MyAntioch (Self-Service) Time Entry

User Guide for Hourly Employees

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Overview

MyAntioch (Self-Service) **Time Entry** allows you to:
- View a list of your available weekly timesheets
- View your time for all positions for the selected week
- Enter and submit time for each week in a pay period
- Unsubmit unapproved timecards and edit your time

MyAntioch (Self-Service) **Time History** allows employees to:
- View paid timecards for selected pay period in a calendar year
- View a summary and detail of the total hours for each position in a specific week during a pay period
- View comments provided during a specific pay period (time entered in My Antioch/Self Service only)
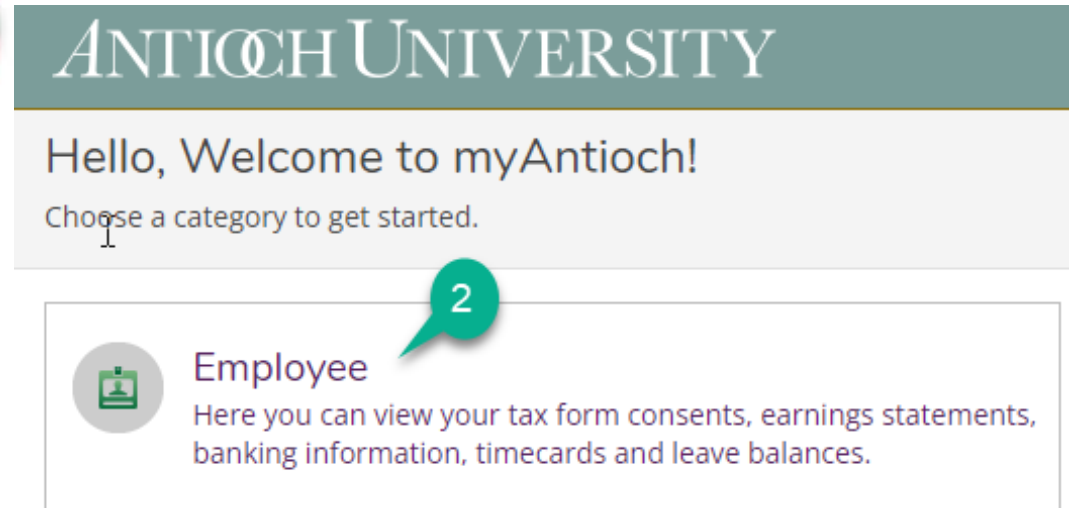
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How to Access MyAntioch (Self-Service) Time Entry

Step 1
from the AuDirect *Services* section, select **myAntioch** (Self-Service)
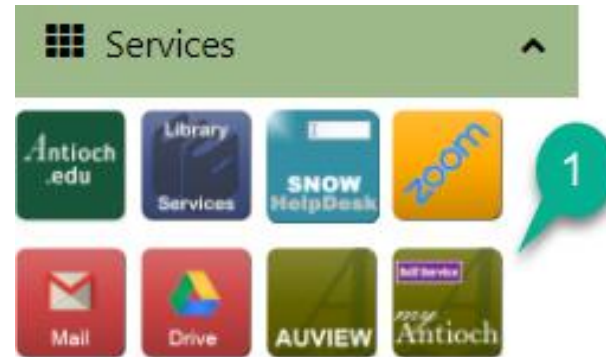
Step2
from the **myAntioch** (Self-Service) menu, Select the **Employee** category

Step 3
From the **myAntioch** (Self-Service) **Employee** menu, select **Time Entry**
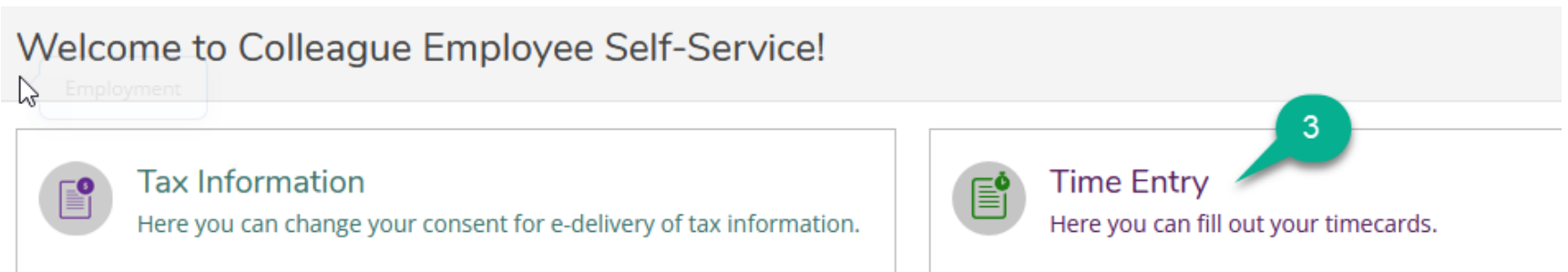
Services

