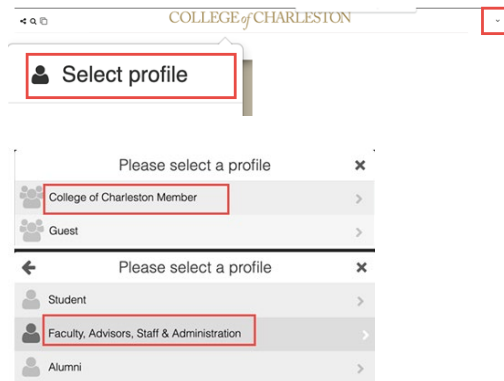


MyPortal Time Entry Instructions

1. Login to **MyPortal** – myportal.cofc.edu
2. Select the **Faculty, Advisors, Staff & Administration Profile**
 - a. The employee tile is only available under this profile, *student employees* will need to change their profile by clicking on the drop-down arrow located at the top right-hand corner of the page and follow the screenshots below.

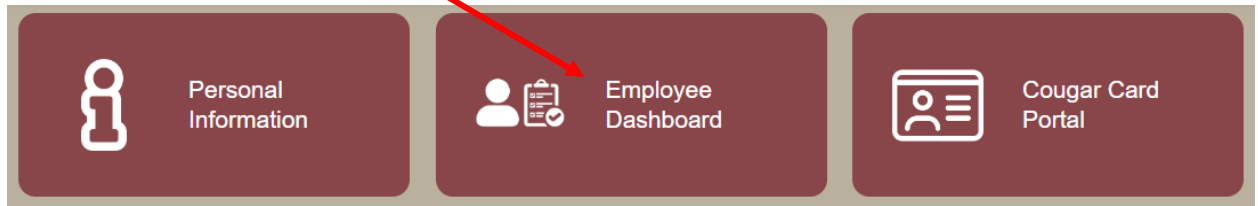


3. Enter your SSO **username** and **password**

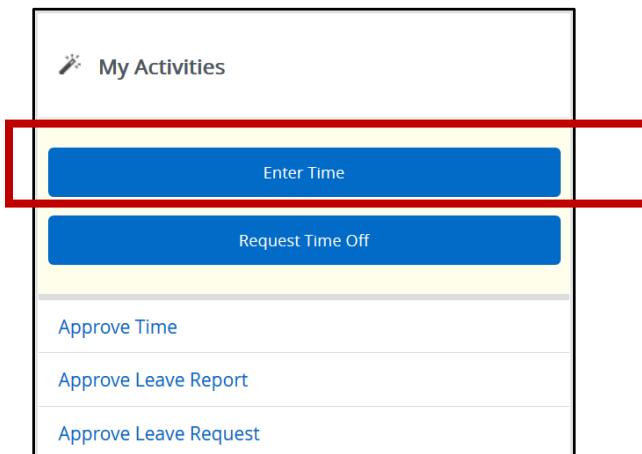
This screenshot shows the 'Sign in' page. At the top left is the College of Charleston logo. The text 'Sign in' is prominently displayed. Below it is a text input field containing the placeholder text 'username@cofc.edu or username@j.cofc.edu'. A red arrow points from the top of the page down to this input field. Below the input field is a link that says 'Can't access your account?'. At the bottom are two buttons: a grey 'Back' button and a blue 'Next' button.

This screenshot shows the 'Enter password' page. At the top left is the College of Charleston logo. Below it is a back arrow and the text '@cofc.edu'. The text 'Enter password' is prominently displayed. Below it is a text input field containing the placeholder text 'Password'. A red arrow points from the top of the page down to this input field. Below the input field is a link that says 'Forgot my password'. At the bottom right is a blue 'Sign in' button.

4. Click Employee Dashboard



In the My Activities section, click on “Enter Time”



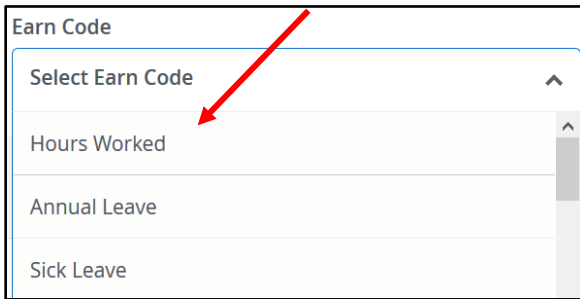
All available timesheet will be populated on the next screen. Click on the “Start Timesheet” button to extract it.

NOTE: Temporary and Student employees should not start the timesheet if they did not work in that position during the pay period.



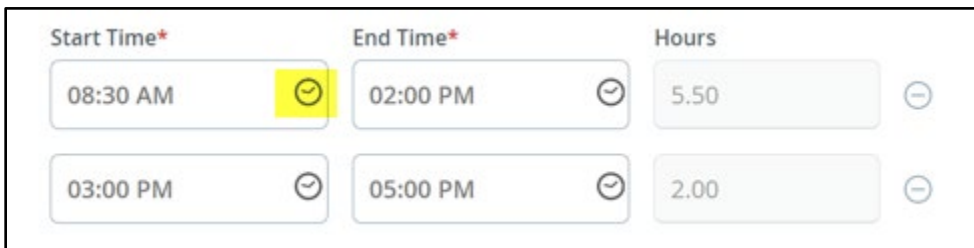
Pay Period	Hours/Units	Submitted On	Status
Sr. Payroll Analyst, 086487-00, 1, 302001, Budgeting and Payroll Services			
06/01/2022 - 06/15/2022			<input type="button" value="Start Timesheet"/>

5. Select "Hours Worked" from the Earn Code drop-down menu.



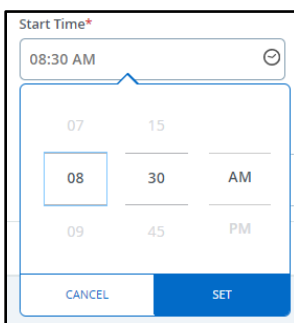
The screenshot shows a dropdown menu titled "Earn Code". The menu is open, showing four options: "Select Earn Code", "Hours Worked", "Annual Leave", and "Sick Leave". A red arrow points to the "Hours Worked" option, which is highlighted in light blue. The "Hours Worked" option is selected.

