Employee Timesheet Completion Guide

Last Updated: August 2026

Before You Begin

1. Log into your MYBCC account using your BCC employee credentials.
2. Locate and select your timesheet that applies to your employee classification.
    - Payroll | Barstow Community College
    - If unsure, contact your supervisor.
3. If you are not already logged into your MYBCC account, you will be prompted to log in.
4. Complete all required fields accurately to avoid having your timesheet returned for correction.
5. <u>All employees are required to complete, approve, and submit their own timesheets for approval.</u>

Important Session Information

- A session timer is displayed at the top right of the timesheet.
- The timer shows how much time remains before the session expires.
- If the timer reaches **0**, any unsaved work will be lost.
- Save your progress regularly to avoid losing your work.
- Required fields are identified with a red asterisk (*).
- Some fields and sections may update automatically based on selections made within the timesheet.

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1. Are you a supervisor initiating this timesheet on behalf of an employee?

- **If you are completing your own timesheet, select NO and continue to the Employee Information section.**
- This question only applies to supervisors completing a timesheet for an employee who is unable to complete and submit their own timesheet.
- Examples:
    - Employee has separated from employment and did not submit a final timesheet.
    - Employee is physically unable to complete the timesheet.
    - Employee is absent due to an extended illness when timesheets are due.
- If a supervisor selects **YES**, the supervisor must delete their own employee information and manually enter the employee's information in the Employee Information section before submitting the timesheet.

- If you save your progress to update totals/calculations or return later to complete the timesheet, note that the manually entered employee's information, name, email, and employee number will delete and save with your information. You will need to reenter the employee's information prior to signing and submitting on their behalf.

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2. Employee Information

First Name

- Auto-populates from your employee record.
- If a supervisor is completing the timesheet on behalf of an employee, the supervisor must manually enter the employee's first name.

Last Name

- Auto-populates from your employee record.
- If a supervisor is completing the timesheet on behalf of an employee, the supervisor must manually enter the employee's last name.

Email Address

- Auto-populates from your employee record.
- If a supervisor is completing the timesheet on behalf of an employee, the supervisor must manually enter the employee's email address.

Employee ID Number (EE ID #)

- Auto-populates from your employee record.
- If a supervisor is completing the timesheet on behalf of an employee, the supervisor must manually enter the employee's Employee ID Number.

Pay Date

- Select the appropriate pay date for the reporting period.

Begin Date

- Select the first date of the reporting period.

End Date

- Select the last date of the reporting period.

Pay Period Dates (Pay Date, Begin Date, & End Date)

1. Certificated Hourly Employees, Classified Hourly Employees, and Student Workers
   - Refer to the Hourly Employees Timesheet Schedule and select the exact **Pay Date**, **Begin Date**, and **End Date** for the pay period being reported.
   - Do not enter dates that differ from the published schedule.
     - Timesheets with incorrect pay period dates will be returned for correction.
2. Classified Semi-Monthly Employees (Overtime/Comp Time)
   - Timesheets must be completed in monthly increments only.
   - Do not combine hours from multiple months on the same timesheet.
   - For example, if completing a July timesheet, it only includes July hours worked. Do not include June hours. Any June hours must be reported on the June timesheet.

Supervisor

- Select your immediate supervisor from the dropdown list to receive and approve the timesheet.

Revision Status

- Select **New Submission** when initially completing a timesheet.
- Select **Revised Submission** only when correcting or revising a previously submitted timesheet.

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3. Position and Timesheet Information

Complete any required fields applicable to your position and timesheet.

May Include

- Department
- Position
- NTE Hours Per Week (Not to Exceed Hours Per Week)
- Description of Work
- Instructor Subbed For
- CRN (Course Reference Number)
- Overtime/Comp Time Drop Down (Classified Semi-Monthly Employees Timesheet Only)
  - Select **Overtime** when reporting overtime hours.
  - Overtime selections route to Payroll for processing.

- Select **Comp Time** when reporting compensatory time.
- Comp Time selections route to Human Resources for processing.

- **Completed OT/Comp Authorization Form Upload (Required)**
  - An approved OT/Comp Authorization Form is required when submitting overtime or compensatory time.
  - Click **Attach File**.
  - Locate and select the approved authorization form.
  - Click **Open**.
  - Verify the preview.
  - Click **Attach**.
- **Multiple Authorization Forms**
  - If multiple approved authorization forms exist for the same month and budget code, they may be combined into a single PDF and uploaded as one attachment.

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4. Approval Routing

Send to Designee

- Select **Yes** if your supervisor/department requires a designee to review your timesheet before it goes to the supervisor.
- A designee reviews the timesheet before supervisor approval.
- If unsure, contact your supervisor.
- If not, indicate No.

