General Questions

Q: Am I required to complete my own timesheet?

A: Yes. Employees are responsible for completing, approving, and submitting their own timesheets whenever possible.

Q: When should a supervisor select "Yes" for Supervisor Initiation?

A: Only when completing a timesheet on behalf of an employee who cannot complete their own timesheet.

Examples include:

- Employee is physically unable to complete the timesheet.
- Employee has separated from employment and did not submit a final timesheet.
- Employee is absent due to an extended illness when timesheets are due.

Q: Why did my First Name, Last Name, Email Address, and Employee ID automatically populate?

A: These fields automatically populate from your employee record when you access the timesheet.

Q: My Employee ID didn't populate automatically?

A: Log into your MYBCC account using your BCC employee credentials. Your Employee ID Number (EE ID #) should automatically populate from your employee record when you access the timesheet.

If it does not populate:

- Refresh the page.
- Save and reopen the timesheet.
- Contact DynamicformsPayroll@barstow.edu
    - Indicate which timesheet you are attempting to complete.

Q: I accidentally deleted my Employee ID Number (EE ID #). Where can I find it?

A: You can locate your Employee ID Number (EE ID#) using **BESTNET**.

1. Log into BESTNET.
2. Select **Employee Info** from the **Main Menu**.

3. Locate the **Employee Identification Number** displayed on the Employee Information page.

Q: Where do I find my NTE (Not-To-Exceed) Hours Per Week?

A: Your authorized NTE Hours Per Week can be found on your:

- Temporary Employment Agreement
- Employment Contract
- Student Work Study Assignment Notice

If you are unsure, contact your supervisor.

Q: Where do I find my Position and Department information?

A: This information can typically be found on your:

- Temporary Employment Agreement
- Employment Contract
- Student Work Study Assignment Notice

If you are unsure, contact your supervisor.

Q: Where do I find my hourly rate?

A: This information can typically be found on your:

- Temporary Employment Agreement
- Employment Contract
- Student Workers are currently paid $16.90 per hour.
- If you still need assistance, contact your supervisor.

Q: How do I find my overtime hourly rate? Classified Semi-Monthly Employee Timesheet (Overtime/Comp Time) Only

A: Employees should contact their supervisor or Payroll.

Supervisors needing an employee's overtime hourly rate should contact Payroll.

Pay Period Questions

Q: How do I know which dates to enter?

A: Certificated Hourly Employees, Classified Hourly Employees, and Student Workers should use the dates listed on the Hourly Employees Timesheet Schedule.

A: Classified Semi-Monthly Employees enter on the pay date field either the 15th or the last working day of the following month after the completion of the overtime timesheet.

Q: When I complete my Classified Semi-Monthly Employee Timesheet (Overtime/Comp Time), can I include hours from the previous month?

A: No.

Classified Semi-Monthly Employees must only report hours worked during the month being reported.

Example:

- July timesheet = July hours only
- June hours must be reported on a June timesheet.

Q: What if I have multiple Overtime Authorization Forms with different budget numbers?

(This only applies to Overtime submissions to Payroll to process for payment)

A: Separate timesheets must be submitted for each Authorization Form when the budget numbers are different.

Each timesheet should only include the hours associated with the corresponding Authorization Form and budget code.

Example:

- You worked overtime for the Viking Bookstore under one budget code and have an approved Authorization Form.
- You also worked overtime for an M&O event under a different budget code and have a separate Authorization Form.

In this situation:

- Submit one Classified Semi-Monthly timesheet for the Viking Bookstore overtime hours and attach the Viking Bookstore Overtime Authorization Form.
- Submit a separate Classified Semi-Monthly timesheet for the M&O overtime hours and attach the M&O Overtime Authorization Form.

Important

- Do not combine hours from different budget codes on the same overtime timesheet.
- Each timesheet must correspond to the appropriate Authorization Form and budget code.
- Multiple Authorization Forms may only be combined into a single PDF when they are for the same month and the same budget code.

Multiple Assignments & Positions

Q: I am a Temp/Substitute/Professional Expert, with two Temp Agreements, and work in two different departments. Do I need to complete two different timesheets?

A: Yes.

You must complete a separate timesheet for each work assignment.

Each timesheet should only include the hours worked for that specific position and department.

Example:

If you work as:

- A Substitute in the Library, and
- A Substitute in another department,

you must complete:

- One timesheet for the Substitute assignment for the Library.
- One timesheet for the second assignment.

Important

- Monitor your combined work hours across both positions.
- Ensure you do not exceed your authorized NTE Hours Per Week when the hours from both positions are combined.
- Report only the hours worked for the specific assignment on each timesheet.

Lunch Periods

- Take required lunch periods in accordance with district policy.
- Record lunch periods accurately on each timesheet when applicable.

Overlapping Hours

- Hours reported on one timesheet must not overlap with hours reported on another timesheet.

Example:

You cannot report:

- Library worked hours from 1:00 PM to 3:00 PM, and SPS hours from 2:00 PM to 4:00 PM on the same day because the hours overlap.

Best Practice

It is recommended that employees working multiple assignments route their timesheets to a Designee assigned by their supervisor when available.

The Designee can help verify:

- Hours are not overlapping.
- Hours are reported under the correct assignment.
- Timesheets are routed correctly.
- Hourly rates are indicated correctly for each assignment.

Hourly Rates

Employees working multiple assignments may have different hourly rates for each position.

