Frequently Asked Questions

**Q:** What if I don’t see the appropriate time sheet?
**A:** Contact the Payroll office.

**Q:** Where do I enter my overtime?
**A:** Overtime is entered on a separate line from Regular hours. Please refer to your bargaining unit contract to confirm when to calculate overtime.

**Q:** Can I use the Comments field?
**A:** Yes, please include a comment when you work on a holiday, holiday break period, or closed campus day. You can use the comments field for any additional information for your supervisor, too.

**Q:** How do I correct a timesheet I’ve already submitted?
**A:** Ask your supervisor to return your timesheet so you may correct it.

**Please note:** if the supervisor has already approved the timesheet, you or your supervisor will need to contact the Payroll office.

**Q:** How do I know my timesheet has been successfully submitted?
**A:** You will receive the following message at the top of the webpage when you submit your timesheet. The timesheet will also display a status of “Pending” on the main timesheet webpage.

⚠️ Your time sheet was submitted successfully.

**Q:** When should I submit my time card?
**A:** Your timesheet must be submitted no later than non-payday Friday by 10 am. In order to ensure there is no disruption to your pay, please submit your timesheet when it is due.

**Q:** What if I won’t be here to submit my time card?
**A:** Timesheet entry is available via any computer outside of LCC but if you are unable to complete your timesheet and miss the deadline, you will need to contact your supervisor immediately and request a timesheet adjustment be submitted.

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**General Information**

- All employees who work for LCC must submit a timesheet. This includes hourly, salaried, part-time and full-time employees.

- **Submission Deadlines**
  - Employee Timesheets: Non-payday Friday by 10 am
  - Supervisor Approvals: Monday by 9 am
  - Timesheet Adjustments: Monday by 1 pm

- Hours for PTO, Vacation, Sick, etc are a separate entry from your Regular hours. Please note the different earn codes included on your timesheet.

**How do I access my timesheet?**

- Log into mylcc.edu. Located in the Work tab, center screen, “Time Sheet” with the available timesheet pay period links will be displayed.

**Resources available to assist**

- **Payroll Office**
  - Washington Court Place
  - 309 N Washington Sq, Office 254
  - Email: FS-Payroll@lcc.edu
  - Phone: (517) 483-1799
  - Fax: (517) 483-1844

- For the pay period start/end dates and paydates, please reference the payroll calendar located at [https://www.lcc.edu/divisions-departments/financial-services/payroll/index.html](https://www.lcc.edu/divisions-departments/financial-services/payroll/index.html).
1. Log into mylcc.edu and click on Work tab.
2. Time sheets are located under Time Reporting in the center of the webpage.
3. Click on the appropriate timesheet to begin entering time worked.
4. Click on “Enter Hours” on the appropriate earnings line and date; enter the appropriate number of hours. Click Save.

5. Appropriate comments can be added to the timesheet, if needed, by clicking on the Comments button at the bottom of the webpage. Please add a comment if you work on a holiday, holiday break, or closed campus day that includes your actual time worked.
6. To view the next week in the timesheet, click Next at the bottom and continue entering hours.
7. When complete, review your total hours located at the bottom and if correct, click the Submit for Approval button. Enter your PIN and click Submit; the message below will be displayed at the top of the webpage. The timesheet has now been routed to your supervisor for approval.

⚠️ Your time sheet was submitted successfully.

Important! The status of your timesheet can be determined on the timesheet selection page:

<table>
<thead>
<tr>
<th>Status</th>
<th>Status Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>Your supervisor has approved the timesheet.</td>
</tr>
<tr>
<td>In Progress</td>
<td>Timesheet has been opened and hours can be entered. The timesheet has not yet been submitted or approved by your supervisor.</td>
</tr>
<tr>
<td>Not Started</td>
<td>Timesheet has not been opened nor have hours been entered.</td>
</tr>
<tr>
<td>Pending</td>
<td>Your completed timesheet has been submitted to your supervisor for approval but has not yet been approved.</td>
</tr>
<tr>
<td>Returned for Correction</td>
<td>Your supervisor has returned your timesheet for correction. This requires action on your part and you must correct and submit the timesheet again. Be sure to look at the comments to determine if your manager has provided feedback on the problem.</td>
</tr>
</tbody>
</table>

(continued on Page 3)