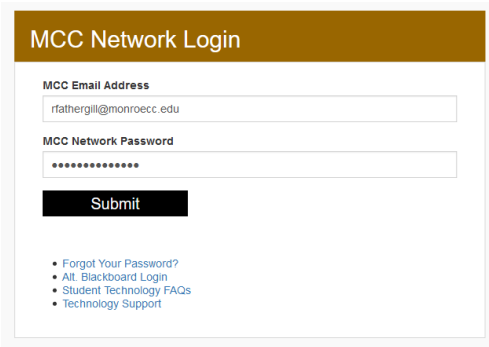Start a web session in myMCC (my.monroecc.edu) as seen in Figure 1. Use Firefox or Chrome. Enter your work email address, password and click Submit.

Figure 1

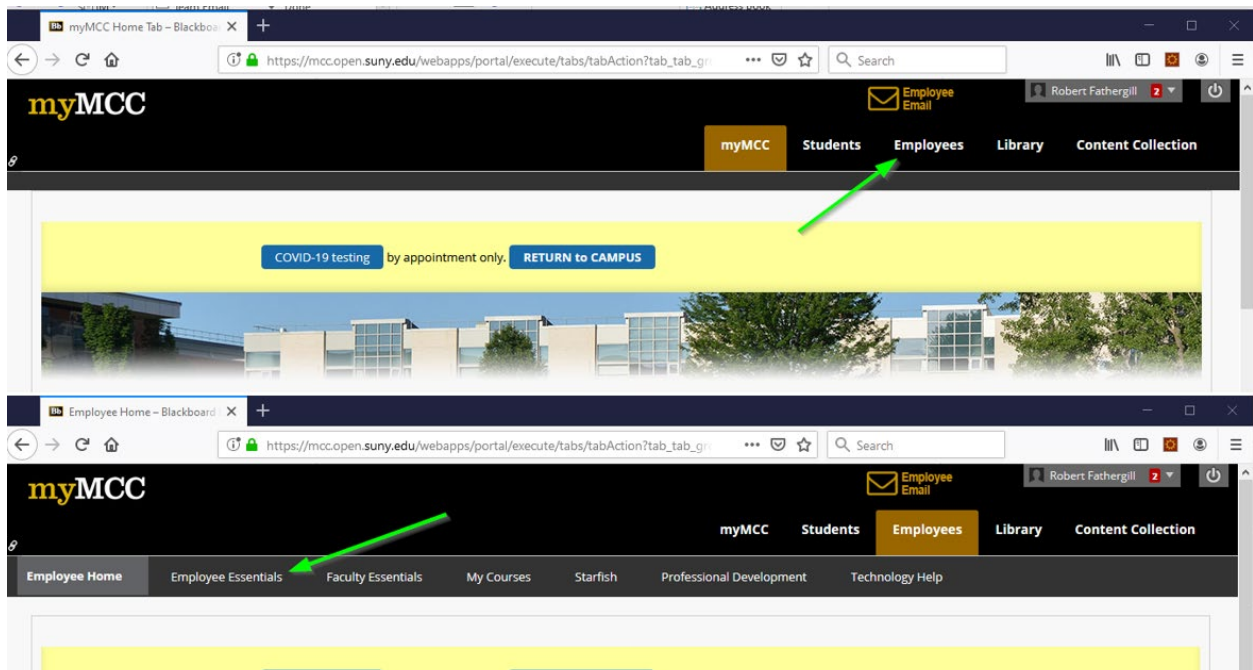Once in myMCC, select Employees, then Employee Essentials as seen in the screenshots in Figure 2.

Figure 2

Then click on Time Sheet as seen in the screenshot of Time Reporting channel in Figure 3.

