WORK STUDY TIMESHEETS

www.ctclink.spokane.edu.

SELECT SPOKANE FALLS COMMUNITY COLLEGE

Please click the applicable link for the District or the College.

SELECT HCM

EMPLOYEE SELF SERVICE

SELECT ENTER TIME

Use this tile! ☺

Don't be fooled by these areas!

CALENDAR PERIOD

*Job Title: OFFICE ASSIST I ▼

◄ **1 October - 15 October 2019** ►
Semi-Monthly Period
Scheduled 120.00 | Reported   0.0

View Legend

Clear | Submit

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Oct	**Tuesday** Reported 0.00 /Scheduled 8.00 ⊙					▼			○ + −
02 Oct	**Wednesday** Reported 0.00 /Scheduled 8.00 ⊙					▼			○ + −
03 Oct	**Thursday** Reported 0.00 /Scheduled 8.00 ⊙								
04 Oct	**Friday** Reported 0.00 /Scheduled 8.00 ⊙								
05 Oct	**Saturday** Reported 0.00 /Scheduled 8.00 ⊙								
06 Oct	**Sunday** Reported 0.00 /Scheduled 8.00 ⊙								

The timesheet is defaulted to View By *Calendar Period* because you will submit your timesheet semi-monthly.

Time can be entered in 2 ways:
24-hour standard OR AM/PM

Example of 24-hour standard
= 13:00 (1 o'clock in the afternoon)

Example of AM/PM
= 1PM
= 1 PM
= 1:00PM
= 1:00 PM

ENTERING YOUR TIME

1 October - 15 October 2019
Semi-Monthly Period
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View Legend

Clear   Submit

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Details	Comments
01 Oct	**Tuesday** Reported 0.00 /Scheduled 8.00								
02 Oct	**Wednesday** Reported 0.00 /Scheduled 8.00								
03 Oct	**Thursday** Reported 0.00 /Scheduled 8.00								
04 Oct	**Friday** Reported 0.00 /Scheduled 8.00								
05	**Saturday**								

Be careful of AM/PM errors!!
If you simply put "2" it will default to
2:00:00AM

ONE SHIFT

EXAMPLE 1: Started work at 10:15AM. Ended work at 1:45PM.

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity
01 Oct	**Tuesday** Reported 0.00 /Scheduled 8.00	10:15:00AM			1:45:00PM	▾	3.50
02 Oct	**Wednesday** Reported 0.00 /Scheduled 8.00					▾	

One Shift

EXAMPLE 2: Worked 12PM to 5PM. Not required to take a lunch break so did not take one.

01 Oct	**Tuesday** Reported 0.00 /Scheduled 8.00	12:00:00PM			5:00:00PM	▾	5.00
02 Oct	**Wednesday** Reported 0.00 /Scheduled 8.00					▾	

One Shift

SPLIT SHIFT

EXAMPLE 1: Started work at 8AM. Ended work at 10AM and went to class. Came back to work at 1PM and ended work at 5PM.

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity
01 Oct	**Tuesday** Reported 0.00 /Scheduled 8.00	8:00:00AM	10:00:00AM	1:00:00PM	5:00:00PM	▼	6.00
02 Oct	**Wednesday** Reported 0.00 /Scheduled 8.00					▼	

Split Shift

EXAMPLE 2: Worked 8AM to 5PM which is over 5 hours in one shift so took a lunch break (12PM – 12:30PM)

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity
01 Oct	**Tuesday** Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	▼	6.00
02 Oct	**Wednesday** Reported 0.00 /Scheduled 8.00					▼	

Split Shift

SELECT THE CORRECT TIME REPORTING CODE

Semi-Monthly Period
Scheduled 120.00 | Reported 0.00

View Legend

Day Summary		In	Lunch	In	Out	Time Reporting Code	Q
01 Oct	**Tuesday** Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM		
						01 FWS - Federal Work-Study	
						02 IWS - Institutional Work-Study	
						03 SWS - State Work Study	
02 Oc	**Wednesday**					04 WFS - Workfirst/Workstudy	
03 Oc							
04 Oc							

Refer to the Time Reporting Code section on your COE.

