

# MyC Student Employee Guide

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# Student Employee New Hire Next Steps

## — Establish a MyC Self-Service Account

Open [horizon.colum.edu](https://horizon.colum.edu) > Follow the guide on [page 2](#)

## — Create a second DUO Security account

Follow the guide on [pages 3 and 4](#)

## — Complete W-4 Tax Withholding Elections

*Follow this path in MyC Self Service*

Select Main Menu > Self-Service > Payroll and Compensation > W-4 Tax Information and complete steps

AND

Select Main Menu > Self-Service > Payroll and Compensation > W-4 Illinois Tax Form > Complete form and e-mail to [payroll\\_team@colum.edu](mailto:payroll_team@colum.edu)

## — Sign-up for Direct Deposit

*Follow this path in MyC Self Service*

Select Main Menu > Self-Service > Payroll and Compensation > Direct Deposit > Add Account > [more information and pay calendar](#)

## — Check Personal Information

*Follow this path in MyC Self Service*

Select Main Menu > Personal Information > Personal Information Summary

## — Add Emergency Contacts

*Follow this path in MyC Self Service*

Select Main Menu > Personal Information > Emergency Contacts

## — Submit Hours

Follow the guide on [page 5 and 6](#) > [More information regarding submitting hours](#)

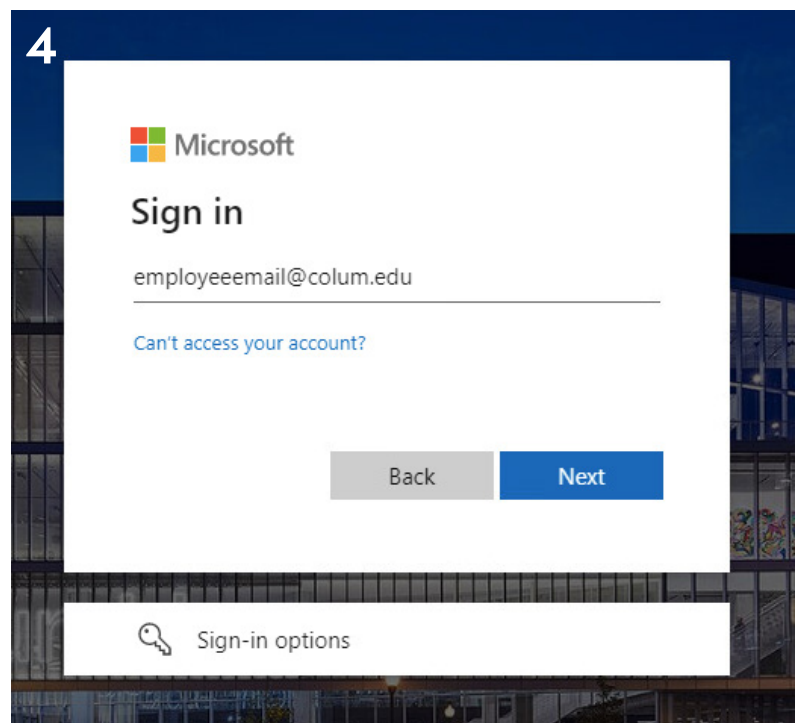
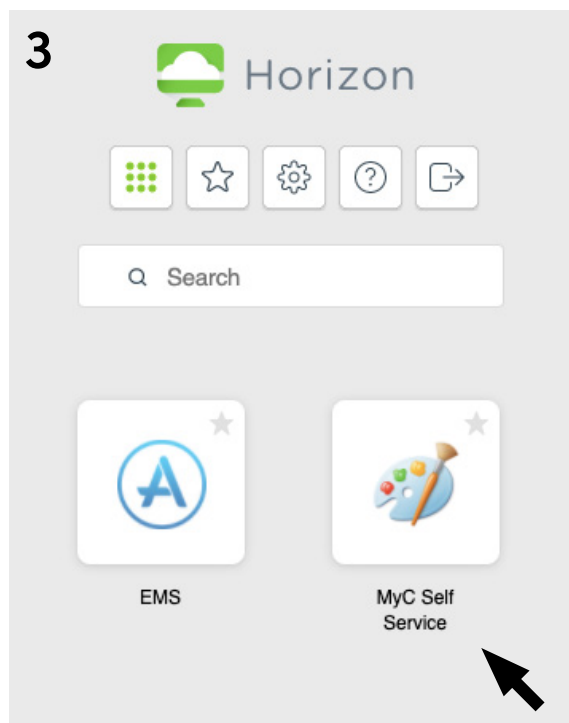
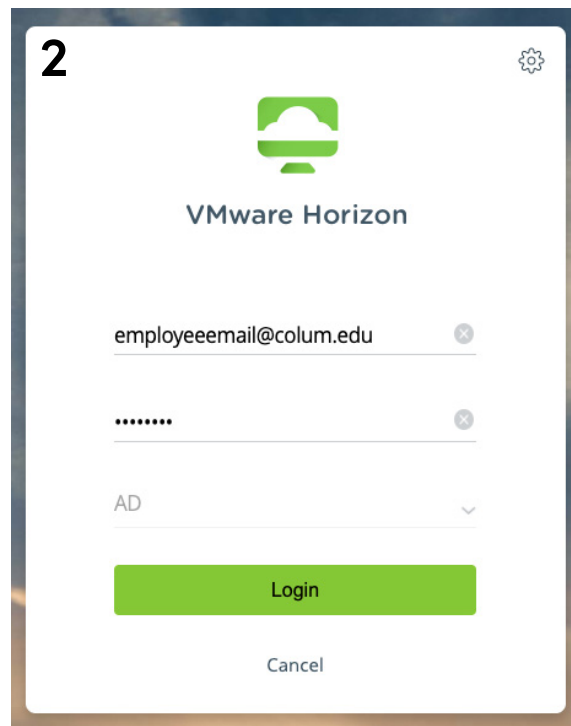
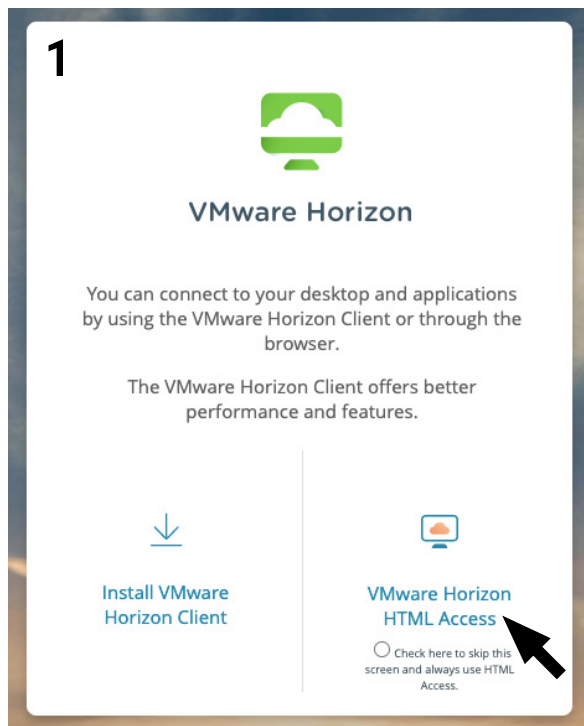
## — Register to Receive W-2 Tax Form

