MyMV Web Time Entry

PT Approvers

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Employee Card

From the MyMV app, find the Employee Card and click on the Employee Dashboard link.
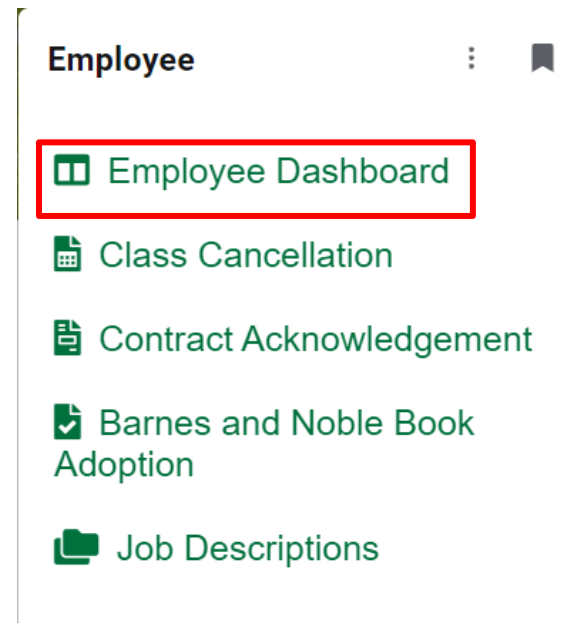
Welcome to Employee Dashboard

Helpful Links on Employee Dashboard

Leave Balances: Displays the current leave balances for all leave categories as of the date of the last paycheck.

My Profile: Update on campus and personal contact information. Displays employee status, hire date and date of birth.

My Team: Supervisors Only: Displays all employees in the supervisor's hierarchy. Click each name to see additional information about that employee, including contact information and leave balances.

My Activities: This section is where the timesheet and the leave form to request time off are accessed. Supervisors access the approval screens for timesheets and leave requests in this section.

Pay Information: View Paystubs, direct deposit advices and deduction history.

Earnings: Shows year to date earnings, earnings by date range, and earnings by position.

Benefits: View a current summary of all chosen benefits, including a list of beneficiaries and dependents on file.

Taxes: Displays filing status for the IRS, electronic regulatory consent to receive W-2s electronically, 1095-C and W-2s (if consented to receive electronically). All years that consent to receive W-2s electronically will be accessible.

Job Summary: Displays current and previous positions.

Employee Summary: Displays detailed information about employment status.

Approve Time

Click on Approve Time in the My Activities box to approve timesheets.

Navigating the Approval Screen

▶ Web Time Entry is user friendly, gives the capability to sort and view employee timesheets, and has reporting tools.

▶ Sort by Pay Period, Department (if the approver has multiple departments/organizations) and pay status.

▶ Refer to the Payroll Schedules to ensure you are on the correct pay period.

    ▶ https://www.mvcc.edu/human-resources/payroll-schedules.php

Selecting the Pay Period

▶ Find the correct dates for the pay period you are approving.

▶ After the pay period dates you will see the year, pay status and pay number.

▶ Defining pay status

  ▶ 12 – 12-month employees (Excluded, AMVA and PA)

  ▶ PT – Part-time hourly employees

  ▶ 10 – 10-month employees (PA - Faculty)

  ▶ CS – Full-time UPSEU employees (Civil Service)

Approvals Page

Timesheet Status

Status	Queue	Description
In Progress	Employee	Not submitted by the employee. Not accessible to the employee if the submission deadline is expired.
Returned	Employee	Returned to the employee for corrections. The timesheet will need to be corrected, submitted and approved prior to the approver deadline.
Pending	Approver	Submitted by the employee, awaiting approval. Not accessible to the approver if the approver deadline is expired.
Approved	Payroll	Approver and Submission deadline is expired. The timesheet is ready to be processed for payment.
Completed	N/A	Timesheet is completed and can be viewed with the prior pay period link.

*If your employee has a timesheet In Progress or Returned but is past the submission deadline, the approver can make adjustments on the employee's behalf, then submit and approve the timesheet.