Figure 3

The URL for this will be:

https://bannerp.monroecc.edu/EmployeeSelfService/ssb/timeEntry#/teApp/timesheet/dashboard/payperiod

As seen in the timesheet screenshot in Figure 4, you should see your pay period, job title and department info (1), and the status (2) of your available timesheet(s) here. Most often you would see Not Started as the status, meaning only that you haven't looked at the timesheet yet. The dates should be those for the current pay period. Click the Time Sheet button (3) to begin.
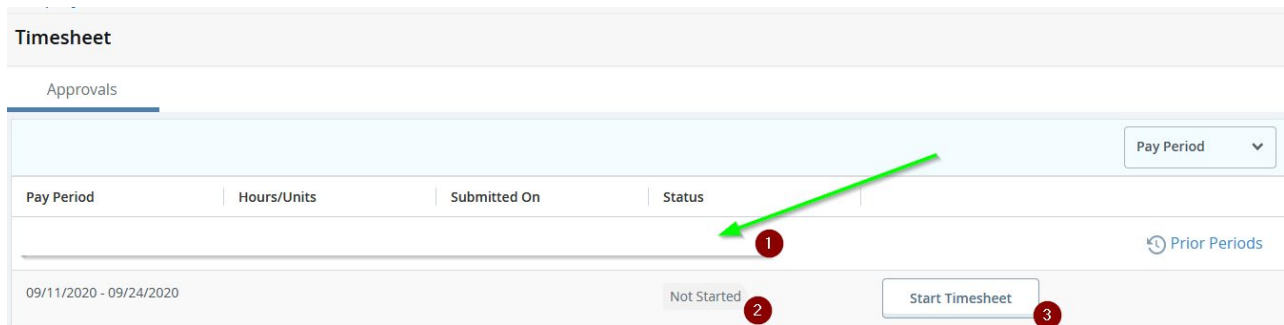

Figure 4

The timesheet displays one calendar week per page. NOTE: Ellucian says the start of a week cannot be changed but may happen in a future release.

Once you click on Start Timesheet, you will see a daily chart for your time as seen in the screenshot in Figure 5.

Figure 5

In Figure 5 screenshot, the green arrow points to an area devoted to your title, department, etc.

1 – Start and End dates for the pay period

2 – The blue line running under the dates indicate the pay period dates on this calendar

3 – Today's date is highlighted

4 – Click here to go back a week, and to the beginning of the pay period

5 – Click here to erase all time entered and start over

6 – Click here to review your leave balances

7 – Timesheet status

8 – Deadline for submitting this timesheet

9 – Click here to see the list of your approvers

10 – Click here to enter commentary for the pay period

11 – Click here to change the type of hours (vacation, sick, etc.)

12 – Enter a number of hours here. This would be the number of hours for the highlighted date

13 – Click here if you need to claim vacation, sick or something other than regular hours for a portion of the highlighted date.

14 – Click here to remove an entry

15 – Click here to Preview your entries

16 – Click here to Save entries

17 – Click here to Cancel any entries since your last Save

To proceed with time entry, get to the start date for the pay period, in the timesheet screenshot in Figure 6, the sample uses September 11 as the start date.

Click on the first date (Sept 11 in the example) to highlight it, then enter hours in the Hours box. Don't forget to SAVE!
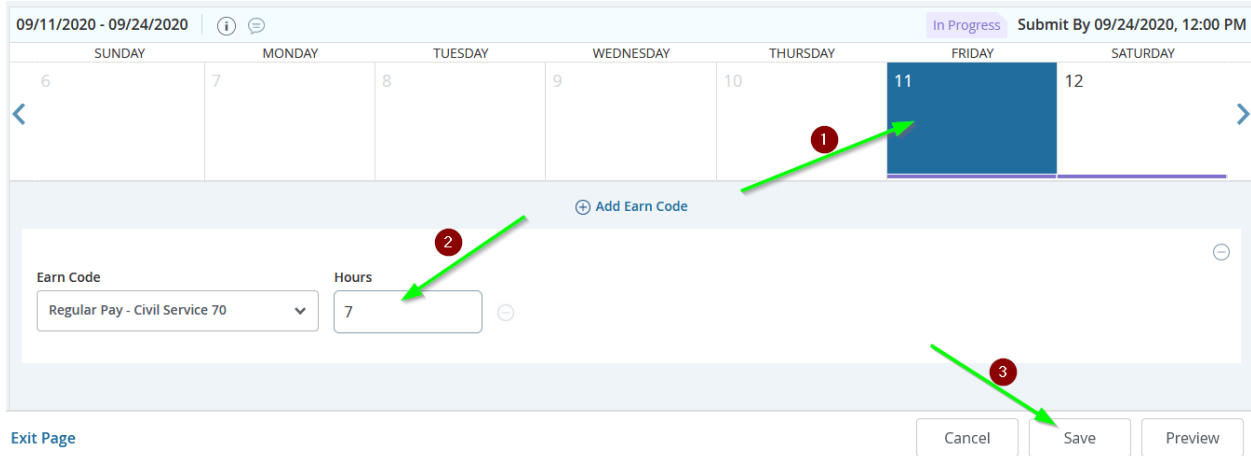

Figure 6

See Figure 7 below for a screen shot after Saving, Sept 11 displays your number of hours (green arrow).