After receiving your first paycheck, visit the [My Records Employee Portal](#)

# Establish a MyC Self-Service Account

pg 2

Open [horizon.colum.edu](https://horizon.colum.edu) > Select VMware Horizon HTML Access > Select MyC Self Service > Log in using the student employee email and password



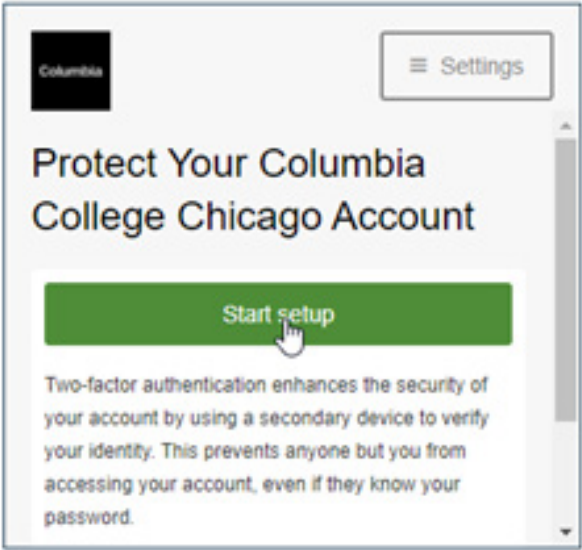
# Create a Second DUO Security Account

Start setup > Add mobile phone or tablet to use the same phone number > Enter your phone number > Complete the text verification process

