Local 2110 Instructions for Web Time Entry

Access MyTC Portal

1. Go to MyTC portal - https://my.tc.columbia.edu/
2. Enter UNI & Password

Access Online Time Sheet

1. After accessing MyTC select the TC Services TAB.
2. Click on 'Time Sheet' within Time Sheet window.
3. Select 'My Choice' indicator for the job to report time.
4. Utilize drop down menu beside job to select time period to report time.
5. Click 'Time Sheet' button.

To Enter Hours Worked

1. Click 'Enter Hours' next to HOURS WORKED.
2. Enter the time you began your work day and the time you ended your work day. Enter time out for lunch and back from lunch. Only record hours worked. *Enter time at intervals of 15 minutes. For example, 09:00, 9:30, 9:45.*
3. Select 'Save' button to display Total Hours.
4. Important: Do not use the browser's forward and back buttons as this causes errors. Instead use the menu options.
5. Select 'Time Sheet' button to return to main time sheet screen OR
6. Select 'Next Day' button to enter time for the next day OR
7. Select 'Copy' button to copy Time In/Time Out to other days within the pay period.

To Enter Paid Time Off

1. Click 'Enter Hours' next to the category to report paid time off. (Vacation, Sick, Personal, etc.)
2. Enter Time In and Time Out at intervals of 15 minutes and in 99:99 format. For example, 09:00, 09:15, 09:30, 09:45
3. Select 'Save' button to display Total Hours.
4. Important: Do not use the browser's forward and back buttons as this causes errors. Instead use the menu options.
5. Select 'Time Sheet' button to return to main time sheet screen OR
6. Select 'Next Day' button to enter time for the next day OR
7. Select 'Copy' button to copy Time In/Time Out to other days within the pay period.

To Submit Time Sheet

2110 member time sheets are due to be submitted by NOON on Monday of the pay week. Failure to submit time sheets could result in loss of pay.

1. After all hours have been entered, click 'Submit for Approval'.
2. The top of the time sheet should say "Your time sheet was submitted successfully"
3. If you find a mistake in your time sheet after submission and wish to make changes, click 'Return Time', make changes, and re-submit.
4. Once submitted for approval, the bottom of the time sheet shows when submitted and who has to approve it.

Frequently Asked Questions

I have never logged in to the MyTC portal and do not know my UNI/Password. What should I do?

To obtain UNI: Go to columbia.edu and search first and last name in the search bar on the main page

Once you have the UNI: Go to uni.columbia.edu
Select "Activate UNI or Email"
Accept the account activation policy
Enter UNI and select continue
Enter last four digits of SSN & birthday then select continue
Select security questions
Create a password

Once you have a password: Go to www.my.tc.edu
Enter UNI and password to access TC Portal

What if I work from 3PM to 5PM on Summer Fridays?

You should always report a full 7 hours on Summer Fridays even if you do not work from 3PM to 5PM. However, contractually, if you work from 3PM to 5PM on Summer Fridays, the college is obligated to pay an additional 2 hours of straight time. Update the COMMENTS section of the time sheet to indicate to Payroll that you actually worked from 3PM to 5PM and the Friday date that you worked this time.

What are the payroll deadlines to ensure payment?

2110 member time sheets are due to be submitted by NOON on Monday of the pay week. Failure to submit time sheets could result in loss of pay.

Why isn't my time sheet available?

It may take a few days for all hire paperwork to be received, reviewed and updated within the system. If you do not have access within the first 3 days of employment, contact your HR Generalist for assistance.

Do I need to enter hours on each day?

Hours worked or paid time off should be entered on all scheduled work days within the pay period.

I've entered my time for today and want to save my timesheet so that I can enter hours again later in the pay period. How do I save my time sheet?

By clicking 'SAVE' button when you entered time, you have already saved your time sheet. You can either click 'Exit' on the top right corner of Self Service or close the browser. The information you entered will be there the next time you log in.

Why can I view my time sheet, but not edit the hours?

You have already submitted your time for approval. After you submit time you can no longer edit hours. There are two ways you can tell if you have submitted time for approval:

1. When you go to choose your time sheet it will say *Pending* behind the dates that the time sheet is for. This means that your time sheet is waiting for approval from your supervisor. If you would like to edit your submitted hours, click "Return Time" at the bottom of the time sheet. Please remember to re-submit once changes have been made.
2. When you are in the time sheet there is a *Routing Queue* section that includes information about when your time sheet was started, submitted, approved, etc. In this section if there is an action that states *Submitted* with a date behind it, this means that your time sheet has been submitted.

