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Accessing On-Line Time Sheet

In order to access your time sheet to report hours worked:

1. Go to the eConnect Main Menu and select the Employee Menu button or tab.

2. Click FLSA On-Line Time Sheet.

   ![eConnect Main Menu](image)

   **My Financial Information**

   - [My Payroll Information](#)
   - [My Current Wage Information](#)
   - [My Disbursements](#)
   - [My Budget](#)
   - [Bank Information (U.S.)](#)
   - [My W-2 Form](#)
   - [My Payroll Preview Information](#)
   - [Time Entry](#)
   - [Time Sheet History](#)
   - [My Tax Shelter Statement](#)
   - [My Payroll Direct Deposit Information](#)
   - [Tax Information](#)
   - [Self Service Banking Info](#)
   - **FLSA On-Line Time Sheet**
   - [FLSA On-Line Time Sheet History](#)

   **NOTE:** View approved time sheets using the FLSA On-Line Time Sheet History link.

You will then be taken to the Log In screen.

1. Enter your **Student/Employee ID**.
2. Enter your **Password**.
3. Click **Submit**.
Log In

Students: Please enter your seven digit Student ID number, password (case sensitive), and press Submit to log in.
Employees: Please enter your Login ID (same as your desktop), password (case sensitive), and press Submit to log in.

Please log in to access this screen.

Student/Employee ID:
Password:
Show My Password hint:
(If you have previously set up a password hint, leave Password blank to show Hint.)

NOTE: Click the Show My Password hint checkbox if you need to see your previously set password reminder.

You will be then taken to the FLSA On-Line Time Sheet Selection page. To select your time sheet:

1. Click the appropriate radio button under the Choose One column.
2. Click Submit.

FLSA On-Line Time Sheet Selection

Alert: Your session will time out in 15 minutes. Please enter and submit your time within 15 minutes to avoid losing your information.

Please select the time sheet pay period and position on which you would like to enter time sheet information.

<table>
<thead>
<tr>
<th>Choose One</th>
<th>Time Sheet Start Date</th>
<th>Time Sheet End Date</th>
<th>To Be Paid</th>
<th>Position Title</th>
<th>Position ID</th>
<th>Position Start Date</th>
<th>Supervisor</th>
<th>Complete By Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/30/16</td>
<td>11/20/16</td>
<td></td>
<td>Software/Systems Trainer III</td>
<td>FTSI</td>
<td>11/15/12</td>
<td>EMILIO RAMOS</td>
<td>12/16/16 11:59PM</td>
<td>Incomplete</td>
</tr>
<tr>
<td>1</td>
<td>11/27/16</td>
<td>12/31/16</td>
<td></td>
<td>Software/Systems Trainer III</td>
<td>FTSI</td>
<td>11/15/12</td>
<td>EMILIO RAMOS</td>
<td>01/20/17 11:59PM</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Note: Any time sheets chosen from this selection must have a status of Incomplete to be viewed. Approved time sheets can only be viewed from the FLSA Online Time Sheet History link (see step 2). Selecting an approved time sheet will render the following error message:

You have signed this time sheet entry as complete. If additional changes are needed, please contact your supervisor for assistance.

On-Line Time Sheet Navigation

Once you have selected your time sheet, you’ll need to update your time sheet with an accurate account of your time worked for the time period represented.
Menu Selections

The pages associated with the on-line time sheet are as follows:

- **FLSA On-Line Time Sheet Selection** – the first page you reach from the Employee Menu. From here a time sheet must be selected (See Accessing On-Line Time Sheet)
- **FLSA On-Line Time Sheet** – page with selected time sheet to complete

The following menu buttons are located in the lower left corner of the on-line time sheet screens under the heading **Your Next Step – Choose One:**

- **Print Page**
  - Prints hard copy of time sheet
- **Previous Screen**
  - Return to previous action taken
- **Employee Menu**
  - Return to employee menu
- **Log Out**
  - Return to eConnect Main Menu

**NOTE:** The FLSA On-Line Time Sheet Selection page only has the options **Employee Menu** and **Log Out.**

Entering Time Sheet Information

It is recommended to keep your time sheet updated on a daily basis in order to keep your hours current and correct. This section will explain how hours worked, breaks taken, and leave taken are all recorded on your time sheet.

Updating Time Sheet

The following fields will need to be completed in order to enter your time sheet information:

- **Time In**
- **AM/PM**
- **Time Out**
- **Leave Code**
- **Notation**

**NOTE:** Not all of these fields are mandatory for time sheet reporting. Entering a leave code, for example, will only be necessary when taking time off.
Time Sheet Fields

To complete your time sheet:

1. Click on the **Time In** drop down menu to select the time you started work for that period.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Hourly Rate</th>
<th>Time In AM/PM</th>
<th>Time Out AM/PM</th>
<th>Leave Code</th>
<th>Hours</th>
<th>Insert Row</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/17</td>
<td>Sunday</td>
<td>$19.71</td>
<td>8:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Select **AM** or **PM** from the **AM/PM** drop down menu.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Hourly Rate</th>
<th>Time In AM/PM</th>
<th>Time Out AM/PM</th>
<th>Leave Code</th>
<th>Hours</th>
<th>Insert Row</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/17</td>
<td>Sunday</td>
<td>$19.71</td>
<td>8:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Select time work ended and **AM** or **PM** from the **Time Out** and **AM/PM** drop down menus.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Hourly Rate</th>
<th>Time In AM/PM</th>
<th>Time Out AM/PM</th>
<th>Leave Code</th>
<th>Hours</th>
<th>Insert Row</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/17</td>
<td>Sunday</td>
<td>$19.71</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. If non-work hours are being reported, select the appropriate leave code from the **Leave Code** drop down menu.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Hourly Rate</th>
<th>Time In AM/PM</th>
<th>Time Out AM/PM</th>
<th>Leave Code</th>
<th>Hours</th>
<th>Insert Row</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/17</td>
<td>Sunday</td>
<td>$19.71</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>VAC - Vacation</td>
<td>-4.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** When entering a leave code, always enter it in the second row of the day you are on leave.