1

Welcome COLUM\123456

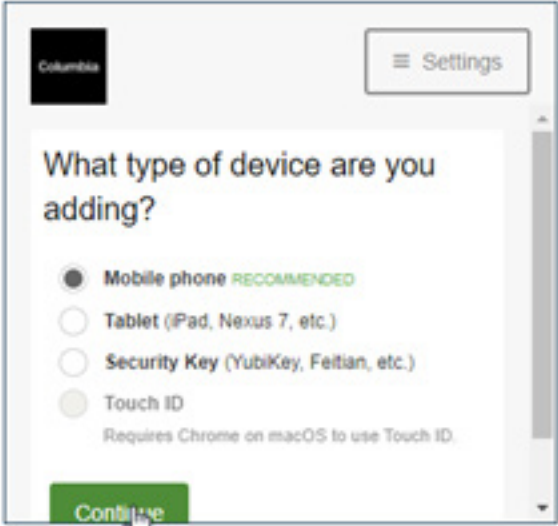
For security reasons, we require additional information to verify your account



2

Welcome COLUM\123456

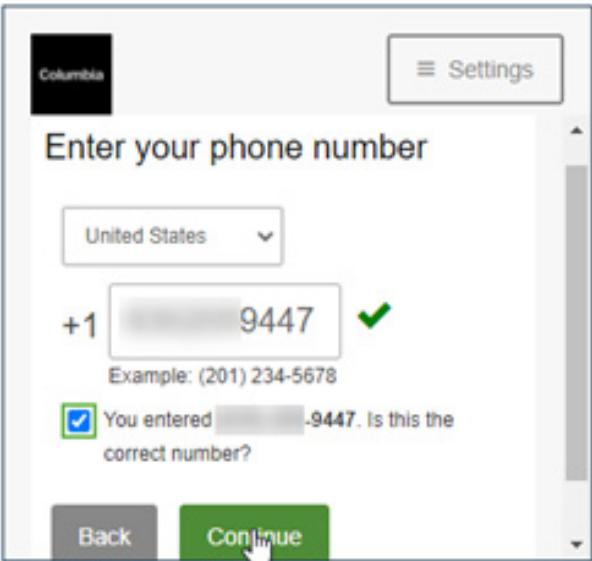
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3

Welcome COLUM\123456

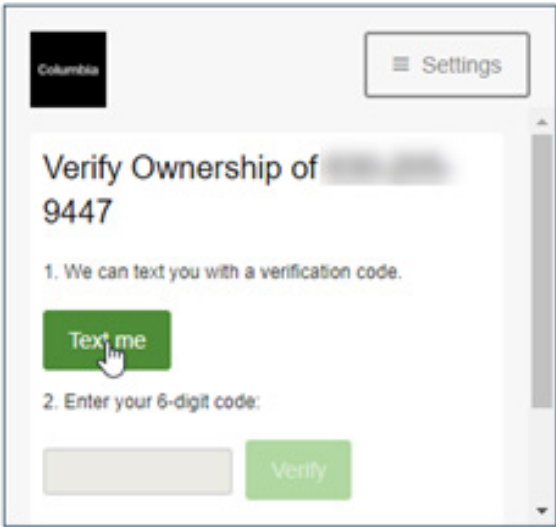
For security reasons, we require additional information to verify your account



