



Timesheet Approval Process

A time sheet covers a two-week period. This two-week period is also called a pay period and is outlined by the Pay Schedule that is approved and published each year (posted on the Intranet, HR/Payroll section).

- Timesheets are due to supervisors (electronically) by 9 a.m. on the Monday following the end of a pay period.
 - Employees are advised to submit timesheets in the Employee Self Service Dashboard (electronically) on the last Friday of the pay period
 - Employees can submit time sheets on their last working day of the pay period. (i.e. if the employee is not working on Thursday & Friday, the timesheet can be submitted on Wednesday before they leave work.)
- Supervisors are to have timesheets approved by 11:00 a.m. on the Monday following the end of a pay period.

Monday Holidays

- Timesheets are due to supervisors by the end of the day on the Friday before the holiday (at the end of the pay period).
- Supervisors must have time approved by 10 a.m. on that Tuesday.

Directions for Accessing and Approving Timesheets

From the IECC homepage, www.iecc.edu:

- Select **MyIECC** from the banner at the top of the homepage then Click on **MyIECC** Login and enter your IECC email and password
- Select Banner Employees
- Select Approve Time
- Select Approvals from the menu
- Select appropriate Pay Period from list
- Click on checkbox to the left of each Employee Name
 - Click on the ellipsis (3 dots) at the far right to select to preview or see leave balance
 - If the timesheet is ready for approval, Approve/Acknowledge is available to select to approve
 - If the timesheet has not been submitted, Send Reminder is available to select to send a reminder to the employee to submit

Late Timesheet Directions

- Any time not submitted via Banner Employee Self Service Dashboard is considered **LATE** and should be completed on a paper timesheet (posted on the Intranet, Forms, Time Sheets & Leave)
- Employees will need supervisor's signature as approval of late timesheet and submit timesheet to College HR Representative by 1:00 p.m. on the Monday of a non-pay week
- **Monday holidays** – deadline for submissions & approvals is 10:00 a.m. on the Tuesday of a non-pay week
- **Any late timesheets received after the deadline will not be paid until the following pay period**

**Please contact Human Resources with questions
– Extension 5576, 5510, or 5522 –**