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

You do not use this method to record instructional hours that are paid through a letter of agreement received from your Department office, showing an amount paid per class. However, additional hours you may be assigned, such as curriculum development or required meeting attendance, must be recorded using this process. You may find your union contract helpful as a guide. It is located at: http://wi.aft.org/ptunion

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 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.

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

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.
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. The Date can be NO EARLIER than your hire date to the job displayed. 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.

**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. 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.

Type in your work time under the correct headings of IN or OUT

**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.

The Quantity area is applicable if you are recording sick leave. There are three options for sick leave entry. This are explained further in this document.
If you choose an Instructional related Time Reporting Code (TRC):

**PT FACULTY INSTRUCTION OR PT FACULTY SPECIALIZED INSTRUCTION**
(ONLY USE FOR CLASSES PAID HOURLY AS DEFINED IN THE UNION CONTRACT)

-or-

**PT FACULTY UNION SUBSTITUTE**

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. It will display those classes to which you are assigned that occur on that date.

Click on the class number (in blue) to select it.
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 (dash in between).

If you choose a Time Reporting Code (TRC) other than those above (and excluding sick leave):

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**Combo Code:** This represents the accounting area where your time is charged. By clicking on the magnifying glass, you will see your options. You office support staff/supervisor may direct you on your selection. If NO options are displayed, and the Time Reporting Code is correct, contact your Department 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 8/17 date:

An additional line is created for 9/28. If you need to report time under two Time Reporting Codes (TRCs) **for the same date**, you now have the ability to do so. 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. (In-and-Out is required for all TRC’s except those relating to Sick Leave, which will be discussed further in the document.) You can have several ‘In/Out’ punches within one day. Be sure to indicate AM or PM by typing ‘A’ or ‘P’.

Click **SUBMIT** when your entries are complete

Click “OK”

**REVIEW THE TOTALS** displayed to verify they are accurate.

If you need to make changes, do so and again click **SUBMIT**.
**SICK TIME / HOLIDAYS / OFFICIAL SCHOOL CLOSINGS:**

Towards the bottom of the timesheet is a ‘Balances’ area. In that area your sick leave balances will be displayed:

The following Time Reporting Codes (TRCs) can be chosen to report sick leave.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSLC1</td>
<td>To record Sick Leave for an Hourly paid class</td>
</tr>
<tr>
<td>MSLT1</td>
<td>To record Sick Leave for a class paid through TAG (Agreement Letter) –</td>
</tr>
<tr>
<td>MSLS1</td>
<td>To record Sick Leave for a class paid under Specialized Instr. –</td>
</tr>
</tbody>
</table>

When selecting one of the types shown above, you must record your time in the Quantity area. You are typically earning sick time on the bases that 50 minutes = an hour, and you should record your absence on the same basis. For example, if you miss a class due to illness, and the class is scheduled 8:30 – 11:20, you would enter 3 hours in the Quantity field.
If you are entering more sick leave usage than you have available, an error message will result:

In this situation, click ‘OK’:
- If you are recording sick leave on a TAG assignment and do not have enough sick balance, please contact your Department office.
- If you are recording sick leave for a class that is paid hourly, reduce the hours to equal what balance you have, or remove the entry if you have no sick time available.

**HOLIDAYS OR OFFICIAL SCHOOL CLOSING (weather, etc):**

If you are paid per class through a letter of agreement, no entry is necessary.

If you are paid hourly for instruction as defined by your contract ([http://wi.aft.org/ptunion](http://wi.aft.org/ptunion)), report your instructional hours as usual on the system.

Non-instructional hours are not paid.
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.

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:

**Steps** | **Fields** | **Tips**
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1 | **Date:** Enter the date on which you wish to begin reporting time. Click: REFRESH | 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.

*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. 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

2 | **Click the arrow on the Time Reporting Code (TRC) field and select an appropriate code** | Use your tab key to easily navigate between fields.

3 | **Click the arrow on the Time Reporting Code (TRC) field and select an appropriate code** | After selecting a TRC for reporting Instructional Time, click on the magnifying glass under Term-Class to select your class. If entering non-instructional time, click on the magnifying glass under Combo-Code to select a chartfield.

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.** | 

5 | **If you wish to delete an entire row of time, click the minus button.** | If you wish to change the data, simply do so and click Submit again. Your most recent entries are saved.

6 | **When all rows of your time are entered correctly, click Submit.** | *If you receive an error while trying to navigate, begin the log in process again from the 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*

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APPENDIX A

Time Reporting Codes (TRC):

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>TRC</th>
<th>GUIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT Faculty Instruction*</td>
<td>MINST</td>
<td>To record <strong>hourly paid instruction</strong> per the bargaining contract</td>
</tr>
<tr>
<td>PT Faculty Union Curriculum</td>
<td>MCDD1</td>
<td>Authorized curriculum development time</td>
</tr>
<tr>
<td>PT Faculty Union Shop Time</td>
<td>MSHP1</td>
<td>Shop time - only used if teaching a specific authorized class</td>
</tr>
<tr>
<td>PT Faculty Union Sick Lv</td>
<td>MSLC1</td>
<td>To record Sick Leave for an <strong>HOURLY paid class</strong></td>
</tr>
<tr>
<td>PT Faculty Union Sick Lv - TAG</td>
<td>MSLT1</td>
<td>To record Sick Leave for a class paid through TAG – (Not paid hourly)</td>
</tr>
<tr>
<td>PT Faculty Union Sick Special</td>
<td>MSLS1</td>
<td>To record Sick Leave for a class under Specialized Instr. – see contract</td>
</tr>
<tr>
<td>PT Faculty Union Spec Instr*</td>
<td>MINSS</td>
<td>To record <strong>instruction paid hourly</strong> under Specialized Inst. – see contract</td>
</tr>
<tr>
<td>PT Faculty Union Substitute</td>
<td>MSUBP</td>
<td>Substitute Teaching</td>
</tr>
<tr>
<td>PT Faculty Union Travel Pay</td>
<td>MTRTP</td>
<td>Record travel pay if authorized and in compliance with the contract</td>
</tr>
<tr>
<td>PT Faculty Unit Addl Wrk A</td>
<td>MAWWA</td>
<td>Authorized ‘Type A’ activities - see contract</td>
</tr>
<tr>
<td>PT Faculty Unit Addl Wrk B</td>
<td>MAWWB</td>
<td>Authorized ‘Type B’ activities – <em>(CONVOCATION, ETC.)</em></td>
</tr>
<tr>
<td>PT Faculty Unit Addl Wrk C</td>
<td>MAWWC</td>
<td>Authorized ‘Type C’ activities - see contract</td>
</tr>
<tr>
<td>Technical Assistance 38.14</td>
<td>MTA</td>
<td>Technical Assistance work through a 38.14 contract</td>
</tr>
</tbody>
</table>

For details, you may find your union contract helpful, located at:

[http://wi.aft.org/ptunion](http://wi.aft.org/ptunion)

Select ‘Collective Bargaining Agreement’ displayed on the left hand side.

*Currently those reporting hourly instruction are:*

**Workplace**
Instruction on 38.14 or 38.24 contract
Fire Academy Instruction
Law Academy Instruction

Those under Specialized Instruction defined by the contract