4

Welcome COLUM\123456

For security reasons, we require additional information to verify your account

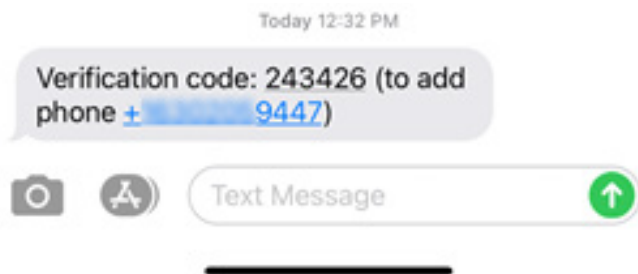


# Create a Second DUO Security Account

pg 4

Further completion of text verification process

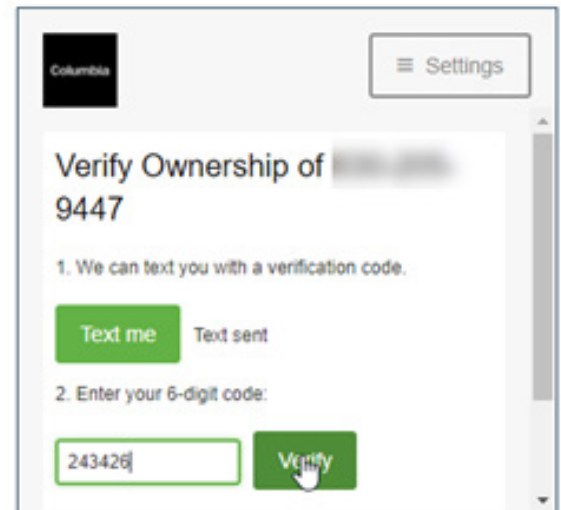
5



6

Welcome COLUM\123456

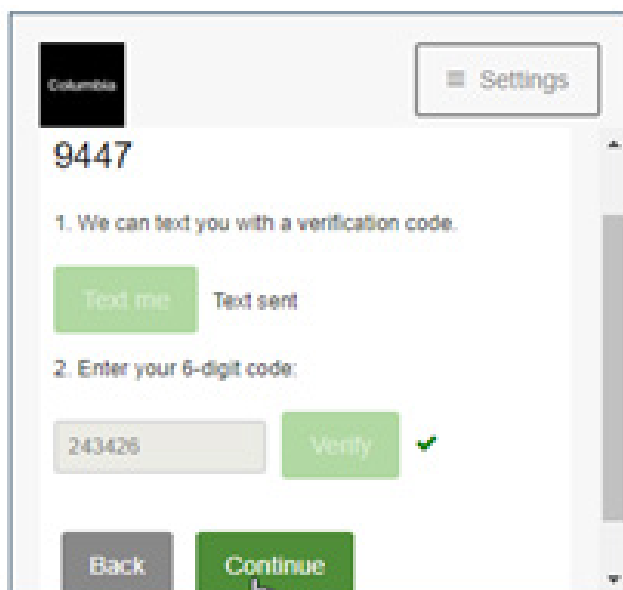
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7

Welcome COLUM\123456

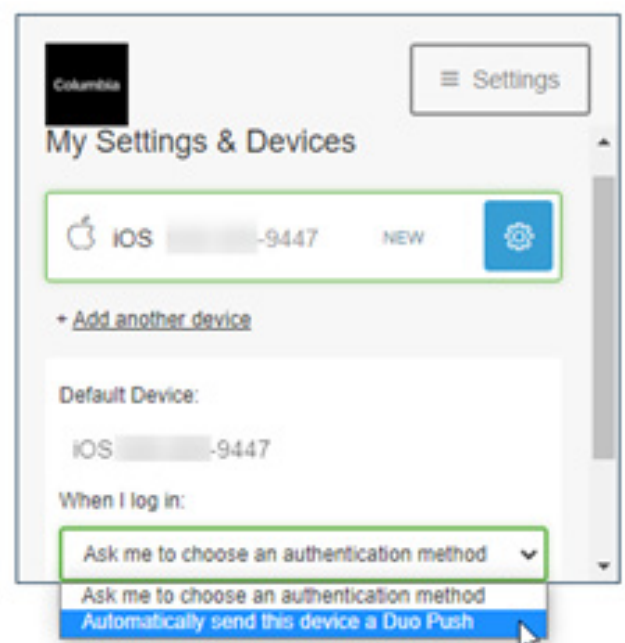
For security reasons, we require additional information to verify your account



