

## Instructions for Submitting Certificate of Attendance (COA) During COVID-19 Closure

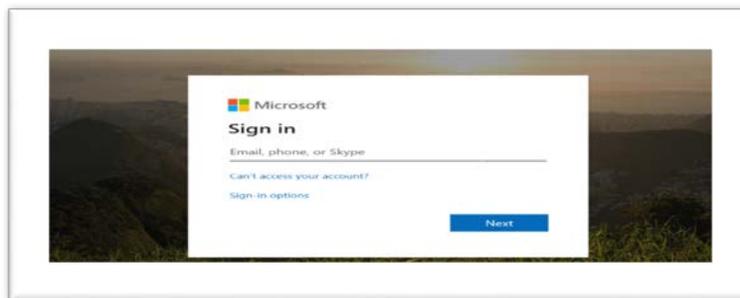
Dear Employee,

As CCC continues to closely monitor the occurrence of COVID-19, Payroll Services is committed to paying employees properly and accurately during this difficult time. To facilitate the submission of your Certificate of Attendance (COA), follow these instructions to submit your COAs at the end of the pay period. **Please note that all individuals will need to complete their own COA. Administrative Personnel will not be able to do this submission on your behalf during this period.** Your deadline will be the same as what your campus has previously set.

You should have received an email with the link to the SharePoint site where your COA will be available for you to fill out for each day of the pay period. The COA Timesheet can be accessed through any browser, however it cannot be accessed through any cell phone at the moment. Please follow the steps below:

**Step 1:** Click on the link found in the email.

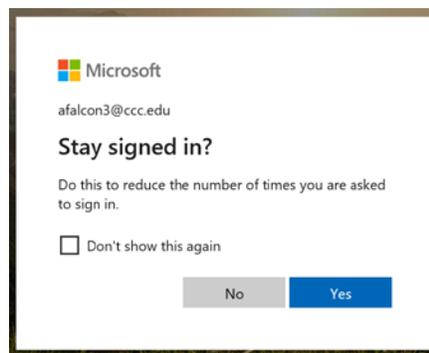
**Step 2:** Enter your full CCC email address



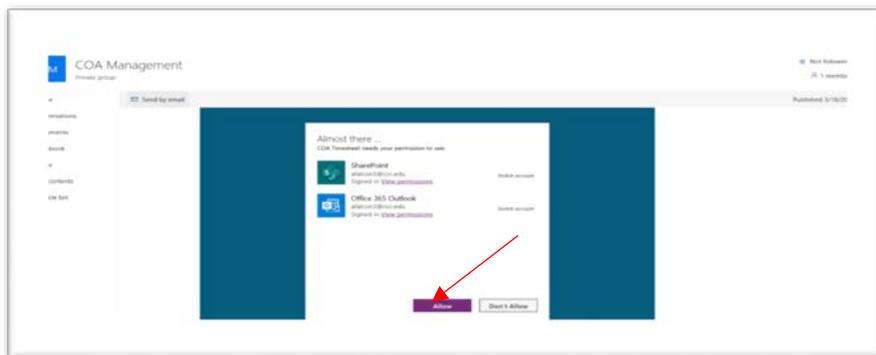
**Step 3:** You will be taken to a second login where you enter your full email address and CCC network password.



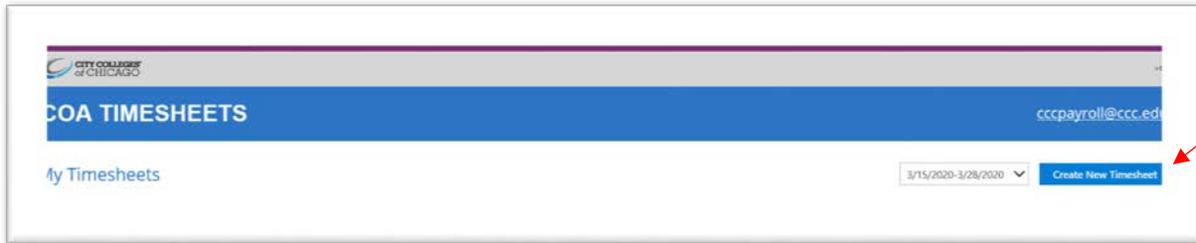
**Step 4:** SharePoint will ask you if you would like to stay signed in. Click “Yes” if you want the site to remember your credentials every time you visit the site. If you click “No” you will be asked to enter your CCC email address and network password every time.