Reviewing and Approving a Timesheet

▶ Timesheet employees are to update the timesheet daily and accurately. It is **the responsibility of the approver** to monitor the activity and status of the timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), and adhere to all submission deadlines.

▶ Student Assistants and Work Study employees will be Clocking In and Clocking Out.

▶ The approver can double click on each employee name to review and approve timesheets. Timesheets will be submitted and approved every two weeks.

Pending Timesheet Approval

Timesheet Detail Summary

M99999998, No Last Name, Audie
Utica Comets Mascot, 000000-01, 1, 9999, Mascot Office
Pay Period: 03/27/2023 - 04/09/2023 70.00 Hours   Pending   Submitted On 03/28/2023, 02:56 PM

Time Entry Detail

Date	Earn Code	Shift	Total
03/27/2023	REG, Regular Hours Worked	1	7.00 Hours
03/28/2023	REG, Regular Hours Worked	1	7.00 Hours
03/29/2023	REG, Regular Hours Worked	1	7.00 Hours
03/30/2023	REG, Regular Hours Worked	1	7.00 Hours
03/31/2023	REG, Regular Hours Worked	1	7.00 Hours
04/03/2023	REG, Regular Hours Worked	1	7.00 Hours
04/04/2023	REG, Regular Hours Worked	1	7.00 Hours
04/05/2023	REG, Regular Hours Worked	1	7.00 Hours
04/06/2023	REG, Regular Hours Worked	1	7.00 Hours
04/07/2023	REG, Regular Hours Worked	1	7.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
03/27/2023	REG, Regular Hours Worked	1	3.50	08:30 AM			12:00 PM		
03/27/2023	REG, Regular Hours Worked	1	3.50	01:00 PM			04:30 PM		
03/28/2023	REG, Regular Hours Worked	1	3.50	08:30 AM			12:00 PM		
03/28/2023	REG, Regular Hours Worked	1	3.50	01:00 PM			04:30 PM		
03/29/2023	REG, Regular Hours Worked	1	3.50	08:30 AM			12:00 PM		
03/29/2023	REG, Regular Hours Worked	1	3.50	01:00 PM			04:30 PM		
03/30/2023	REG, Regular Hours Worked	1	3.50	08:30 AM			12:00 PM		
03/30/2023	REG, Regular Hours Worked	1	3.50	01:00 PM			04:30 PM		
03/31/2023	REG, Regular Hours Worked	1	3.50	08:30 AM			12:00 PM		
03/31/2023	REG, Regular Hours Worked	1	3.50	01:00 PM			04:30 PM		
04/03/2023	REG, Regular Hours Worked	1	3.50	08:30 AM			12:00 PM		
04/03/2023	REG, Regular Hours Worked	1	3.50	01:00 PM			04:30 PM		
04/04/2023	REG, Regular Hours Worked	1	3.50	08:30 AM			12:00 PM		
04/04/2023	REG, Regular Hours Worked	1	3.50	01:00 PM			04:30 PM		
04/05/2023	REG, Regular Hours Worked	1	3.50	08:30 AM			12:00 PM		
04/05/2023	REG, Regular Hours Worked	1	3.50	01:00 PM			04:30 PM		
04/06/2023	REG, Regular Hours Worked	1	3.50	08:30 AM			12:00 PM		
04/06/2023	REG, Regular Hours Worked	1	3.50	01:00 PM			04:30 PM		
04/07/2023	REG, Regular Hours Worked	1	3.50	08:30 AM			12:00 PM		
04/07/2023	REG, Regular Hours Worked	1	3.50	01:00 PM			04:30 PM		

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, Regular Hours Worked	1	35.00	35.00		70.00 Hours
Total Hours		35.00	35.00		

