



## Student Guide: Web Time Entry

*The purpose of this documentation is to provide users with step-by-step instructions on how to submit electronic time sheets via the Mt. SAC Portal. The following will be covered in this guide:*

- Important FWS reminders
- Payment FAQs
- How to access and submit your time sheet
- Who to contact if you encounter any issues

### Important FWS Reminders

#### **FWS students are limited to:**

- No more than 8 hours per day.
- No more than 20 hours per week.
- No more than 5 days per week.
- FWS students are NOT allowed to work overtime.
- Students are NOT permitted to work in FWS positions during scheduled class times. Exceptions are permitted if the class is cancelled, or instructor has excused the student from attending for a particular day.

#### **Late submissions:**

**If you submit your time sheet late, you will be paid on next pay cycle.** You MUST contact Payroll if this happens.

#### **Time sheet availability:**

Payroll needs to finish processing the prior month before they can open time sheets for the current month. This means that you will not always have access to your time sheet.

#### **Helpful tip:**



Keep track of hours worked in a notebook and log your hours into your time sheet once you have access. **If you forgets to input hours, you don't get paid for missing hours,** so keep good records of hours worked.

## Payment FAQs

### ***When will I be paid?***

As a FWS student you will be considered an hourly employee. Hourly employees are paid on the 15th of each month. If a pay date falls on the weekend or holiday, the pay date will change to the preceding working day.

### ***How will I be paid?***

You can select to receive a paper paycheck or have funds direct deposited into your personal bank account.

### ***Can I pick up my paper check?***

Paper pay checks are NOT available for campus pick-up. Paper pay checks are mailed one day before the pay date.

*Employees can change their mailing and legal addresses in the Office of Human Resources (Building 4, Room 1460, 1st Floor). Mailing addresses can also be changed through the Portal. Once logged in select the **Employee** in the main menu and then go to **Employee Self Service** card. Click on **Addresses and/or Phone Number**.*



#### **Helpful tip:**

To avoid delays in receiving your paycheck through the postal service, it is highly recommended that you sign up for direct deposit. To sign up for direct deposit, complete the Direct Deposit Authorization Form, found under [Payroll forms](#), and submit it to the Payroll Department. [Click here for instructions](#).

**This form can only be filled out AFTER your paperwork has been processed by HR and Payroll. Fill it out 1-2 weeks AFTER you sign the FWS contract.**

### ***What happens if you haven't received your paper paycheck?***

Sufficient time must be allowed for the post office to deliver your paycheck. Checks are taken to the Post Office the day prior to the issue date. If five postal days have passed and you still have not received your paycheck, please visit the Payroll Department (Building 4, Room 1370, 1st Floor) to complete an Affidavit and Request for Replacement Warrant form. This will enable the Payroll Department to place a stop payment on the missing check and issue a replacement check.

#### **Note:**

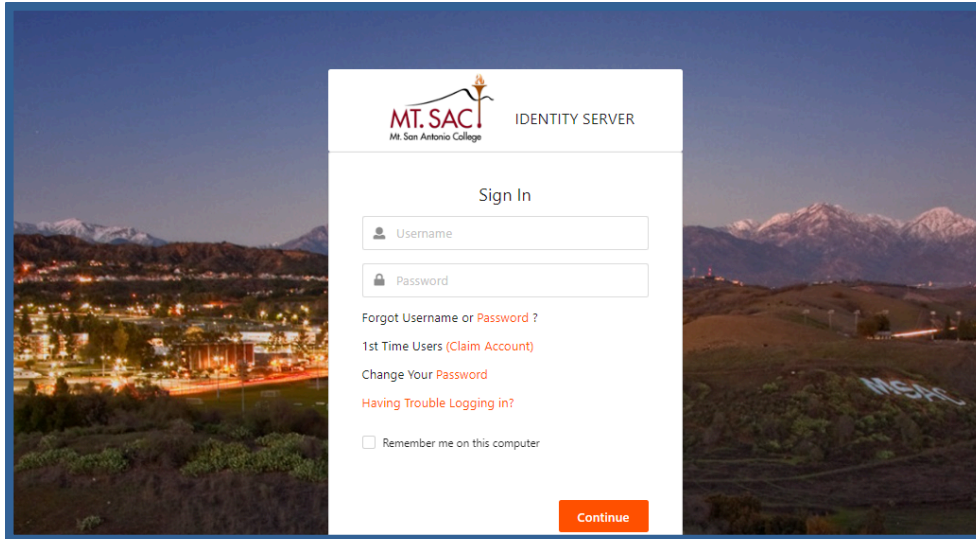
For a replacement check to be issued that same business day after 3:00pm, the Affidavit and Request for Replacement Warrant must be received by 10:00am. For an Affidavit and Request for Replacement Warrant received after 10:00am, a replacement check will not be ready until after 3:00pm the following business day.

