

Negative Hours Displayed

Possible Causes

- Incorrect AM/PM selection.
- Incorrect clock-in or clock-out time.
- Missing lunch period.
- Incorrect lunch entries.

Resolution

- Review all time entries.
- Verify AM and PM selections.
- Save Progress and review recalculated totals.

Exceeding NTE Hours Per Week

Applies To

- Classified Hourly Employees
- Certificated Hourly Employees
- Student Workers

Warning Message

- Will appear for each week you exceed your NTE Hours Per Week.

Important

Your weekly hour limit has been exceeded. Please adjust your hours for this week or submit the request for supervisor approval.

Reason for Exceeding the NTE Limit

Supervisor Review

What To Do

- Review your NTE Hrs. Per Week entry at the top of your timesheet.
- Review all time entries.
 - Any missed time entries?
 - AM/PM entries correctly entered?
 - Check for duplicate entries.
- Notify your supervisor if hours are accurate.

Documentation Requirement (If excess hours are valid)

- Required Field: Employee enters reason.

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- Required Field: Supervisor comments and approval for each occurrence during the timesheet approval process.
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Incorrect Pay Period Dates

Scenario

The Pay Date, Begin Date, or End Date entered on the timesheet does not match the approved pay period schedule.

Resolution

- Review the applicable pay period schedule.
 - Update the Pay Date, Begin Date, and End Date to the correct reporting period.
 - Resubmit the timesheet if corrections are required.
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Finding a Saved Draft Timesheet

Resolution

1. Log into your MYBCC
 2. Click on Dynamic Forms tile
 3. Navigate to **My Forms / Portal** or select tile icon
 4. Open **My Draft Forms**.
 5. Select the draft timesheet.
 6. Continue working and submit when complete.
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Work Hours Reported on a Holiday or Non-Workday

Supervisor Action Required

- If it is not correct, return timesheet to employee for correction.
- Verify the hours worked and approve if accurate.
 - Indicate the reason for the approved work in the Supervisor Comments section.

Examples

- Special event support.
 - Approved weekend work.
 - Critical operational need.
 - Campus closure work assignment.
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Employee Revising a Submitted Timesheet

Resolution

1. Open the timesheet.
2. Select **Revised Submission**.
3. Correct the information.
4. Resubmit the timesheet.

Missing Approved Overtime/Comp Authorization Form

Applies To

- Classified Semi-Monthly Employee Timesheets

Resolution

- Obtain an approved OT/Comp Authorization Form.
- Upload it before submitting the timesheet.

Viewing an Uploaded OT/Comp Authorization Form

Resolution

- After submitting the timesheet, select **View Form Html**.
- Locate the attachment link.
- Click the attachment link to open the authorization form in a new browser tab.

Important

- **View Form PDF** does not display attached authorization forms.
- Always use **View Form Html** to verify attachments.

Unable to Electronically Sign

Possible Cause

The first name and last name entered do not exactly match the names displayed by the system.

Resolution

1. Open the electronic signature window.
2. Verify the first and last name entered exactly match the names displayed by the system.
3. Enter your first name exactly as displayed.
4. Enter your last name exactly as displayed.
5. Select **Sign Electronically**.

Important

- The signature date automatically populates after a successful signature.
- Payroll only receives electronically signed timesheets.
- Printed timesheets generated using the **Opt Out and Print** option will not be accepted.

Email Notification Not Received

Scenario

You submitted your timesheet and it has completed the approval process; however, you did not receive an email notification confirming approval.

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What To Do

- Verify that the timesheet has been approved by all required approvers.
- Check your email Inbox for the approval notification.
- Check your Junk Mail or Spam folder.
- Confirm you are reviewing the email account associated with your employee record.
- Allow additional time for email delivery.

Follow Up With Your Supervisor

- If you have not received an approval notification and a payroll deadline is approaching, follow up with your supervisor to verify that the timesheet was reviewed and approved.
- Supervisors can confirm whether the approval process has been completed or whether additional action is needed.

If You Still Have Not Received an Email

Contact DynamicformsPayroll@barstow.edu and provide:

- Your name
- Timesheet type submitted
- Pay period dates
- Date the timesheet was approved (if known)

Important

- Approval notifications are generated after all required approvals have been completed.
- Email delivery may vary depending on email filtering rules and mailbox settings.
- Failure to receive an email notification does not necessarily indicate that the timesheet was not approved or submitted for processing.
- Employees are responsible for ensuring their timesheet is submitted and approved by established payroll deadlines.

Best Practices

- Save Progress after each week entered.
- Verify AM and PM selections.
- Review weekly totals before continuing.
- Review monthly totals before submitting.
- Verify the correct hourly/overtime rate has been entered.
- Verify the correct Pay Date, Begin Date, and End Date have been selected.
- Ensure hours reported on multiple timesheets do not overlap.
- Verify leave balances before reporting leave.
- Verify electronic signatures have been completed.

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- Review Employee and Supervisor Comments for completeness when additional documentation is required.
- Supervisors should review timesheets promptly and approve them by payroll deadlines.