Verify that the correct hourly rate is entered on the correct timesheet.

Hourly rates can be found on the applicable:

- Temporary Employment Agreement
- Employment Contract

Time Entry Questions

Q: How should I enter my work hours?

A: Hours must be entered using quarter-hour increments.

Examples:

- 8:05 AM → 8:00 AM
- 8:12 AM → 8:15 AM
- 8:25 AM → 8:30 AM
- 8:40 AM → 8:45 AM
- 8:55 AM → 9:00 AM

Use the following chart when entering time on your timesheet:

Actual Time	Enter As
8:00 AM – 8:07 AM	8:00 AM
8:08 AM – 8:22 AM	8:15 AM
8:23 AM – 8:37 AM	8:30 AM
8:38 AM – 8:52 AM	8:45 AM
8:53 AM – 9:00 AM	9:00 AM

Q: Why are my hours showing as negative?

A: The most common cause is an incorrect AM or PM selection.

Verify:

- Time In
- Lunch Out
- Lunch In
- Time Out
- AM and PM selections

Then save your progress and review the totals again.

Q: I was approved to work on a holiday or non-workday. Should I document this on my timesheet?

A: Yes, enter the justification for it in the Employee Comment section and by whom it was approved. The supervisor should also document the reason in the Supervisor Comments section.

Examples include:

- Special events
- Approved weekend work (Student Workers)
- Critical operational needs
- Approved holiday assignments

Q: Should I save my progress?

A: Yes.

It is strongly recommended that you click Save Progress after entering each week of work hours.

This allows the system to:

- Save your work
- Calculate totals
- Display errors sooner
- Help identify negative hours before submission

Q: What happens when I click Save Progress?

A: Your timesheet is saved as a draft.

- You can return to it later by logging into your MYBCC, clicking on the Dynamic Forms tile and selecting your draft from My Forms / Portal → My Draft Forms

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Q: Why does the timesheet show a countdown timer in the upper-right corner?

A: The countdown timer indicates how much time remains in your current session.

If the timer reaches zero before you save, unsaved information will be lost.

Leave (Absence) Questions

Q: Who can use Sick Hours?

A: Only employees who qualify for sick leave and have available sick leave balances.

Q: Who can use PN Hours?

A: Only employees who qualify for PN Leave and have an available balance.

Overtime & Comp Time Questions

Q: What is the difference between Overtime and Comp Time?

A: On the Classified Semi-Monthly Timesheet:

- Overtime routes to Payroll for processing and payment.
- Comp Time routes to Human Resources for processing.

Q: Do I indicate only the overtime hours I worked?

A: Yes.

Indicate only the actual overtime hours worked.

Q: Do I need to upload an OT/Comp Authorization Form?

A: Yes.

An approved OT/Comp Authorization Form must be uploaded when reporting Overtime or Comp Time.

Q: Can I upload multiple overtime authorization forms?

A: Yes.

Multiple authorization forms may be combined into a single PDF only if:

- They are for the same month, and
- They use the same budget code.

If the budget codes are different, separate timesheets and attachments are required.

Q: I uploaded an OT/Comp Authorization Form. How do I confirm it was attached?

A: After submitting:

- Select View Form Html.
- Locate the attachment link.
- Open the attachment in a new browser tab.

Important: Selecting View Form PDF will not display the attachment.

Approval Questions

Q: What does "Send to Designee" mean?

A: A designee is a person who reviews your timesheet before it goes to your supervisor.

Contact your supervisor to find out if your supervisor or department requires a designee. If yes, complete the required fields.

Q: My supervisor is the only person who wants to review and approve my timesheet. Do I still indicate yes for Designee and Department Manager and manually enter their information?

A: No.

Indicating your supervisor from the required drop down is sufficient. Indicating your supervisor again for Designee and Department is not required.

If you are unsure, contact your supervisor

Q: What happens after I submit my timesheet?

A: After submission, the timesheet enters the approval workflow.

Routing may include:

1. Designee (if selected)
2. Supervisor
3. Department Manager (if selected)

Q: I submitted my timesheet. How do I know it was approved?

A: You will receive an email after the timesheet has completed the approval process and has been approved by all required approvers.

Q: Can a supervisor return my timesheet for corrections?

A: Yes. Supervisors can return a submitted timesheet for revision if corrections are needed.

When the timesheet is returned:

- Review the comments provided by the supervisor.
- Make the requested corrections.
- Update the **Revised Status** field from **New Submission** to **Revised Submission**.
- Resubmit/resign the timesheet for approval.

Electronic Signature Questions

Q: How do I electronically sign?

A: Click the signature field and enter your first and last name exactly as displayed in the signature window.

Then click **Sign Electronically.**
The date will automatically populate.

Q: Can I print and submit my timesheet instead?

A: No.

Timesheets printed using the **Opt Out and Print** option are not accepted for payroll processing. Electronic timesheets through Dynamic Forms are required.

Additional Questions

Q: Who do I contact if I need assistance with Dynamic Forms Timesheets?

A: Please contact DynamicformsPayroll@barstow.edu for assistance with:

- Timesheet questions
- Dynamic Forms issues
- Employee ID (EE ID #) issues
- Pay period questions
- Overtime/Comp Time questions
- Approval workflow questions
- General timesheet support

Include:

- Question(s)
- The timesheet type you are completing
- A screenshot of the issue, if applicable