SBCC
SANTA BARBARA CITY COLLEGE
Cartwright Learning Resources Center

Online Time Sheet Instructions

To use the online time sheet system:

1) Go to the SBCC website: **http://www.sbcc.edu/**

2) Click on Pipeline. **pipeline**

3) Enter your **username and password** and go to step 5 below. If you don't know your username, go to step 4.

4) Click on "Need help?" Follow the directions to find your username and to create your password. If you get an error message, your pipeline account is not yet activated.

5) Login to Pipeline. Click on "**Employee**".

6) Scroll down and click on "**Pay & Benefits**".
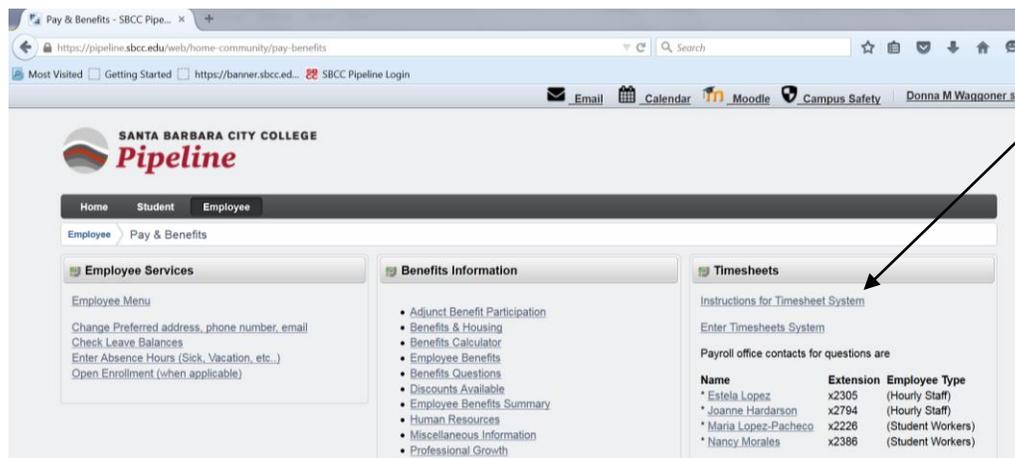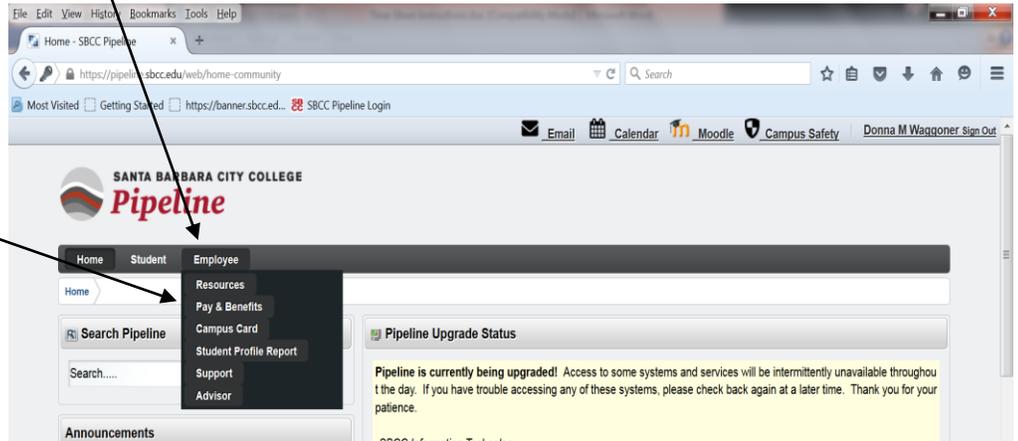
7) Under ""**Timesheets**" on the right side of the screen, click on "**Enter Timesheet System**".

8) Open your current time sheet.

9) Enter your hours. Make sure to round minutes to quarter hours:
15 minutes = .25
30 minutes = .50
45 minutes = .75
For example, 1 hour and 30 minutes = 1.5

10) Click "**Save**".

11) Click "**Approve**" when you are ready to submit your hours for payment for that pay period.

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