5. The number of hours that apply to that specific row (with or without a leave code) will appear in the **Hours** column.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Hourly Rate</th>
<th>Time In AM/PM</th>
<th>Time Out AM/PM</th>
<th>Leave Code</th>
<th>Hours</th>
<th>Insert Row</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/17</td>
<td>Sunday</td>
<td>$19.71</td>
<td>8:00 AM</td>
<td></td>
<td></td>
<td>-4.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. If at any time a choice is incorrectly made in any of the above columns, on the wrong day for example, just click the blank space at the very top of the drop down menu for the field requiring a correction.
7. The second row of the same day is for additional work time following a break. If additional rows are needed to record hours following additional breaks, click the **Insert Row** check box to the far right of the row where an additional row is needed, and then press the **Enter** key.

```
01/03/17  Tuesday $19.71
01/03/17  Tuesday $19.71
```

8. An additional row is then entered into your time sheet.

```
01/03/17  Tuesday $19.71 8:00 AM 10:00 AM
01/03/17  Tuesday $19.71 12:00 PM 2:00 PM
01/03/17  Tuesday $19.71 2:00 PM
```

**NOTE:** The additional row requested will appear underneath the row where the **Insert Row** check box was selected.

9. Once your hours and all other appropriate information has been added to your timesheet for the day, select the falsification check box and click **Submit**.

I understand that falsification of this document may result in disciplinary action, including termination of employment. ☑

**IMPORTANT:** Marking your time as accurate and ready for approval is FINAL. You will not be able to access this time sheet again without supervisor assistance. Approval and your supervisor has approved it. Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval. ☐

```
01/03/17  Tuesday $19.71
```

10. After clicking Submit, a confirmation window will appear. To return to your time sheet for review, select the **Previous Screen** button from the **Your Next Step** section.
NOTE: After entering hours for the day, selecting the falsification check box before clicking the Submit button is required to update your time sheet. Failure to do so will render the following error message:

The falsification check box is a required field.

Finalizing Time Sheet for Approval

Once your time sheet has been completed for the pay period, it must be sent to your supervisor for approval. Electronically signing your time sheet is your acknowledgment that your submitted time is accurate and ready to approve.

Certification and Signing of Time Sheet

To certify your hours are correct and finalize your time sheet:

1. Select both check boxes below your time sheet.

2. Add any necessary comments to the Employee Comments section.
3. Click the **Submit** button.

4. The following window will appear with time sheet status of **Complete** once time sheet has been submitted for approval.

**FLSA On-Line Time Sheet Confirmation**

Thank you. Your time sheet entry is complete and ready for your supervisor’s approval. You will

<table>
<thead>
<tr>
<th>Pay Period End Date</th>
<th>01/31/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Sheet Entry Status</td>
<td>Complete</td>
</tr>
<tr>
<td>Total Hours</td>
<td>32.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weekly Totals</th>
<th>Week Ending 01/07/17</th>
<th>Week Ending 01/14/17</th>
<th>Week Ending 01/21/17</th>
<th>Week Ending 01/28/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours</td>
<td>32.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Leave Hrs Taken (-)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Comp Hrs Taken (-)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Holiday/Inclement Weather (-)</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Hours Worked</td>
<td>24.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**NOTE:** For a time sheet to be further edited at this point, it must be released by your supervisor.

### Rejected Time Sheet

If your time sheet has been rejected by your supervisor, you will receive an email advising you to correct and resubmit your time sheet by the time sheet approval deadline. **You must resubmit by the Time Sheet due date.**

To resubmit a rejected time sheet:

1. Go to the FLSA On-Line Time Sheet Selection page (See **Accessing On-Line Time Sheet**).
2. Click on the radio button to the left of rejected time sheet in the **Choose One** column.
3. Click **Submit**.
4. Click both check boxes in the section underneath your time sheet.

5. Add any necessary comments in the Employee Comments section if desired.
6. Click Submit.

If your time sheet submission is successful, a confirmation screen will then appear indicating you have resubmitted your time sheet for approval.
FLSA On-Line Time Sheet Confirmation

Thank you. Your time sheet entry is complete and ready for your supervisor’s approval. You will

Pay Period End Date 01/31/17

Time Sheet Entry Status Complete

Total Hours 32.00

<table>
<thead>
<tr>
<th>Weekly Totals</th>
<th>Week Ending 01/07/17</th>
<th>Week Ending 01/14/17</th>
<th>Week Ending 01/21/17</th>
<th>Week Ending 01/28/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours</td>
<td>32.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Leave Hrs Taken (-)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Comp Hrs Taken (-)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Holiday/Inclement Weather (-)</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Hours Worked</td>
<td>24.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**NOTE:** Your supervisor will be notified you have resubmitted your time sheet for approval. It is important to correct any errors and resubmit your time sheet so your supervisor can approve it.
In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports (7) dates of attendance, (8) educational institution most recently attended and (9) other similar information, including major field of study and degrees and awards received.

A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student, except as specified by law.
Training Class Registration & Schedule:
employeetraining.dcccd.edu

or
dcccd.edu

Employees > Training & Development > Software Training & Support

Contact Software Training & Support

Staff Helpdesk Phone: 972-669-6477
Student Helpdesk Phone: 972-669-6402

Email: softwaretraining@dcccd.edu
Support Website: helpdesk.dcccd.edu
Training Website: employeetraining.dcccd.edu