

Instructions for HACC WEB Timesheets Approvers

- Click on HACC WEB at hacc.edu
- Click on “enter secure area”
- Scroll to bottom of page where you will enter your ID and your pin number
 - Your ID is your employee ID
 - If you haven’t been online before and this is the first time using the HACC WEB, it will be your birthday (i.e. 011105)
 - If you have forgotten your pin, and can’t remember the answer to your security question call the payroll office at ext. 2353, 2359, or 2592.
- Scroll to the bottom of page, click on Employee Services
- Click on timesheet
- Make sure you check “Approve or Acknowledge Time”
- **Proxy Set Up**

At this point, you can select a proxy who will approve your time sheets if you are out on any leave time. Click on **Proxy Setup**, click on the drop down box and select the person who will be your proxy. After selecting the name, check off the box next to the name, then save. This person will then be able to approve time sheets in your absence.
- Click on select
- Pick the area and the current two week time sheet to be approved
- Use the drop down box to determine which payroll for which you are approving time sheets. If you are approving **full time employees** the two week pay period will have **EX** in front of the dates. If you are approving **part time employees** the pay period will have **HR**
- Click on select
- A listing will appear with 4 different categories:
 - Not Started:** the employee has not started their time sheet
 - In Progress:** the employee has started their time sheet but has not submitted it for approval

Pending: the employee has submitted the time sheet for approval

Approved: the time sheet has been approved

- You will see a listing of the employee time sheets to be approved, pick the appropriate employee and click on their name.
- If the time entered is correct you can just check off “Approve or FYI” then click on the save button. Or, you can actually enter the time sheet to make sure the appropriate day is entered. Put the cursor on the employees name and left click, here you can see the days entered. At this point, if the time is correct you can approve the time sheet, once it is approved you’ll see the notation “1 record(s) have been Approved/Acknowledged.”
- If the time is incorrect you may return it to the employee for correction. **You must let the employee know that you have done this so they can correct the time sheet.** Once, they have corrected the time sheet, it will be returned to you for approval.
- Any **bereavement** time posted on the time sheet must have the relationship of the employee to the deceased listed in the comments filed.
- If you wish to add comments to your time sheet, click on the comments button, add your comments, then click the save button.
- Always exit the Web through the “Exit” button at the top right of the screen.

Instructions for HACC WEB Timesheets Administrators-Due Wednesday after Payday

- Click on HACC WEB at hacc.edu
- Click on “enter secure site”
- Scroll to bottom of page where you will enter your ID and your pin number
 - Your ID is your employee ID
 - If you haven’t been online before and this is the first time using the HACC WEB, it will be your birthday (i.e. 011105)
 - If you have forgotten your pin, and can’t remember the answer to your security question call Glenna Stump in Human Resources at extension 2350
- Scroll to the bottom of page, click on Employee Services
- **Click** on time sheet
- If you are an approver make sure you check “Access My Time Sheet”
- Then **click** on select
- Pick the two week time sheet you are currently working in
- **Click** on the time sheet button
- A one week time sheet will appear on the next screen, scroll to the bottom of the screen, and **click** the next button for the second week of the pay to appear.
- Look for the actual day you need to post leave time on
- Look for the leave type you are taking (down the left side of the screen)
- **Click** on **Enter Hours**
- Scroll half way down the new screen, you’ll see the earnings name you are entering and the actual day. **Shift** should remain at 1. In the **Hours** block, enter the number of hours for the leave time you are taking.
- Click on the save button.
- Scroll down your time sheet and you’ll see the leave time on the time sheet.
- Any **bereavement** time posted must have your relationship to the deceased listed in the comments field.
- If you wish to add comments to your time sheet, click on the **comments** button, add your comments, then click the **save** button.
- Once, the two week period is over click **submit for approval** button, and enter your Pin number when prompted, then click the **submit** button.
- **Please do not submit a “zero” time sheet, it causes errors with our processing.**
- Your supervisor will then go into the Web to approve your time sheet.
- Always exit the Web through the “Exit” button at the top right of the screen.

Instructions for HACC WEB Timesheets
9 1/2 Month Faculty-Due Wednesday after Payday for the Prior Two
Week Period Worked

