Self Service
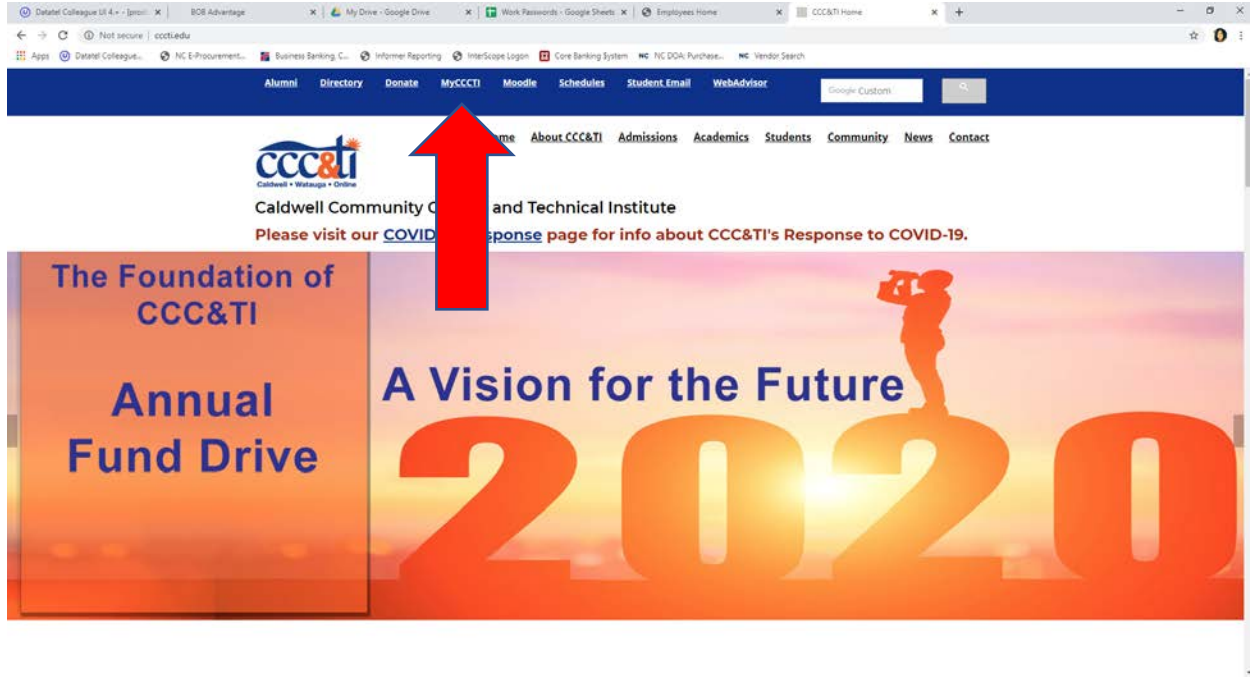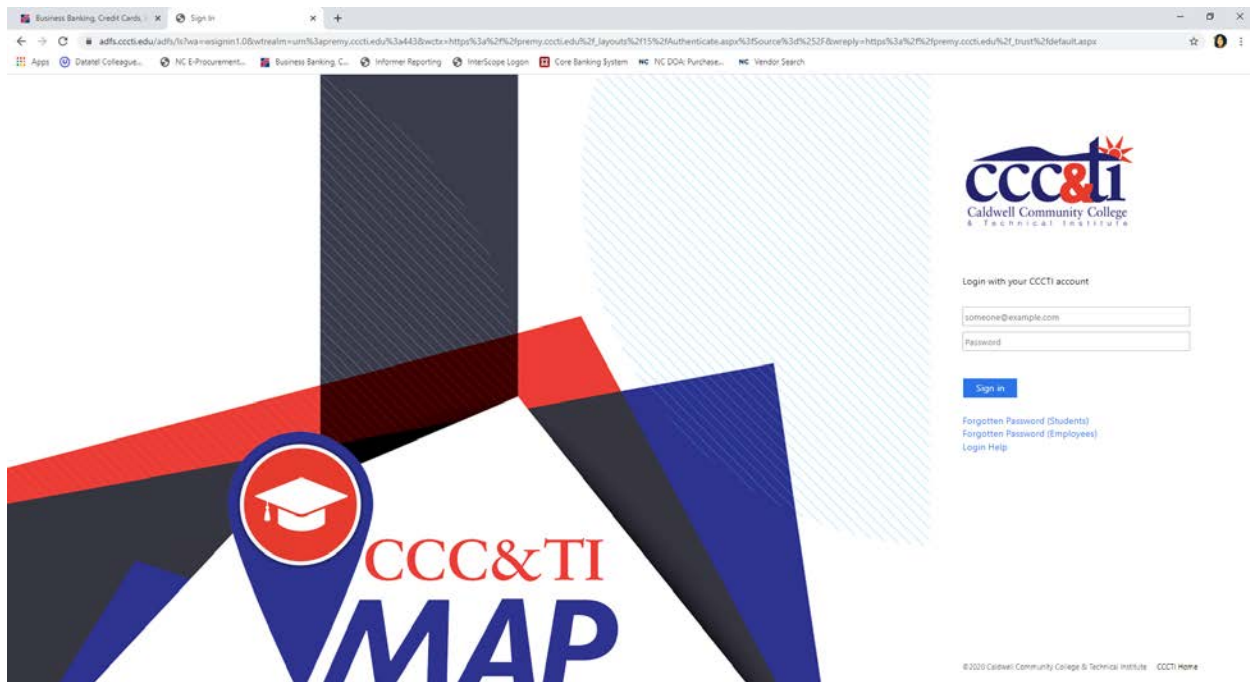