

How to Record Your Time in CougarWeb Non-Exempt

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:

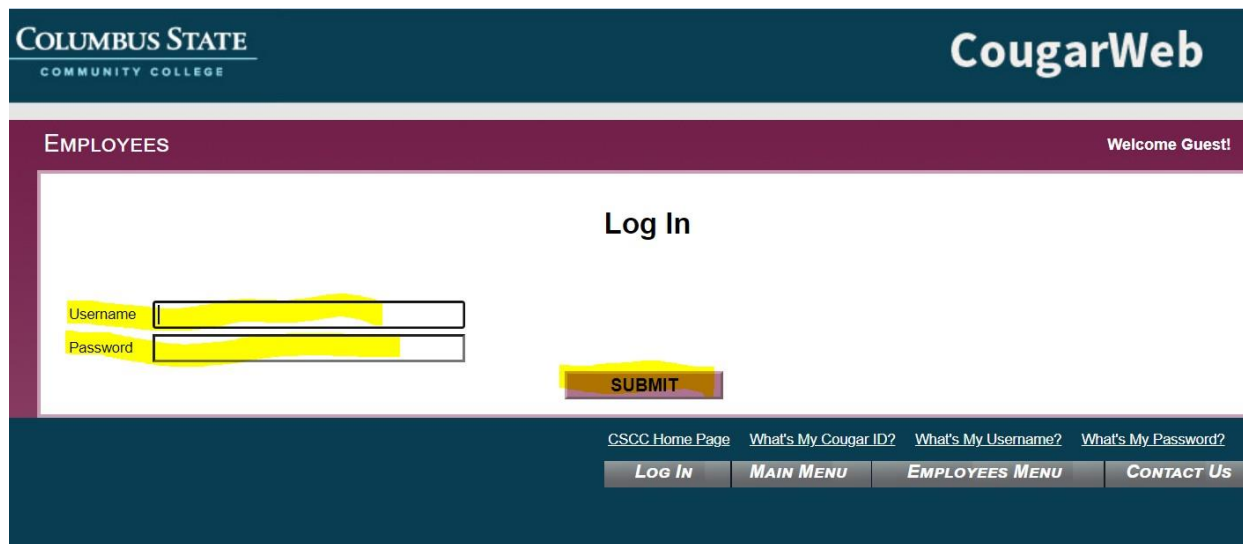
An associate works 2 days from their home office in Dublin and 3 days on the Columbus campus.

- 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.

Go to <https://www.csc.edu/employee/cougarweb>

Enter your username and password on the Log In page in CougarWeb and click the Submit button



The screenshot shows the CougarWeb interface. At the top, there is a dark blue header with "COLUMBUS STATE COMMUNITY COLLEGE" on the left and "CougarWeb" on the right. Below this is a maroon banner with "EMPLOYEES" on the left and "Welcome Guest!" on the right. The main content area is white and titled "Log In". It contains two input fields: "Username" and "Password", both with yellow highlights. Below these fields is a yellow "SUBMIT" button. At the bottom of the page, there is a dark blue footer with links: "CSCC Home Page", "What's My Cougar ID?", "What's My Username?", and "What's My Password?". Below these links are four buttons: "LOG IN", "MAIN MENU", "EMPLOYEES MENU", and "CONTACT Us".

From the Employees Menu page click on the Time entry link

COLUMBUS STATE
COMMUNITY COLLEGE

CougarWeb

COUGARWEB FOR EMPLOYEES MENU

The following links may display confidential information.