8

Welcome COLUM\123456

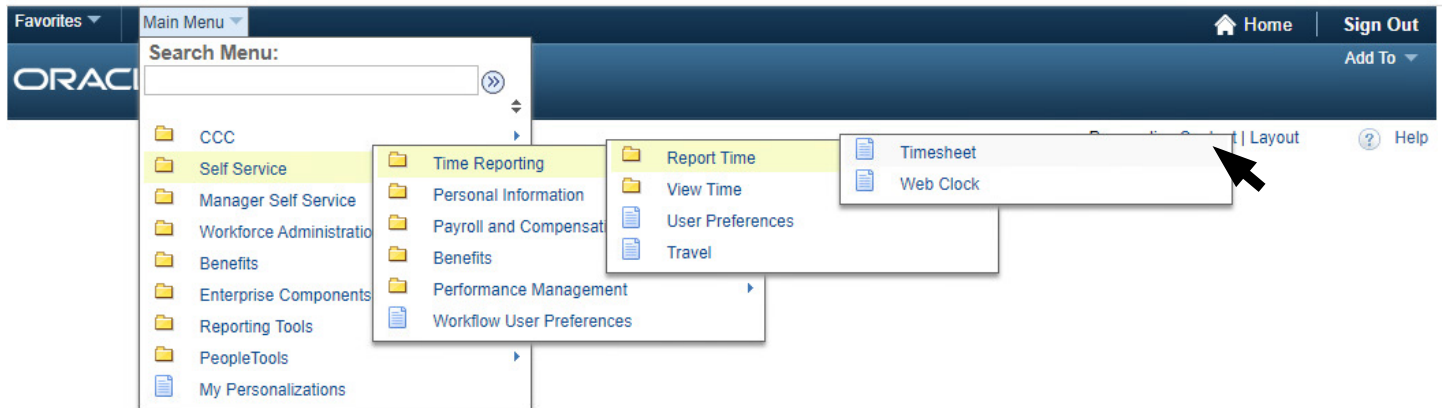
For security reasons, we require additional information to verify your account



# Submitting Hours

pg 5

Select Main Menu > Time Reporting > Report Time > Timesheet



Input the time your shift started under the “In” column and the time your shifts ends under the “Out” column, then select submit.

Actions ▾ Earliest Change Date 01/02/2022

Select Another Timesheet

\*View By Week ▾ Previous Week Next Week

\*Date 11/08/2021 [Calendar Icon] [Refresh Icon]

Reported Hours 11.00 Elapsed Timesheet

Reported time on or after 11/14/2021 is for a future period.

From 11/08/2021 to 11/14/2021 ?

Add Comments	Day	Date	Reported Status	In	Break	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone
ⓘ	Mon	11/8	Submitted	9:00:00AM					5:00:00PM	3.00	▾		PSNONCATSK	CST
ⓘ	Tue	11/9	Submitted	9:00:00AM					5:00:00PM	5.00	▾		PSNONCATSK	CST
ⓘ	Wed	11/10	New								▾		PSNONCATSK	CST
ⓘ	Thu	11/11	New								▾		PSNONCATSK	CST
ⓘ	Fri	11/12	Submitted	9:00:00AM					5:00:00PM	3.00	▾		PSNONCATSK	CST
ⓘ	Sat	11/13	New								▾		PSNONCATSK	CST
ⓘ	Sun	11/14	New										PSNONCATSK	CST

# Submitting Hours - Multiple Shift Day

pg 6

When working more than one shift during the same day, enter your time for the first shift > Select the plus button to add a new line > fill in time for each additional shift

Reported time on or after 11/21/2021 is for a future period.

From 11/15/2021 to 11/21/2021

Add Comments	Day	Date	Reported Status	In	Break	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date			
	Mon	11/15	Submitted	8:00:00AM					12:00:00PM	3.00			PSNONCATSK	Q	CST	11/15	+	-
	Tue	11/16	Submitted							4.50			PSNONCATSK	Q	CST	11/16	+	-
	Wed	11/17	New										PSNONCATSK	Q	CST	11/17	+	-
	Thu	11/18	New										PSNONCATSK	Q	CST	11/18	+	-
	Fri	11/19	New										PSNONCATSK	Q	CST	11/19	+	-
	Sat	11/20	Submitted							3.00			PSNONCATSK	Q	CST	11/20	+	-
	Sun	11/21	New										PSNONCATSK	Q	CST	11/21		

By clicking the SUBMIT button below, I certify and affirm that this timesheet accurately reflects all of the time that I worked and all of the leave time off that I used, or will use, during the reporting period.

Submit Clear

Reported time on or after 11/21/2021 is for a future period.

From 11/15/2021 to 11/21/2021

Add Comments	Day	Date	Reported Status	In	Break	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date			
	Mon	11/15	Submitted	9:00:00AM					12:00:00PM	3.00			PSNONCATSK	Q	CST	11/15	+	-
			New	3:00PM					7:00PM				PSNONCATSK	Q	CST	11/15	+	-
	Tue	11/16	Submitted							4.50			PSNONCATSK	Q	CST	11/16	+	-
	Wed	11/17	New										PSNONCATSK	Q	CST	11/17	+	-
	Thu	11/18	New										PSNONCATSK	Q	CST	11/18	+	-
	Fri	11/19	New										PSNONCATSK	Q	CST	11/19	+	-
	Sat	11/20	Submitted							3.00			PSNONCATSK	Q	CST	11/20	+	-
	Sun	11/21	New										PSNONCATSK	Q	CST	11/21		

By clicking the SUBMIT button below, I certify and affirm that this timesheet accurately reflects all of the time that I worked and all of the leave time off that I used, or will use, during the reporting period.