Routing and Status

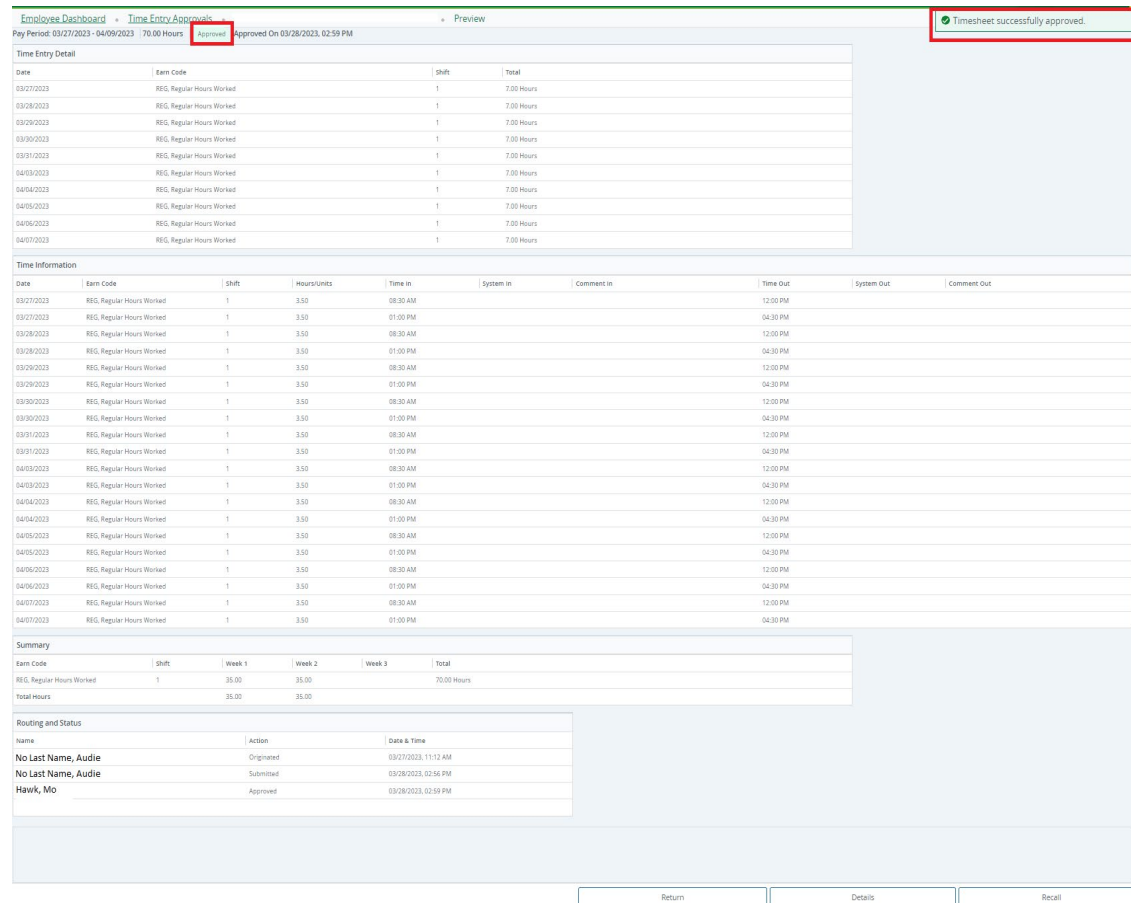| Name	Action	Date & Time
No Last Name, Audie	Originated	03/27/2023, 11:12 AM
No Last Name, Audie	Submitted	03/28/2023, 02:56 PM
Hawk, Mo	Pending Approval	

Approval

▶ When the approver has reviewed the timesheet preview and wishes to approve the hours, click on the Approve button in the bottom right corner.