ANTIOCH UNIVERSITY

Hello, Welcome to myAntioch!
Choose a category to get started.

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

Welcome to Colleague Employee Self-Service!

Employment

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

Time Entry
Here you can fill out your timecards.

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MyAntioch (Self-Service) Time Entry Detail for Time Reporting

The Time Entry page allows you to view a list of your available weekly timesheets. For each timesheet, the following information is provided:
- Timesheet start & end dates
- Due date to modify your timesheets
- Total hours entered for all your positions
- Positions for which you can enter time

From this page, select the week for which you want to enter time.

The Time Entry detail page for is opened, which allows you to view and enter time for the selected week for all of your positions.

MyAntioch (Self-Service) Time Entry Detail - Features

The Time Entry detail page allows you to view and enter time for your position(s), for the selected work week.

1 - While on the Time Entry detail page, you can navigate to any week of any open pay period that was listed on the **Time Entry** page.

A separate timecard is provided for your position(s), which is used to enter your time worked and additional time associated with each position.

Each timecard has the following sections:
2 – **Regular:** Enter time for regular worked hours
3 – **Additional Time:** Enter additional time (i.e. vacation)
4 – **Position Total Hours**: View the Position Total Hours by day and by week.
5 – **Comments**: Add comments before and after submitting your hours for approval
6 – **Submit Timecard for Approval**: Use this button to submit your timecard to your supervisor for approval

7 – **Weekly Totals:** displays **Daily Total Hours** which include Regular hours by day, and Additional and Overtime Hours for the entire week.

Pay Period 05/16/2022 - 05/29/2022
‹ All Time Sheets

‹ Week 05/16/2022 - 05/22/2022 ›   Saved at 2:35 PM   Save
0.00 Total hours

AUTEMMCMKMAACG • Marketing Ad Coordinator/Generalist
Test1, Amy • Marketing • Antioch University
0.00

AUPTAMCMKMAPA • Marketing Project Assistant
Test1, Amy • Marketing • Antioch University
0.00

Earn Type	Mon 5/16	Tue 5/17	Wed 5/18	Thu 5/19	Fri 5/20	Sat 5/21	Sun 5/22	Total
Regular	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
	+	+	+	+	+	+	+	

+ Additional Time

Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Comments   Submit Timecard for Approval

By submitting this timesheet, I am certifying that I have reviewed the time entries I made and confirm they are true and accurate. I am also confirming that I was provided the opportunity to take all meal and rest breaks to which I was entitled, or, if not, I have reported on this timesheet that I was not provided the opportunity to take all such meal and rest breaks.

Daily Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Regular Hours:								0.00

MyAntioch (Self-Service) Time Entry
User Guide for Hourly Employees- Attestation requirement for CA residents only

How to Enter Time and complete daily Attestation Statement

To enter time, complete the following steps on the MyAntioch **Time Entry** detail page.

Step 1: Enter the start and end times for each day you worked in the provided fields. To enter time for multiple work intervals in the same day:

- Enter the start and end time for the first interval
- Click the "Plus" (+) sign
- Enter the start and end time for the second interval
- ***At the end of each daily time entry, click the Complete Day button and select option based on the hours worked that day. This is required for each day worked.***

When you enter your time, Self-Service calculates your overtime hours based on the entries for all of your positions in the week.

