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.madisoncollege.edu/forms-db/index.php 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 Madison College home page: [http://madisoncollege.edu/](http://madisoncollege.edu/) click on: myMadisonCollege

2. Fill in your User Name and Password. (Upper or Lower Case). This is the same Id and Password you use to log into any Madison College computer. Click ‘Sign In’ If you have not established your Network ID (or are unsure) please click on “New Employee? Set up Access Now” 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
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.

4. Click the down arrow next to **Go**, and click ‘Timesheet’. Click GO.
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.
TIME ENTRY FIELDS

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

**PART TIME PSRP:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Hourly</td>
<td>MRGB1</td>
<td>To be used for your regular work hours</td>
</tr>
<tr>
<td>Bereavement</td>
<td>MBVB1</td>
<td>Qualified Bereavement Leave</td>
</tr>
<tr>
<td>Double Time*</td>
<td>MDTB1</td>
<td>See contract for usage</td>
</tr>
<tr>
<td>Occurrence Hours</td>
<td>MOCCU</td>
<td>To report usage of Occurrence Time (paid leave bank)</td>
</tr>
<tr>
<td>On Call</td>
<td>MOCOC</td>
<td>See contract for usage</td>
</tr>
<tr>
<td>On Call</td>
<td>MCALL</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Work Add- Vac or LOA</td>
<td>MRGB2</td>
<td>To be used if directed by your supervisor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

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

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.
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:

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.

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 Reporting Codes (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:

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.

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:

Click SUBMIT when your entries are complete.

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 myMadisonCollege.

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 myMadisonCollege session, you will need to re-log into myMadisonCollege. 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 Madison College home page, http://myMadisonCollege.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:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Fields</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Date:</strong> Enter the date on which you wish to begin reporting time.</td>
<td>Use the calendar icon or type the date. Click the Previous Week/Next week icons as necessary to change the date, but always click <strong>Refresh</strong> afterwards making sure that the date displayed is the same as in the dark blue bar as shown above.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Time:</strong> 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.</td>
<td>Enter all work time in hours and minutes (no seconds). All minutes must be reported to the nearest quarter. <strong>Valid examples:</strong> 8:00a, 8:15a, 8:30a, 8:45a Use the tab key to navigate between fields</td>
</tr>
<tr>
<td>3</td>
<td>Click the arrow on the <strong>Time Reporting Code (TRC)</strong> field and select an appropriate code</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>To enter multiple Time Reporting Codes for the same day: <strong>Add a row</strong> 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</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>To Enter Occurrence Hours, use the Quantity column. Report in hours to the quarter hour. Time must end in .25, .50, .75, or .00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>When all rows of your time are entered correctly, click Submit.</td>
<td>If you are making changes after Submitting, hit SUBMIT again when complete and the current entries will be saved.</td>
</tr>
</tbody>
</table>
| 7     | **Trouble?**                                                           | * If you receive an error while trying to navigate, begin the log in process again from the Madison College home page.  
*If you have trouble with entries, try deleting the row(s), refreshing the date at the top, and re-entering.  
*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 |