Online Timesheet - Employee User’s Guide

**Introduction**

All personnel have access to the following functions:

- Timesheet - all staff/faculty are responsible for recording their time(s) worked.
- Leave Balance - A balance of how many hours have been accrued and/or used.
- Leave Request – Leave may be requested online for approval/disapproval by managers or supervisors.
- Change Password - allows users to periodically change their password for security purposes.

Each individual is responsible for ensuring the accuracy of the information reported on the timesheet. It is imperative that each person clearly understands the purpose and importance of maintaining and recording hours worked.

The following four aspects of the labor recording process are of concern and must be kept in mind at all times:

- All work performed must be properly authorized.
- All work performed must be properly recorded.
- Labor charges must be accurately recorded.
- Staff and faculty are to complete their timesheet at the end of each workday.

*Note: If users are unable to access the internet timesheet, contact the manager or supervisor to ensure that time is recorded for proper payroll processing. Managers and supervisors are responsible for ensuring that time entered by all users in their organization is valid.*

**Password Retrieval**

Enter this URL in the internet explorer address line: [ncs-online.ghg.com/login.jsp](http://ncs-online.ghg.com/login.jsp)

- Input user name into user name blank (Figure 1).
- Click the **Forgot Password?** Link.
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- System will then prompt you to enter your system email address (Figure 2).

![National College]

**User Name** JHoward

**Email** jhoward@national-colle

Retrieve Password

![Figure 2]

- A popup window will appear validating your entries (Figure 3).


SUCCESS: Notification Has Been Sent With Temporary Password.

Close

![Figure 3]

- At this time, an email will be sent to the email address entered above with a new temporary password to access the system.
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Viewing a Timesheet

Enter this URL in the internet explorer address line: ncs-online.ghg.com/login.jsp

- Type in the **Username** and **Password** (Figure 4)

![Figure 4]

- Click on **Employee** (Figure 5).

![Figure 5]
After successfully logging on, the main page appears with an index of choices located on the left side of the screen. Select the **Timesheet** (Figure 6).

![Welcome to National College]

**Figure 6**
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Entering the In/Out Times

- To lookup information from a previous pay period, go to <<Timesheet Ending >> and click on either << to go back week by week (Figure 7). To advance to a future week use the >> icon. In addition, the “Timesheet Archive” link can also be used to navigate to a specific date in the timesheet history.

- To enter the In time, click on the applicable field for the correct day (Figure 7). Repeat the same procedure to enter the Out time. Ensure that the time out is entered in the same row as Out. For example, if you left at 6:00 on Monday evening, then you would enter 6:00 followed by a “p” in the Out box under the Mon column.

![Figure 7](image-url)
• Enter your time in the 12-hour HH:MM format only. Failure to add an AM or PM indication will cause a popup reminder to appear (Figure 8).

• If additional time entries are required, click on the Add IN/OUT Row link to append an additional row and then repeat steps above (Figure 9). NOTE: Adding rows will delete data already entered unless the Save/Update selection is made.
Selecting the Pay Type

- Click on the **Pay Type** field to display a list of valid pay types (Figure 10).
- Scroll through the list until the correct pay type is located and then click to enter the pay type.

![Figure 10](image)

- After selecting the task, you will need to click **Add**.
- Enter the number of hours worked on this task in the field for the appropriate day highlighted area in Figure 11).
- Click **Save/Update** to save your changes. Every time you enter the hour’s worked and any other additional information, you **must** click the **Save/Update** link. Failure to do so will result in lost changes.

![Figure 11](image)
• Click on the **Pay Type** field to display a list of valid pay types (Figure 10).
• Scroll through the list until the **Regular** pay type is located and then click to enter the pay type (Figure 12).

![Figure 12](image12)

• After selecting the **Regular** pay type click **Add** (Figure 13).

![Figure 13](image13)
- Enter the number of hours worked on this task in the field for the appropriate day; these hours should match the calculated hours for the times entered above (highlighted area in Figure 14). Where overtime is allowed and after 40 regular hours have been completed for the week, an Overtime pay code can be added and the appropriate hours entered.
- Click Save/Update to save your changes.

![Timesheet Image]

**Figure 14**
Submitting Timesheets

At the end of the pay period, timesheets are submitted after ensuring that the recorded hours and charge codes are accurate. When the timesheet is submitted, managers/supervisors will validate and approve timesheets for processing by payroll. To submit timesheets:

- Click the Submit link (upper left in Figure 14).
- A message will appear that you have requested to submit the timesheet, at which time you can either confirm to proceed or cancel (Figure 15).

Timesheets may be unsubmitted if additional changes are necessary. Discuss this situation with the appropriate manager/supervisor.

Changing Passwords

Use Change Password to change the login password. It is recommended that you change this periodically to maintain access security.

To change the password, select Change Password on the options menu for Employee.

- Enter the current password in the field provided.
- Enter the new password.
- Reenter the new password to verify the initial entry.
- Click the Submit button to store the information in the system.
- Confirmation text is displayed on the screen indicating that the new password has been successfully changed.
- If there is an error, click the Clear button to reset the field.

Note: You may use special characters; # % & $ *, in your new password.