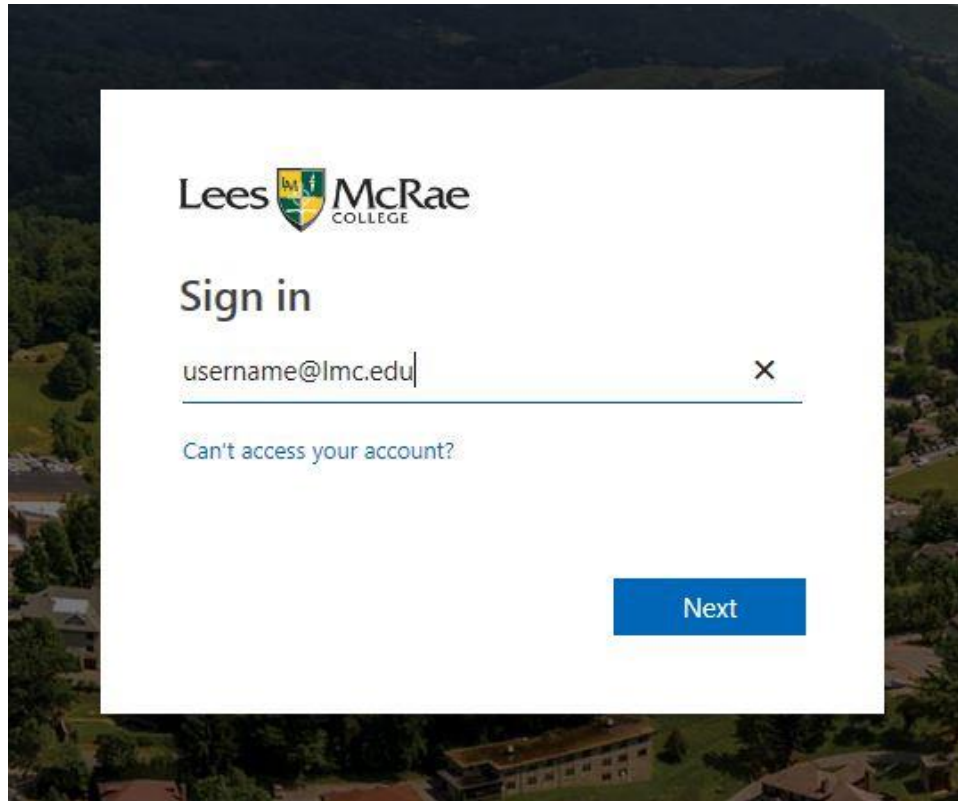


Approving Time Cards in Montibus

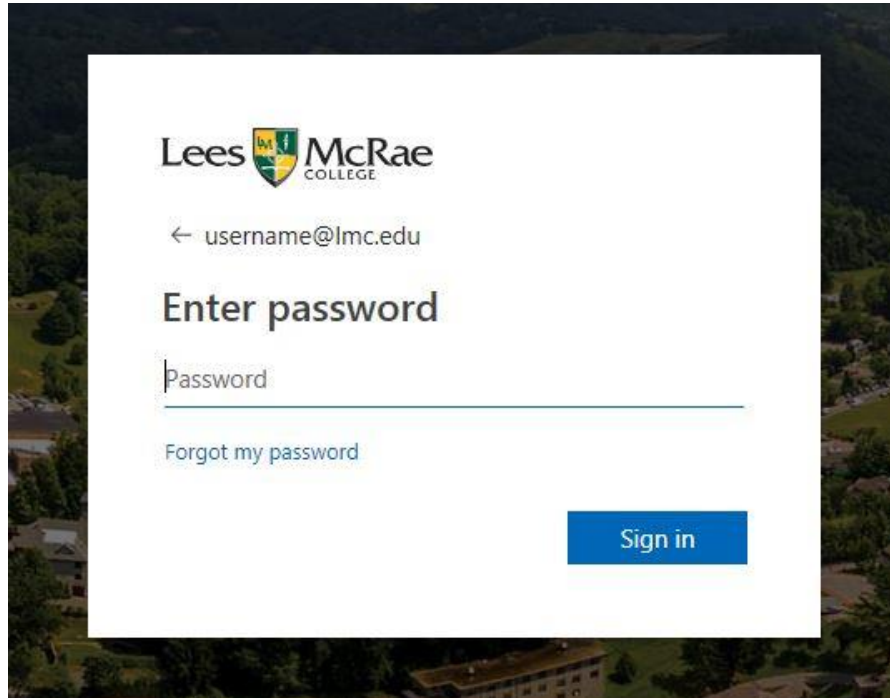


Log in to Montibus at <https://montibus.lmc.edu> using your full email address (including @lmc.edu).



Fill in your Lees-McRae email password and click **Sign in**.

If you've forgotten your password, click the **Forgot my password** link.



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

If you are using a personal and private computer, you can select Yes to reduce the amount of logins. Otherwise for account security, please select No.

Time Entry Requirements

Salary (Exempt) Employees:

- Time Entry is only used to account for leave time
- Time Entry is ONLY REQUIRED when an employee uses Vacation, Sick, or Personal Leave hours
 - Employee works regular schedule during the pay cycle and do not use any leave time = NO ACTION NEEDED by employee or supervisor
 - Employee works regular schedule during the pay cycle and does not use any leave time, but still completes a time card (not recommended) = Supervisor must approve time entry
 - Employee takes a vacation day during the pay cycle = Employee must enter regular hours for each day worked, and leave hours for the vacation day, supervisor must approve

Hourly (Non-Exempt) Employees:

- Time Entry REQUIRED to be entered for all days and hours worked
- Must enter a time each pay cycle showing hours worked
- Must enter time for Vacation, Sick, Personal, or Holiday, or PTO College Closed
 - Only enter enough leave time to bring your timecard to 40 hours for the week

When an employee you supervise has submitted their time card, you will receive an email letting you know. The subject of the email will be similar to below. At that point you will need to log in to Montibus to review and approve their time card.

