



Frequently Asked Questions

Q: What if I don't see the appropriate time sheet?

A: Contact the Payroll office.

Q: Where do I enter my overtime?

A: Overtime is entered on a separate line from Regular hours. Please refer to your bargaining unit contract to confirm when to calculate overtime.

Q: Can I use the Comments field?

A: Yes, please include a comment when you work on a holiday, holiday break period, or closed campus day. You can use the comments field for any additional information for your supervisor, too.

Q: How do I correct a timesheet I've already submitted?

A: Ask your supervisor to return your timesheet so you may correct.
Please note: if the supervisor has already approved the timesheet, you or your supervisor will need to contact the Payroll office.

Q: How do I know my timesheet has been successfully submitted?

A: You will receive the following message at the top of the webpage when you submit your timesheet. The timesheet will also display a status of "Pending" on the main timesheet webpage.

⚠ Your time sheet was submitted successfully.

Q: When should I submit my time card?

A: Your timesheet must be submitted no later than non-payday Friday by 10 am. In order to ensure there is no disruption to your pay, please submit your timesheet when it is due.

Q: What if I won't be here to submit my time card?

A: Timesheet entry is available via any computer outside of LCC but if you are unable to complete your timesheet and miss the deadline, you will need to contact your supervisor immediately and request a timesheet adjustment be submitted.

Lansing Community College

Timsheet Entry

Quick Reference Card

General Information

- All employees who work for LCC must submit a timesheet. This includes hourly, salaried, part-time and full-time employees.
- | Submission Deadlines | Due Date | Time |
|-----------------------|-------------------|-------|
| Employee Timesheets | Non-payday Friday | 10 am |
| Supervisor Approvals | Monday | 9 am |
| Timesheet Adjustments | Monday | 1 pm |
- Hours for PTO, Vacation, Sick, etc are a separate entry from your Regular hours. Please note the different earn codes included on your timesheet.

How do I access my timesheet?

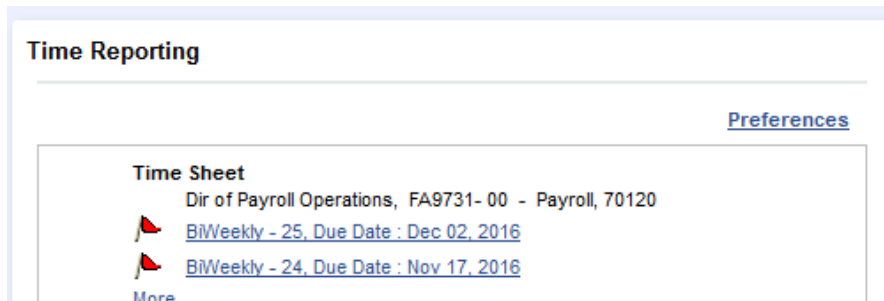
- Log into mylcc.edu. Located in the Work tab, center screen, "Time Sheet" with the available timesheet pay period links will be displayed.

Resources available to assist

- Payroll Office**
 Washington Court Place
 309 N Washington Sq, Office 254
 Email: FS-Payroll@lcc.edu
 Phone: (517) 483-1799
 Fax: (517) 483-1844
- For the pay period start/end dates and paydates, please reference the payroll calendar located at <https://www.lcc.edu/divisions-departments/financial-services/payroll/index.html>.

How do I enter time?

1. Log into mylcc.edu and click on Work tab.
2. Time sheets are located under Time Reporting in the center of the webpage.



3. Click on the appropriate timesheet to begin entering time worked.
4. Click on “Enter Hours” on the **appropriate earnings line and date**; enter the appropriate number of hours. Click Save.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 06, 2016	Monday Nov 07, 2016	Tuesday Nov 08, 2016	Wednesday Nov 09, 2016	Thursday Nov 10, 2016	Friday Nov 11, 2016	Saturday Nov 12, 2016
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Closed Campus	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Prescheduled	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Unprescheduled	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off Prescheduled	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Sick Leave Prescheduled	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Sick Leave Unprescheduled	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime-Week 1	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime-Week 2	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Release Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Grant Hours Override	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

[Previous Menu](#)
[Preview](#)
[Comments](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

(continued on Page 3)

How do I enter time? (continued)

5. Appropriate comments can be added to the timesheet, if needed, by clicking on the Comments button at the bottom of the webpage. Please add a comment if you work on a holiday, holiday break, or closed campus day that includes your actual time worked.
6. To view the next week in the timesheet, click Next at the bottom and continuing entering hours.
7. When complete, review your total hours located at the bottom and if correct, click the Submit for Approval button. Enter your PIN and click Submit; the message below will be displayed at the top of the webpage. The timesheet has now been routed to your supervisor for approval.

Your time sheet was submitted successfully.



Important! The status of your timesheet can be determined on the timesheet selection page:

Title and Department	My Choice	Pay Period and Status
Dir of Payroll Operations, FA9731-00 Payroll, 70120	<input checked="" type="radio"/>	Nov 20, 2016 to Dec 03, 2016 Pending
Time Sheet		

Status	Status Meaning
Completed	Your supervisor has approved the timesheet.
In Progress	Timesheet has been opened and hours can be entered. The timesheet has not yet been submitted or approved by your supervisor.
Not Started	Timesheet has not been opened nor have hours been entered.
Pending	Your completed timesheet has been submitted to your supervisor for approval but has not yet been approved.
Returned for Correction	Your supervisor has returned your timesheet for correction. This requires action on your part and you must correct and submit the timesheet again. Be sure to look at the comments to determine if your manager has provided feedback on the problem.