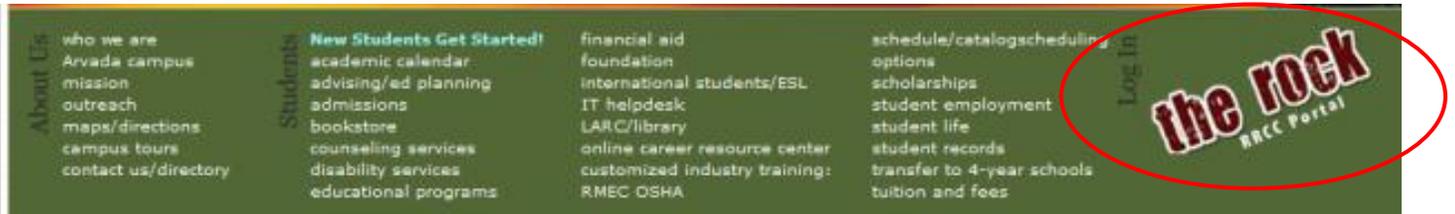


TIME REPORTING – Hourly employees

If you are required to submit a time sheet, you need to log in to the Rock RRCC portal. If you are on campus, simply click the Internet Explorer button from a RRCC computer to access the Rock RRCC portal. If you are working off-site, go to www.RRCC.edu and click the Rock RRCC logo.



Your **User Name** is your S number (be sure to capitalize the S) and your **password** is your portal password. If you need assistance with your portal password, please select one of the links in the Need Help section or call the 24/7 Tech support phone number listed below.



Once you log into the portal, make sure the Employee tab is open and look for the **Time Reporting** channel.



TIME REPORTING – Hourly employees

Choose which pay period's time sheet you are completing. Normally only one period will be available at a time as RRCC's cut-off for one will be the last Friday of the period and the new one will open the first day of the next period or Saturday. Where an employee may see two selections is if they hold two or more positions at RRCC. One position may be for the cafeteria and the second may be for tutoring with a link to a different time sheet for the same two week period under each. When you click the link for a pay period, your time sheet for that pay period will appear:

 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

To begin entering your time, click "Enter Hours" under the column matching the date you worked.

Time Sheet

Title and Number: Hourly - Admn Comp Support -- 716370-00
Department and Number: Human Resources Ops -- 116300
Time Sheet Period: Mar 13, 2010 to Mar 26, 2010
Submit By Date: Mar 26, 2010 by 11:59 P.M.

Earning	Shift	Default	Total	Total	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
					Hours	Units	Mar 13, 2010	Mar 14, 2010	Mar 15, 2010	Mar 16, 2010
Regular	1		0	0	Enter Hours					
Total Hours:			0	0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Please note the following

- Time sheets only display **one week** at a time. Click the **Next** button to see the second week of the pay period. (Likewise, if you are viewing the second week of the pay period, click **Previous** to return to the first week of the pay period.)
- Time must be entered in 15 minute increments and should be rounded to the nearest quarter hour.
- If you work past midnight, the time must be entered on the new date. For example, if you work 4:00p-12:30a on March 15, 2010, you need to enter the hours from 4-12 on March 15, 2010, and from 12-12:30 on March 16, 2010.

TIME REPORTING – Hourly employees

To enter your hours, click **Enter Hours** under the column matching the date you worked. The following screen will appear when you click Enter Hours:

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Thursday, Jul 22, 2010
Earnings Code: Regular

Shift	Time In		Time Out		Total Hours
1	08:00	AM	12:00	PM	4
1	01:00	PM	03:00	PM	2
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					6

Callout 1: Enter hour colon min (h:mm) The system will not auto-fill partial entries
 AM or PM must be selected.
 Time must be entered in 15-minute intervals.
 Make sure you enter the time out for meals or class attendance in the middle of working hours.

Callout 2: When you are finished entering your time, click the Save button and the Total Hours will populate

Callout 3: To return to your full timesheet, click the "Time Sheet" button. If you'd like to go to the next date, click the "Next Day" button.