User Profile

[Update Profile: Address/Phone/Chosen Name/Pronouns/Gender Identity](#)
[View/Add Proxy Access \(Grant trusted individuals access to your account\)](#)

Employee Profile

[Leave Plan Summary](#)
[Additional & Contract Compensation](#)
[Pay Advances](#)
[Degree Audit](#)
[Banking Information](#)

Time Entry and Approval

[Time entry](#)
[Time history](#)
[Time approval \(for supervisors\)](#)
[Employee history \(for supervisors\)](#)

Financial Information

[View Projects](#)

LOG OUT

MAIN MENU

EMPLOYEES MENU

CONTACT Us

On the Time entry page selective the pay period ending time card you wish to enter your time in by clicking in the box in the Choose Only One column and then click the Submit button

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 type="checkbox"/>	10/01/21	10/15/21	Payroll Specialist	06/01/15	Payroll	Tina Davis	Columbus Campus	11/24/21 01:00AM
<input checked="" type="checkbox"/>	11/16/21	11/30/21	Payroll Specialist	06/01/15	Payroll	Tina Davis	Columbus Campus	12/02/21 01:00AM

SUBMIT

LOG OUT

MAIN MENU

EMPLOYEES MENU

CONTACT Us

Enter your time daily in your CougarWeb time card. Regular work hours will be defined for this process as the hours worked at the employee's on-site work

location. are entered in the Time In and Time Out columns. Be sure to clock in and out for lunches.

If part of the work hours are remote and part are on campus, report the hours for where the majority of the day was worked.

Vacation, sick and holiday should all be reported as remote in the Other Time Hours. Select the appropriate time type in the Other Time Types column. The selections for full time non- exempt will include Remote Work full time (SERS) Campus Closing, Holiday hours, Remote Holiday Hours, Conferences, and In Service.

Please note that the Remote Work, Remote Holiday, Remote Sick and Remote Vacation will be taxed at your local tax withholding .

EMPLOYEES

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Payroll Specialist	11/30/21	Two Weeks Behind	Payroll	Columbus Campus	Tina Davis	12/02/21 01:00AM

Leave Type	Leave Balance
CARE Leave FT SERS	18.50
Get Out the Vote	0.00
Administrative Leave	-200.00
Jury/Civic Duty	-16.00
Annual Leave	361.74
Sick	312.25

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
11/16/21	Tuesday	08:00AM	12:00PM					<input type="checkbox"/>
11/16/21	Tuesday	01:00PM	05:00PM					<input type="checkbox"/>
11/17/21	Wednesday					8.00	Remote Work Full Time (SERS)	<input type="checkbox"/>
11/17/21	Wednesday							<input type="checkbox"/>
11/18/21	Thursday	08:00AM	12:00PM	4.00				<input type="checkbox"/>
11/18/21	Thursday							<input type="checkbox"/>

Once you have completed entering you time for the pay period ending, click the Submit button at bottom of the page

Additional Time(Prior Period) ☐

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

Supervisor Decision
Supervisor Comments
Supervisor's E-mail Address

Pending Approval

SUBMIT

LOG OUT
MAIN MENU
EMPLOYEES MENU
CONTACT Us

On the Confirmation page review your hours and time types. If correct click the OK button

EMPLOYEES

Confirmation

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

Pay Period End Date 11/30/21
Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	32.00
Annual Leave Hours	28.00
Sick Hours	4.00
Remote Work Full Time (SERS)	24.00
Total Hours	88.00

Calculated Overtime	Hours
Remote Overtime Sers	5.00

OK

LOG OUT
MAIN MENU
EMPLOYEES MENU
CONTACT Us

Go back into the time card and click in box at the bottom of the page, this becomes your electronic signature. Then click the Submit button.

11/28/21	Sunday							
11/28/21	Sunday							
11/29/21	Monday			8.00				
11/29/21	Monday							
11/30/21	Tuesday			8.00				
11/30/21	Tuesday							

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

Supervisor Comments

Supervisor's E-mail Address

SUBMIT

Once you click Submit your time card will be forward to your Supervisor for approval

EMPLOYEES

Confirmation

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date 11/30/21

Time Entry Status Complete

Current Pay Period	Hours
Regular Hours	32.00
Annual Leave Hours	28.00
Sick Hours	4.00
Remote Work Full Time (SERS)	24.00
Total Hours	88.00

Calculated Overtime	Hours
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OK