### ***Where can I see my pay stubs?***

Pay stubs can be retrieved through the Mt. SAC Portal. Once logged in select **Employee** in the main menu. In the **Employee Self Service** card click on **Pay Information** and then click on **Pay Stub**.

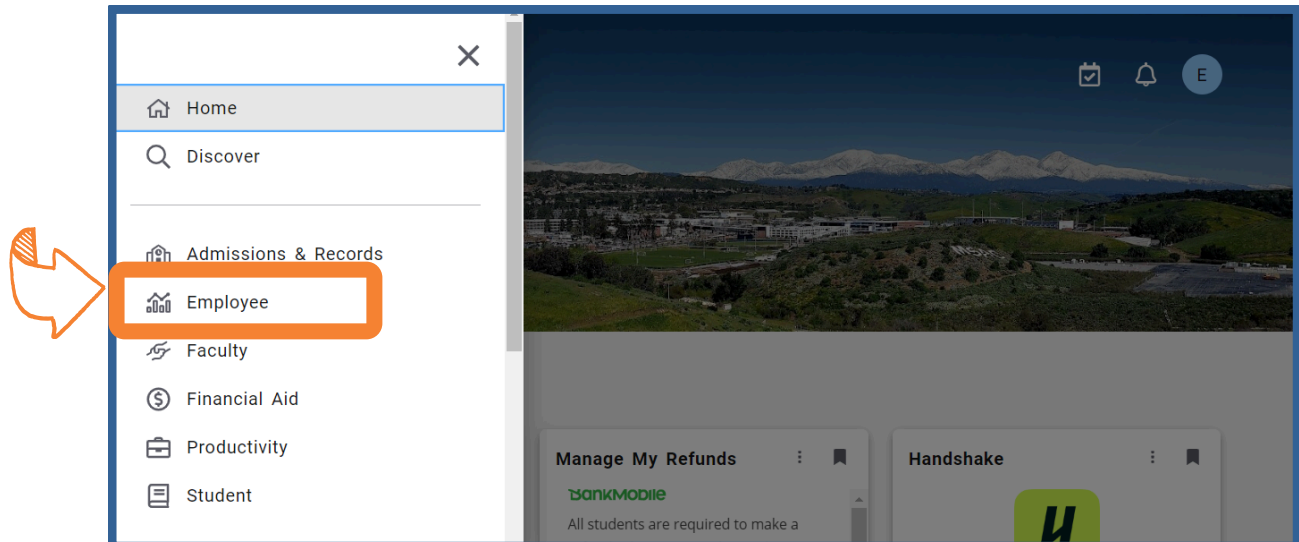
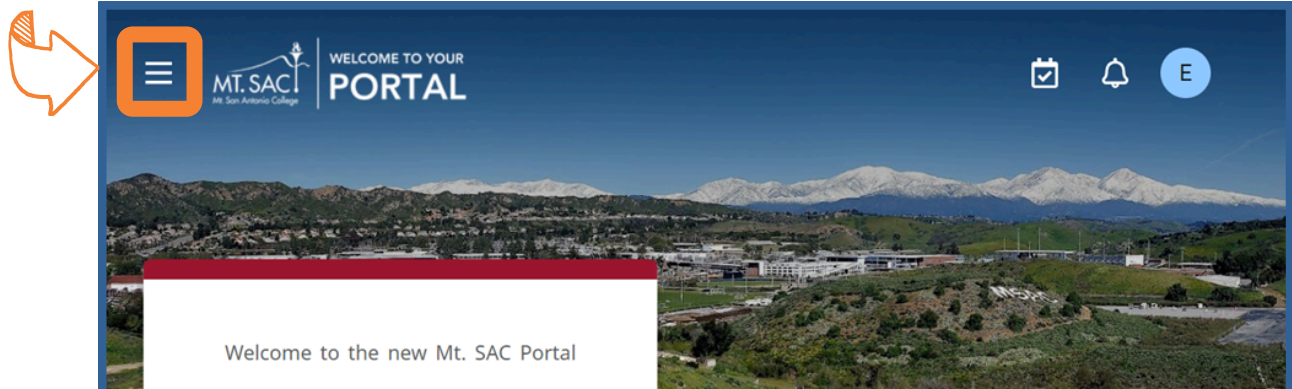
# How to Access and Submit Time Sheets

