened the timesheet to enter hours.

In Progress: The timesheet has been started by the employee but has not been submitted for approval.

Pending: The timesheet has been completed by the employee and submitted for approval. The record is waiting for the Approver (or Proxy) to approve.

Returned: The timesheet has been returned by the Approver (or Proxy) to the employee for correction.

Approved: The timesheet has been approved. An approved timesheet has been electronically sent to the Payroll Office for processing.