

# Self Service training for Supervisors

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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 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	27	28	29	30	31
	Timecard submit by 10AM	Supervisor approval by 10AM				
1	2	3	4	5	6	
					PAY DAY	

# 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**

The screenshot displays the myCOTC web portal for Central Ohio Technical College. The top navigation bar includes the myCOTC logo, the college name, the user name 'Roberts, John W.', and a help icon. A 'Menu' icon is on the left, and a 'Notifications' badge shows '0'. A blue banner at the top left contains the Ohio Technical College logo and a message about coronavirus updates. Below this are several service icons: Rooms & Events, ITS Helpdesk, Email, Campus Emergency Alert, Printshop Request, and People Finder. The main content area is divided into three columns. The left column has a 'My Week' widget showing a calendar for October 2020 with a message: 'Could not retrieve appointments from ILP. There are no appointments for this time period.' The middle column features a 'COTCconnect' dropdown menu with 'EMPLOYEES' highlighted in blue and an orange arrow pointing to it. Other options in the menu include Employee Overview, Time Entry and Approval, Budget and Purchasing, Direct Deposit Information – Non-Payroll, and My Documents. The right column has a 'Search for Classes' banner, a 'My Classes' widget with a message: 'Could not retrieve classes from ILP. There were no classes found.', and a 'My Team Sites' section with links for Committees, Colleague Users, Departments, and Projects. At the bottom right, there are 'Applications' and 'Tutorials' sections with links for Colleague UI 5 and Reporting Analytics 2.0.

# Access Self Service

Click on the [Time Approval](#) tab

Welcome to Colleague Employee Self-Service!



## Tax Information

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



## Time Approval

Here you can approve or reject timecards for the people you supervise



## Employee Proxy

Here you can delegate certain types of work tasks to another employee.



## Time History

Here you can view your paid timecards.



## Time Entry

Here you can fill out your timecards.



## Earnings Statements

Here you can view your earnings statement history.



## Leave

Here you can view your leave balances and leave requests.



## Time History (Supervisor)

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 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.

Time Approval - Roberts, John W.

< Time Approval

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

> 1

Other Actions ▾ Approve

ACCTPAYTC62025 • Payroll Technician  
White, Amy | • ACCT - Accounting • Newark Campus  
40.00 | Approved

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
								40.00

# 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.

Central Ohio Technical College  
Newark | Coshocton | Knox | Pataskala

Employment | **Employee** | Time Approval

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### Time Approval

BI-Weekly Hourly

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09/27/2020-10/10/2020	10/13/2020 10:00 AM	No Time Entered	0.00	0.00	0.00	0.00
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

# 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.



## 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.

# 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