Send to Department Manager

- Select **Yes** if your supervisor/department requires Department Manager review and approval.
- If unsure, contact your supervisor.
- If not, indicate No.

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5. Timesheet Entry – Read section thoroughly before entering time. Save progress often!

- Enter for each day of the pay period your hours worked.
- All work hours must be entered using quarter-hour increments.

- Times should be rounded to the nearest quarter hour when selecting Time In, Lunch Out, Lunch In, and Time Out.

  Examples

  - 8:05 AM should be entered as 8:00 AM.
  - 8:12 AM should be entered as 8:15 AM.
  - 8:25 AM should be entered as 8:30 AM.
  - 8:40 AM should be entered as 8:45 AM.
  - 8:55 AM should be entered as 9:00 AM.

Complete the Following Fields

- Time In
- Lunch Out
- Lunch In
- Time Out

Important

- Carefully verify all Time In and Time Out entries.
- Pay close attention to AM and PM selections.
- Times can be selected from the dropdown menu or searched by typing the time.
- Times can be entered by typing the first digit repeatedly until appropriate AM/PM punch is found and hit tab to move to the next cell and refresh calculations.
- Incorrect AM/PM selections can result in negative and inaccurate totals.
- Required lunches must be indicated on the timesheet.

Save Progress Frequently

- It is strongly recommended that you click Save Progress after entering each week of work hours.
- Saving your progress:
  - Saves your work.
  - Calculates totals.
  - Helps identify errors sooner.
  - Allows you to review weekly totals before continuing.

Save Confirmation Message

- After selecting **Save Progress**, the system saves your form as a draft.
- Draft timesheets can be accessed from your MYBCC portal
    - Click on Dynamic Form tile
    - My Forms / Portal
    - My Form Drafts tile with a number indicating the number of saved drafts

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Absence Reporting (If Applicable)

Sick Hours

- Enter the number of sick leave hours to be used on the selected workday from your available sick leave balance.

PN Hours

- Enter the number of PN hours to be used on the selected workday from your available balance.

Important

- Sick Hours and PN Hours are only available to employees who qualify for these leave benefits.
- Verify available balances before reporting absence hours.

Reminder! Save your progress periodically. This also updates calculations.

Timesheets with incorrectly entered required fields, missed time entries, negative hours, and other errors will result in returned timesheets to the employee for corrective actions either by Designee, Supervisor, Department Manager, or Payroll.

Corrections cannot be done on the employee's behalf.

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6. Monthly Review

- Review all calculated totals before signing and submitting.
- Enter your Hourly Rate
    - Certificated Hourly & Certificated Hourly Non-Instructional Employees – Pay rate found in their contract or temporary agreement.
    - Substitutes, Temporary, and Professional Experts – Pay rate found in their temporary agreement.

- Student Workers – Pay rate: $16.90/hour
- Overtime Rate Information (Classified Semi-Monthly Employees)
  - Employees should contact their supervisor regarding overtime rates.
  - Supervisors needing overtime rate information should contact Payroll.

- Verify that the correct hourly rate or overtime rate has been entered correctly before signing and submitting your timesheet.

Verify

- Hours worked
- Leave hours
- Weekly totals
- Monthly totals
- Total earned amount

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7. Employee Comments

- Enter comments when additional explanations, clarifications, or justifications are needed.

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8. Employee Certification

Electronic Signature Requirements

- Click the signature area to begin the electronic signature process.
- Enter your first name and last name exactly as prompted by the system.
- Select **Sign Electronically**.
- The signature date automatically populates upon successful signature.

Important

- Timesheets must be electronically signed by all designated parties before Payroll can receive and process them.
- Employees must electronically sign their own timesheets.
- Printed timesheets generated through the **Opt Out and Print** option will not be accepted for payroll processing.

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9. Department Review and Signature

The supervisor will complete this section if applicable.

Approver Responsibilities

- Budget Code
- Supervisor Comments
- Electronic Signature- Required
- Approval Date – automatically populates upon successful approval.

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10. Submit Your Timesheet

Before submitting, verify:

- All required fields are complete and accurate.
- Hours worked were entered correctly.
- Absence hours are correct and available for use.
- Verify the same approver was not selected multiple times in the approval routing process.
- Required comments were entered.
- Required attachments were uploaded/attached.
- Electronic signature was completed.

After Submission

- A submission confirmation message will appear.
- If a designee was selected, the timesheet will route to the designee first for review.
- The timesheet will then go to the supervisor for approval and department manager, if selected/required.
- After final approvals, you will receive a confirmation email and payroll as well.