

## Work Study Instructions for Web Time Entry

***\*\*Since Work Study time needs to be approved by Financial Aid, time sheets should be submitted by the Work Study AND approved by the Work Study Approver no later than NOON on Monday of the pay week.\*\****

### 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 Time

1. Click 'Enter Hours' next to HOURS WORKED.
2. Enter Time In and Time Out at intervals of 15 minutes and in 99:99 format. For example, 10:00, 10:15, 10:30, 10:45
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

***\*\*Since Work Study time needs to be approved by Financial Aid, time sheets should be submitted by the Work Study AND approved by the Work Study Approver no later than NOON on Monday of the pay week.\*\****

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](http://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](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 you have a password: Go to [www.my.tc.edu](http://www.my.tc.edu)

Enter UNI and password to access TC Portal

***What are the payroll deadlines to ensure payment?***

Since Work Study time needs to be approved by Financial Aid, time sheets should be submitted and approved by the Work Study Approver no later than NOON on Monday of the pay week.

***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?***

No, you should only enter hours on the days that you worked.

***I've entered my time for today and want to save my timesheet so that I can enter hours again later in the month. 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.

***I have two jobs, how do I go back and enter time for the second job without using the browser forward and back buttons?***

On the bottom left corner of your time sheet choose the 'Position Selection' button. This will bring you back to the screen where you choose a time sheet.

***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 timesheet. 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 *Supervisor Instructional Document*.