Selecting the wrong Time Reporting Code will cause errors and may result in a late paycheck.

Please click Submit when you are ready to submit your timesheet for the day.

Remember:
Pay period A: 1st to the 15th
Pay period B: 16th to the last day of the month

CLICK SUBMIT!

◄ **1 October - 15 October 2019** ►
Semi-Monthly Period
Scheduled 120.00 │ Reported 0.00

View Legend

Submit

Do not enter values in Quantity, this will auto-calculate

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments		
01 Oct	Tuesday Reported 0.00 /Scheduled 8.00					▾			○	+	−
02 Oct	Wednesday Reported 0.00 /Scheduled 8.00					▾			○	+	−
03 Oct	Thursday Reported 0.00 /Scheduled 8.00					▾			○	+	−
04 Oct	Friday Reported 0.00 /Scheduled 8.00					▾			○	+	−
05	Saturday										
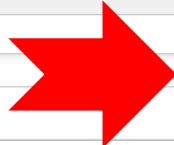
SOME HELPFUL TIPS

If you worked more than two shifts in one day, you can add another row by clicking the ✛ on the very right of the timesheet.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity		Comments
01 Oct **Tuesday** Reported 0.00 /Scheduled 8.00	8:00:00AM	9:00:00AM	12:00:00PM	1:00:00PM	▾			✛
	1:30:00PM			4:30:00PM	▾			✛
02 Oct **Wednesday** Reported 0.00 /Scheduled 8.00					▾			✛

CHECK FOR VIOLATIONS

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity
01 Oct	**Tuesday** Reported 0.00 /Scheduled 8.00				4:30:00PM		5.25
02 Oct	**Wednesday** Reported 0.00				4:30:00PM		4.50
03		12:30:00PM			4:30:00PM		4.00
04 Oct	...day Reported 0.00 /Scheduled 8.00	12:30:00PM			4:30:00PM		4.00
	Saturday						

If you work more than 5 hours, you must take a 30 minute lunch break

07 Oct	**Monday** Reported 0.00 /Scheduled 8.00	11:00:00AM		2:15:00PM		3.25			
08 Oct	**Tuesday** Reported 0.00 /Scheduled 8.00	9:15:00AM		11:15:00AM		2.00			
09 Oct	**Wednesday** Reported 0.00 /Scheduled 8.00	11:00:00AM		2:15:00PM		3.25			
10 Oct	**Thursday** Reported 0.00 /Scheduled 8.00	12:30:00PM		2:00:00PM		1.50			
11 Oct	**Friday** Reported 0.00 /Scheduled 8.00	11:00:00AM		2:00:00PM		3.00			
12 Oct	**Saturday** Reported 0.00 /Scheduled 8.00								
13 Oct	**Sunday** Reported 0.00 /Scheduled 8.00								

The total hours worked during **any Monday – Sunday cannot exceed 19 hours!**

READY TO SUBMIT YOUR TIMESHEET?

◄ **1 October - 15 October 2019** ►
Semi-Monthly Period
Scheduled   120.00 | Reported   0.00

