If you are a PT instructor in Arts and Sciences, any time you are absent due to illness, substitute teach for another instructor, or attend a college authorized activity (meeting, orientation, or convocation), you will report those hours using the Madison College Time & Labor Compensation Launch Pad. This does not apply to hours worked under your regular teaching assignment, those are paid through your TAG letter.

**Casuals, student help, work study, and writing center tutors will also use these procedures when reporting time.**

To ensure 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.

Employees 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.

**Follow these four steps to log on to the system:**

1. From the Madison College home page click on: MyMadisonCollege
2. Fill in your User Name and Password. Click ‘Sign In’
3. Click Compensation Launch Pad
4. Click the down arrow next to Go, and click ‘Timesheet’. Click GO

**Follow these nine steps to record your hours:**

1. **Date:** Enter the date on which you wish to begin recording time. You can use the calendar icon or click the previous/next week icons as necessary to change the date. Click REFRESH.

2. **Comment:** Click the cloud icon located next to the Day and add a comment. Examples include:
   a. Subbed for John Smith
   b. Attended Math dept. meeting
   c. Attended convocation
   d. Covered writing center shift for Jane Doe
   e. Participated in new PT orientation
   f. Completed CETL online orientation

3. **Time:** (NOT REQUIRED FOR SICK LEAVE) 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 should end in .00, .15, .30, or .45 (minutes to the nearest quarter hour).

   *PLEASE NOTE WHEN ENTERING TIME*

   All classes that run for 50 minutes should be reported as 1 hour.

   All classes that end 20 or 50 minutes after the hour should be rounded up to the nearest half hour.

   All classes that end on the quarter hour should be reported as is.
4. **Time Reporting Code (TRC):** Click the arrow and select the appropriate field. There are three main TRC codes you will use:
   a. **Sick Leave:** PT Faculty Union Sick LV – TAG - MSLT1
   b. **Substitute Teaching:** PT Faculty Union Substitute – MSUBP
   c. **Convocation/Orientation/Meetings:** PT Faculty Unit Addl Wrk B – MAWWB

5. **Quantity:** **USE THIS BOX ONLY IF YOU ARE REPORTING SICK HOURS.** You are typically earning sick time on the basis 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.

6. **Combo Code:** **USE THIS BOX ONLY IF YOU ARE REPORTING MAWWB HOURS.** Click on the magnifying glass and select the correct Chartfield. Casual/student help codes may appear differently. Contact your supervisor for your correct code.

<table>
<thead>
<tr>
<th>Combo Code</th>
<th>Instructional Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 English</td>
<td>Truax</td>
</tr>
<tr>
<td>01 World Languages</td>
<td>Portage</td>
</tr>
<tr>
<td>01 History</td>
<td>Downtown</td>
</tr>
<tr>
<td>01 Mathematics</td>
<td>Reedsburg</td>
</tr>
<tr>
<td>01 Music</td>
<td>Comm. Ave</td>
</tr>
<tr>
<td>01 Natural Science</td>
<td>Watertown</td>
</tr>
<tr>
<td>01 Physical Education</td>
<td>South</td>
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<tr>
<td>01 Reading</td>
<td>South</td>
</tr>
<tr>
<td>01 Social Science</td>
<td>West</td>
</tr>
<tr>
<td>01 Performing Arts</td>
<td>West</td>
</tr>
</tbody>
</table>

7. **Term-Class:** If you are reporting sick leave or subbed for a class, enter the 4-digit term followed by a dash and the 5-digit class number (example 1144-32560). You may see an error "No match data", if so, please continue the process and hit SUBMIT. If the error remains, try re-entering the term-class or use the magnifier to locate the class using the list of options.

8. **SUBMIT:** Click Submit when your entries are complete. You should receive a “submission successful” message. If you need to go back and make changes, use the **Plus (+) or Minus (-)** icons on the far right to add or delete a row. You can use this to add multiple entries to one day.

9. **Review Totals:** Review all entries for accuracy. Correct any errors by repeating steps above.