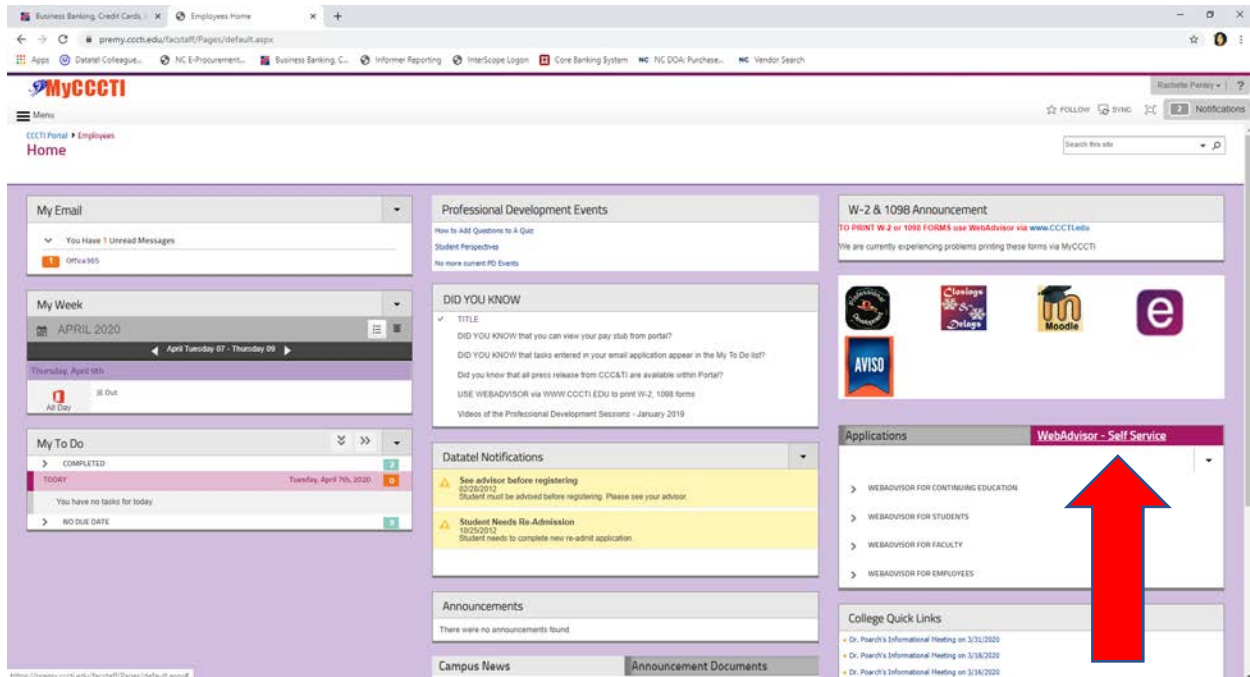**Federal Work Study Supervisor**
Time Entry Approval