6. Enter the Starting and Ending time for **Hours Worked and Lunch Break** by clicking on the clock icon to scroll through hours, minutes and AM/PM.



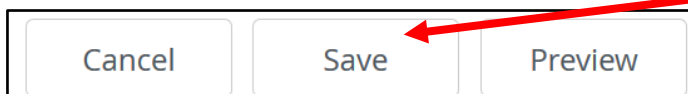
The screenshot shows a form with three columns: "Start Time*", "End Time*", and "Hours". Each column has a text input field and a clock icon. The "Start Time*" field contains "08:30 AM" and the clock icon is highlighted in yellow. The "End Time*" field contains "02:00 PM". The "Hours" field contains "5.50". Below these fields, there are two rows of time selection options. The first row shows "03:00 PM" and "05:00 PM" with clock icons. The second row shows "2.00" with a clock icon.

Click on **Set** to close and record the time.



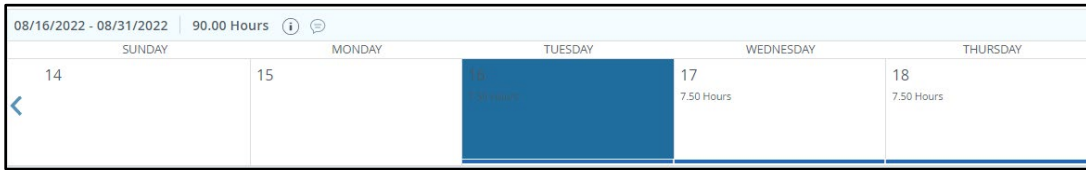
The screenshot shows a "Start Time*" selection dialog. The dialog has a title "Start Time*" and a text input field containing "08:30 AM". Below the input field is a grid of time selection options. The grid has three columns: "07", "15", and "AM". The "08" option is selected. Below the grid are two buttons: "CANCEL" and "SET".

7. Click the **Save** button at the bottom to save your entry.

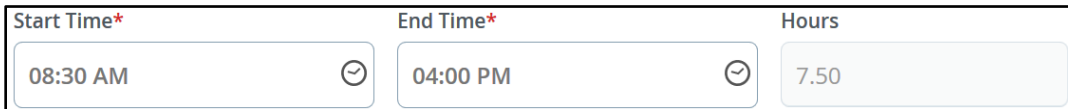
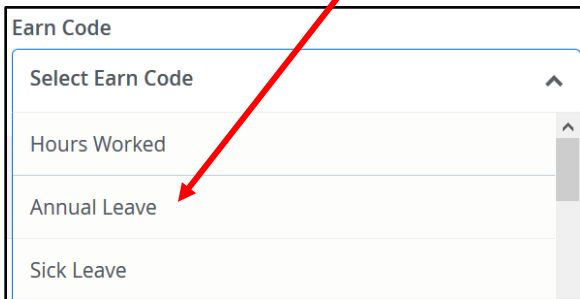


The screenshot shows a bottom navigation bar with three buttons: "Cancel", "Save", and "Preview". A red arrow points to the "Save" button, which is highlighted in light blue.

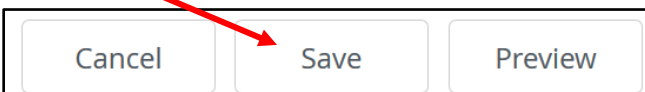
8. Click on the next day in the calendar bar at the top.



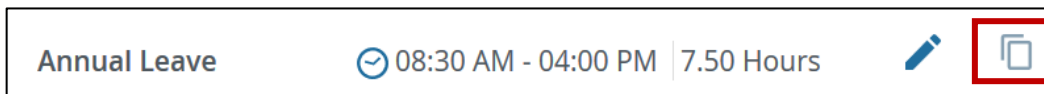
Select the appropriate **Earn Code**, i.e. Annual Leave, Sick Leave, etc. and enter the hours.



9. Click the **Save** button at the bottom to save your entry.



10. To copy the Earn Code and hours, click the **Copy** (double rectangle) button to copy the same leave hours to other days in the pay period.



ALL the days in the pay period will be displayed.

Copy Time Entry

Annual Leave : 7.50 Hours (06/14/2022, TUESDAY)

Pay Period: 06/01/2022 - 06/15/2022

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

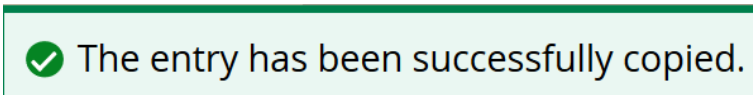
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14 7.50 Hours	15	16	17	18

Cancel Save

Click on the day(s) you want to copy to.

Click the blue save button.

The following message will display at the top left:



11. Click on white **Preview** button to review your time entry

Cancel Save Preview

12. Once all your entries are complete and reviewed for accuracy, click on the **Submit** button for approval.

Return Submit

13. Clicking on the gray **Restart Time** button will delete all changes that you have made to your timesheet.

Restart Time Leave Balances

In Progress Submit By 03/23/2023, 03:00 PM