**Step 5:** The site will ask your permission to use SharePoint and/or Office 365 Outlook. This plug-in will allow you to use the site’s functionalities. You will ***need to click “Allow” to proceed to the actual COA or timesheet template.***

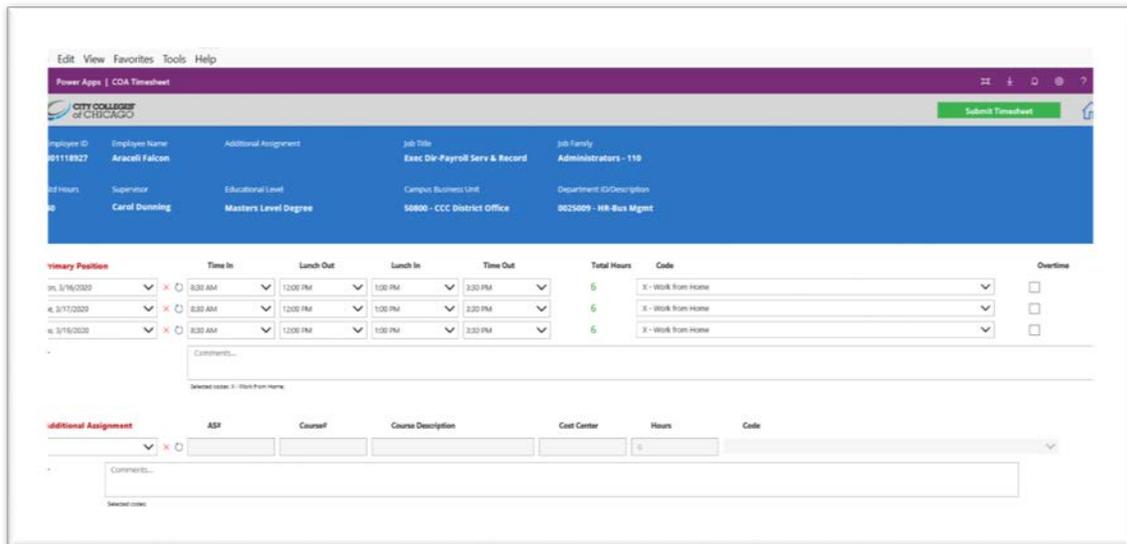


**Step 6:** You will be taken to the COA Timesheets Homepage. Select the pay period for which you are submitting time and click “Create New Timesheet”.



**Step 7:** Your COA Timesheet for the pay period selected will be created. It is broken into two sections:

- **Section 1: Primary Position** – This section is to be completed for your primary position that you normally report hours for.
- **Section 2: Additional Assignment Position** – This section is to be completed by credit lecturers or by non-credit lecturers for any additional assignments that you perform.



**For the remainder of the document you will follow the steps of your category:**

### **Full-Time Faculty, Librarians, Training Specialists, Middle College**

**Step 8:** Fill out Section 1 – Primary Position. You will need to fill out the following fields:

**Date:** Select from the drop-down menu the day of the pay period you worked.

**FTA Check Box:** Check this for each day you worked. When you check this box the time reporting fields will not be accessible.