Step 1. Log into your Mt. SAC student portal. <https://inside.mtsac.edu/>

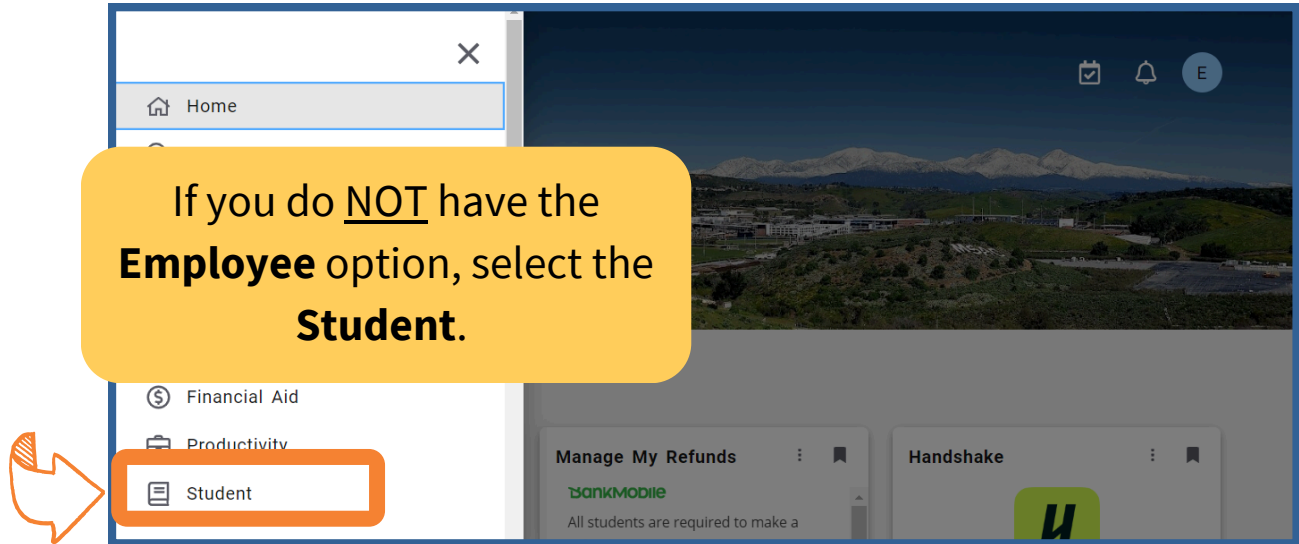


If you are unable to login to the Portal, click on the help links below the login button. If you are still unable to login, contact the Help Desk at extension 4357.

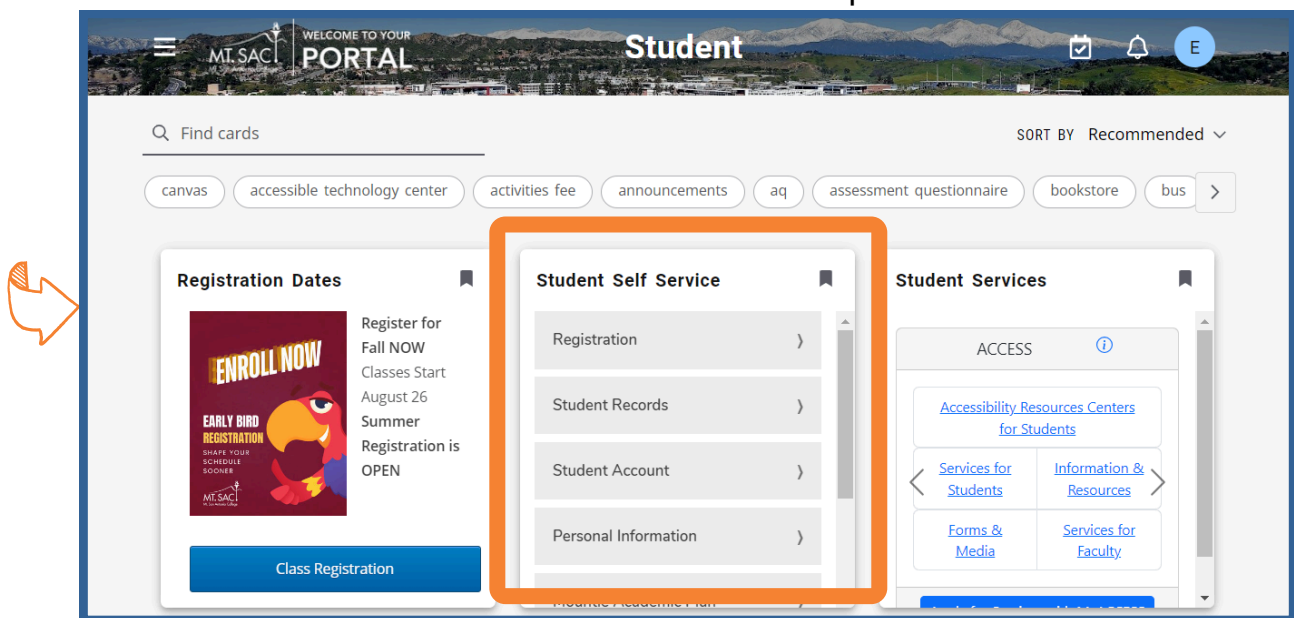
Step 2. Expand the **Main Menu** icon and select **Employee**.