Step 2: To record hours that are not regular time: (ex. vacation/sick)

- Click **+ Additional Time**
- Select the appropriate earnings type for the additional hours, and an additional row for the earnings type appears under the daily time entry.
- add the additional time (in summary form)

Step 3: If you want to remove additional time, you have 2 options:

- click the **Remove** button to remove the entire additional time row
- edit individual fields in the row to change or remove hours for a day

Step 4: Click **Comments** to add a comment for the person who approves your time (optional)

Step 5: When you complete entering your time for the entire week, click **Submit for Approval**. ***If you have multiple positions, you must submit the timecard for each position separately.***

Self-Service sends an automated email to your time approval supervisor(s).

Earn Type	Mon 5/16	Tue 5/17	Wed 5/18	Thu 5/19	Fri 5/20
Regular	8:00 AM	8:00 AM	8:00 AM	1:00 PM	00:00 AM
	12:00 PM	12:00 PM	12:00 PM	5:00 PM	00:00 AM
	+	00:00 AM	+	+	+
		00:00 AM			
		— +			
Vacation					8.00
Remove Vacation					
+ Additional Time					
Position Total Hours:	4.00	4.00	4.00	4.00	8.00
Comments	Submit Timecard for Approval				

NOTE: You cannot change time after submitting a timecard unless you unsubmit the timecard before your supervisor approves it, or your supervisor rejects the timecard.

MyAntioch (Self-Service) Time Entry
User Guide for Hourly Employees

Attestation requirement for CA residents only	
AU Hourly employees who enter time in My Antioch will be required to complete attestation for each day worked When selecting the attestation, place cursor over a the appropiate choice and click. Here are your options to choose from:	
1. I worked **up to 8 hours in a day** and took a 15-minute reset break (if I worked at least 3 and one-one half hours), took 30-minute meal period before the end of my 5th hour of work and took an addition 15-minute break (if I worked more than six hours).	**5.** I worked **more than 10 hours in a single day** and took a 15-minute reset break (if I worked at least 3 and one-one half hours), took an addition 15-minute break (if I worked more than six hours), took an additional 15 minute break (if I worked more than 10 hours), and took an additional 30-minute meal period before the end of my 10th hour of work.
2. I worked **up to 8 hours in a day** and was provided an opportunity to take a 30-minute meal period before the end of my 5th hour of work <u>but chose not to</u>;	**6.** I worked **more than 10 hours in a single day** and was provided an opportunity to take a 15-minute reset break (if I worked at least 3 and one-one half hours), to take an addition 15-minute break (if I worked more than six hours), to take an additional 15 minute break (if I worked more than 10 hours), and take an additional 30-minute meal period before the end of my 10th hour of work but voluntarily chose not to;
3. I worked **up to 8 hours in a day** and was provided an opportunity to take a 30-minute meal break before the end of my 5th hour of work <u>but chose to take a shorter or later meal break</u>;	**7.** I worked **more than 10 hours in a single day** and was not provided with an opportunity to take a 15-minute break (if I worked at least 3 and one-half hours), an additional 15-minute break (if I worked more than six hours), or an additional 15 minute break (if I worked more than 10 hours) and/or take an additional 30-minute meal period before the end of my 10th hour of work.
4. I worked **up to 8 hours in a day** and <u>was not provided</u> an opportunity to take a 15-minute break and/or 30-minute meal bread before the end of my 5th hour of work.	

MyAntioch (Self-Service) Time Entry
User Guide for Hourly Employees

How to Unsubmit your Timecard and Edit Time
You can unsubmit a timecard and edit your time if your supervisor has not yet approved or rejected the timecard. To unsubmit a timecard and edit time, complete the following steps.

On the **Time Entry** page:

Step 1: Select the week for which you want to unsubmit your timecard

On the **Time Entry** detail page:

Step 2: Click **Return Timecard to Edit**

The timecard status changes to Unsubmitted

Step 3: Make the necessary changes to your timecard

Step 4: Click **Submit Timecard for Approval**

The timecard status changes to Submitted

Time Entry

BW Bi-Weekly Payroll

05/16/2022 - 05/22/2022 Due by: 6/10/2022 3:00 PM Total: 24 Hours	Submitted	Marketing Ad Coordinator/Generalist Marketing Project Assistant	➊

