

Time Entry for Exempt Employees
(Full Time Faculty, Administrators and Staff)

Local Tax Withholding Effective 1/1/2022

This is to inform you of a change to your Ohio local tax withholdings effective 1/1/2022.

Columbus State Community College is legally required to withhold local taxes based on where associates work. In March, 2020, in response to the pandemic, Ohio issued a Temporary Order requiring employers to continue to withhold local taxes based on associates' office location. The order expired this year and companies now are expected to change local Ohio tax withholdings to reflect associates' current workplaces.

Therefore, beginning January 1, 2022, you will be required to record the hours you work from your home office on your time entry form in CougarWeb.

The hours are recorded based upon where you spent "the majority" of your day.

Here is an example of how this will work:

An associate works 2 days from their home office in Dublin and 3 days on the Columbus campus

- The associate will see 16 hours of their local tax withholdings be withheld at Dublin local tax rate
- The other 24 hours of their local tax withholdings will be withheld at Columbus local tax rates

The impact of this change will vary per associate and their resident locations. Some will see a decrease in withholdings, some will see an increase, and others will experience no change.

There is no impact to state or federal tax withholdings.

If you are approved to work 100% of your work remotely, please complete the Remote Tax form available: <https://www.csc.edu/employee/hr/payroll/tax-withholding.shtml>

Complete the form, have it approved by your supervisor and submit to payrolloperations@csc.edu.

Your time entry form can then be set up with the remote location as your default so that you won't need to access the timecard unless you are reporting to campus. This form will not be retroactive.

What follows are instructions on how to enter remote work time.

How To Record Time in CougarWeb

On the Log In page in CougarWeb enter your username and password and click the Submit button

The screenshot shows the top navigation bar with the Columbus State Community College logo and the CougarWeb title. Below this is a maroon header bar with 'EMPLOYEES' on the left and 'Welcome Guest!' on the right. The main content area is titled 'Log In' and contains two input fields: 'Username' and 'Password'. A 'SUBMIT' button is positioned below the password field. At the bottom of the page, there are links for 'CSCC Home Page', 'What's My Cougar ID?', 'What's My Username?', and 'What's My Password?'. A dark blue footer bar contains four buttons: 'Log In', 'MAIN MENU', 'EMPLOYEES MENU', and 'CONTACT Us'.

From the Employees Menu page click on the Time entry link

The screenshot shows the 'COUGARWEB FOR EMPLOYEES MENU' page. It features a maroon header bar with the Columbus State Community College logo and the CougarWeb title. Below the header, a white box contains the text: 'The following links may display confidential information.' The page is organized into four main sections, each with a maroon header bar: 'User Profile', 'Employee Profile', 'Time Entry and Approval', and 'Financial Information'. The 'Time Entry and Approval' section is highlighted, and the 'Time entry' link is also highlighted in yellow. Other links include 'Update Profile', 'View/Add Proxy Access', 'Time history', 'Time approval (for supervisors)', 'Employee history (for supervisors)', 'Leave Plan Summary', 'Additional & Contract Compensation', 'Pay Advices', 'View Pay Advices (For Administrators)', 'W-2 (For Administrators)', 'T4 (For Administrators)', 'Degree Audit', 'Banking Information', and 'View Projects'. A dark blue footer bar at the bottom contains four buttons: 'LOG OUT', 'MAIN MENU', 'EMPLOYEES MENU', and 'CONTACT Us'.

On the Time entry page select the timecard for the pay period you wish to add remote time and click the Submit button

COLUMBUS STATE
COMMUNITY COLLEGE

CougarWeb

EMPLOYEES

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input checked="" type="checkbox"/>	10/01/21	10/15/21	Director	02/01/21	Payroll	Jan L. Ellis	Columbus Campus	11/24/21 01:00AM
<input type="checkbox"/>	11/16/21	11/30/21	Director	02/01/21	Payroll	Jan L. Ellis	Columbus Campus	12/02/21 01:00AM

SUBMIT

[LOG OUT](#) [MAIN MENU](#) [EMPLOYEES MENU](#) [CONTACT Us](#)

The time card will be prefilled with 8 hours showing in the Hours Worked column for every work day during a pay period. Delete the 8 hours showing in the Hours Worked column and enter your remote work hours in the Other Time Hours column and in the Other Time Types column select Remote Work Full Time (SERS) or (STRS)

Time Entry

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Director	10/15/21	Two Weeks Behind	Payroll	Columbus Campus	Jan L. Ellis	11/24/21 01:00AM

Leave Type	Leave Balance
CARE Leave FT SERS	24.00
Annual Leave	272.48
Get Out the Vote	0.00
Jury/Civic Duty	-40.00
Sick	1111.17

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
10/01/21	Friday				8.00	Remote Work Full Time (SERS)			<input type="checkbox"/>
10/02/21	Saturday								<input type="checkbox"/>
10/03/21	Sunday								<input type="checkbox"/>
10/04/21	Monday	8.00							<input type="checkbox"/>
10/05/21	Tuesday	8.00							<input type="checkbox"/>
10/06/21	Wednesday				8.00	Remote Work Full Time (SERS)			<input type="checkbox"/>
10/07/21	Thursday				8.00	Remote Work Full Time (SERS)			<input type="checkbox"/>
10/08/21	Friday	8.00							<input type="checkbox"/>
10/09/21	Saturday								<input type="checkbox"/>

If you are using vacation or sick time, move the 8 hours from the Hours Worked to the Other Time Hours and select Remote Work in the Other Time Types so that your earnings will be taxed for the remote jurisdiction. Then submit your eLeave request as usual.

If your day is split between remote work and work at the office, you will report the hours to the jurisdiction where you worked for the majority of your day.

01/08/22	Saturday									
01/09/22	Sunday									
01/10/22	Monday				8.00	Remote Work (sers)				
01/11/22	Tuesday				8.00	Remote Work (sers)				
01/12/22	Wednesday	8.00								
01/13/22	Thursday	4.00			4.00	Remote Work (sers)				
01/14/22	Friday				8.00	Remote Work (sers)				
01/15/22	Saturday									

Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval

DO NOT CHECK BOX

Once your timecard is completed for the pay period ending click the Submit button and review your hours . Do not click the complete box for exempt time entry only.

The Confirmation page will recap your hours by work type. Review each group for accuracy and if all is correct click the OK button.

Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 01/15/22
Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	12.00
Annual Leave Hours	0.00
Sick Hours	0.00
Remote Work (sers)	68.00
Total Hours	80.00

OK

You will see a text that says you have not marked the time entry complete. Simply click OK, no further action is needed for exempt employee time entry.