1 – Click here to change this number of hours

2 – Click here to copy this number of hours to other dates (in a minute!)

3 – Click here to delete this entry

4 – Account Distribution is informational only, means something to the bookkeepers.

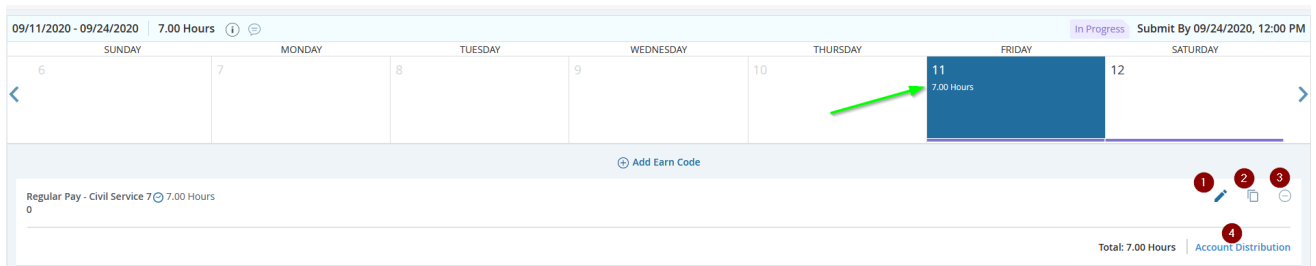We are going to copy these hours to other dates, so click the Copy icon (2)

Figure 7

We are going to copy these hours to other dates, so click the Copy icon. A new mini window pops up, looking like the screenshot in Figure 8.

Figure 8

You can copy Sept 11's hours to the other workdays in the pay period by highlighting each of those days individually (1 through 9) or by clicking the checkbox (10). Then click Save (11) as shown in the screenshot in Figure 9.

Figure 9

If you do this copy but need to include Saturdays and/or Sundays, click those boxes. You can remove any of these entries from the main calendar later on.

Clicking Preview gives you this summary seen in Figure 10. This is what Ellucian offers currently.

Figure 10

This second page offers a place for Commentary, where you can review any already entered or enter some more. Also, if you're happy with the summary and ready to submit the timesheet, follow these green arrows to provide your certification and then to Submit as seen in screenshot in Figure 11.

Figure 11

Keep in mind that an approver may spot an error and return your timesheet to you for correction. If that happens, you should receive an email saying so. You can then access the timesheet in the same way as you first did, through myMCC on the Employee Essentials page.

Approving Timesheets

Once in your own Banner timesheet. Click on APPROVALS as shown in the screenshot in Figure 12.
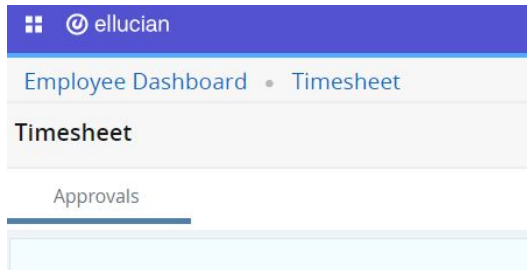

Figure 12

The current time period will display for your Banner org as shown in approval screenshot in Figure 13. You may click on the down arrow in the All Departments options to select other Banner orgs as needed.
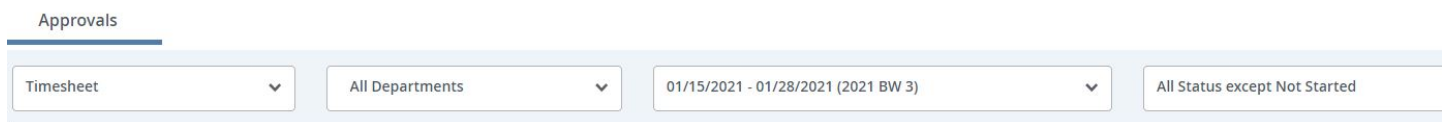

Figure 13

Below the bar graph as shown in Figure 14, you will see the timesheet statuses for the selected Banner org. Click on the down arrow to the right to expand to see the timesheets listed by individual as seen in screenshot in Figure 15.