View Legend

Clear   Submit

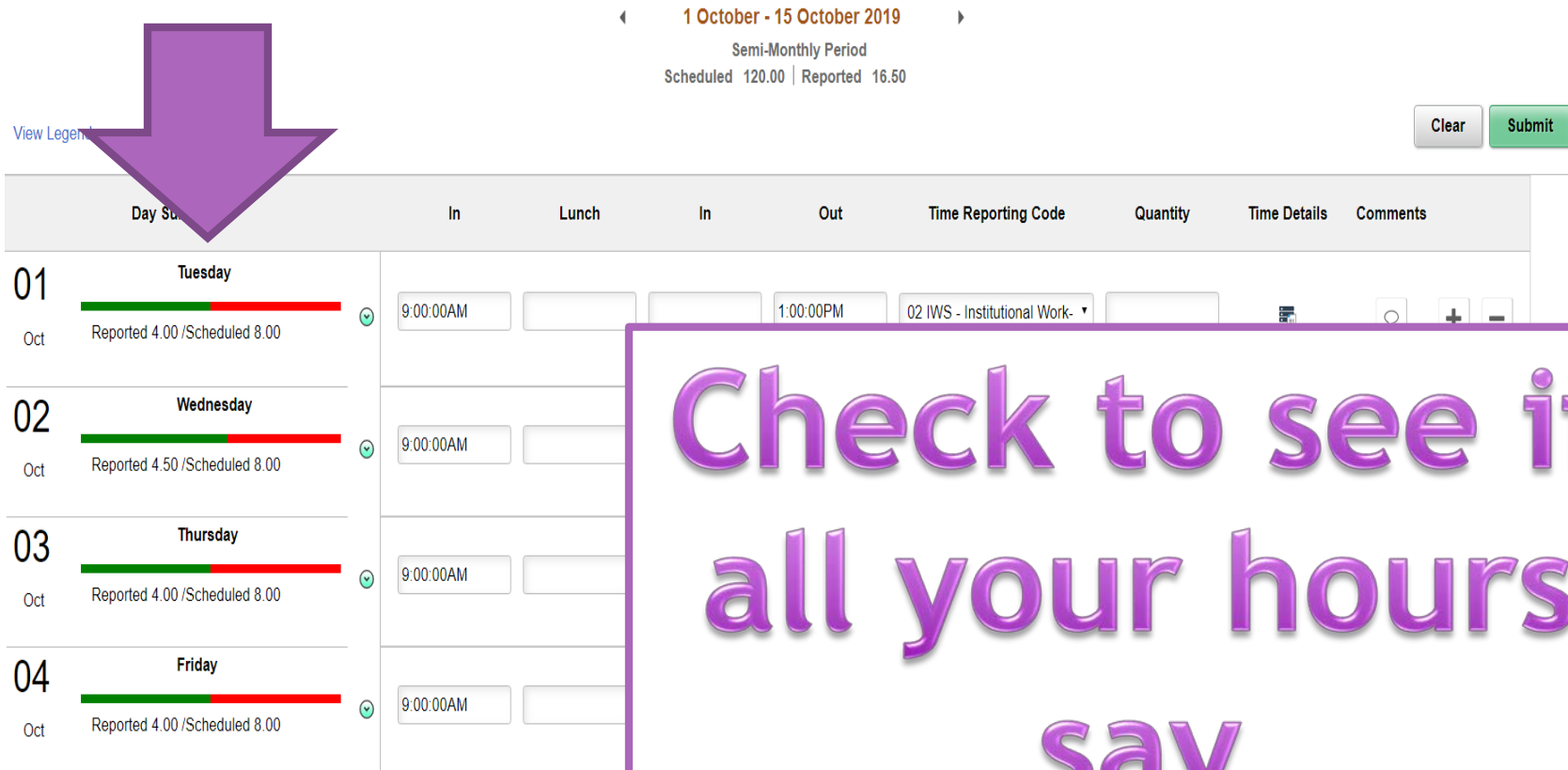| Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Oct								
02 Oct								
03 Oct								
04 Oct								

Make sure all time and breaks are entered before you click Submit if you do not do this daily.

COMMUNICATE WITH YOUR SUPERVISOR!!

- There is an e-mail notification that goes out to your supervisor when you submit your timesheet but it may get lost. Therefore, when you submit your timesheet, let him/her know.

- Your supervisor will not see your timesheet immediately, he/she may see it the next day or in a few hours.

CHECK ON YOUR TIMESHEET STATUS THE DAY AFTER YOU SUBMIT YOUR TIMESHEET

◄ **1 October - 15 October 2019** ►

Semi-Monthly Period

Scheduled 120.00 | Reported 16.50

View Legend

Clear | Submit

Day Su...		In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Oct	**Tuesday** Reported 4.00 /Scheduled 8.00	9:00:00AM			1:00:00PM	02 IWS - Institutional Work- ▼			○ + −
02 Oct	**Wednesday** Reported 4.50 /Scheduled 8.00	9:00:00AM							
03 Oct	**Thursday** Reported 4.00 /Scheduled 8.00	9:00:00AM							
04 Oct	**Friday** Reported 4.00 /Scheduled 8.00	9:00:00AM							

Check to see if all your hours say Submitted.