05/23/2022 - 05/29/2022
Due by: 6/10/2022 3:00 PM
Total: 0 Hours

Earn Type ❸	Mon 5/16	Tue 5/17	Wed 5/18	Thu 5/19
Regular	1:00 PM	1:00 PM	00:00 AM	00:00 AM
	6:00 PM	5:00 PM	00:00 AM	00:00 AM
	+	+	+	+

Position Total Hours: ❷ 0.00

Comments   **Return Timecard to Edit**

+ Additional Time

| **Position Total Hours:** ❹ | 5.00 | 4.00 | 5.00 | 4.00 | 0.00 | 0.00 |

Comments   **Submit Timecard for Approval**

**NOTE: Self-Service sends an automated email to your time approval supervisor when you unsubmit and when you submit a timecard.

MyAntioch (Self-Service) Time Entry
User Guide for Hourly Employees

How to Correct Supervisor Rejection of Time Entry

If your supervisor rejects your time, you will receive an email informing you of the rejection, and the timecard's status changes to **Rejected.**
If your timecard is rejected, complete the steps below to fix the problem and resubmit the timecard.

On the **Time Entry** page:

Step 1: Select the week containing the timecard that was rejected.

The timecard's status shows as Rejected.

On the Time Entry detail page:

Step 2: Click **Comments** to review the reason your timecard was rejected.

Step 3: Make the necessary corrections to your timecard

Step 4: Click **Submit for Approval**

Self-Service notifies your supervisor that you have resubmitted your time for another review.

Time Entry

BW Bi-Weekly Payroll

05/16/2022 - 05/22/2022
Due by: 6/10/2022 3:00 PM
Total: 25 Hours   [Rejected] [Rejected]   Marketing Ad Coordinator/Generalist
Marketing Project Assistant   1   >

05/23/2022 - 05/29/2022
Due by: 6/10/2022 3:00 PM
Total: 0 Hours

Earn Type		Mon 5/16	Tue 5/17	Wed 5/18	Thu 5/19
Regular	3	1:00 PM	1:00 PM	00:00 AM	00:00 AM
		6:00 PM	5:00 PM	00:00 AM	00:00 AM
		+	+	+	+

Position Total Hours: 5.00   4

Comments   **Submit Timecard for Approval**   2

Position Total Hours: 5.00   4.00

            5.00   4.00   0.00   0.00

Comments   **Submit Timecard for Approval**   4

**NOTE: If you have rejected timecards for multiple positions, you must correct and resubmit each timecard separately.
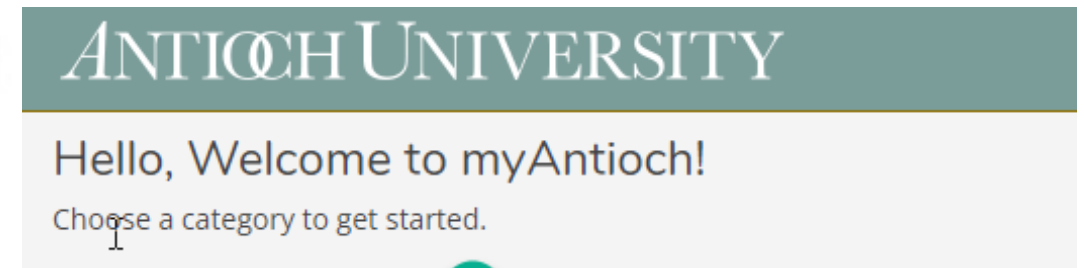
MyAntioch (Self-Service) Time Entry
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Step 1
from the AuDirect *Services* section, select **myAntioch** (Self-Service)

Services

Antioch.edu | Library Services | SNOW HelpDesk | zoom

Mail | Drive | AUVIEW | myAntioch

1

ANTIOCH UNIVERSITY

Hello, Welcome to myAntioch!
Choose a category to get started.

Step2
from the **myAntioch** (Self-Service) menu, Select the **Employee** category

2

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

Step 3
From the **myAntioch** (Self-Service) **Employee** menu, select **Time History**

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

Time Entry
Here you can fill out your timecards.

3

Time History
Here you can view your paid timecards.