Figure 14

Pending 1			
Employee Name	ID	Organization	Hours/U...
	M	M-5108, PC and Network Services	63.00 Hou
Microcomputer Maintenance Tech,			

Figure 15

Click on the info icon to see list of approvers and status in workflow as seen in Figure 16.

Figure 16

Click on the three dots as seen on the left to preview the timesheet or view leave balances as displayed in screenshot in Figure 17.
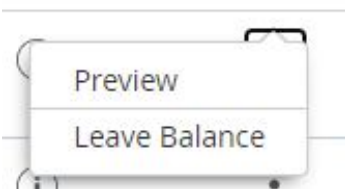

Preview
Leave Balance

Figure 17

After clicking on Preview to move through the approval process you will see a summary of the individual's time sheet submission as shown in Figure 18.

Figure 18

Click on Details to review day by day time entries as shown in screenshot in Figure 19.

Figure 19

You may click on any day to see the details for that time (worked, holiday, vacation, etc.). Click on Return for correction as necessary.

Click Approve to move forward in approval process.

Mass Approval

This is approving everyone who is pending at once. There is only one person in the example below, but even if there were 100, Banner would allow this.

If you check the box for Pending at the top of the list you will get an approve/acknowledge button at the right as seen in screenshots of pending in Figure 20 and of the full page in Figure 21.
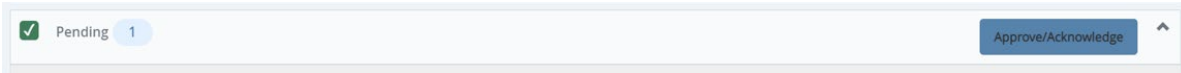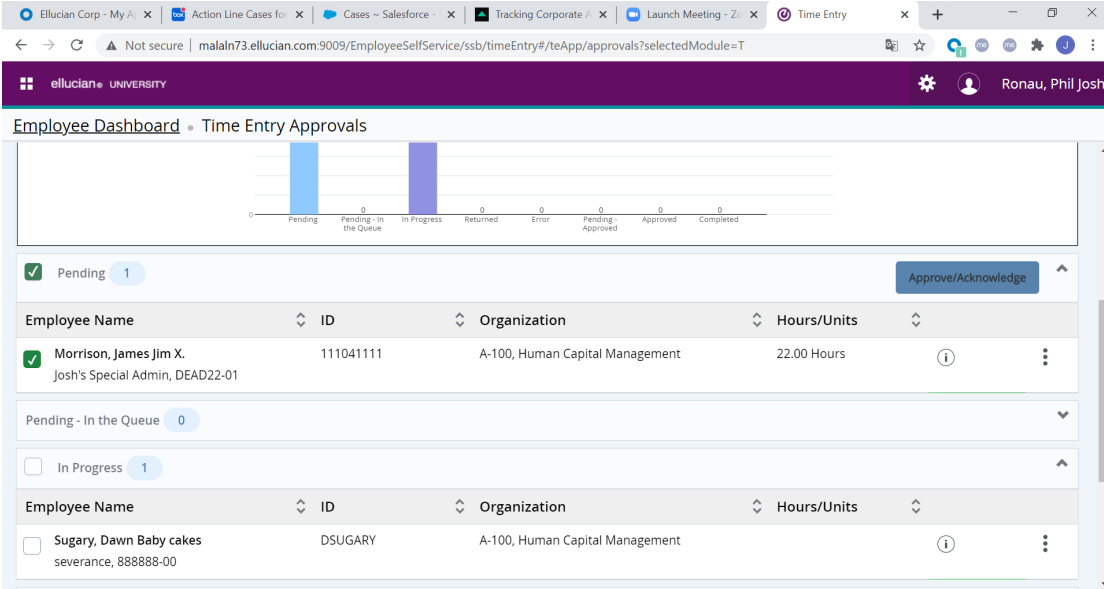

Figure 20

Figure 21 - full screen view