

Self Service timecard training for COTC-paid Part-Time

Please log-in to MyCOTC
for this training

Basics

- Pay periods run from Sunday through Saturday of the following week.
 - Timecards are due to your supervisor before 10:00AM Monday to be paid on the following pay day.
-
- Please see the timeline on the next page.

Basics

October 2020 example of timeline

11	12	13	14	15	16	17
Pay Period Week 1						
18	19	20	21	22	23	24
Pay Period Week 2						
25	26	27	28	29	30	31
	Timecard submit by 10AM	Supervisor approval by 10AM				
1	2	3	4	5	6	
					PAY DAY	

Basics

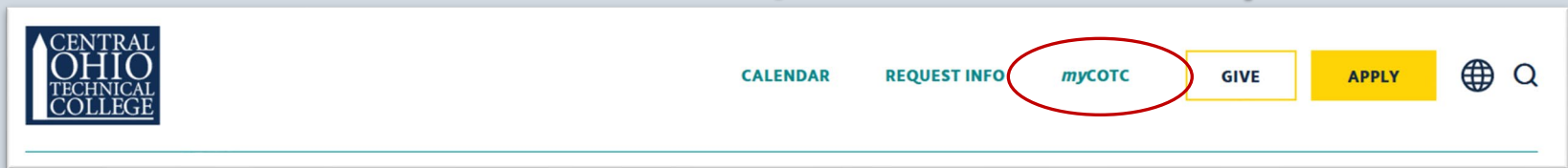
- Timecards are due Mondays before 10:00AM
Deadlines are visible in Self Service.
- Any late timecards may result in an additional 2-week delay in pay.
- Self Service will provide confirmations and keep history for your review. Prior pay periods cannot be submitted electronically, so be sure to completely submit your timecards before the deadline.
- You can save your Self-Service timecard as often as you wish UNTIL you click Submit for Approval.

- You may now complete one week at a time and you have the option of submitting your timecard weekly or bi-weekly.

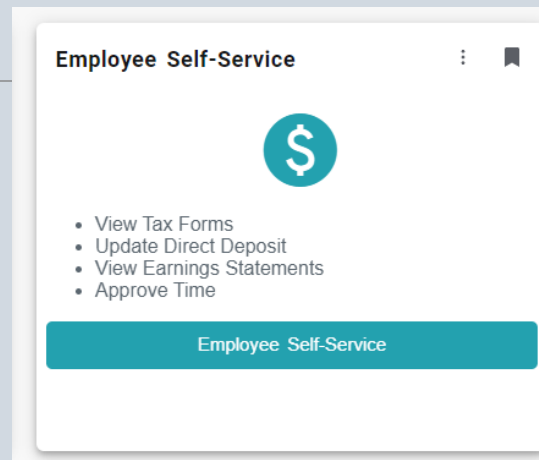
Access Self Service

Via **MY COTC**

Go to www.cotc.edu, then select MyCOTC



Find the Employee Self Service card and open it.




Access Self Service

Under Employees, select Time Entry

Central Ohio Technical College

Newark | Coshocton | Knox | Pataskala

 roberts.894

[Employment](#) · [Employee](#) · [Employee Overview](#)



See the latest updates for the COTC community on the college's Coronavirus website at u.cotc.edu/covid19updates

Welcome to Colleague Employee Self-Service!



Tax Information

Here you can change your consent for e-delivery of tax information.



Earnings Statements

Here you can view your earnings statement history.



Time History

Here you can view your paid timecards.



Time Entry

Here you can fill out your timecards.



Leave Summary

Here you can view your leave balances and leave requests.



Position History

Here you can view a list of your positions.



Select a Pay Period

- Under Time Entry, select **only one row at a time**.
- If you have more than one position, look at the Position Title field to be sure to choose correctly.
- Also – look at the **Start & End Dates**.
- New! – the pay period is broken down by week.