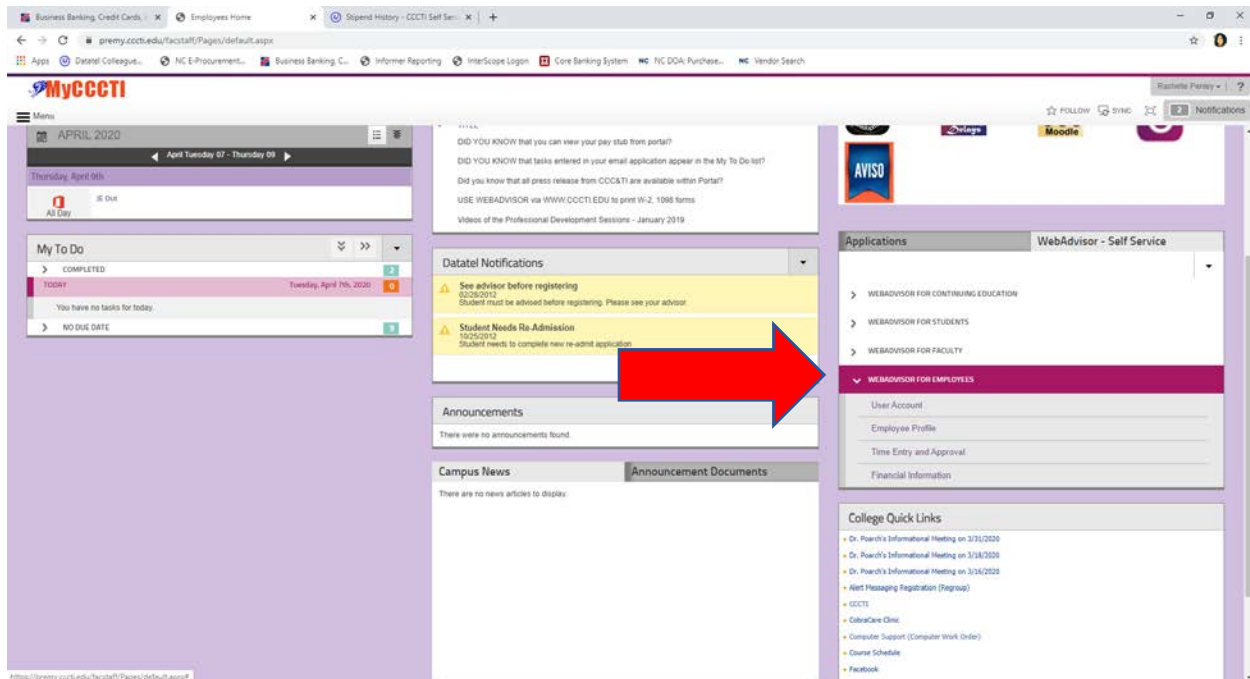Go to www.cccti.edu and click on MyCCCTI portal at top of page and click to login:

You will need to enter your CCCTI login information on next screen:
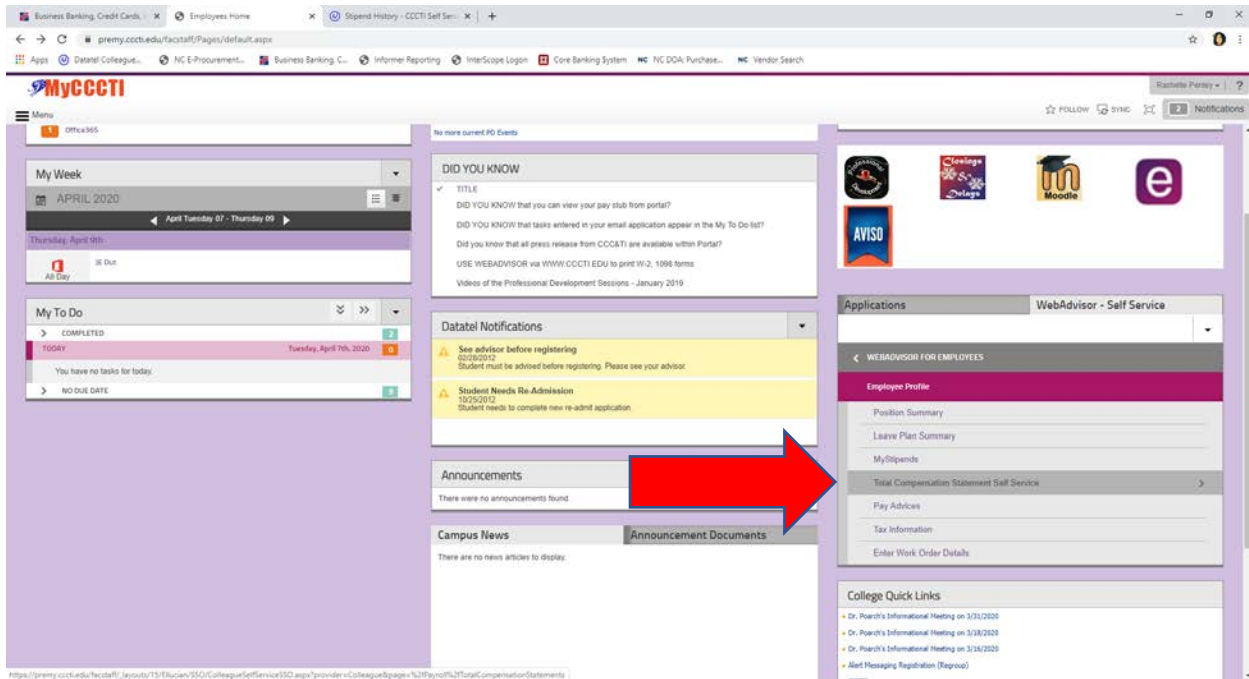
Once you are logged in click on WebAdvisor-Self Service tab on right hand side of screen:

