



Timesheet Submission 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). Please make sure to enter time for the entire pay period before submitting time. Time sheets should be submitted in the Employee Self Service Dashboard (electronically) by 9 a.m. on the Monday following the end of a pay period.

- Employees are advised to submit time sheets 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 time sheet can be submitted on Wednesday before they leave work.)
- Supervisors are to have time sheets approved by 11:00 a.m. on that Monday.

Monday Holidays

- Time sheets should be submitted 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 Completing a Timesheet

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 Enter Time
- Select Timesheet from the menu
- When you are in the timesheet, select the appropriate date, select the appropriate Earn Code (Hourly, Sick, Personal Day, Floating Holiday, Vacation, etc.)
- Enter the hours worked (or paid time off) and click **"Save"**.
- DO NOT SUBMIT until the last day of the pay period (if you do Submit, you can select **"Recall Timesheet"** prior to approval)
- Select **"Preview"** at the bottom of the screen and verify all the time that you have entered is correct
- If there are errors, select **"Return"** & make the corrections
- If the time entry is correct, select **"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 –