Submit Clear

# Submitting Hours - Lunch Break

To add a lunch break, Select "Lunch" > fill in the time you leave > Select "In" > fill in the time you return

From 11/15/2021 to 11/21/2021

Add Comments	Day	Date	Reported Status	In	Break	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date			
	Mon	11/15	Submitted	9:00:00AM			12:00PM	12:30PM	2:00:00PM	3.00			PSNONCATSK	Q	CST	11/15	+	-
			New										PSNONCATSK	Q	CST	11/15	+	-
	Tue	11/16	Submitted							4.50			PSNONCATSK	Q	CST	11/16	+	-
	Wed	11/17	New										PSNONCATSK	Q	CST	11/17	+	-
	Thu	11/18	New										PSNONCATSK	Q	CST	11/18	+	-
	Fri	11/19	New										PSNONCATSK	Q	CST	11/19	+	-
	Sat	11/20	Submitted							3.00			PSNONCATSK	Q	CST	11/20	+	-
	Sun	11/21	New										PSNONCATSK	Q	CST	11/21		

By clicking the SUBMIT button below, I certify and affirm that this timesheet accurately reflects all of the time that I worked and all of the leave time off that I used, or will use, during the reporting period.

Submit Clear



# Submitting Hours - Sick Time

pg 7

Navigate to Timesheet > Select "Time Reporting Code" > select "00 SCH - Sick Pay- Hourly emp"  
> Select "quantity" > enter the number of hours you are using > Submit

Reported time on or after 12/19/2021 is for a future period.

From 12/13/2021 to 12/19/2021

Add Comments	Day	Date	Reported Status	In	Break	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date		
	Mon	12/13	Submitted							3.00	00 SCH - Sick Pay - Hourly emp	3	PSNONCATSK	CST	12/13	+	-
	Tue	12/14	Submitted	9:00AM					5:00PM	5.00			PSNONCATSK	CST	12/14	+	-
	Wed	12/15	New										PSNONCATSK	CST	12/15	+	-
	Thu	12/16	New										PSNONCATSK	CST	12/16	+	-
	Fri	12/17	Submitted	9:00:00AM					5:00PM	3.00			PSNONCATSK	CST	12/17	+	-
	Sat	12/18	New										PSNONCATSK	CST	12/18	+	-
	Sun	12/19	New										PSNONCATSK	CST	12/19		

By clicking the SUBMIT button below, I certify and affirm that this timesheet accurately reflects all of the time that I worked and all of the leave time off that I used, or will use, during the reporting period.

[Submit](#) [Clear](#)

## Checking Sick Time

Navigate to Timesheet > Scroll down to "Leave and Compensatory Time Balances" > Check "Recorded Balance"

Reported time on or after 12/19/2021 is for a future period.

From 12/13/2021 to 12/19/2021

Add Comments	Day	Date	Reported Status	In	Break	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date		
	Mon	12/13	Submitted							3.00	00 SCH - Sick Pay - Hourly emp	3	PSNONCATSK	CST	12/13	+	-
	Tue	12/14	Submitted	9:00AM					5:00PM	5.00			PSNONCATSK	CST	12/14	+	-
	Wed	12/15	New										PSNONCATSK	CST	12/15	+	-
	Thu	12/16	New										PSNONCATSK	CST	12/16	+	-
	Fri	12/17	Submitted	9:00:00AM					5:00PM	3.00			PSNONCATSK	CST	12/17	+	-
	Sat	12/18	New										PSNONCATSK	CST	12/18	+	-
	Sun	12/19	New										PSNONCATSK	CST	12/19		

By clicking the SUBMIT button below, I certify and affirm that this timesheet accurately reflects all of the time that I worked and all of the leave time off that I used, or will use, during the reporting period.

[Submit](#) [Clear](#)

[Summary](#) [Leave / Compensatory Time](#) [Exceptions](#) [Payable Time](#)

**Leave and Compensatory Time Balances**

Personalize | Find | 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	3.27	0	40.000	

Self Service  
Time Reporting