

# Self Service timecard training for COTC-paid Staff

---

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	

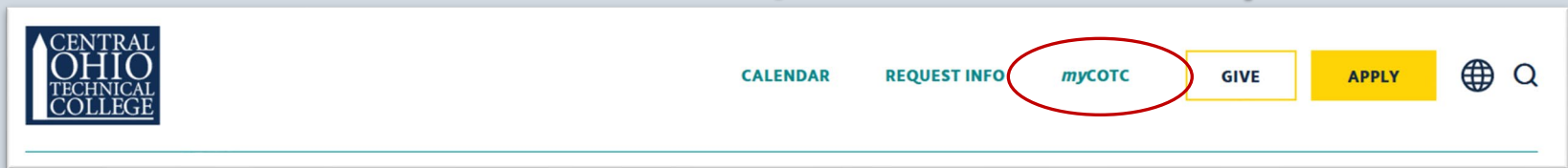
# Basics

- 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.

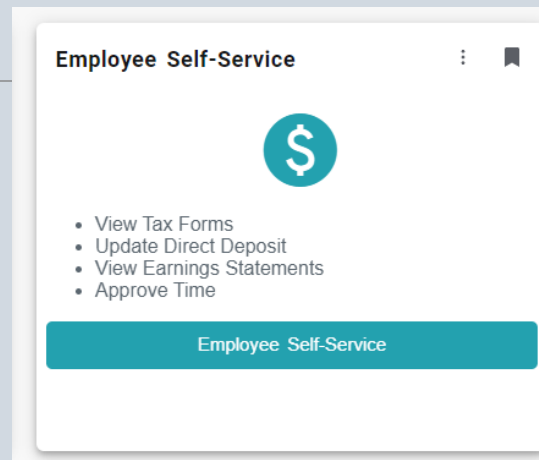
# Access Self Service

Via **MY COTC**

Go to [www.cotc.edu](http://www.cotc.edu), then select MyCOTC



Find the Employee Self Service card and open it.



# 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.

3 View vacation and sick leave balances by clicking that icon.

The screenshot shows a timecard interface for the week of 05/24/2020 to 05/30/2020. At the top, there are navigation arrows (1), a 'Saved at 4:12 PM' indicator (2), and a 'Save' button. A 'View Leave Balances' button (3) is also present. The user information is 'ACCTPAYTC62025 • Payroll Technician White, Amy J. • ACCT - Accounting • Newark Campus' with a total of 40.00 hours and an 'Unsubmitted' status. The main table shows time entries for 'Work Schedule' and 'Regular - Staff' across the days of the week. The 'Total' column shows 40.00 hours. At the bottom, there are buttons for '+ Additional Time', 'Comments', and 'Submit for Approval'.

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

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



# 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	<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

①

+ Additional Time

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

Comments

Submit for Approval

# Input Hours

1 Key **Vacation** and/or **Sick Leave** as needed by clicking the **Additional Time** icon and a pop-up option will appear.

Please submit a paper Leave Form to your supervisor prior to taking leave when possible.

< Week 08/30/2020 - 09/05/2020 0.00 Total hours >

Saved Save View Leave Balances

ACCTPAYTC62025 • Payroll Technician  
White, Amy J. • ACCT - Accounting • Newark Campus 0.00

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 <a href="#">Apply</a>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

[+ Additional Time](#) 1

# Input Hours

- 1 Select the type of leave you wish to use, and an additional row will appear. Then populate that row with the number of hours to apply to your leave plan on the appropriate day.

Work Schedule <input type="button" value="Apply"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Choose Earn Type <input type="button" value="^"/>								0.00
---								
Sick								
Vacation								
Holiday Benefit Pay								
Position Total Hours:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

1

# Input Hours

- If you selected Holiday Benefit Pay on the previous page, you can input your scheduled hours for any of the college-sponsored holidays.

ACCTPAYTC62025 • Payroll Technician  
White, Amy J. • ACCT - Accounting • Newark Campus  
8.00


Earn Type	Sun 9/6	Mon 9/7 Labor Day	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12	Total
Work Schedule	<input type="text"/>	8.00	8.00	8.00	8.00	8.00	<input type="text"/>	40.00
Regular - Staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Holiday Benefit Pay	<input type="text"/>	8.00	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00

[Remove Holiday Benefit Pay](#)

# Features

- You can review your Leave balances directly from your timecard by clicking the icon.

Week 08/30/2020 - 09/05/2020  
0.00 Total hours


Saved  [View Leave Balances](#)



ACCTPAYTC62025 • Payroll Technician  
White, Amy J. • ACCT - Accounting • Newark Campus  
0.00


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 <a href="#">Apply</a>		8.00	8.00	8.00	8.00	8.00		40.00
Regular - Staff								0.00
<a href="#">+ Additional Time</a>								
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Features

- Leave balances are cumulative and are current as of the end of the previous pay period.

Leave Balance 

 Vacation (Hours)		 Sick (Hours)	
12.50	51.90	8.50	74.70
Used	Balance	Used	Balance

Leave - As Of 9/9/2020 

# Features

- If the row showing your work schedule is correct, then click **Apply** and your Regular hours will be populated for you.

ACCTPAYTC62025 • Payroll Technician  
White, Amy J. • ACCT - Accounting • Newark Campus  
0.00

Earn Type	Sun 9/6	Mon 9/7 Labor Day	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12	Total
Work Schedule <b>Apply</b>	<input type="text"/>	8.00	8.00	8.00	8.00	8.00	<input type="text"/>	40.00
Regular - Staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

+ Additional Time

Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-----------------------	------	------	------	------	------	------	------	------


Comments

Submit for Approval

# Features

- If you worked more than 40 hours in one week, you may now submit the additional hours to be paid as Comp Time.
- To apply additional hours to Comp Time, begin by clicking [Submit for Approval](#). Be sure that the timecard is correct.
- A pop-up window will appear.

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	<input type="text"/>	8.00	8.00	8.00	8.00	8.00	<input type="text"/>	40.00
Regular - Staff	<input type="text"/>	8.00	8.00	8.00	8.00	10.00	<input type="text"/>	42.00
<a href="#">+ Additional Time</a>								
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	10.00	0.00	42.00
<a href="#">Comments</a>	<a href="#">Submit for Approval</a>							





# Features

- 1 Review the pop-up screen [Overtime Summary](#).
- 2 Type-over the Hours to Convert to Comp Time or use the up/down arrows to select how many of the hours you want to earn as Comp Time.
- 3 When finished, click Save.

Overtime Summary **1**

You have earned overtime this week that can be accrued as compensatory time.







Overtime Hours Earned	Hours to Convert to Comp Time <b>2</b>	Comp Time Accrual Multiplier	Comp Time Hours to be Accrued
2.00	<input type="text" value="0.5"/>	1.50	0

Cancel Save **3**

# 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

<b>08/30/2020 - 09/05/2020</b> Due by: 9/14/2020 10:00 AM Total: 40.00 Hours	Submitted	Payroll Technician	>
<b>09/06/2020 - 09/12/2020</b> 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.
  - If you worked more than 40 hours in a week, be sure to select Comp Time otherwise additional hours will be paid as overtime.
    - Contact Payroll with questions:  
John Roberts  
roberts.894 @ mail.cotc.edu
-