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.

Enter, 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 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**

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 MATC 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. **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

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

**FEDERAL COLLEGE WORK STUDY EMPLOYEES:**

- **College Work Study - MWSCW** To be used for your regular work hours
- **MTC Building Closed - OT** To be used if directed by your supervisor.

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.

The Quantity area is Not Applicable.
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

**Example:**

![Timesheet Image]

Click “OK” when your entries are complete. Click ‘OK’ to confirm.

**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.

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: <img src="image" alt="Refresh" /></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 Refresh 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</td>
<td></td>
</tr>
<tr>
<td>4</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 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 |