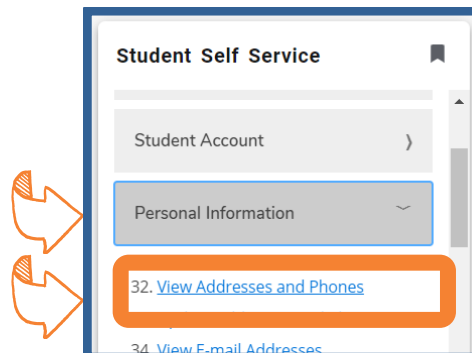
Step 3. If you have the **Employee** option skip to **Step 6**.



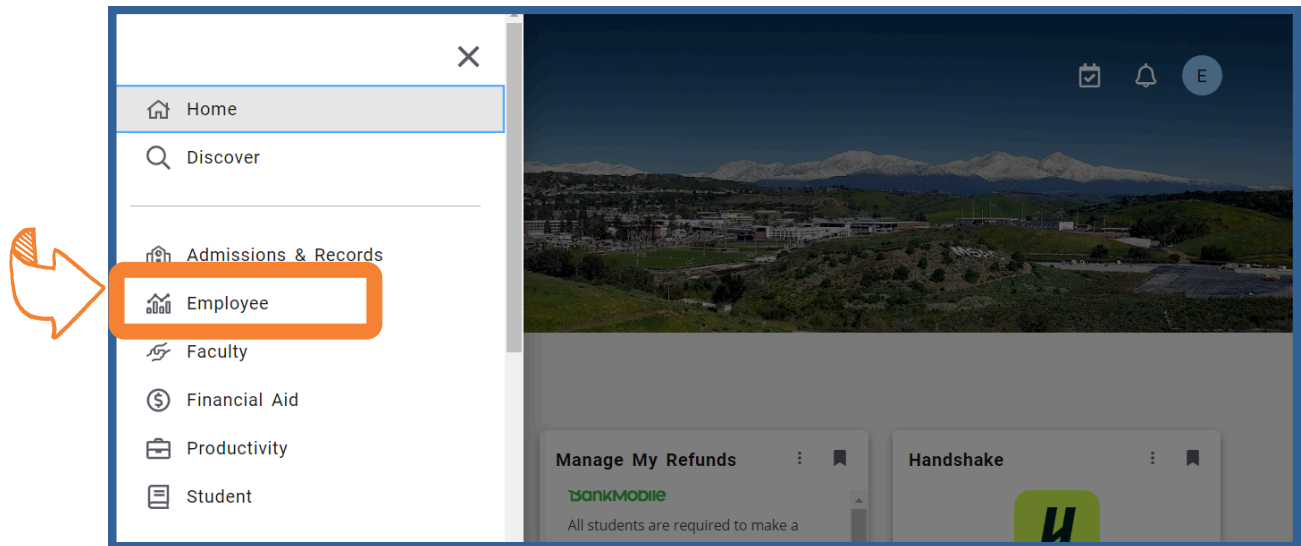
Step 4. You will be redirected to **Student** page, look for the **Student Self Service** card. Click on the **Personal Information** to expand.



