TIME REPORTING – Monthly employees
Timesheet should be completed on a daily basis

Follow these steps to fill out and submit your timesheet:

1. Log-on to My MCC Portal (located on MCC's website at www.morgancc.edu): **User Name** is your S number (be sure to capitalize the S) and your **password** is your portal password.

2. Click on your **Employee tab** and locate **Time Reporting** box.

3. Select the current pay period to enter your hours. You **cannot** enter hours for a previous pay period.

4. Your timesheet only shows a week at a time, you will need to click **Next** to view the next week.

5. Click **Enter Hours** under **Regular** earnings to enter hours worked. Time <u>must</u> be entered in 15-minute increments (.25, .50, .75).

6. Enter **Time In** as the time you came into work – beginning of the day, after lunch break.

7. Enter **Time Out** as the time you left work – lunch break, end of day.

8. You will need to change **AM/PM** as needed.

   EX: worked 3:00pm to 6:00pm left for lunch, came back at 7:00pm and left at 12am. You would enter:
   Time IN   3:00pm   Time OUT   6:00pm
   Time IN   7:00pm   Time OUT   12:00am

9. If you took any time off, select Enter Hours under the correct earning/leave type (i.e. if you take vacation, enter hours under **Annual Leave** earning).

10. If you came in for call-back before or after you shift ended or worked more than your normal shift, all hours need to be reflected accurately on your timesheet.

    EX: worked 3:00pm to 6:00pm left for lunch, came back at 7:00pm and left at 12am. Then you are called back for an alarm at 1:30am for 10 minutes. You would enter:
    Time IN   1:30am   Time OUT   1:45am
    Time IN   3:00pm   Time OUT   6:00pm
    Time IN   7:00pm   Time OUT   12:00am

    EX: snow removal from 3:30am to 5:39am, worked your normal shift starting at 8:00am, left for lunch at 12pm, came back at 1:00pm and left at 5pm.
    Time IN   3:30am   Time OUT   5:45am
    Time IN   8:00am   Time OUT   12:00pm
    Time IN   1:00pm   Time OUT   5:00pm

11. After entering your time in and out for the day, click **Save**. Your hours will total automatically.

12. Click **Timesheet** to return to your timesheet.

13. After you enter all time on timesheet, review and then click **Submit for Approval.**

14. Once your timesheet is submitted, you can make changes to it by clicking on **Return Time** button as long as your supervisor has not started the approval process

*YOU MUST ENTER TIME INTO YOUR TIMESHEET DAILY
*Deadline for Timesheet Submitters: The last working day of the month.

What if I Need Help?

The **MCC Helpline** can assist you with portal login and/or passwords.   Please call 800-622-0216 ext 3123 Or 970-542-3123 to reach the computer help center.

The **MCC Human Resources** staff can assist you with questions regarding timesheets.

Main Contacts: HR Coordinator, Nancy Ruhl   970-542-3130
                               HR Director, Amanda Dunn   970-542-3129