**Code:** Select the appropriate code from the drop-down menu. This could be X-Work from Home or the exception (benefit leave) reporting

**To add additional days hit the “+” button under row you just completed. Enter as many days as needed for the days worked in the pay period.**

**Comments:** Enter any comments you want your manager or payroll to know for this section.

Stu Hours	Supervisor	Educational Level	Campus business Unit	Department ID/Description
12	Steve Marsey	Masters Level Degree	50803 - Malcolm X College	3010150 - English

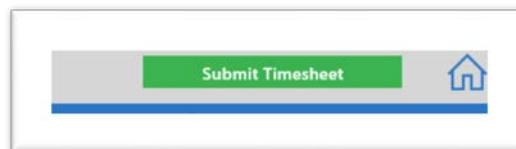
Primary Position	FTA	Time In	Lunch Out	Lunch In	Time Out	Total Hours	Code	Overtime
Thu, 3/19/2020	<input checked="" type="checkbox"/>						Y - Regular Work Day	<input type="checkbox"/>

+  
Comments...

Selected codes: Y - Regular Work Day (Faculty Attendance Full-Day)

**NOTE:** You will need to fill out Section 2 Additional Assignment if you are assigned to teach an overtime course, or if non-faculty are teaching a credit course.

**Step 9:** Once completed you can submit your COA timesheet by clicking on the “Submit Timesheet” button. You will be taken to a page acknowledging your time being submitted.



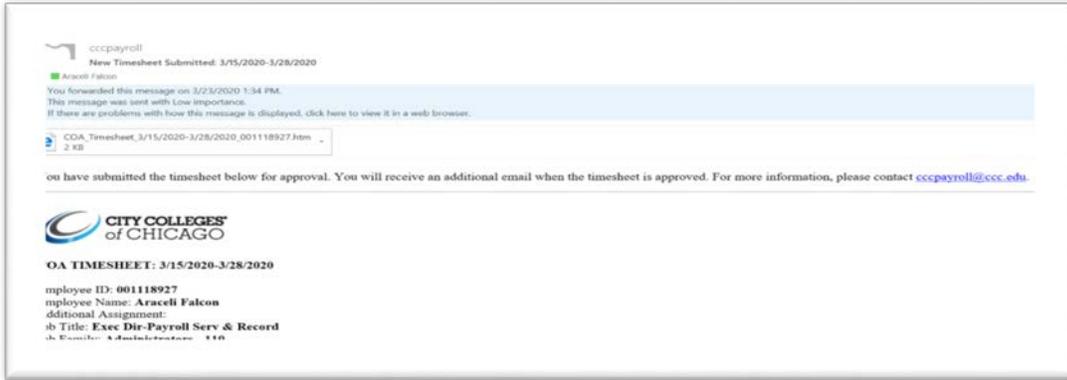
I certify the statements stated above are true and any leave time is documented accurately.  
I understand that if any changes occur in or after my submission  
I will email changes to cccpayroll@ccc.edu.  
I understand payroll will make adjustment on the following payroll.

Yes, submit my timesheet Cancel

Thank you, your timesheet was successfully completed.

OK

**Step 10:** You will receive an email from [cccpayroll@ccc.edu](mailto:cccpayroll@ccc.edu) with a summary of the timesheet submitted.



Thank-you for your patience and be ensured we are working to make this period as seamless as possible for you. For any questions please email [HR4U@ccc.edu](mailto:HR4U@ccc.edu) at any time. Please be safe and healthy during this challenging time.

**AFSCME, BNA Lecturers, & Vocational Lecturers**

**Step 8:** Fill out Section 1 – Primary Position. You will need to fill out the following based on whether you worked remotely or not:

**If you did not work remotely,**

**Date:** Select from the drop-down menu the day of the pay period you worked.

**FTA Check Box:** Check this for each day you worked. When you check this box the time reporting fields will not be accessible.