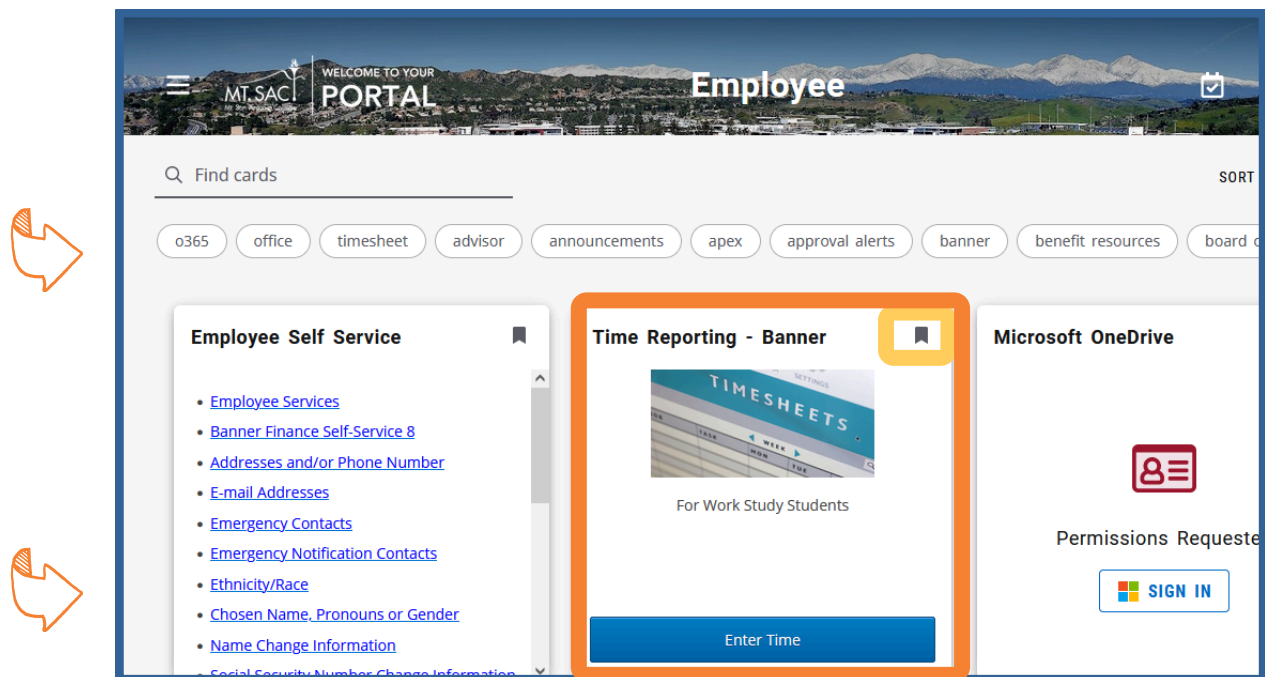
Step 5. Under **Personal Information**, click on **32. View Addresses and Phones** link.



Step 6. You will now see an **Employee** option when you expand the main menu. Click on the **Employee**.