- Click on HACC WEB at hacc.edu
- Click on “enter secure site”
- Scroll to bottom of page where you will enter your ID and your pin number
 - Your ID is your employee ID
 - If you haven’t been online before and this is the first time using the HACC WEB, it will be your birthday (i.e. 011105)
 - If you have forgotten your pin, and can’t remember the answer to your security question call the payroll office ext 2359
 - Scroll to the bottom of page, click on Employee Services
- *Click* on time sheet
- If you are an approver make sure you check “Access My Time Sheet”
- Then *click* on select
- Pick the two week time sheet you are currently working in
- *Click* on the time sheet button
- A one week time sheet will appear on the next screen, scroll to the bottom of the screen, and *click* the next button for the second week of the pay to appear.
- Look for the actual day you need to post leave time on
- Look for the leave type you are taking (down the left side of the screen)
- *Click* on *Enter Hours*
- Scroll half way down the new screen, you’ll see the earnings name you are entering and the actual day. **Shift** should remain at 1. In the **Hours** block, enter the number of hours for the leave time you are taking.
- Click on the save button.
- Scroll down your time sheet and you’ll see the leave time on the time sheet.
- Any **bereavement** time posted must have your relationship to the deceased listed in the comments field.
- If you wish to add comments to your time sheet, click on the *comments* button, add your comments, then click the *save* button.
- Once, the two week period is over click *submit for approval* button, and enter your Pin number when prompted, then click the *submit* button.
- **Please do not submit a “zero” time sheet, it causes errors in our processing.**
- Your supervisor will then go into the Web to approve your time sheet.
- Always exit the Web through the “Exit” button at the top right of the screen.

Instructions for HACC WEB Timesheets 12 Month Faculty-Due Wednesday after Payday

- Click on HACC WEB at hacc.edu
- Click on “enter secure site”
- Scroll to bottom of page where you will enter your ID and your pin number
 - Your ID is your employee ID
 - If you haven’t been online before and this is the first time using the HACC WEB, it will be your birthday (i.e. 011105)
 - If you have forgotten your pin, and can’t remember the answer to your security question call Glenna Stump in Human Resources at extension 2350
- Scroll to the bottom of page, click on Employee Services
- **Click** on time sheet
- If you are an approver make sure you check “Access My Time Sheet”
- Then **click** on select
- Pick the two week time sheet you are currently working in
- **Click** on the time sheet button
- A one week time sheet will appear on the next screen, scroll to the bottom of the screen, and **click** the next button for the second week of the pay to appear.
- Look for the actual day you need to post leave time on
- Look for the leave type you are taking (down the left side of the screen)
- **Click** on **Enter Hours**
- Scroll half way down the new screen, you’ll see the earnings name you are entering and the actual day. **Shift** should remain at 1. In the **Hours** block, enter the number of hours for the leave time you are taking.
- Click on the save button.
- Scroll down your time sheet and you’ll see the leave time on the time sheet.
- Any **bereavement** time posted must have your relationship to the deceased listed in the comments field.
- If you wish to add comments to your time sheet, click on the **comments** button, add your comments, then click the **save** button.
- Once, the two week period is over click **submit for approval** button, and enter your Pin number when prompted, then click the **submit** button.
- **Please do not submit a “zero” time sheet, it causes errors with our processing.**
- Your supervisor will then go into the Web to approve your time sheet.
- Always exit the Web through the “Exit” button at the top right of the screen.

Instructions for HACC WEB Timesheets Classified Employees-Due Wednesday after Payday

- Click on HACC WEB at hacc.edu
- Click on “enter secure area”
- Scroll to bottom of page where you will enter your ID and your pin number
 - Your ID is your employee ID
 - If you haven’t been online before and this is the first time using the HACC WEB, it will be your birthday (i.e. 011105)
 - If you have forgotten your pin, and can’t remember the answer to your security question call the payroll office ext. 2353, 2359, or 2592.
- Click Login
- Scroll to the bottom of page, click on Employee Services
- *Click* on time sheet
- If you are an approver make sure you check “Access My Time Sheet”
- Then *click* on select
- Pick the two week time sheet you are currently working in, use the down arrow if necessary
- *Click* on the time sheet button
- A one week time sheet will appear on the next screen, scroll to the bottom of the screen, and *click* the next button for the second week of the pay to appear.
- The top line is for all hours worked. *Click* on **Enter Hours**. Scroll half way down the new screen, you’ll see **Regular Hours** and the actual day for which you are entering. **Shift** should remain at 1. In the **Hours** block, enter the number of hours you worked
- Click on the save button
- If you work 9.00 hours make sure you record 9.00 hours. If you want to take comp time for the additional 1.50 hours worked just record 7.50 hours, then use the attached comp time log.

- ***Do not report Comp Time used on your Web Time Sheet, use the attached comp time log. You and your supervisor are responsible for monitoring the conversion and usage of comp time.***
- If you are taking leave time look for the leave type you are taking (down the left side of the screen)
- ***Click*** on ***Enter Hours*** across from the leave type you are using.
 - Scroll half way down the new screen, you'll see the earnings name you are entering and the actual day. **Shift** should remain at 1. In the **Hours** block, enter the number of hours for the leave time you are taking.
- Click on the save button.
- Scroll down your time sheet and you'll see your regular hours or leave time posted on the time sheet.
- ***Emergency Leave*** would be used any time the decision is made to close the college or delay opening for things such as weather or electrical problems, etc.
- Any ***Bereavement Leave*** posted must have your relationship to the deceased listed in the comments field.
- If you wish to add comments to your time sheet, click on the **comments** button, add your comments, then click the **save** button.
- **Make sure you enter hours for each day of the two week period, if you forget any days you will not be paid for those days. You will need to complete the paper PR-1 timesheet, the time will be added to the next pay check.**
- Once the two week period is over, click **submit for approval** button, and enter your Pin number when prompted, then click the **submit** button.
- **Please do not submit a "zero" time sheet, it causes problems with our processing.**
- Your supervisor will then go into the Web to approve your time sheet.
- Always exit the Web through the "Exit" button at the top right of the screen.