To enter your hours:

1. Enter the **Time In** to the nearest quarter hour under the **Time In** column. Use the AM selector to choose AM or PM. Note: noon is PM and mid-night is AM
2. Enter the **Time Out** to the nearest quarter hour under the **Time Out** column. Choose AM or PM.
3. Non-paid work time, such as a meal period, should be reflected in the hours worked. For example a typical work day may be as follows:

Time In	Time Out
8:15 AM	12:00 PM
1:00 PM	5:15 PM

In this example, it is assumed that the employee took a meal period between 12:00 PM and 1:00 PM and therefore was **"off the clock"** during that time. Note that employees are entitled to one 15 minute paid break for each four (4) hours worked. These breaks do not need to be recorded as they are paid time. According to Federal Labor Laws, employees are also entitled to an unpaid meal break of 30-60 minutes for each six (6) hours worked. RRCC expects employees to take and record this time as unpaid each day that has more than six (6) consecutive hours of paid time.

4. An entire line of data must be completed in order to save the data. It is recommended to enter the first Time In and Time Out period at the meal break and the second Time In and Time Out period at the end of the work day.
5. If your hours go past midnight, remember that the time past midnight must be entered on the following date.

TIME REPORTING – Hourly employees

When you have finished entering time for this date, click **Save**. The **Total Hours** column will automatically calculate the total number of hours worked for that day.

Other navigation buttons include:

Copy – used if one day’s in and out times are identical to another day’s. Select the day you want to copy from, hit the copy command and select the date(s) you want to copy to by checking the box(es). It is assumed that most days will have unique entries as the starting and stopping times as well as the time for meal breaks will vary.

Delete – used to delete all entries for the date selected

Add lines – used to enter more Time in and Time out lines for data.

To return to the time sheet, click **Time Sheet** below the time entry area.

Before you finalize your time sheet, select the Preview button to display a copy of your time sheet showing total hours for the time sheet period and each day on top and the Time In and Time Out entries on the bottom. See the “how do I print my time sheet section” for instructions on printing. Check to make sure that you have entered the correct number of hours for each day worked in the pay period and that time is recorded to the right category of time (normally regular); double-check the **Total Hours** calculation at the bottom of the time entry portion of the Time sheet.

Select **Comment** to add a note to your supervisor regarding information on your time sheet.

When you have entered all your time and verified that everything is correct, click **Submit for Approval**.

 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates

Time Sheet

Title and Number:	Hourly - Admn Comp Support -- 716370-C
Department and Number:	Human Resources Ops -- 116300
Time Sheet Period:	Mar 13, 2010 to Mar 26, 2010
Submit By Date:	Mar 26, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 13, 2010	Sunday Mar 14, 2010	Monday Mar 15, 2010	Tuesday Mar 16, 2010
Regular	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0
Total Units:				0	0	0	0	0

Submitted for Approval By:	
Approved By:	
Waiting for Approval From:	

When you have completed your timesheet for the pay period, click the "Submit for Approval" button.

TIME REPORTING – Hourly employees

Once you have submitted a time sheet for approval, you cannot make any changes to the time sheet UNLESS:

- You click the **Return Time** button to pull the time sheet back. Please note that this feature can only be used IF the time sheet Approver has NOT yet started the review for approval.
- Your time sheet Approver returns your time sheet for correction.

If your time sheet is returned for correction, your supervisor will send you an e-mail notifying you that you must go in and make changes. You must make the corrections and re-submit for approval before the designated due date or you will be locked out of your time sheet. Please notify your supervisor when you have re-submitted the time sheet so that approval can take place while you are still available to make further corrections.

Time sheets with a status of “not started” or “in-process” will not be included in the next payroll cycle. Employees must submit a paper time sheet to their supervisor for the closed period. Supervisors will review, approve and forward the paper time sheet to payroll. Payroll will manually enter the hours but payment will be delayed one pay cycle.