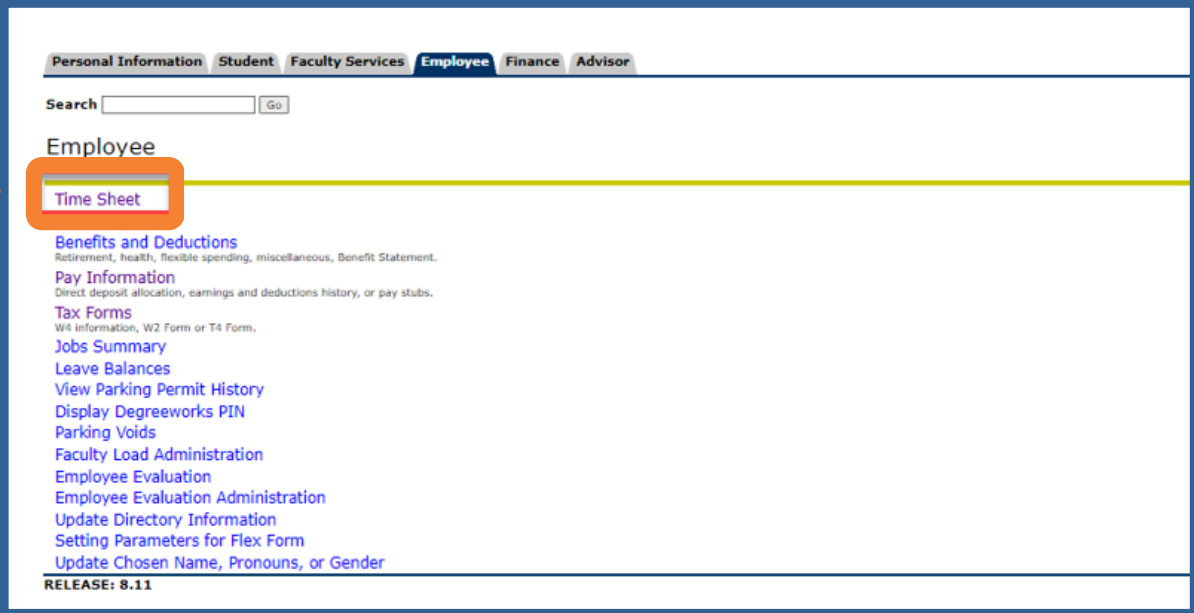


Step 7. You will be redirected to **Employee** page, look for the **Time Reporting-Banner** card. Click on the **Enter Time** button.



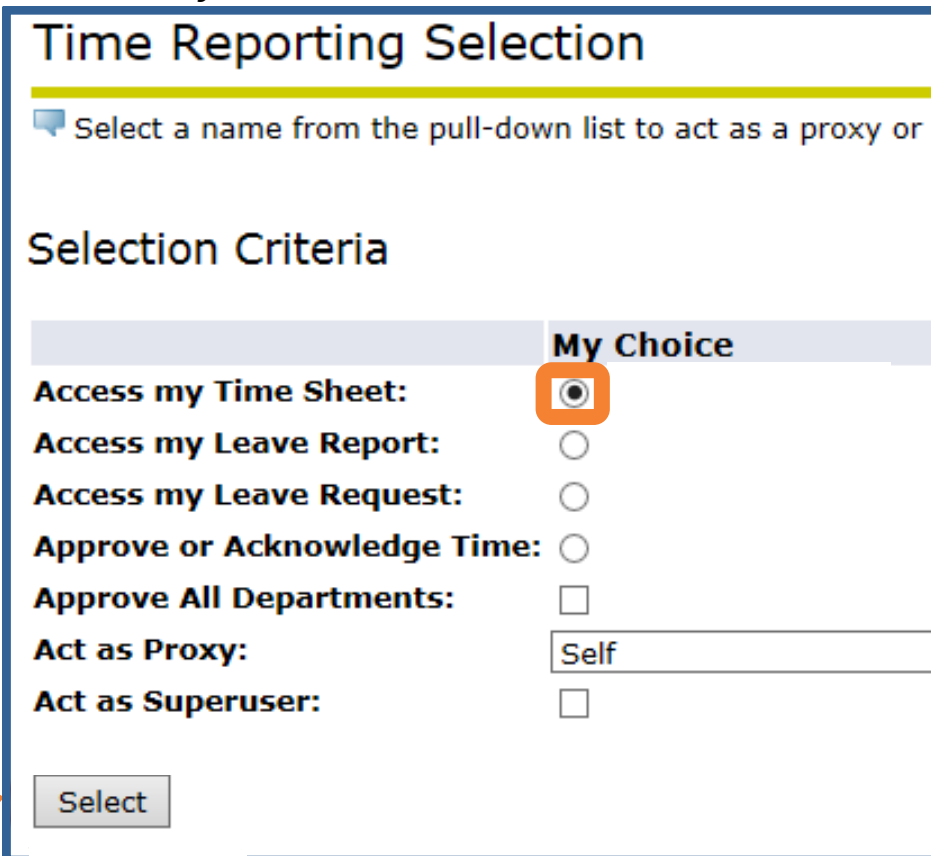
Note: We suggest that you click on bookmark icon to save card to homepage.

Step 8. Go to the **Employee** tab and click on **Time Sheet** link.



The screenshot shows a web interface with a navigation bar containing tabs: Personal Information, Student, Faculty Services, Employee, Finance, and Advisor. The Employee tab is selected. Below the navigation bar is a search field with a 'Go' button. A horizontal line separates the navigation from the main content area. Under the heading 'Employee', the 'Time Sheet' link is highlighted with a red box. Below this, there are several other links: Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, Leave Balances, View Parking Permit History, Display Degreeworks PIN, Parking Voids, Faculty Load Administration, Employee Evaluation, Employee Evaluation Administration, Update Directory Information, Setting Parameters for Flex Form, and Update Chosen Name, Pronouns, or Gender. At the bottom left, it says 'RELEASE: 8.11'. Two orange arrows point to the 'Employee' tab and the 'Time Sheet' link.

