OFFICE TIMESHEETS GUIDE

WELCOME EMAIL

- You should received a Welcome Email that looks like this:

- Welcome to Office Timesheets:

- From: administrator@officetimesheets.net <administrator@officetimesheets.net

- To: your email

- To access Office Timesheets click on the link below:

- https://mytimesheet.communitycollege.org/OTS/

- Username =

- Password =

- You may log into Office Timesheets and change your password any time by clicking on the System Configuration tab and then clicking Change Password. If you forget your password, you may change it directly from the login screen.

- If you have any questions about your timesheet please contact Ingrid Jimenez at hr@communitycollege.org or Jamie Stedman at jstedman@communitycollege.org

OFFICE TIMESHEET PORTAL

- Log In using the password provided in the Welcome Email
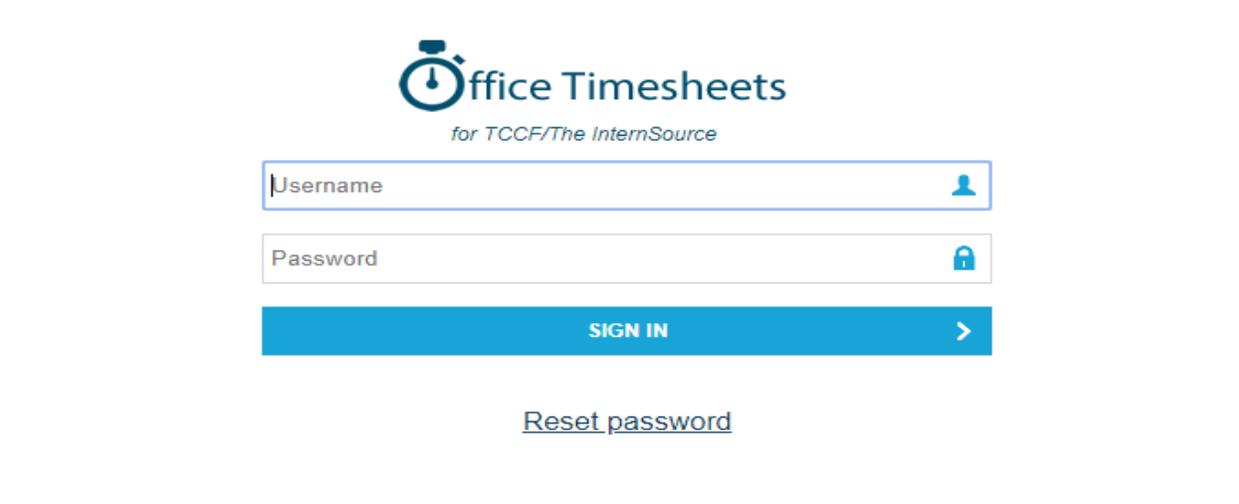
CHANGE PASSWORD

- Click on System Configuration

- Click Change Password

- Change your password to match your current remote desktop login.

VIEW TIMESHEET

- Make sure your start date is the beginning of the current pay cycle

- Input hours worked, including any/all Regular, Lunch, OT, Sick Leave if applicable

- If you are a part-time employee, your options will be Regular, Lunch, OT, Sick.

Timesheet View [Filtered]

| Status: Overdue | | StartDate: 08/01/2019 | | | EndDate: 08/15/2019 | Leave as is ▼ | 📝 | Save | Status: Overdue | | StartDate: 08/01/2019 | | | | EndDate: 08/15/2019 | Leave as is ▼ | 📝 | Save |

08/01/2019

Class	Customer	Service Item	Payroll Item	Work Site	Thu 01 Aug	Fri 02 Aug	Sat 03 Aug	Sun 04 Aug	Mon 05 Aug	Tue 06 Aug	Wed 07 Aug	Thu 08 Aug	Fri 09 Aug	Sat 10 Aug	Sun 11 Aug	Mon 12 Aug	Tue 13 Aug	Wed 14 Aug	Thu 15 Aug	
Cal Transportation Commission	California Transportation Commission	Payroll	1. Reg-Hourly		0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cal Transportation Commission	California Transportation Commission	Payroll	2. Lunch		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cal Transportation Commission	California Transportation Commission	Payroll	3. OT-Hourly						0.00											0.00
Cal Transportation Commission	California Transportation Commission	Payroll	4. Hourly Sick																	0.00
[Non-task-based]																				0.00

SUBMIT TIMESHEET

- Once you have input your hours you can choose the following
  - Leave as is and then click save and you can exit – it will save your timesheet as is.
  - Submitted and then click save and it will submit your timesheet.
  - NOTE: Once your timesheet has been submitted you can't make any changes

SUBMITTED TIMESHEET

- Once you have submitted your timesheet you will get an email confirmation

This message is to confirm the submission of your timesheet for the period starting on 07/16/2019 and ending on 07/31/2019. If you submitted your timesheet in error please contact your manager, ⬛⬛⬛⬛⬛⬛, as soon as possible and let them know.

TCCF Timesheet Admin