**Code:** Select W- Excused Absence with Pay or the exception (benefit leave) reporting.

**To add additional days hit the “+” button under row you just completed. Enter as many days as needed for the days worked in the pay period.**

**Comments:** Enter any comments you want your manager or payroll to know for this section.

12 Steve Marsey Masters Level Degree 50803 - Malcolm X College 3010150 - English

Primary Position	FTA	Time In	Lunch Out	Lunch In	Time Out	Total Hours	Code	Overtime
Thu, 3/19/2020	<input checked="" type="checkbox"/>						Y - Regular Work Day	<input type="checkbox"/>
+ Comments... <small>Selected codes: Y - Regular Work Day (Faculty Attendance Full-Day)</small>								

**If you worked remotely:**

**Date:** Select from the drop-down the day of the pay period you worked.

**Time In:** Select the start time for the day worked.

**Lunch Out:** If you took a lunch select when you started your lunch. If you took no lunch, then leave blank.

**Lunch In:** If you took a lunch select when you returned from lunch. If you took no lunch, then leave blank.

**Time Out:** Select the end time for the day worked.

**Total Hours:** Total hours will be automatically summed for each day.

**Code:** Select the appropriate code from the drop-down menu (X-Work from Home)

**Comments:** Enter any comments you want your manager or payroll to know for this section.

Below is an example of an adult educator with teaching hours and professional development

Vary Position	FTA	Time In	Lunch Out	Lunch In	Time Out	Total Hours	Code	Overtime
3/16/2020	<input type="checkbox"/>	8:00 AM			12:00 PM	4	X - Work from Home	<input type="checkbox"/>
3/16/2020	<input type="checkbox"/>	1:00 PM			3:00 PM	2	C - Conference (meetings, phone calls, etc.)	<input type="checkbox"/>
3/16/2020	<input type="checkbox"/>	1:00 PM			3:00 PM	2	X - Work from Home	<input type="checkbox"/>

Professional Development -1-3  
Selected codes: C - Conference (meetings, phone calls, etc.) X - Work from Home

Additional Assignment	AS#	Course#	Course Description	Cost Center	Hours	Days	Code

For regular teaching hours, members can enter one row for the entire day if member is teaching several courses within that one day:

- Enter Time In when you start your first course
- Enter Lunch Out when you end your first course
- Enter Lunch In when you start your second course
- Enter Time Out when you end your second course
- Select X – Work from Home from the Code menu.

For Professional Development, members can enter two rows:

- Add a row for professional development using the C – Conference with the Time in and Time Out.
- Add a row for regular hours you would have worked using X – Work from Home when attending professional development.
- Add a comment in the text box that you attended professional development on the day indicated.

**Step 9:** Fill out Section 2 – Additional Assignment if you also are teaching courses. You will need to fill out the following fields:

**Date:** Select from the drop-down menu the day of the pay period you worked.

**AS#:** Enter the earn code for the course. If information is not known, you can leave blank. Example A01, A02, B01 etc.

**Course #:** Enter the course number. If information is not known, you can leave blank. Example 0570 or 0987 etc.

**Course Description:** Enter the course description. You can combine into one row your course and lab or you can enter them as separate rows. Example Business 101, English 101 with Lab, etc.

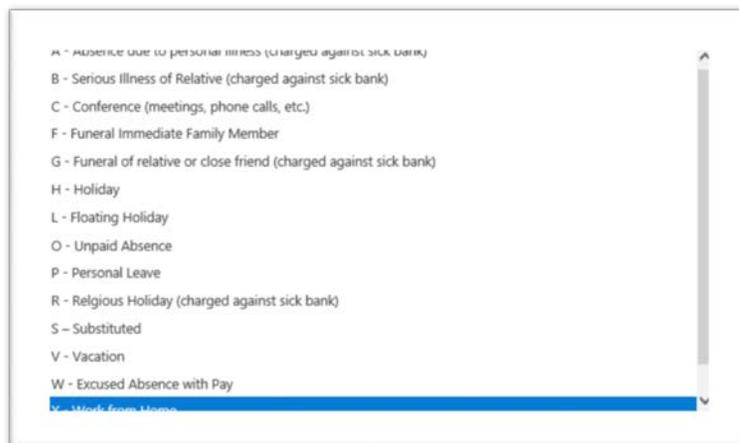
**Campus (formerly Cost Center):** Enter the teaching campus for the assigned course. Example MX, OH, HW, etc.