What should I do if I have already submitted my time, but my hours need to be changed?

There are two ways that your time can be changed after you have submitted it to your supervisor.

1. Click "Return Time" at the bottom on your time sheet. This will allow you to edit hours you have submitted for approval, or add/subtract hours on your timecard. This option is best when only a couple of changes need to be made to your timesheet. You will need to re-submit your time sheet again.
2. Your supervisor can choose to return the timesheet to you for correction. You will again be able to edit the timesheet and will need to re-submit the timesheet for approval. This option is best when you need to make many changes to your timesheet. You will need to contact your supervisor and ask him/her to return the timesheet to you for correction. Supervisors can find information about how to return a timesheet for correction in the *Supervisor Instructional Document*.

How can I check to see if my supervisor has approved my time?

There are two ways you can tell if your timesheet has been approved:

1. When you go to choose your time sheet it will say *Approved* behind the dates that the time sheet is for. This means that your time sheet has been approved by your supervisor.
2. When you are in your timesheet there is a *Routing Queue* section that includes information about when your timesheet was started, submitted, approved, etc. In this section if there is an action that states *Approved* with a date behind it, this means that your time sheet has been approved by your supervisor.

What if my supervisor is out and my time needs to be approved?

A proxy should be established by your supervisor. By setting up a proxy, this gives someone else permission to see your time sheet and approve in the absence of your supervisor. Supervisors can find information about how to set up a proxy in the *Approver Instructional Document.*

Who do I contact with any other issues concerning my time sheet?

Payroll Manager   212-678-3241   Payroll Clerk   212-678-3047   Email - payrolldept@tc.columbia.edu

2013 Payroll Schedule

Year	ID	Number	Start Date	End Date	Check Date	Local 2110 & Time Sheet Deadline (NOON)
2013	B2	1	24-Dec-12	6-Jan-13	11-Jan-13	
2013	B2	2	7-Jan-13	20-Jan-13	25-Jan-13	
2013	B2	3	21-Jan-13	3-Feb-13	8-Feb-13	
2013	B2	4	4-Feb-13	17-Feb-13	22-Feb-13	
2013	B2	5	18-Feb-13	3-Mar-13	8-Mar-13	
2013	B2	6	4-Mar-13	17-Mar-13	21-Mar-13	
2013	B2	7	18-Mar-13	31-Mar-13	5-Apr-13	
2013	B2	8	1-Apr-13	14-Apr-13	19-Apr-13	
2013	B2	9	15-Apr-13	28-Apr-13	3-May-13	
2013	B2	10	29-Apr-13	12-May-13	17-May-13	
2013	B2	11	13-May-13	26-May-13	31-May-13	
2013	B2	12	27-May-13	9-Jun-13	14-Jun-13	
2013	B2	13	10-Jun-13	23-Jun-13	28-Jun-13	
2013	B2	14	24-Jun-13	7-Jul-13	12-Jul-13	
2013	B2	15	8-Jul-13	21-Jul-13	26-Jul-13	22-Jul-13
2013	B2	16	22-Jul-13	4-Aug-13	9-Aug-13	5-Aug-13
2013	B2	17	5-Aug-13	18-Aug-13	23-Aug-13	19-Aug-13
2013	B2	18	19-Aug-13	1-Sep-13	6-Sep-13	2-Sep-13
2013	B2	19	2-Sep-13	15-Sep-13	20-Sep-13	16-Sep-13
2013	B2	20	16-Sep-13	29-Sep-13	4-Oct-13	30-Sep-13
2013	B2	21	30-Sep-13	13-Oct-13	18-Oct-13	14-Oct-13
2013	B2	22	14-Oct-13	27-Oct-13	1-Nov-13	28-Oct-13
2013	B2	23	28-Oct-13	10-Nov-13	15-Nov-13	11-Nov-13
2013	B2	24	11-Nov-13	24-Nov-13	27-Nov-13	25-Nov-13
2013	B2	25	25-Nov-13	8-Dec-13	13-Dec-13	9-Dec-13
2013	B2	26	9-Dec-13	22-Dec-13	20-Dec-13	23-Dec-13