▶ The timesheet status will now change to Approved.
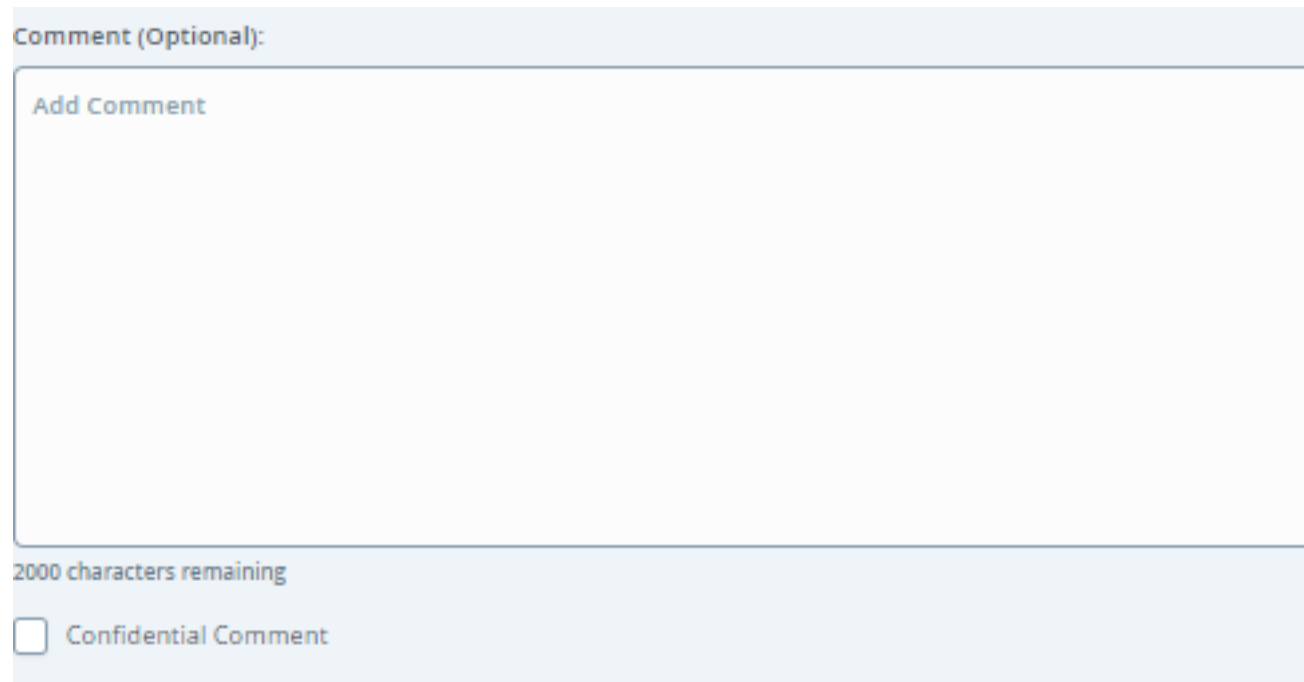
Comments

▶ This area is where the approver can place comments if needed.

Return For Correction

🛑 Please enter a comment to proceed.

Timesheet Detail Summary

🖶

M99999998, No Last Name, Audie

Utica Comets Mascot, 000000-01, 1, 9999, Mascot Office

Pay Period: 03/27/2023 - 04/09/2023 | 2.50 Hours | Pending | Submitted On 03/28/2023, 12:28 PM

Time Entry Detail

Date	Earn Code	Shift	Total
03/27/2023	OV7, Overtime Hours Over 7	1	1.50 Hours
03/28/2023	REG, Regular Hours Worked	1	1.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
03/27/2023	OV7, Overtime Hours Over 7	1	1.50	04:30 PM			06:00 PM		
03/28/2023	REG, Regular Hours Worked	1	1.00	01:00 AM			02:00 AM		

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
OV7, Overtime Hours Over 7	1	1.50			1.50 Hours
REG, Regular Hours Worked	1	1.00			1.00 Hours
Total Hours		2.50			

Routing and Status

Name	Action	Date & Time
No Last Name, Audie	Originated	03/27/2023, 11:12 AM
No Last Name, Audie	Submitted	03/28/2023, 12:28 PM
Hawk, Mo	Pending Approval	

Comment (Optional):

Incorrect Hours

985 characters remaining
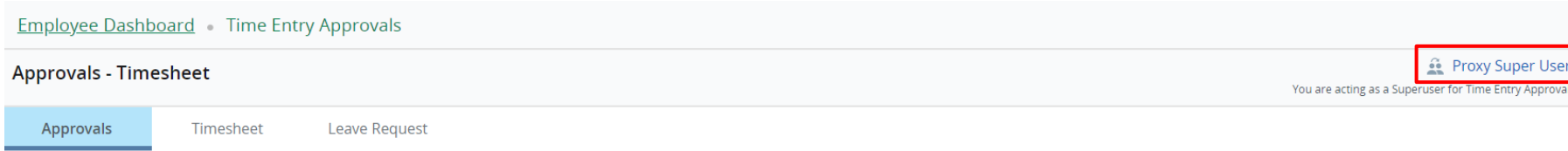
| Return | Details | Return for correction | Approve |

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Editing an Employee Timesheet as the Approver

▶ If the deadline has passed for the employee to make corrections on the timesheet, or the employee no longer has access to their timesheet, the approver can make corrections and submit the timesheet using the following steps.