**Hours:** Enter the number of contact hours reporting for the course if applicable.

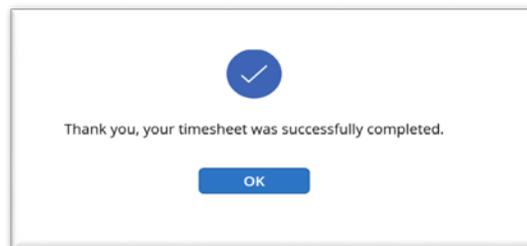
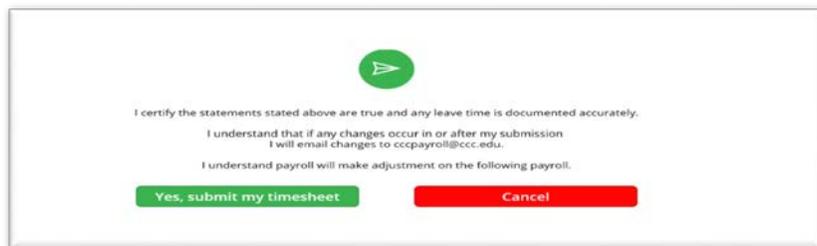
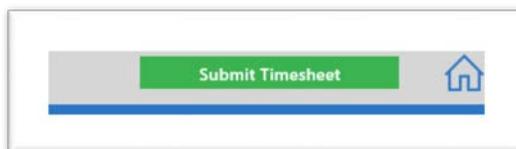
**Days:** Enter the whole day if applicable.

**Code:** Select the appropriate code from the drop-down menu.

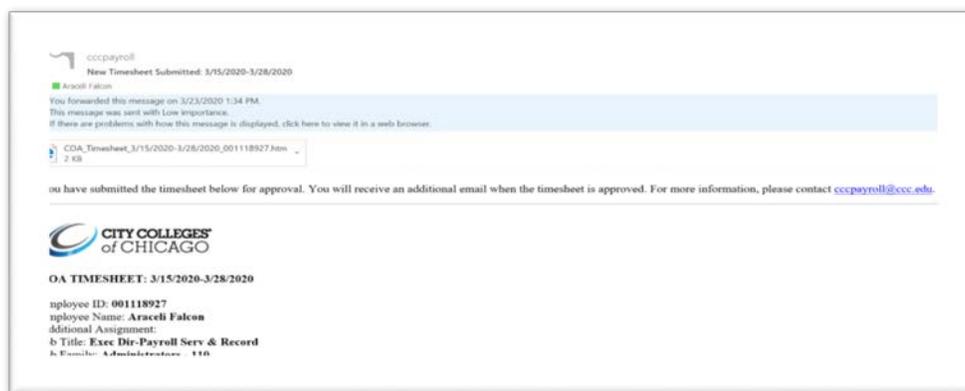
**Comments:** Enter any comments you want your manager or payroll to know for this section.



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**Step 11:** You will receive an email from [cccpayroll@ccc.edu](mailto:cccpayroll@ccc.edu) with a summary of the timesheet submitted.



Thank-you for your patience and be ensured we are working to make this period as seamless as possible for you. For any questions please email [HR4U@ccc.edu](mailto:HR4U@ccc.edu) at any time. Please be safe and healthy during this challenging time.

## **Adjunct Credit Lecturers**

**Step 8:** Fill out Section 2 – Additional Assignment. You will need to fill out the following fields:

**Date:** Select from the drop-down menu the day of the pay period you worked.

**AS#:** Enter the earn code for the course. If information is not known, you can leave blank. Example A01, A02, B01 etc.