*There will be a "Scheduled 8 hours". This is a default setting and should not affect you submitting your hours.

CLICK ON THE GREEN ARROW TO SELECT PAYABLE TIME ON YOUR TIMESHEET

Actions ✕

Cancel Absences

View Payable Time

Time Summary

View Exceptions

Attendance Violations

View Legend

Day Summary

| 01 Oct | **Tuesday** |
| | Reported 4.00 /Scheduled 8.00 |

| 02 | **Wednesday** |

Needs Approval means your timesheet is waiting for approval by your supervisor. Make sure all the hours you submitted have changed to Approved or Closed.

e Reporting Code	Quantity (Hours)	Payable Status
Work Study	4.00	Closed
Work Study	4.00	Closed
al	**8.00**	

On payday, if you navigate to Paychecks, you can see if there is a paycheck on the way.

If you see a paycheck, please wait 5 business days before contacting the Work Study Office about a lost check.

If you DO NOT see a paycheck, the Work Study Office will work with you to find out what may have happened.

IT IS THE PAYDAY AND YOU HAVE NOT RECEIVED YOUR PAYCHECK YET...

▾ Employee Self Service

Time

Payroll

Personal Details

Benefit Details

Last Pay Date 10/10/2019

‹ Employee Self Service

Paychecks

Tax Withholding

W-2/W-2c

Direct Deposit

Paycheck Modeler

Paychecks

Check Date

10/10/2019

09/25/2019

IF YOU NEED TO UPDATE YOUR MAILING ADDRESS
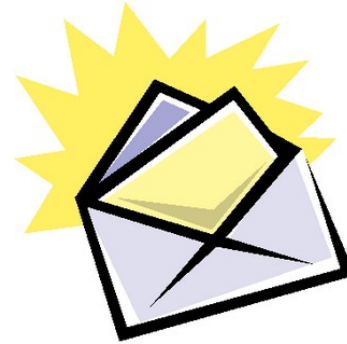
Navigate to the following page and click Edit:

Employee Self Service > Personal Details > Addresses

Cancel

Address

Don't forget to click Save!
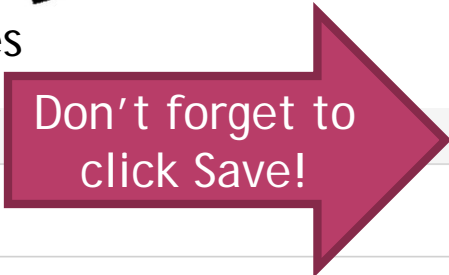
Save

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

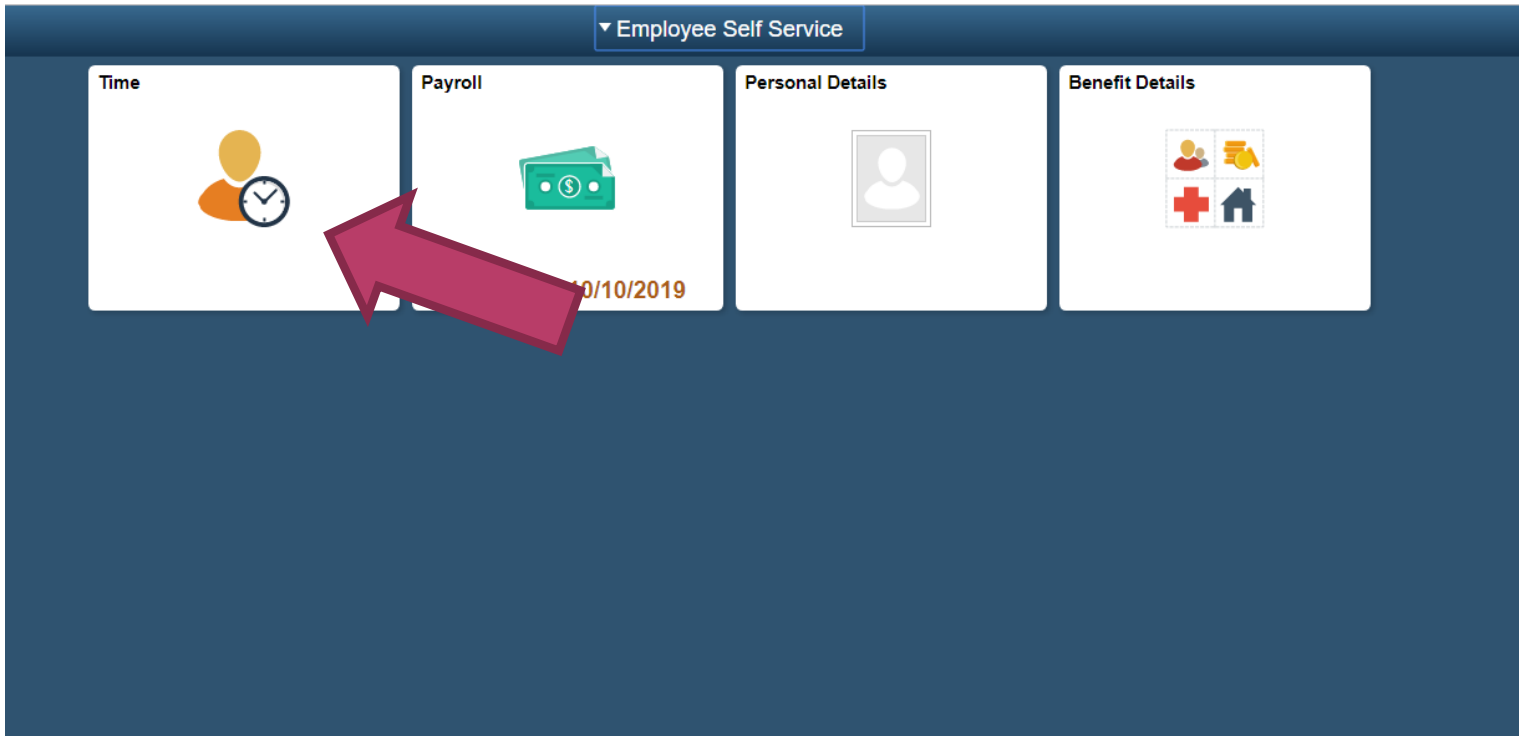|	
Change As Of	10/14/2019 📅
Address Type	Home
Country	United States 🔍
Address 1	
Address 2	
Address 3	
City	
State	🔍
Postal	
County	

PAID SICK LEAVE BALANCE

Navigate to the following page:

Employee Self Service > Time > Absence Balances

PAID SICK LEAVE BALANCE

Navigate to the following page:

Employee Self Service > Time > Absence Balances

PAID SICK LEAVE BALANCE

Navigate to the following page:

Employee Self Service > Time > Absence Balances

‹ Time	**Balances**

*Job Title OFFICE ASSIST I ▼

SPOKANE Hry Sick lv
As Of 09/30/2019   15.68 Hours

**Disclaimer The current balance does not reflect absences that have not been processed.

Refer to the Paid Sick Leave for Student Employees e-mail for information on:
- The rate sick leave is accrued
- When you can start using your accrued sick leave
- What is a qualifying absence
- How to submit sick leave

PAID FAMILY MEDICAL LEAVE

Refer to the Paid Family & Medical Leave program e-mail for information on:

- Premiums - 0.4% of gross wages
- Reporting periods
- When can I take leave under this program?
- What is this benefit?
- Can refer to www.paidleave.wa.gov for additional information

SUBMIT YOUR TIMESHEET ERROR FREE & ON TIME TO YOUR SUPERVISOR

Violations will result in being placed on probation.

Submitting a late timesheet will result in a late paycheck.

Contact
the Work Study Office
front desk if you have
any questions ☺

(509) 533-3540