- **If you do any extra work outside of your regular job continue to submit that time on the paper PR-1.**

Instructions for HACC WEB Timesheets

41 Week Classified Employees-Due Wednesday after Payday

- Click on HACC WEB at hacc.edu
- Click on “enter secure area”
- Scroll to bottom of page where you will enter your ID and your pin number
 - Your ID is your employee ID
 - If you haven’t been online before and this is the first time using the HACC WEB, it will be your birthday (i.e. 011105)
 - If you have forgotten your pin, and can’t remember the answer to your security question call the payroll office ext. 2353, 2359, or 2592.
- Click Login
- Scroll to the bottom of page, click on Employee Services
- *Click* on time sheet
- If you are an approver make sure you check “Access My Time Sheet”
- Then *click* on select
- Pick the two week time sheet you are currently working in, use the down arrow if necessary
- *Click* on the time sheet button
- A one week time sheet will appear on the next screen, scroll to the bottom of the screen, and *click* the next button for the second week of the pay to appear.
- The top line is for all hours worked. *Click* on **Enter Hours**. Scroll half way down the new screen, you’ll see **Regular Hours** and the actual day for which you are entering. **Shift** should remain at 1. In the **Hours** block, enter the number of hours you worked
- Click on the save button
- If you work 9.00 hours make sure you record 9.00 hours. If you want to take comp time for the additional 1.50 hours worked just record 7.50 hours, then use the attached comp time log.

- ***Do not report Comp Time used on your Web Time Sheet, use the attached comp time log. You and your supervisor are responsible for monitoring the conversion and usage of comp time.***
- If you are taking leave time look for the leave type you are taking (down the left side of the screen)
- ***Click*** on ***Enter Hours*** across from the leave type you are using.
 - Scroll half way down the new screen, you'll see the earnings name you are entering and the actual day. **Shift** should remain at 1. In the **Hours** block, enter the number of hours for the leave time you are taking.
- Click on the save button.
- Scroll down your time sheet and you'll see your regular hours or leave time posted on the time sheet.
- ***Emergency Leave*** would be used any time the decision is made to close the college or delay opening for things such as weather or electrical problems, etc.
- Any ***Bereavement Leave*** posted must have your relationship to the deceased listed in the comments field.
- If you wish to add comments to your time sheet, click on the **comments** button, add your comments, then click the **save** button.
- **Make sure you enter hours for each day of the two week period, if you forget any days you will not be paid for those days. You will need to complete the paper PR-1 timesheet, the time will be added to the next pay check.**
- Once the two week period is over, click **submit for approval** button, and enter your Pin number when prompted, then click the **submit** button.
- **Please do not submit a "zero" time sheet, it causes errors with our processing.**
- Your supervisor will then go into the Web to approve your time sheet.
- Always exit the Web through the "Exit" button at the top right of the screen.

- **If you do any extra work outside of your regular job continue to submit that time on the paper PR-1.**

Instructions for HACC WEB Timesheets Hourly Employees

- Click on HACC WEB at hacc.edu
- Click on “enter secure site”
- Scroll to bottom of page when you will put your ID and your pin number
 - Your ID is your generated Hacc ID
 - If you haven’t registered online before and this is the first time using the HACC WEB, it will be your birthday (i.e. 011105)
 - If you have forgotten your pin, and can’t remember the answer to your security question call Glenna Stump in Human Resources at extension 2350
- Scroll to bottom of page, click on Employee Services
- Click on timesheet
- Click on timesheet again at the next screen
 - If you work in 2 different areas, make sure you select the correct area you are entering your time in for
- Click on the day that you wish to enter your hours in
 - Hours must be typed in with four numbers
 - i.e. 08:00 am to 09:45 am
 - Must be in 15 minute intervals
 - i.e. 01:15 pm to 04:30 pm
 - **NOT** 01:10 pm to 04:20 pm
 - Remember to click on the proper am/pm button
 - Hit save when you are done
 - If doing numerous days click on next day to go to the next day
- Click on timesheet again, if finished you can exit out of the screen
- At the end of the two week pay periods, click on the “Submit for Approval” button
 - Remember it by the days we get our paychecks
 - Do not submit before this, unless you are done working for the 2 week period
- After you submit for approval you will have to type in the PIN you used to log in
- **Please do not submit a “zero” time sheet, it causes problems with our processing.**
- You can make changes to your timesheet at any time and from any location. Therefore, if you forget to put time in when it is time to submit for approval, you can access the HACC WEB from your home computer.