Position History
Here you can view a list of your positions.
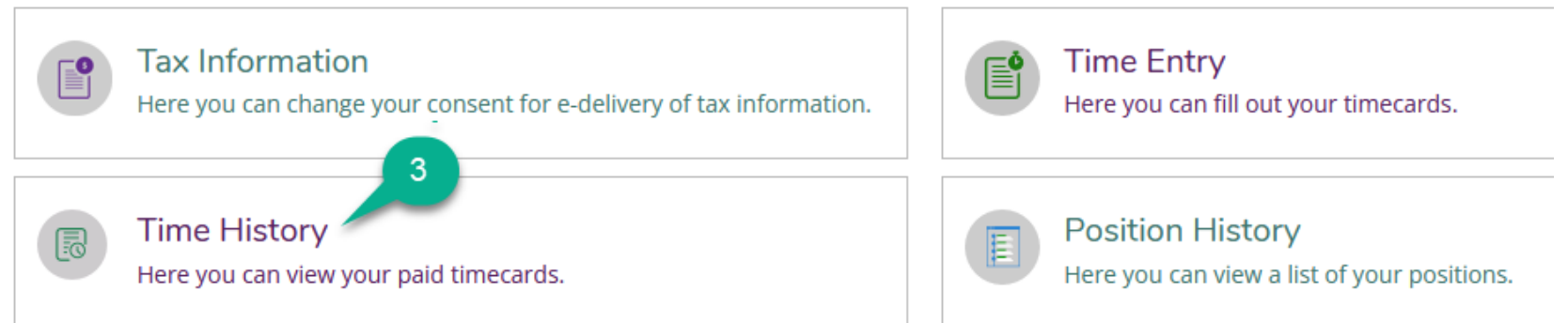
MyAntioch (Self-Service) Time History
User Guide for Hourly Employees

MyAntioch (Self-Service) Time History - Features
The Self-Service Time History page enables you to view your paid timecards.

The Time History page is divided into three sections.

1 - **Select a Year to view associated Pay Period:**
- Use drop down menu to select a year

2 - **Pay Period**
- Select pay period for which you want to view timecard

3 - **BW Bi-Weekly Payroll … Dates**
- Select work week for which you want to view timecard

The timecard for the selected Bi-Weekly Payroll dates is displayed, which provides all the information that was available in the SS time Entry page.

MyAntioch (Self-Service) Time Entry
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Timecard Statuses		
No Time Entered	On the Time Approval page, a timecard has a **No Time Entered** status when the employee has not yet entered time in the timecard	
Submitted	A timecard has a 'Submitted' status when it has been: • Submitted by employee, but not approved/rejected - or - • Approved and then unapproved by supervisor	Employee can view, but not update the timecard Employee can unsubmit the timecard (Return Timecard to Edit) Supervisor can approve or reject the timecard
Unsubmitted **Not Complete**	When a previously submitted timecard has been Unsubmitted by the employee (Return Timecard to Edit): • On the Time Entry page, the timecard has a 'Submitted' status • On the Time Approval page, the timecard has a 'Not Complete' status	Employee can view, update and submit the timecard for approval Supervisor can view the timecard
Approved	A timecard has a 'Approved' status when it has been: • Approved by employee's supervisor (or their proxy)	Employee can view, but not update the timecard Supervisor can unapproved or reject the timecard
Rejected	A timecard has a 'Rejected' status when it has been: • Rejected by employee's supervisor (or their proxy)	Employee can view, modify and resubmit the timecard Supervisor can approve or Unreject the timecard

MyAntioch (Self-Service) Time Entry
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Frequently Asked Questions	
What format is used when entering time?	You can select clock in/out times from the drop down menu or enter time in using hours/minutes. (Ex. 0800am= 8:00am). Do not use military time to enter hours.
How do I delete the wrong time entered during clock in/out?	Highlight the time to remove and delete. Enter the correct time and proceed with entering your hours worked.
Can I enter hours that I have not worked?	NO. Employees should enter hours daily, to comply with to AU Time Entry processes. Do not enter hours for days that you have not yet work. It can be consider falsification of time worked.
Do I have to record lunch/meal breaks?	Yes. Employees who work a minimum of 6 hours daily must take and record a 30-minute meal period before the end of their 5th hour of work. Employees do not have to enter 15 minutes breaks in time entry.