Then click on Webadvisor for employees then click employee profile:

A dropdown box will appear, choose Total Compensation Statement Self Service to take you to the Self Service portal:

Once you are in Self Service, click on the Employment dropdown tab on the left hand side of the screen and choose time approval from the dropdown menu:
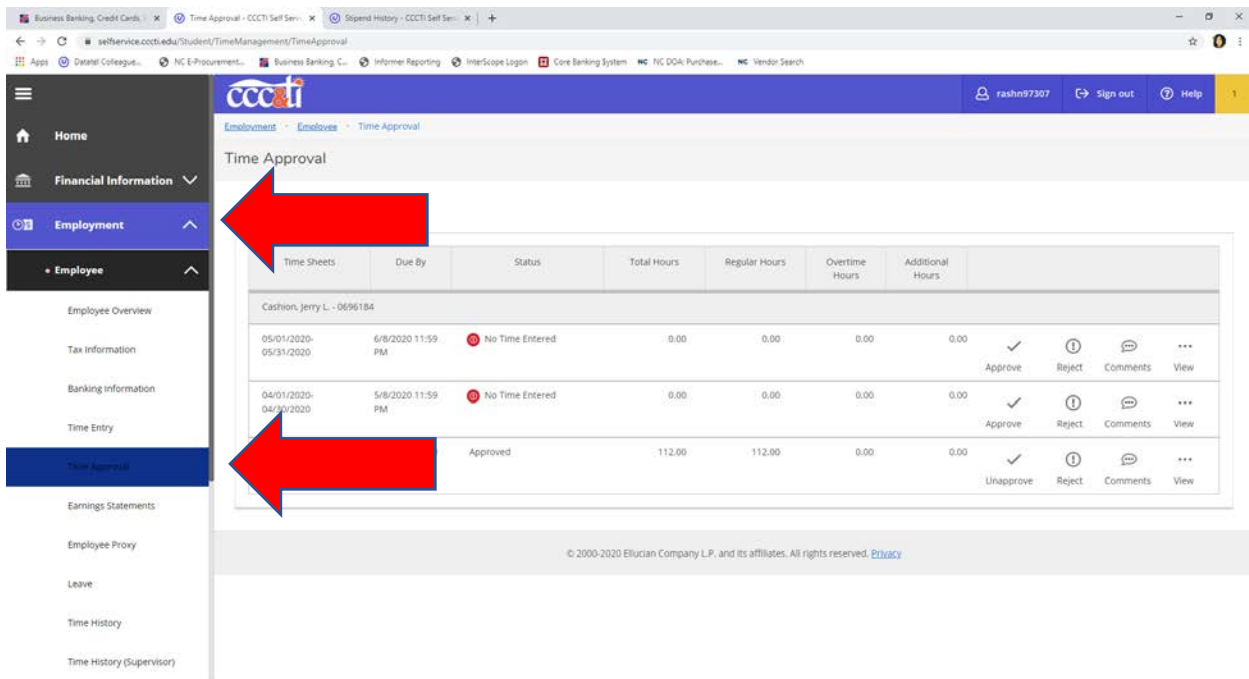
You will then click the "…" view beside the corresponding week for each employee needing approval.

selfservice.cccti.edu/Student/TimeManagement/TimeApproval

Apps   Datatel Colleague...   NC E-Procurement...   Business Banking, C...   Informer Reporting   InterScope Logon   Core Banking System   NC NC DOA: Purchase...   NC Vendor Search

cccti

rashn97307   Sign out   Help   1

Employment · Employee · Time Approval

Time Approval

Monthly Part-Time

Time Sheets	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours				
Cashion, Jerry L. - 0696184										
05/01/2020-05/31/2020	6/8/2020 11:59 PM	🔴 No Time Entered	0.00	0.00	0.00	0.00	✓ Approve	ⓘ Reject	💬 Comments	••• View
04/01/2020-04/30/2020	5/8/2020 11:59 PM	🔴 No Time Entered	0.00	0.00	0.00	0.00	✓ Approve	ⓘ Reject	💬 Comments	••• View
03/01/2020-03/31/2020	4/8/2020 11:59 PM	Approved	112.00	112.00	0.00	0.00	✓ Unapprove	ⓘ Reject	💬 Comments	••• View

Sidebar

- Home
- Financial Information ⌄
- Employment ⌃
  - Employee ⌃
    - Employee Overview
    - Tax Information
    - Banking Information
    - Time Entry
    - Time Approval
    - Earnings Statements
    - Employee Proxy
    - Leave
    - Time History
    - Time History (Supervisor)

The next screen will give you a weekly view of the employee's hours entered. You will need to click Approve located at the top right hand side of the screen for each week for the pay period you are approving.

If you are approving time weekly you will only have to do this one time each week for each employee.

If you are approving time monthly you will have to do this four times for each employee at the end of the month.

Once you have approved the employees time you should see a green "approved" box located next to the number of hours approved for the week.