Step 9. You will be redirected to **Selection Criteria**.  
Select **Access my Time Sheet** and the click on the **Select** button.



The screenshot shows the 'Time Reporting Selection' page. At the top, there is a heading 'Time Reporting Selection' followed by a yellow horizontal line. Below this is a message: 'Select a name from the pull-down list to act as a proxy or...'. The main section is titled 'Selection Criteria'. It contains a list of options with radio buttons and checkboxes. The 'Access my Time Sheet' option is selected, with its radio button highlighted by a red box. The other options are: 'Access my Leave Report:', 'Access my Leave Request:', 'Approve or Acknowledge Time:', 'Approve All Departments:', 'Act as Proxy:', and 'Act as Superuser:'. The 'Act as Proxy:' option has a dropdown menu showing 'Self'. At the bottom left, there is a 'Select' button. An orange arrow points to the 'Select' button.

Step 10. Make sure the proper job is selected, if more than one is shown. You will now need to choose the **Title and Department** and pay period of the time sheet you wish to report. Use the dropdown menu to select the appropriate **Pay Period and Status** and click **Time Sheet**.

**Title and Department**      **My Choice Pay Period and Status**

Work Study Student Asst II, WS9350-00       Dec 01, 2015 to Dec 31, 2015 ▼

Federal Work Study, 902500

Step 11. Enter the hours you worked for each day using the **Enter Hours** link below the date worked. Only 1 week will appear at a time so click the **Next** button to move to the following week or the **Previous** button to go back to the prior week.

**Personal Information**   **Student**   **Financial Aid**   **Employee**

Search

**Time and Leave Reporting**

**Time Sheet**


**Title and Number:** Work Study Student Asst IV -- WS9977-00  
**Department and Number:** Federal Work Study -- 902500  
**Time Sheet Period:** May 01, 2010 to May 31, 2010  
**Submit By Date:** Jun 04, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 01, 2010	Sunday May 02, 2010	Monday May 03, 2010	Tuesday May 04, 2010	Wednesday May 05, 2010
Regular Pay	1	0	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0	0	0	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0



Step 12. Enter the time you came in to work and the time you left work for each day. Be sure to enter your time out when you take your meal period and your time in when you return from your meal period. **You are required to take a 30 minute meal period when working more than 6 hours in one day.**

**Time In and Out**

 Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00,

Date: Monday, May 03, 2010  
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0



**Remember:** No more than 8 hours per day.

MT. SAN ANTONIO COLLEGE  
HUMAN RESOURCES

TEMPORARY EMPLOYEE REST & MEAL PERIOD GUIDELINES

HOURS WORKED	REST PERIOD (BREAK)	MEAL PERIOD (LUNCH)	COMMENTS
4	(1) 15 minute	None	Rest period taken in the middle of the workday
4.5	(1) 15 minute	None	Rest period taken in the middle of the workday
5	(1) 15 minute	30 minute (unpaid)	Meal period can be waived by mutual consent
5.5	(1) 15 minute	30 minute (unpaid)	Meal period can be waived by mutual consent
6	(1) 20 minute	30 minute (unpaid)	Meal period can be waived by mutual consent
6.5	(1) 20 minute	30 minute (unpaid)	Meal period <b>cannot</b> be waived by mutual consent
7	(1) 20 minute	30 minute (unpaid)	Meal period <b>cannot</b> be waived by mutual consent
7.5	(1) 20 minute	30 minute (unpaid)	Meal period <b>cannot</b> be waived by mutual consent
8	(2) 15 minute	30 minute (unpaid)	Meal period <b>cannot</b> be waived by mutual consent

Step 13. After you enter your time in and out be sure to click the **Save** button. Do not change the Shift number. It should remain “1.”

Shift	Time In	AM/PM	Time Out	AM/PM	Total Hours
1	9:30	AM	12:00	PM	0
1	12:30	PM	5:00	PM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0

Buttons: Timesheet, Previous Day, Next Day, Add New Line, Save, Copy, Delete

Time In/Time Out reflects a 30 minute meal period.

