



ONLINE ELECTRONIC TIME SHEET ON DEMAND TRAINING

Part-time employees and their supervisors are required to take training on how to use the electronic time sheet system.

Training will be delivered online through eCampus. Each section will be open for the entire semester to allow participants to log in at their convenience and complete the self-paced training. Generally, it will take no more than an hour to complete the training. You can print a certificate upon successful completion of the class. **You must score at least a 95 on the quiz to pass.**

Registration is online through eConnect; registration instructions are provided below.

One hour of staff enrichment credit will be given upon successful completion. Grades will be entered in eConnect after you have completed the class. Please allow up to one week after completing the class to look for credit on your Staff Enrichment Report.

Registration Instructions:

- Login to eConnect as an Employee
- Choose "Register for Staff Enrichment" on the Employee menu.

The screenshot shows a registration form with the following fields and annotations:

- Step 1:** A red arrow points to the "Term" dropdown menu, which is set to "2012SP - 2012 Spring".
- Step 2:** A red arrow points to the "Course" dropdown menu (set to "XTOT - Other Software Training"), "Course #" text box (set to "1000"), and "Section #" text box (set to "94501"). A second red arrow points to the "Section #" field with the text "Part-time employees enter 94501 Supervisors enter 94502".
- Step 3:** A red arrow points to the "SUBMIT" button.

Other visible fields include "Location" (disabled), "Search Within Class Title", and checkboxes for days of the week (Mon, Tue, Sat, Sun).

- Fill out the form (3 steps)
 1. **Term:** Enter the current term
 2. **Course information:**
 - **Course:** Select XTOT from the list
 - **Course #:** 1000
 - **Section #:** Time Sheet Entry for Part-time Employees – 94501
Time Sheet Approval for Supervisors – 94502
 3. Click **Submit**.

NOTE: You must leave all other fields blank.

Class instructions are on the next page

Class Instructions:

- The class takes place in eCampus (<http://ecampus.dcccd.edu>).
- If you do not already have an eCampus login, it will be created for you (please allow 24 hours). Your eCampus login ID is your employee ID preceded by a lower case 'e'. If your employee ID is 1234567 your eCampus login is e1234567.
- The first time you log in your password will be the same as your user name and you will be required to change it. Please call 972-669-6477 if you are having trouble logging into eCampus.
- Click **Start Here** in the class menu for instructions.

Quiz Instructions:

- You must make a 95 or above to pass the quiz. You can take the quiz more than once.

- For the quiz to be graded you have to:
 1. Click **Check Answers**
 2. Print your certificate if desired
 3. Click **Finish**
- **If you fail to click Check Answers then Finish, your grade will not appear in the Grade Center.** Please verify your grade is there by clicking **Grades** on the class menu.

I Need Help!

- For technical help with eCampus or eConnect please call the Employee Helpdesk at 972-669-6477.
- For questions about the class content please call Software Training at 972-669-6461 or email Softwaretraining.
- For payroll policy questions please contact the HR or Payroll office at your location.