

Web Time Entry Employee Instructions

(Please refer to the payroll calendar for time entry deadlines.)

Log In To: MYGCS

Select "Employee Dashboard"

The screenshot shows the 'Employee Dashboard' for user 'Banks, Melissa A.' in the 'ellucian' system. The dashboard includes a 'My Profile' button, a 'Pay Information' section with links for 'Latest Pay Stub: 02/14/2020', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. Other sections include 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. On the right, the 'My Activities' sidebar contains a prominent 'Enter Time' button, along with options for 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Salary Planner', 'Pay Stub Administrator', '1094 Tax Receipt ID Entry', and 'Employee Menu'.

Select "Start Timesheet" for current pay period.

The screenshot shows the 'Timesheet' entry screen for user 'Banks, Melissa A.' in the 'ellucian' system. It features a 'Pay Period' dropdown menu and a table with columns for 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. The table lists two pay periods: one for '05/15/2020 - 05/28/2020' with a 'Not Started' status and a 'Start Timesheet' button, and another for '05/01/2020 - 05/14/2020' with '26.00 Hours' and an 'Approved' status. A 'Prior Periods' link is also visible.

Pay Period	Hours/Units	Submitted On	Status
05/15/2020 - 05/28/2020			Not Started
05/01/2020 - 05/14/2020	26.00 Hours	05/11/2020	Approved

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Select Date.

Enter "Start Time"

Enter "End Time"

Click "Save".

Repeat steps for each day worked in the current pay period.

The screenshot shows the ellucian web interface for time entry. The user is logged in as Melissa A. Banks. The page title is "Employee Dashboard • Timesheet • PT HR Receptionist, Z99964-01, 1, 632000, Human Resources, Rate: \$10.000000". The current date is 05/15/2020 - 05/28/2020, and the submission deadline is 05/29/2020, 12:00 AM. The calendar shows Friday, 05/15/2020, selected. The form below the calendar has the following fields:

Earn Code	Start Time	End Time	Hours
Part Time Base Earnings	08:00 AM	12:00 PM	4.00

Buttons: "Add Earn Code", "Add More Time", "Exit Page", "Cancel", "Save", "Preview".

The screenshot shows the ellucian web interface for time entry, displaying the summary of time entered. The user is logged in as Melissa A. Banks. The page title is "Employee Dashboard • Timesheet • PT HR Receptionist, Z99964-01, 1, 632000, Human Resources, Rate: \$10.000000". The current date is 05/15/2020 - 05/28/2020, and the submission deadline is 05/29/2020, 12:00 AM. The calendar shows Friday, 05/15/2020, selected with "4.00 Hours" entered. The form below the calendar shows the summary:

Part Time Base Earning 08:00 AM - 12:00 PM | 4.00 Hours

Buttons: "Add Earn Code", "Add More Time", "Exit Page", "Cancel", "Save", "Preview".

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Please note the following:

Start and End Times must be entered in 00:00 AM or 00:00 PM format only.

+ Add More Time Button: Adds additional hours to the same day.

- Button: Removes hours entered for current day.

Must click **“Save”** after each day entered.

Use Buttons on Right to Edit, Copy or Delete Time. **Be sure to ‘Save’ Timesheet after making any changes.**

After entering all time worked for the current pay period, click “Preview”.

The screenshot displays the Ellucian Time Entry interface. A modal window titled "Preview" is open, showing the following details:

- Earnings:**
 - Total Hours: 8.00
 - Total Units: 0.00
- Weekly Summary:**

Week	Total Hours
Week 1	6.00
Week 2	2.00
Week 3	
- Comment (Optional):**
 - Add Comment

At the bottom of the modal are "Cancel" and "Submit" buttons. The background interface shows a calendar for the week of 05/15/2020 to 05/28/2020, with 8.00 hours entered for Monday, May 18th. A "Part Time Base Earning" entry is visible for 08:00 AM - 10:00 AM on Monday, with 2.00 hours. The interface also includes a "Submit By 05/29/2020, 12:00 AM" deadline and a "Total: 2.00 Hours" summary.

Click **“Add Comments”** to add comments to Approver.

Click **“Submit”** to submit timesheet to Approver.

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Timesheet status "Pending". Timesheet has been successfully submitted to Approver.

Employee Dashboard • Timesheet

Timesheet

Approvals **Timesheet**

Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status	
PT HR Receptionist, Z99964-01, 1, 632000, Human Resources, Rate: \$10.000000 Prior Periods				
05/15/2020 - 05/28/2020	8.00 Hours	05/12/2020	Pending	i 1
05/01/2020 - 05/14/2020	26.00 Hours	05/11/2020	Approved	i 2

To Recall a previously submitted timesheet (only available when timesheet is in "Pending" status and before time entry deadline has passed for the pay period.

Select "Pending"

Click "Recall Timesheet"

Follow time entry steps to edit time and submit to approver.

Employee Dashboard • Timesheet • PT HR Receptionist, Z99964-01, 1, 632000, Human Resources, Rate: \$10.000000

PT HR Receptionist, Z99964-01, 1, 632000, Human Resources, Rate: \$10.000000 Leave Balances

05/15/2020 - 05/28/2020 | 8.00 Hours i 2 Pending Submitted On 05/12/2020, 10:16 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10	11	12	13	14	15 6.00 Hours	16

Part Time Base Earning 08:00 AM - 12:00 PM | 4.00 Hours
01:00 PM - 03:00 PM | 2.00 Hours

Total: 6.00 Hours | Account Distribution

Exit Page Recall Timesheet Preview