**Time Entry Training:**

**Frequently Asked Questions**

Following are frequently asked questions that have been received to date regarding the new time entry reporting system. Please review this list and feel free to contact the Payroll Office with additional questions. This list will be updated frequently and posted on both the HR and Payroll websites.

1. **How do I get to myTC Portal to enter my timesheet?**
   - Go to the TC home page (www.tc.columbia.edu)
   - Click on myTC Login icon located in the upper right hand corner
   - Enter your UNI and Password; click the “login” button
   - Click on the TC Services tab, and then select Leave Report in the right hand column
   - Select the Timesheet period you wish to enter your time into

2. **What is my UNI?**

   This will be provided to you during your training session. If you need assistance in obtaining your UNI visit [http://www.columbia.edu/acis/tools/](http://www.columbia.edu/acis/tools/)

3. **I have forgotten my Password, where do I get my password from?**

   Please visit Academic Computing Services in 234 Horace Mann.

4. **When will I be able to enter information into my timesheet?**

   Web access to time sheets will be available from the first day of the pay period to two weeks after the pay date.

5. **When are the timesheets due?**

   - Timesheets must be “completed” (this means submitted by the employee and approved by the manager) one week after the pay period ends in order for an employee to be paid on time
   - This will give Payroll time to process the payroll and generate checks and direct deposits
   - If you miss this deadline you are still required to enter your time as it still needs to be recorded
   - **THE DEADLINE FOR TIMESHEET SUBMISSION IS FIRM**

6. **How do I modify/change my recorded time after I have submitted my timesheet to my supervisor for approval?**

   If you have already submitted your online timesheet for approval, please inform your supervisor so that you can reenter your information.

10. **I am trying to enter my timesheet, but I can’t move to the correct date of the month - how do I do this?**

   In order to move to a later date in the month, you will need to left-click on the “next” icon. To go back to an earlier date in the month left click on the “previous” icon.
11. How can I determine if my supervisor has approved my timesheet?

In employee self service, you will see if your timesheet has been approved or returned to you for correction by your supervisor as the timesheet for the period in question will be labeled as such.

18. What type of notifications will employees receive from the system?

The system will generate the following notifications to aid in the time entry process:

- **Return for correction** – An email is generated and sent to employees whose time sheet was returned for correction by their supervisor.

- **Waiting for approval/Report Review Required** – At the end of each day, supervisors will receive a notification via email to go into the system and approve all awaiting timesheets submitted by employees.

- **Not started/In progress** – Employees will receive a notification stating that they have not submitted a timesheet if they have not done so by the last day of the pay period.