See the latest updates for the COTC community on the college's Coronavirus website at u.cotc.edu/covid19updates

Time Entry

Bi-Weekly Hourly

09/27/2020 - 10/03/2020

Due by: 10/12/2020 10:00 AM

Total: 0.00 Hours

Payroll Technician



10/04/2020 - 10/10/2020

Due by: 10/12/2020 10:00 AM

Total: 0.00 Hours

Payroll Technician



Navigating the timecard

1 Navigate from one week to the other by toggling the arrows.

2 Save at any time and as frequently as you wish, just click Save.

The screenshot shows a timecard interface for the week of 05/24/2020 to 05/30/2020. At the top, there are navigation arrows (callout 1) and a 'Save' button (callout 2). Below the navigation is a header for 'ACCTPAYTC62025 • Payroll Technician' with details for 'White, Amy J. • ACCT - Accounting • Newark Campus' and a total of 40.00 hours. The main table shows time entries for 'Work Schedule' and 'Regular - Staff' across the days of the week. A 'Position Total Hours' row is at the bottom, and there are buttons for '+ Additional Time', 'Comments', and 'Submit for Approval'.

Earn Type	Sun 5/24	Mon 5/25 Memorial Day	Tue 5/26	Wed 5/27	Thu 5/28	Fri 5/29	Sat 5/30	Total
Work Schedule		8.00	8.00	8.00	8.00	8.00		40.00
Regular - Staff		8.00	8.00	8.00	8.00	8.00		40.00
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Input Hours

① Key Hours Worked for each day in the Regular row.

< Week 05/24/2020 - 05/30/2020 40.00 Total hours > Pending [Save](#) [View Leave Balances](#)

ACCTPAYTC62025 • Payroll Technician
White, Amy J. • ACCT - Accounting • Newark Campus
40.00 | Unsubmitted

Earn Type	Sun 5/24	Mon 5/25 Memorial Day	Tue 5/26	Wed 5/27	Thu 5/28	Fri 5/29	Sat 5/30	Total
Work Schedule	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	40.00
Regular - Staff	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	40.00

①

+ Additional Time

Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
-----------------------	------	------	------	------	------	------	------	-------







Comments

Submit for Approval

Additional Features

- Click [Time History](#) to see previously processed timecards.
- Click [Earnings Statements](#) to review pay stubs.
- Click [Tax Information](#) to access your W2 forms and elect to receive W2 forms electronically.
- Click [Position History](#) to find your hire date.


Welcome to Colleague Employee Self-Service!

 Tax Information Here you can change your consent for e-delivery of tax information.	 Time Entry Here you can fill out your timecards.
 Earnings Statements Here you can view your earnings statement history.	 <u>Leave Summary</u> Here you can view your leave balances and leave requests.
 Time History Here you can view your paid timecards.	 Position History Here you can view a list of your positions.

Submit Timecard

- Review your timecard thoroughly. Click the **Submit for Approval** icon once you are sure that everything is correct.

Regular - Staff	<input type="text"/>	<input type="text"/>	8.00	8.00	8.00	8.00	<input type="text" value=" "/>	32.00
Holiday Benefit Pay	<input type="text"/>	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00
Remove Holiday Benefit Pay								
+ Additional Time								
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Comments	Submit for Approval							



Submit Timecard


- New! You can fix your timecard even after submitting for approval. Click the [Return Timecard to Edit](#) icon and input any changes that are needed. This function is not available after your Supervisor approves your timecard.

ACCTPAYTC62025 • Payroll Technician
White, Amy J. • ACCT - Accounting • Newark Campus
40.00 | Submitted

Earn Type	Sun 8/30	Mon 8/31	Tue 9/1	Wed 9/2	Thu 9/3	Fri 9/4	Sat 9/5	Total
Work Schedule	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	40.00
Regular - Staff	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	40.00
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Comments

Return Timecard to Edit



Submit Timecard


Returning to the Time Entry menu, you can see that your timecard has been submitted. This area will feature a different icon whenever your timecard is:

- Submitted – this means your timecard submission is a success !
- Approved – after your supervisor approves the timecard, this icon will appear green in the center of the screen and you will receive a system-generated email.
- Rejected – if your supervisor rejects your timecard, you will receive a system-generated email and the icon will appear red and say rejected.

Time Entry

Bi-Weekly Hourly

08/30/2020 - 09/05/2020 Due by: 9/14/2020 10:00 AM Total: 40.00 Hours	Submitted	Payroll Technician	>
09/06/2020 - 09/12/2020 Due by: 9/14/2020 10:00 AM Total: 40.00 Hours		Payroll Technician	>



Review

- Be sure to submit timecards each pay period before the deadline.
 - Contact Payroll with questions:
John Roberts
roberts.894 @ mail.cotc.edu
-