

ACADEMIC Timesheet, Instructor Absence Report and Office Hours Submission

Submission of the above documents are submitted via ServiceNow under Payroll Services.

Timesheets:

Employees can submit their timesheets directly, which will be routed to their manager for approval. Department support can submit timesheets on behalf of employees and have them routed to the appropriate manager.

IMPORTANT: Every timesheet **MUST** have the following **Highlighted** items:

SOUTHWESTERN COLLEGE ACADEMIC HOURLY TIMESHEET			
NAME:	<input type="text"/>	COLLEAGUE I.D.:	PAY PERIOD: From: <input type="text"/> to: <input type="text"/>
DEPARTMENT:	<input type="text"/>	AS SIGNMENT:	HRT #:
AREA SUPV:	<input type="text"/>	BUDGET NUMBER:	PAYABLE ON: <input type="text"/>

IF the timesheet **DOES NOT** have this information, it may be **VOIDED** and sent back to you for resubmission, which will slow down the process and an employee could potentially not get paid on time.

Signature on timesheet – If an employee submits a timesheet via ServiceNow, no wet signature is required because they are submitting for themselves. If a support staff or manager is submitting on behalf of the employee, and the timesheet is unsigned, the managers approval will be authorization in lieu of the employee’s signature.

Instructor Absence Report:

In order to process the Instructor Absence Report **All** relevant information needs to be provided.

INSTRUCTOR ABSENCE REPORT			
Employee Name:	<input type="text"/>	Semester:	<Selec ->
Employee ID#:	<input type="text"/>	Employee Status:	<input type="checkbox"/> Full Time <input type="checkbox"/> Adjunct
Date(s) Absent:	<input type="text"/>	M	T W Th F Sa
Reason for Absence:	<Select>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Substitute Provided:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Budget #:	<input type="text"/>
Class(es) Missed	Hours	LEC/LAB	Substitute (Name/ID #)
<input type="text"/>	<input type="text"/>	<SI>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<SI>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<SI>	<input type="text"/>

Request for Paid Part–Time Faculty Office Hours:

Instructions for submission of this form to their School/Center/Unit Office should be followed, which includes signing the form. Once received, then follow the instructions below. Support staff or managers can submit multiple forms at once.

INSTRUCTIONS

1. Login to MySWC
2. Navigate to Service Now app
3. Scroll down to Payroll Services
4. Click on Timesheet Submission
5. Read through the information regarding submission and Important information for submitters and managers

Timesheet Type submission details below:

Timesheet Type: Single Academic Hourly Timesheet

1. Select the **Single Academic Hourly Timesheet** from the **Timesheet Type** drop-down list.
2. Use the date picker to select the date when the **Pay Period Ends** for the timesheet(s) being attached. **IMPORTANT**
3. Select the **Employee** whose timesheet is being attached – yourself or someone else if not you.
4. Select the **Manager** who will be approving the timesheet. Be sure to select the **correct manager**. If you select the wrong person, the **timesheet will be rejected** and you will have to submit another one.
5. Select the **Department** for the timesheet you are submitting.
6. Click on the **Paperclip** button to select and attach your timesheet(s). Multiple timesheets are allowed for the same pay period – support staff/manager only – see below instructions.
7. Click the **Submit** button to send your timesheet(s) to your **manager for approval**.

Timesheet Type: Single Academic Project Funded Hourly Timesheet

1. Select the **Single Academic Project Funded Hourly Timesheet** from the **Timesheet Type** drop-down list.
2. Use the date picker to select the date when the **Pay Period Ends** for the timesheet(s) being attached. **IMPORTANT**
3. Select the **Employee** whose timesheet is being attached – yourself or someone else if not you.
4. Select the **Manager** who will be approving the timesheet. Be sure to select the **correct manager**. If you select the wrong person, the **timesheet will be rejected** and you will have to submit another one.
5. Select the **Department** for the timesheet you are submitting.
6. Click on the **Paperclip** button to select and attach your timesheet(s). Multiple timesheets are allowed for the same pay period – support staff/manager only – see below instructions.
7. Click the **Submit** button to send your timesheet(s) to your **manager for approval**.

Timesheet Type: Instructor Absence Report

1. Select the **Instructor Absence Report** from the **Timesheet Type** drop-down list.
2. Use the date picker to select the date when the **Pay Period Ends** for the **Current** month. Absences will be recorded in the system as indicated on the report. Substitutes will be paid in the current month.
3. Select the **Absent Instructors** name in the **Employee** drop-down list.

4. Select the **Manager** who will be approving the absence request. Be sure to select the **correct manager**. If you select the wrong person, the **absence request(s) will be rejected** and you will have to submit another one.
5. Select the **Department** for the absence request(s) you are submitting.
6. Click on the **Paperclip** button to select and attach your absence request(s). Multiple requests are allowed for the same pay period – support staff/manager only – see below instructions.
7. If the Absence is for **PN**, you **MUST** also submit the **Personal Necessity form**.
8. Click the **Submit** button to send your absence request(s) to your **manager for approval**.

Timesheet Type: Request for Paid Part-Time Faculty Office Hours

1. Select the **Request for Paid Part-Time Faculty Office Hours** from the **Timesheet Type** drop-down list.
2. Use the date picker to select the date when the **Pay Period Ends** for the **Current** month.
3. Select the employee name indicated on the request form in the **Employee** drop-down list.
4. Select the **Manager** who will be approving the Office Hours payment. Be sure to select the **correct manager**. If you select the wrong person, the **form will be rejected** and you will have to submit another one.
5. Select the **Department** for the timesheet you are submitting.
6. Click on the **Paperclip** button to select and attach your request form. Multiple request forms are allowed for the same pay period – support staff/manager only – see below instructions.
7. Click the **Submit** button to send your timesheet(s) to your **manager for approval**.

Multiple submission of documents from above

Timesheet Type: Multiple Academic Submission for Multiple People (managers and support staff)

1. Select the **Multiple Academic Submission for Multiple People** from the **Timesheet Type** drop-down list.
2. Use the date picker to select the date when the **Pay Period Ends** for the timesheet(s) being attached.
 - a. **IMPORTANT** – *Only multiple submission of the same like item (only all timesheets or absence reports or office hours) at a time. Pay Period End is the current month for all non-timesheet submissions.*
3. Your name will automatically appear in the **Employee** field.
4. Select the **Manager** who will be approving the timesheet. Be sure to select the **correct manager**. If you select the wrong person, the **timesheet/absence report/office hours will be rejected** and you will have to submit another one.
5. Select the **Department** for the timesheet being submitting.
6. Click on the **Paperclip** button to select and attach the timesheet(s) for the pay period selected.
7. Click the **Submit** button to send the timesheet(s) to the **manager for approval**.