

# Approving Time Cards on Montibus

# 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!



### Tax Information

Here you can change your consent for e-delivery of tax information.



### Time Entry

Here you can fill out your timecards.



### Earnings Statements

Here you can view your earnings statement history.



### Banking Information

Here you can view and update your banking information.



### Time Approval

Here you can approve or reject timecards for the people you supervise



### Leave

Here you can view your leave balances.

At this screen you can either select a status and apply the filter, or simply click on Apply Filters to see all your employees.


# Time Approval

< [Employee](#)

 Filter

Search for Employee


 Please select Filters to see timecards. If no Filters are selected, all available data will be retrieved after you click "Apply Filters".


Clear Search


**Pay Cycles**


Bw


**Status**

Submitted 

Not Complete 

No Time Entered 

Approved 










Rejected 

Reset Filters

Apply Filters

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. Please note that to remove the filter prompt, simply click the blue Filter button.

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.


The screenshot shows the 'Other Actions' dropdown menu open, with the following options:


- Approve
- Reject
- Comments

The background shows the 'Approve' button and the top of the table with columns for 'Fri 1/31', 'Sat 2/1', and 'Total'.



To view your employee's current leave balances, click on Employee Leave Balances under the Employee section of Montibus. Set your filter as shown below, and you will see all current leave balances for your employees.

 **Employee Leave Balances**  
Here you can approve or reject leave requests for people you supervise.

 **Filter** Filter is Active

Leave Approval Filter Options

Leave Balance  
 Leave Request

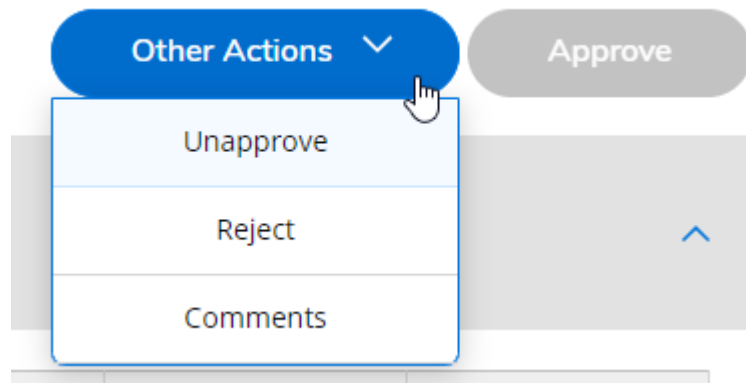
Include Employees with no Outstanding Leave Requests

[Reset Filters](#) [Apply Filters](#)

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 features a large, rounded rectangular text input field with the placeholder text "Enter message". To the right of the input field is a rounded rectangular button labeled "Send". Below the input field 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 AM 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 AM 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:** Can be completed from any internet-connected computer, tablet, or mobile device