  ▶ IMPORTANT: Click Save after each entry, edit, deletion or change.

    ▶ Editing time entered: Click on the day and then click on the pencil on the right side of the screen. Make any necessary adjustments and click save.

▶ Adding an Earn code: Use the drop-down box to select the correct Earn Code and hours. If you are editing an hourly employee timesheet, click on hours and minutes separately to scroll through the time options. The minutes are in 15-minute increments. After selecting AM/PM, click Set. The total hours appears to the right.

  ▶ Use the Add More Time button when reporting additional in/out time for the day. Example: Lunch break

▶ After Start and End times have been entered for the day, make sure the total hours are correct. Click Save. Repeat these steps for each day worked in the pay period.

▶ To delete time entered, click on the day, and then click on the Delete icon (⊖) on the right side of the screen.

▶ Once the entries are completed, the approver clicks on the Preview at the bottom right of the screen and then will click Submit. The timesheet will then change to Pending status to await approval.

Adding a Proxy

▶ In the absence or unavailability of the timesheet approver, a proxy should be assigned to approve time on the approver's behalf. You should have at least one proxy, but it is highly recommended to set up at least two individuals as a proxy. The step to add a proxy only needs to be completed once.

▶ Complete the steps under How to Access a Timesheet. Click on the Proxy Super User link on the top right side of the screen.

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet   👥 Proxy Super User
                                                    You are acting as a Superuser for Time Entry Approvals

| Approvals | Timesheet | Leave Request |

▶ Click on Add a new proxy. The system will search for the name entered within the approver's directory. If the name is not listed, please contact Human Resources to assist.

Existing Proxies

Add a new proxy   Delete proxies

                                    Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

No records found

▶ After the employee has been selected as a proxy, they will appear in your proxy list.

   ▶ IMPORTANT: You need to contact Human Resources to ensure that your proxy is listed as an approver in Banner prior to timesheet approvals.

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Submission/Approval Deadlines

▶ Employee Submission Deadline – 10am, the Monday following the end of the pay period.

▶ Supervisor Approval Deadline - 12pm, the Monday following the end of the pay period.

Reports

▶ A distribution status Report defaults on the approval screen. This is a bar chart of the various timesheet statuses in the approvers queue. The approver can click on a bar to show the detailed list of employee timesheets in that status.

▶ The Reports screen has an alternative view of employee timesheets by status. It shows each timesheet within the status along with the total hours. This can be accessed by clicking the Reports link (Reports)   on the top right of the screen.

Timesheet Icons & Links

Icon	Name	Description
(i)	Information	Displays the approver, the date and time of origination, submission and approval.
!	Timesheet Messages	Shown when there are warning and errors on the timesheet. Review prior to approving.
💬 1	Comments	One comment is recorded on the timesheet. Comments can be added or reviewed by selecting the icon.
⋮	Ellipsis	Preview the timesheet or review leave balances.
⌄ ⌃	Expand and Collapse	Expand and collapse arrows are used to view more employees in a section.
🕐 Leave Balances	Leave Balances	Link displays available paid leave through the last completed payroll.
✏ 🗐 ⊖	Edit Copy Delete	Edit, copy or delete an earn code. Used to change or remove a record on a timesheet. Changed records should be discussed with the employee.
‹ ›	Navigation Arrows	Navigate to previous or next week in the pay period on the timesheet.
1	Message indicator	A message was prompted due to a previous action by the approver.
Exit Page	Exit Link	Exit the current screen to go back to all timesheets.
Account Distribution	Distribution Link	Provides account information for position and budgeting purposes.