

# MVCC Web Time Entry for Employees

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## Employee guidelines / instructions for SIRS time sheet submission.

1. From any computer on the Internet, go to the college website at <http://www.mvcc.edu> and click on the **Information & Registration SIRS** button.
2. Click on the **Login to Secure Area** button.
3. Enter your SIRS ID and PIN and then click on **Login**.  
*If you do not know your SIRS login information or have forgotten it, please ask your Supervisor to contact HR at 792-5636*
4. Click on the Main Menu tab: **Employee**
5. Click on the link: **Time Sheet**
6. Select the appropriate pay period that you are entering time for and click on **Time Sheet**.
7. To enter hours for a specific day, click on the link, Enter **Hours**, below the heading for the correct day.
8. Enter the *begin time* that you started and the *end time* which you left. Remember to “punch out” for any lunch/dinner breaks. For example, I worked 8:30 – 4:30 and took one hour lunch break from 12:00 – 1:00. I would enter 8:30 AM – 12:00 PM and 1:00 PM – 4:30 PM.
9. If you work the same hours for other days in the pay period, you can click on the **Copy** button and select the other days that you worked. It will then copy the hours worked into the designated days eliminating the need to enter your time worked in each day column.
10. Click on **Timesheet** to return to the main input screen.
11. If you need to supply your supervisor with any comments, click on the **Comments** button. Here you can enter comments that your supervisor will see. Comments such as “worked through lunch on Sept 30, 2009” or “worked on Oct 1 to make up for time missed on Sept 29” are examples of comments.
12. Click on **Submit for Approval. (ONLY ONCE AT END OF TWO WEEK TIMESHEET PERIOD)**.
13. You will be prompted to enter your SIRS PIN again. Your PIN is considered to be your electronic signature.
14. *Do not send a paper time-sheet to payroll if you approved your time on the web.*

**IMPORTANT:** All time sheets **MUST** be submitted before 11PM Eastern Time on the Monday after the end of the pay period. Failing to submit your time sheet electronically will require you to complete and submit a paper time sheet, possibly delaying your pay until the next period.