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. Please note that this document does NOT pertain to your Leave Balances as covered by the Full Time Faculty contract. The current practice of recording those leave balances remains the same at this time.

At the minimum, your time needs to be entered weekly. To insure payment during the current biweekly 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

![Image of myMadisonCollege login page]

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.

![Image of myMadisonCollege login page]

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

![Image of Compensation Launch Pad]
4. Click the down arrow next to **Go**, and click ‘Timesheet’. Click **GO**

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.

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.
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:
Select a **Time Reporting Code (TRC)** by clicking on the down arrow.  
See **Appendix A at the end of this document** for details regarding the TRC options.

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 on the same day without a break in work.
If you choose an Instructional related Time Reporting Code (TRC):

FT FACULTY SUBSTITUTE
FT FACULTY TEACHING 38.14/38.24
PT FAC INSTRUCTION (600 level classes)

Your screen appearance will change upon the selection of the TRC, and by scrolling to the right you will see that a column has appeared for which you must select a class:

Click on the magnifying glass next to the Term-Class box to select. If you are substitute teaching, it will take some time after clicking on the magnifying glass for all the possible classes to display. A better option is to know the Term-Class, and simply type it in the box in the same format as shown below (dash in between).
Click on a class number (in blue) to select it.

Click on any heading in the blue bar to sort by that heading.

If you choose a Time Reporting Code (TRC) other than the two shown on the previous page:

**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 may direct you on your selection. If no Combo Code’s are displayed when clicking on the magnifying glass, please contact your Dept Office.

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 9/28 date:
EXAMPLES BELOW: Creating two lines for the same date in order to:
*Enter 2 TRC Codes for the same date AND/OR
*Enter additional In-and-Out times
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. Be sure to indicate AM or PM.

**Example:**

![Image of a timesheet with entries and buttons for In, Out, and Submit]

To complete your entries, click “OK” when your entries are complete, and “OK” to confirm. Totals will then be shown in several areas. To verify the accuracy, review the totals displayed.

**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 **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.

![myMadisonCollege](image)

**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](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. Click:<a href="image">Image</a></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. 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</td>
</tr>
<tr>
<td>3</td>
<td>Click the arrow on the <strong>Time Reporting Code (TRC)</strong> field and select an appropriate code. If instructional related, click the magnifying glass to select a class</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>If selecting a non-instructional TRC, choose the Combo Code. This is where your time will be charged.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>To enter multiple Time Reporting Codes for the same day:</strong> 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.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>If you wish to delete an entire row of time, click the minus button.</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 <strong>SUBMIT</strong> again when complete and the current entries will be saved.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Trouble?</strong></td>
<td>* 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</td>
</tr>
</tbody>
</table>
APPENDIX A

For work performed over and above your contractual obligations:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>TRC</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT Fac Innovative Grant</td>
<td>MIG</td>
<td>To report work on Innovative Grants</td>
</tr>
<tr>
<td>FT Faculty 38.14 38.24</td>
<td>MFT38</td>
<td>To report Instruction on a 38.14 or 38.24 contract which is over and above your contractual obligation</td>
</tr>
<tr>
<td>FT Faculty Curriculum Dev</td>
<td>MCDD2</td>
<td>Authorized Curriculum Development work</td>
</tr>
<tr>
<td>FT Faculty Professional Assign</td>
<td>MA2</td>
<td>Professional work assigned (Research assigned, maintenance of equipment, etc.)</td>
</tr>
<tr>
<td>FT Faculty Substitute Inst</td>
<td>MSUBF</td>
<td>Substitute instruction</td>
</tr>
<tr>
<td>FT Faculty Travel Pay</td>
<td>MTRTW</td>
<td>Authorized Travel Pay - see contract for details.</td>
</tr>
<tr>
<td>PT Fac Instruction</td>
<td>MNC3</td>
<td>Non-Aidable, 600-Level Hourly Instruction</td>
</tr>
<tr>
<td>Supervisory Dentistry</td>
<td>MSD</td>
<td>Dental Supervisors</td>
</tr>
</tbody>
</table>

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