

# Self Service timecard training for COTC-paid Part-Time

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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**



See the latest updates for the COTC community on the college's Coronavirus website at [u.cotc.edu/covid19updates](https://u.cotc.edu/covid19updates). Student services are being delivered remotely. See [u.cotc.edu/covid19updates/stay-connected/](https://u.cotc.edu/covid19updates/stay-connected/) for contact information.



ROOMS &  
EVENTS



ITS  
HELPDESK



Email



CAMPUS  
EMERGENCY  
ALERT



PRINTSHOP  
REQUEST



PEOPLE  
FINDER

My Week

Could not retrieve appointments from ILP.



AUGUST 2020

August Wednesday 26 - Friday 28

There are no appointments for this time period.

COTCconnect

- > EMPLOYEES
- > STUDENTS
- > ALUMNI AND FRIENDS

My Classes

Moodle Help

Could not retrieve classes from ILP.

There were no classes found.

My Team Sites

Committees

Colleague Users

Departments

Projects



# Access Self Service

Once inside, choose **Employees** under COTCconnect and then **Employee Overview**

myCOTC | Central Ohio Technical College

Roberts, John W. | ?

Menu

OHIO TECHNICAL COLLEGE

Coronavirus website at [u.cotc.edu/covid19updates](https://u.cotc.edu/covid19updates). Student services are being delivered remotely. See [u.cotc.edu/covid19updates/stay-connected/](https://u.cotc.edu/covid19updates/stay-connected/) for contact information.

Search for Classes  
COTC Course Catalog

My Classes | Moodle Help

Could not retrieve classes from ILP.  
There were no classes found.

My Team Sites

Committees  
Colleague Users  
Departments  
Projects

Applications | Tutorials

Colleague UI 5  
Reporting Analytics 2.0

ROOMS & EVENTS  
ITS HELPDESK  
Email  
CAMPUS EMERGENCY ALERT  
PRINTSHOP REQUEST  
PEOPLE FINDER

My Week

Could not retrieve appointments from ILP.

OCTOBER 2020  
October Thursday 01 - Saturday 03  
There are no appointments for this time period.

My To Do

COTCconnect

EMPLOYEES


Employee Overview  
Time Entry and Approval  
Budget and Purchasing  
Direct Deposit Information -- Non-Payroll  
My Documents

# 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](https://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](https://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.

Week 05/24/2020 - 05/30/2020 40.00 Total hours

1

2 Saved at 4:12 PM 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		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

+ Additional Time

Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
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Comments Submit for Approval

# 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		8.00	8.00	8.00	8.00	8.00		40.00
Regular - Staff	①	8.00	8.00	8.00	8.00	8.00		40.00

+ Additional Time

Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
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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!

 <b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	 <b>Time Entry</b> Here you can fill out your timecards.
 <b>Earnings Statements</b> Here you can view your earnings statement history.	 <b><u>Leave Summary</u></b> Here you can view your leave balances and leave requests.
 <b>Time History</b> Here you can view your paid timecards.	 <b>Position History</b> 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
<a href="#">Remove Holiday Benefit Pay</a>								
<a href="#">+ Additional Time</a>								
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
<a href="#">Comments</a>	<a href="#">Submit for Approval</a>							



# Submit Timecard

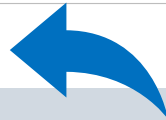
- New! You can fix your timecard even after submitting for approval. Click the [Return Timecard to Edit](#) icon and input any changes that are needed. This function is not available after your Supervisor approves your timecard.

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

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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
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