

## Supervisor Instructions for Approving Web Time Entry

### Time Approval Deadlines by Category

**Local 2110 Members** – members submit time by NOON on Monday of the pay week. Time should be approved no later than NOON on Tuesday of the pay week.

**FT Nonexempt Professionals, PT Professionals, & Interims** – time should be approved no later than NOON on Tuesday of the pay week.

**Work Study** – time should be approved no later than NOON on Monday of the pay week.

### Time Approval

#### Access MyTC Portal

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

#### Access Online Time Sheet for Approval

1. After accessing MyTC select the TC Services TAB.
2. Click on the Pay Period within the Time Approval window.
3. Timesheets can be in 5 different statuses; they need to be in the 'Pending' status before they can be approved:
  - Not Started – employee has not done anything with the time sheet.
  - In Progress – employee has not yet submitted time for approval.
  - Pending – employee has submitted time for approval and is ready for the supervisor to approve.
  - Approved – employee has submitted time and supervisor has approved the time; the time sheet is waiting to be brought into the payroll system.
  - Complete – time sheet has been submitted, approved and brought into the payroll system.
4. Click on the employee's name to view the time sheet details.
5. If all hours are correct, click 'Approve'. No further action is required.
6. If changes need to be made, click 'Return for Correction'. Remind employee to re-submit after updates are complete.

## Setting up a Proxy

By setting up a proxy you are giving someone else permission to see your employees and approve time for them. If you are out of the office the proxy could approve time for you.

### To set up a proxy:

1. Go to MyTC portal - <https://my.tc.columbia.edu/>
2. Enter UNI & Password.
3. Select the TC Services TAB.
4. Click 'Update Approval Proxies'.
5. Click drop down menu on Proxy Set Up screen.
6. Select employee to assign as proxy.
7. Check the box under 'Add'.
8. Click 'Save'.

## FYI Approver

An FYI Approver is someone who does not need to approve time, but would like to know when time has been submitted for approval, authorizing payment that will hit their budget. If someone within your department would like to be established as an FYI approver, please contact your HR Generalist. **\*\*NOTE\*\*** An FYI Approver can NOT approve time for pay. Only a time sheet approver or proxy can approve time. FYI Approvers only have the option to 'acknowledge' time.

### Access MyTC Portal to 'acknowledge' a time sheet

3. Go to MyTC portal - <https://my.tc.columbia.edu/>
4. Enter UNI & Password.
5. After accessing MyTC select the TC Services TAB.
6. Click on the Pay Period within the Time Approval window.
7. Click on the employee's name to view the time sheet details.
8. Click on 'Acknowledge'.

## Frequently Asked Questions

***My employee has never logged in to the MyTC portal and does not know their UNI/Password. What should they do?***

To obtain UNI: Go to [columbia.edu](http://columbia.edu) and search first and last name in the search bar on the main page

Once they have the UNI: Go to [uni.columbia.edu](http://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 they have a password: Go to [www.my.tc.edu](http://www.my.tc.edu)

Enter UNI and password to access TC Portal

***Why isn't my employee's time sheet available?***

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

***How do I know when an employee has submitted time for approval?***

Email notifications are generated on the following morning after the time has been submitted for approval. These notifications will continue until time has been approved.

***How can I return a timesheet to my employee for correction?***

First, you will need to click on the name of the employee you want to edit time for; this will bring up the detail of the timesheet. Next click *Return for Correction*; the employee will now be able to edit the time sheet. If you return time sheets to an employee for correction keep the following in mind:

- Employees do not receive a notice if you return their time sheet for correction until the following morning; you will want to send them an email directly if it needs to be corrected within the payroll deadline.

***When I go to approve time I can see all time sheets for my Work Study employees AND some professionals. Why?***

Other non-exempt employees have been on web time entry for some time. If you have been established as a time approver for these employees, they will also appear on your approval list.

***Why can I approve time for some students, but for others the approve option is not available?***

You can only approve time if the time sheet is in *Pending* status. The other timesheets probably have not yet been submitted to you for approval. Below is information about all of the different statuses that a timesheet can be in:

- Not Started – employee has not done anything with the time sheet
- In Progress – employee has not yet submitted time for approval
- Pending – employee has submitted time for approval and is ready for the supervisor to approve
- Approved – employee has submitted time and supervisor has approved the time; the time sheet is waiting to be brought into the payroll system.
- Complete – time sheet has been submitted, approved and brought into the payroll system.

## 2013 Biweekly Payroll Schedule

Year	ID	Number	Start Date	End Date	Check Date	Work Study Approver & Local 2110 Member Deadline (MONDAY)	Approver Deadline for FT & PT Professionals, Interim & Local 2110 (TUESDAY)
2013	B2	1	24-Dec-12	6-Jan-13	11-Jan-13		8-Jan-13
2013	B2	2	7-Jan-13	20-Jan-13	25-Jan-13		22-Jan-13
2013	B2	3	21-Jan-13	3-Feb-13	8-Feb-13		5-Feb-13
2013	B2	4	4-Feb-13	17-Feb-13	22-Feb-13		19-Feb-13
2013	B2	5	18-Feb-13	3-Mar-13	8-Mar-13		5-Mar-13
2013	B2	6	4-Mar-13	17-Mar-13	21-Mar-13		19-Mar-13
2013	B2	7	18-Mar-13	31-Mar-13	5-Apr-13		2-Apr-13
2013	B2	8	1-Apr-13	14-Apr-13	19-Apr-13		16-Apr-13
2013	B2	9	15-Apr-13	28-Apr-13	3-May-13		30-Apr-13
2013	B2	10	29-Apr-13	12-May-13	17-May-13		14-May-13
2013	B2	11	13-May-13	26-May-13	31-May-13		28-May-13
2013	B2	12	27-May-13	9-Jun-13	14-Jun-13	10-Jun-13	11-Jun-13
2013	B2	13	10-Jun-13	23-Jun-13	28-Jun-13	24-Jun-13	25-Jun-13
2013	B2	14	24-Jun-13	7-Jul-13	12-Jul-13	8-Jul-13	9-Jul-13
2013	B2	15	8-Jul-13	21-Jul-13	26-Jul-13	22-Jul-13	23-Jul-13
2013	B2	16	22-Jul-13	4-Aug-13	9-Aug-13	5-Aug-13	6-Aug-13
2013	B2	17	5-Aug-13	18-Aug-13	23-Aug-13	19-Aug-13	20-Aug-13
2013	B2	18	19-Aug-13	1-Sep-13	6-Sep-13	2-Sep-13	3-Sep-13
2013	B2	19	2-Sep-13	15-Sep-13	20-Sep-13	16-Sep-13	17-Sep-13
2013	B2	20	16-Sep-13	29-Sep-13	4-Oct-13	30-Sep-13	1-Oct-13
2013	B2	21	30-Sep-13	13-Oct-13	18-Oct-13	14-Oct-13	15-Oct-13
2013	B2	22	14-Oct-13	27-Oct-13	1-Nov-13	28-Oct-13	29-Oct-13
2013	B2	23	28-Oct-13	10-Nov-13	15-Nov-13	11-Nov-13	12-Nov-13
2013	B2	24	11-Nov-13	24-Nov-13	27-Nov-13	25-Nov-13	26-Nov-13
2013	B2	25	25-Nov-13	8-Dec-13	13-Dec-13	9-Dec-13	10-Dec-13
2013	B2	26	9-Dec-13	22-Dec-13	20-Dec-13	23-Dec-13	24-Dec-13