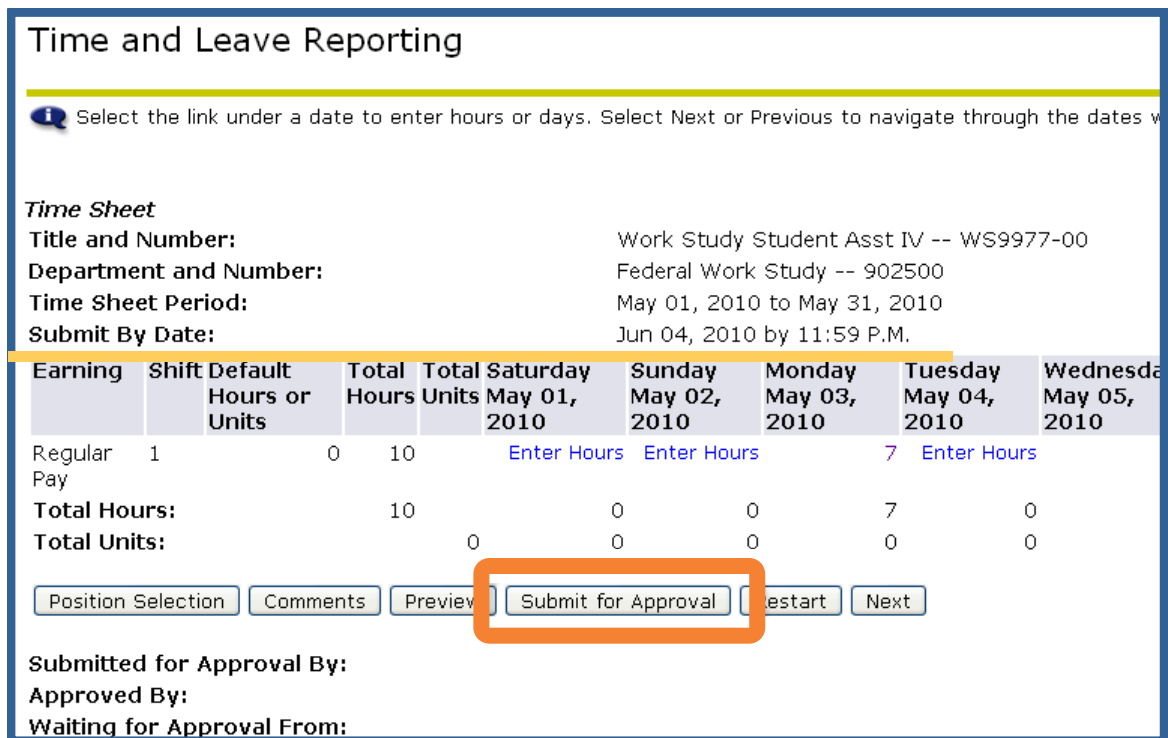
Step 14. The total hours will then appear on the right side. **Be careful with AM/PM.**

Shift	Time In	AM/PM	Time Out	AM/PM	Total Hours
1	09:30	AM	12:00	PM	2.5
1	12:30	PM	05:00	PM	4.5
1		AM		AM	0



Note: Sick leave can be entered by selecting the **Enter Hours** link on the same line as the **Hourly Sick Leave** earnings type. Be sure to enter the sick hours on the correct date.

Step 15. Once your hours are entered and you are ready to send your time sheet to your supervisor, select **Submit for Approval** -at the bottom of the time sheet you will see that the time sheet is now waiting for approval by your supervisor.



**Time and Leave Reporting**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates w

**Time Sheet**  
Title and Number: Work Study Student Asst IV -- WS9977-00  
Department and Number: Federal Work Study -- 902500  
Time Sheet Period: May 01, 2010 to May 31, 2010  
Submit By Date: Jun 04, 2010 by 11:59 P.M.

Earning	Shift Default	Total Hours	Total Units	Saturday May 01, 2010	Sunday May 02, 2010	Monday May 03, 2010	Tuesday May 04, 2010	Wednesday May 05, 2010
Regular Pay	1	0	10	Enter Hours	Enter Hours		7	Enter Hours
<b>Total Hours:</b>			10	0	0	0	7	0
<b>Total Units:</b>				0	0	0	0	0

Submitted for Approval By:  
Approved By:  
Waiting for Approval From:

***Be sure to submit your time sheet by the specified due date each month (separate handout). Check to make sure your supervisor approves your time sheet and remind them if necessary. In some cases, your supervisor may return your time sheet for correction. If this happens, be sure to ask your supervisor what needs to be corrected.***

## Still need help?

***If you encounter problems with your time sheet or payment, please contact the Payroll Department at (909) 274-4240.***