

TIME REPORTING – Hourly employees

Timesheet should be completed on a daily basis

Follow these steps to fill out and submit your timesheet:

1. Log-on to My MCC Portal (located on MCC’s website at www.morgancc.edu): **User Name** is your S number (be sure to capitalize the S) and your **password** is your portal password
2. Click on your **Employee tab** and locate **Time Reporting** box
3. Select the current pay period to enter your hours. **You cannot enter hours for a previous pay period**
4. Your timesheet only shows a week at a time, you will need to click **Next** to view the next week
5. Click **Enter Hours** to enter hours worked. Time must be entered in 15 min increments(.25, .50, .75)
6. Multiple work session entries can be submitted for each day:
Enter **Time In** as the time you came into work – beginning of each work session
Enter **Time Out** as the time you left work – ending each work session
EX: worked 9:00am to 11:00am left for class and lunch, came back at 1:00pm and left at 3pm for class and came back to work at 5pm and left for the day at 7:00pm. You would enter:
Time IN 9:00am Time OUT 11:00am
Time IN 1:00pm Time OUT 3:00pm
Time IN 5:00pm Time OUT 7:00pm
7. You will need to change **AM/PM** as needed
8. After entering your time in and out for the day, click **Save**. *Your hours will total automatically- please check for accuracy!*
9. Click **Timesheet** to return to your timesheet
10. After you enter all time on timesheet, review and then click **Submit for Approval**
11. You will need to enter your MCC Portal Password (again) to certify and electronically sign your timesheet
12. Once your timesheet is submitted, you can make changes to it by clicking on **Return Time** button as long as your supervisor has not started the approval process

Deadline for Timesheet Submission: The last day of the pay period at **5:00 p.m.**

PLEASE NOTE: *The timesheet will no longer be available online after this deadline. Failure to electronically submit your timesheet by the deadline will result in your pay being delayed an entire pay period. You must contact the Financial Aid office as soon as possible if this case arises.*

What if I Need Help?

The **MCC Helpline** can assist you with portal login and/or passwords. Please call 800-622-0216 ext 3123 or 970-542-3123 to reach the computer help center.

The **MCC** staff can assist you with questions regarding timesheets.

Work-Study / Financial Aid:

Janell Sutter 970-542-3150
Sally Shawcroft 970-542-3151

Hourly Employees / HR Staff:

Assistant Director of HR 970-542-3130
Director of HR 970-542-3129