Self Service training for Supervisors

Please log-in to MyCOTC
for this training

Basics

- Pay periods run from Sunday through Saturday of the following week.

- Timecards are due to you from the employee before 10:00AM Monday to be paid on the following pay day.

  - Supervisor approval deadline is Tuesday at 10AM
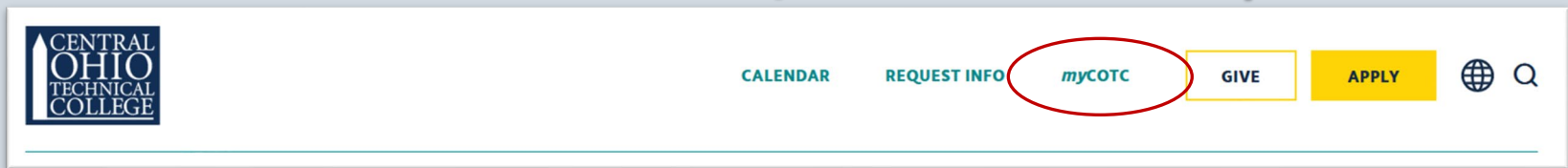
Basics

October 2020 example of timeline

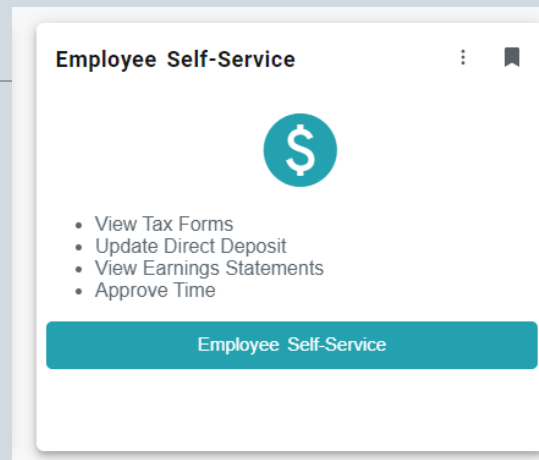|						
11	12	13	14	15	16	17
			Pay Period Week 1			
18	19	20	21	22	23	24
			Pay Period Week 2			
25	26 Timecard submit by 10AM	27 Supervisor approval by 10AM	28	29	30	31
1	2	3	4	5	6 PAY DAY	

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

Click on the Time Approval tab

Welcome to Colleague Employee Self-Service!

Tax Information	Time Entry
Here you can change your consent for e-delivery of tax information.	Here you can fill out your timecards.
Time Approval	Earnings Statements
Here you can approve or reject timecards for the people you supervise	Here you can view your earnings statement history.
Employee Proxy	Leave
Here you can delegate certain types of work tasks to another employee.	Here you can view your leave balances and leave requests.
Time History	Time History (Supervisor)
Here you can view your paid timecards.	Here you can view paid timecards for the people you supervise.

Select an Employee

- If you have more than one employee, look at the Name field on the left to be sure to choose correctly.

- Choose one employee, then click **View** to see details.

Time Approval

Bi-Weekly Hourly

Time Sheets	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours				
Redman, Randel S. - 0109491										
09/27/2020-10/10/2020	10/13/2020 10:00 AM	⊘ No Time Entered	0.00	0.00	0.00	0.00	✓ Approve	ⓘ Reject	💬 Comments	••• View
Roberts, John W. - 0035940										
09/27/2020-10/10/2020	10/13/2020 10:00 AM	⊘ No Time Entered	0.00	0.00	0.00	0.00	✓ Approve	ⓘ Reject	💬 Comments	••• View

Navigating the timecard

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

2 New! – the pay period is broken down by week.

3 If the hours are correct and you approve, click the **Approve** icon.

If the hours are incorrect, you can take action (see the next page).

Navigating the timecard

1 If you wish to reject the timecard, click the **Other Actions** icon and select which action you wish to take.

By rejecting the timecard, you can add comments from this screen, and an email is automatically generated informing the employee that the timecard has been rejected. Then the employee can access Self Service Time Entry and read your comments then make any necessary adjustments before re-submitting the timecard.

Time Approval - Roberts, John W.
< Time Approval

Week 09/27/2020 - 10/03/2020
40.00 Total hours
Submitted

1 Other Actions   Approve

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

Earn Type	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	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

Weekly Totals

Daily Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Regular Hours:								40.00

Navigating the timecard

1 Whichever action you take (approve or reject) the results will appear here. Approvals appear in green, Rejects appear in red.

And now that you have completed the first week timecard, you can toggle the arrow to advance to the second week of this employee's timecard.

Navigating the timecard

When you are ready to access timecards for the next employee,
simply click on the Employee icon or the Hamburger Menu in the upper left corner.

You may return here after reviewing/approving all your employees timecards to
verify the Status of each one.

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
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Time Entry
Here you can fill out your timecards.

Earnings Statements
Here you can view your earnings statement history.

Leave Summary
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.

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Review

- Be sure to review and approve all your employee's timecards before the deadline.

- You may set your own deadline, just be sure to communicate with your employees (and that your deadlines are before the established College deadlines).

- Contact Payroll with questions:
John Roberts

roberts.894 @ mail.cotc.edu