**Course #:** Enter the course number. If information is not known, you can leave blank. Example 0570 or 0987 etc.

**Course Description:** Enter the course description. You can combine into one row your course and lab or you can enter them as separate rows. Example Business 101, English 101 with Lab, etc.

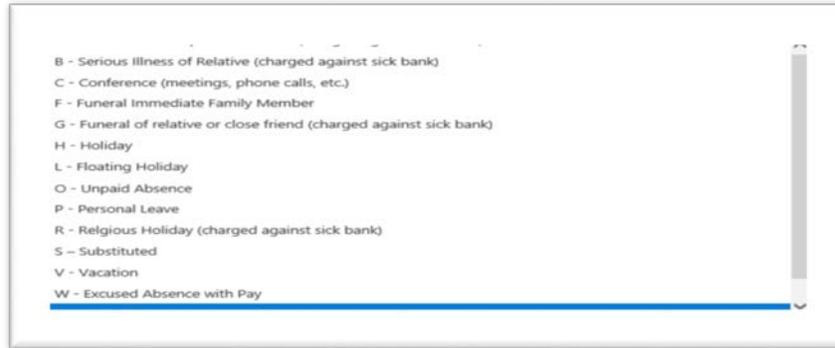
**Campus (formerly Cost Center):** Enter the teaching campus for the assigned course. Example MX, OH, HW, etc.

**Hours:** Enter the number of contact hours reporting for the course if applicable.

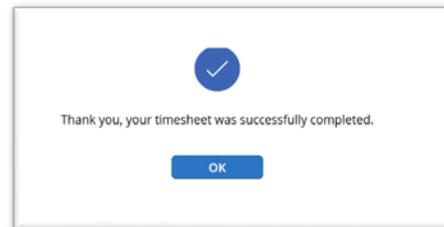
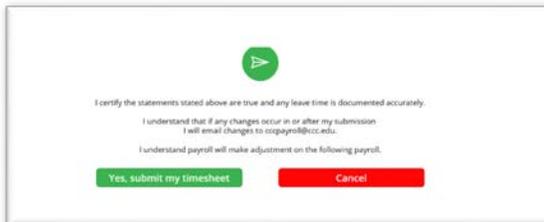
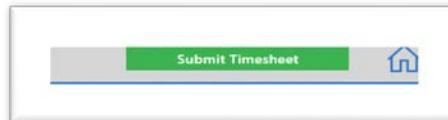
**Days:** Enter the whole day if applicable.

**Code:** Select the appropriate code from the drop-down menu.

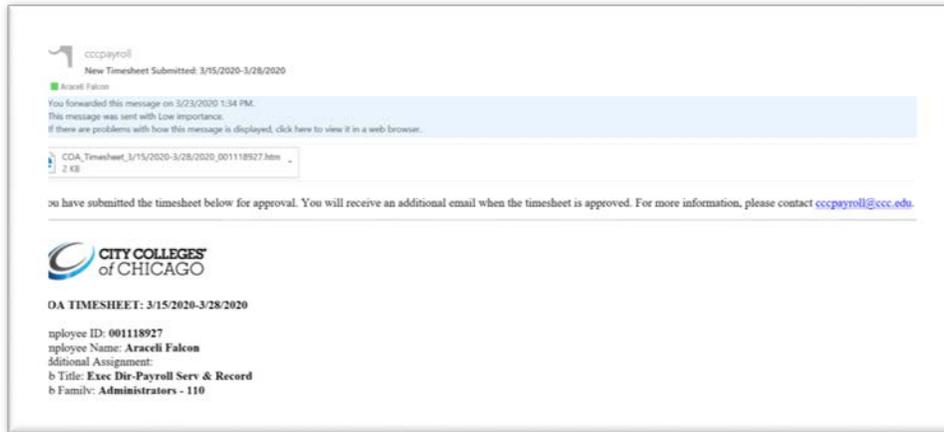
**Comments:** Enter any comments you want your manager or payroll to know for this section.



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