Time sheets that are in a status of “submitted” and waiting for the supervisor’s approval or “approved” will be included with the current pay cycle.

If you need to complete a second time sheet for the same period because you hold more than one position, you can move directly from one time sheet to the other by using the **Position Selection** button.

How do I print my time sheet?

To print your time sheet, click the **Preview** button. Change your printer setting to Landscape before printing.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Hourly - Human Resources -- 700000-00
Department and Number: Personnel Services-Auraria -- 116300
Time Sheet Period: Jul 17, 2010 to Jul 30, 2010
Submit By Date: Jul 30, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 17, 2010	Sunday Jul 18, 2010	Monday Jul 19, 2010	Tuesday Jul 20, 2010	Wednesday Jul 21, 2010	Thursday Jul 22, 2010	Friday Jul 23, 2010
Regular	1	0	99		Enter Hours	9	9	9	9	9	9
Total Hours:			99		0	9	9	9	9	9	9
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments **Preview** Submit for Approval Restart Next

TIME REPORTING – Hourly employees

What if I notice a mistake after I've submitted my time sheet for approval?

If you realize that you made a mistake on your time sheet after you have submitted it for approval, you can pull the time sheet back and make the needed changes AS LONG AS the Time sheet Approver has NOT yet started the review for approval yet. To do this:

1. Click the **Return Time** button.
2. Make the needed change(s) on your time sheet.
3. Click Submit for Approval. You will be required to certify your time sheet again by entering your Self Service Banner/portal password.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

 Your time sheet was submitted successfully.

Time Sheet

Title and Number: Hourly - EOC -- 700000-00
Department and Number: EOC Educational Opp Center -- 132322
Time Sheet Period: Jul 17, 2010 to Jul 30, 2010
Submit By Date: Jul 30, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 17, 2010	Sunday Jul 18, 2010	Monday Jul 19, 2010	Tuesday Jul 20, 2010	Wednesday Jul 21, 2010	Thursday Jul 22, 2010	Friday Jul 23, 2010
Regular	1	0	30		Enter Hours	Enter Hours	8	8	8	6	Enter Hours
Total Hours:			30		0	0	8	8	8	6	0
Total Units:				0	0	0	0	0	0	0	0

What if I messed up my time sheet or made numerous mistakes?

You can make changes to the Time In-Out for each individual day on the time sheet before it is submitted for approval (or after it is returned for correction).

You also have the option to restart your time sheet by clicking the **Restart** button. The Restart button deletes ALL entries you have made to your time sheet and will require you to start over.

TIME REPORTING – Hourly employees

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Hourly - Human Resources -- 700000-00

Department and Number: Personnel Services-Auraria -- 116300

Time Sheet Period: Jul 17, 2010 to Jul 30, 2010

Submit By Date: Jul 30, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 17, 2010	Sunday Jul 18, 2010	Monday Jul 19, 2010	Tuesday Jul 20, 2010	Wednesday Jul 21, 2010	Thursday Jul 22, 2010	Friday Jul 23, 2010
Regular	1	0	0		Enter Hours						
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Clicking Restart will give you a warning message that says, "Restarting will delete all changes that you have made to your time record. Select Submit to restart."

Clicking Submit will wipe the entire time sheet clean so you can start all over. Please note that this option is NOT reversible! Please use extreme caution with the Restart button (if you use it at all). Click Cancel to return to the time sheet without restarting. Restart may be required if you incur an error on your time sheet.

What causes errors on my time Sheet?

Using the Browser arrow buttons at the top of the screen instead of the navigation buttons within the time sheet window can cause errors.



Additionally, failing to exit the Time Reporting channel properly can cause an error.

Some errors will not prevent entry and submittal. Disregard the error message and continue working in the same time sheet if entries and navigation buttons appear to be working normally. However, if the time entry locks up or calculations are not correct, email RRCC.TimeLeave@rrcc.edu for assistance.