A timecard for DATE RANGE for position POSITION was submitted by EMPLOYEE

After you log in to <https://montibus.lmc.edu>, you will see a screen similar to the one below. Click on **Employee**.

Welcome to Montibus (Test)

Choose a category to get started.



Banking Information

Here you can view and update your banking information.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.









Financial Management











Here you can view the financial health of your cost centers and your projects.











Once in the Employee section, click on **Time Approval**.

Welcome to Colleague Employee Self-Service!

 <p><u>Tax Information</u> Here you can change your consent for e-delivery of tax information.</p>	 <p>Banking Information Here you can view and update your banking information.</p>
 <p>Time Entry Here you can fill out your timecards.</p>	 <p>Time Approval Here you can approve or reject timecards for the people you supervise</p>
 <p>Earnings Statements Here you can view your earnings statement history.</p>	 <p>Leave Here you can view your leave balances.</p>

On the next page you will see a list of your employees, their ID numbers and their current and upcoming time cards. If you see Not Complete, your employee has not completed their time card. If you see submitted, the time card is complete for that period.

01/19/2020-02/01/2020	2/4/2020 1:00 PM	 Not Complete	80.00	80.00	0.00	0.00	 Approve	 Reject	 Comments	 View
01/04/2020-01/18/2020	1/21/2020 1:00 PM	 Not Complete	80.00	70.00	0.00	10.00	 Approve	 Reject	 Comments	 View

01/19/2020-02/01/2020	2/4/2020 1:00 PM	 Submitted	80.00	72.00	0.00	8.00	 Approve	 Reject	 Comments	 View
01/04/2020-01/18/2020	1/21/2020 1:00 PM	 Not Complete	80.00	70.00	0.00	10.00	 Approve	 Reject	 Comments	 View

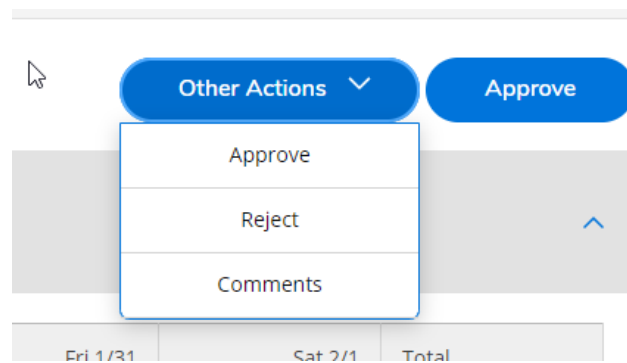
Once the time card is submitted, click on **View** to see a detail of the time card.

Week 01/26/2020 - 02/01/2020
40.00 Total hours
Submitted

Other Actions ▼ Approve

Earn Type	Sun 1/26	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Sat 2/1	Total
Work Schedule		8.00	8.00	8.00	8.00	8.00		40.00
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

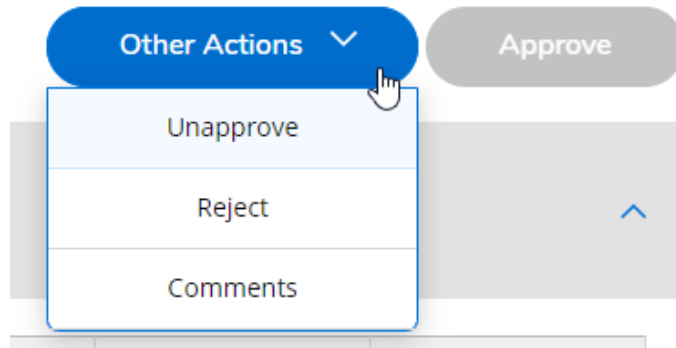
When you view the details of a time card, you will see a screen similar to this. Ensure that hours are properly recorded and correct. You can approve, reject or comment on the time card from here as well.



If everything is fine with the time card and you approve it, your employee will receive an email with text similar to the one below. At this point, all tasks are completed for this employee.

Your timecard for DATE RANGE for position POSITIONS has been approved.

If you need to reject the submitted time card, you can click on **Reject** at the main Time Approval screen or under Other Actions in the detail view. If you have mistakenly approved this time card, you can unapprove it in the same manner. Your employee will receive emails similar to the text below based on what has happened. You may also want to include comments for the employee to see why the time card was rejected or unapproved.



Your timecard for DATE RANGE for position POSITION has been rejected.

Your previously approved timecard for DATE RANGE for position POSITION has been unapproved.

When you enter the comments screen, you can enter your message and click send as shown to the right. Your employee will receive this message.



The image shows a user interface for entering a message. It consists of a large rectangular text input area with the placeholder text "Enter message". To the right of the text area is a rounded rectangular button labeled "Send". Below the text area and button is a horizontal line, and below that line is a "Close" button.

Time Entry Deadlines

Time entry must be **completed by employees and approved by their supervisor** before 10 a.m. the Monday of the pay week.

- Deadline for employees to submit time for approval is at supervisor discretion, but supervisors must approve **before the 10 a.m. deadline**
- Approval deadline may vary with holidays

Watch for the “Time Entry Reminder” email from Communications for instructions and pay period deadlines.

Time Entry is web-based. It can be completed from any internet-connected computer, tablet, or mobile device.