



ExecuTime Employee User Manual

ExecuTime-Employee Actions

After you login, you will land on Employee Action tab.



Following menu is be available under this tab:

- A. Clock In/Out
- B. Time Card Inquiry
- C. Benefits Summary
- D. Benefits Calendar
- E. Time-Off Request
- F. Hours Request
- G. Time Approval

Employee Actions: Tools

EXECUTIME SOFTWARE

Employee Actions

Sign out

Welcome Joe Hourly
2/19/2014 8:13:51 AM

Employee Clock In/Out

Clock In/Out

Time Card Inquiry

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

Clock In **Clock Out** **Edit Info >>**

Your availability status is **Unknown**

Today's Messages

Welcome to ExecuTime. This is PRODUCTION system.

Status of Time Card Entries Not Processed to Payroll

Pay Period	Employee	Supervisor
02/27/2017 - 03/05/2017	!	!
03/06/2017 - 03/12/2017	!	!

1. **User Preferences** – This option allows the employee to set certain preferences on the user level.
2. **Change Password:** Covered in prior section.
3. **Help Document** – Selecting this option will open the ExecuTime Help Document. It is in PDF format and you are able to search for specific topics.

A. Clock In/Out

EXECUTIME SOFTWARE

Employee Actions

Employee Clock In/Out

Welcome Joe Hourly
10/15/2014 9:52:28 AM

Sign out

Clock In/Out

Time Card Inquiry

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

Clock In/Out

1. **Clock In** **Clock Out** **Edit Info >>**

Your availability status is **Clocked In** 2.

3. **Today's Messages**

Welcome to Executime! This is test system !!

4. **Status of Time Card Entries Not Processed to Payroll**

Pay Period	Employee	Supervisor
09/29/2014 - 10/12/2014	⚠	⚠
10/13/2014 - 10/26/2014	!	!

Employee Clock In/Out Screen

1. **Clock In/Out** -This is where you will clock in/out if you are using the browser.
2. **Status** - Once you have clocked in, you will receive a confirmation page. Your availability status will change from “clocked out” to “clocked in”.
3. **Today’s Messages** – Will show any messages that have been posted.
4. **Timecard Approval Box** - This will show the current and previous pay periods and if the employee or department head has signed off on the timecard. The red exclamation indicates the timecard has not been approved. A green check mark indicates the timecard has been approved.

Clock In/Out (Cont'd...)

- ☞ If you work as an hourly employee or workstudy student you must hit “Edit Info” button.

EXECUTIME SOFTWARE

Employee Actions

Employee Clock In/Out

Sign out

Welcome Joe Hourly
10/15/2014 9:52:28 AM

Clock In/Out

Time Card Inquiry

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

Clock In Clock Out **Edit Info >>**

Your availability status is Unknown

Today's Messages


Welcome to Executime! This is test system !!

Status of Time Card Entries Not Processed to Payroll

Pay Period	Employee	Supervisor
09/29/2014 - 10/12/2014	⚠	⚠
10/13/2014 - 10/26/2014	❗	❗

Clock In/Out (Cont'd...)

🔗 On the this screen, change the “Type” accordingly.



Type	<div>Holiday pay ccc Workstudy IO Hrly Part Time Additional hrs Hrly Part time-non tax 101 (Admin)</div>
Pay Class	101 (Admin)
Location	Exempt 101 7 hr Employee (Exempt 101 7 hr Employee)
Shift	<input type="button" value="v"/>
Position	<input type="button" value="v"/>
Comment	<input type="text"/>

Clock In/Out (Cont'd...)

- ☞ Select the correct Position from the Position drop down. **Actions to take if you have multiple positions within the college: Please contact payroll to find out the position codes for each assignment.**
- ☞ Click on Clock in.
- ☞ You can also put comments.

Type	Hrly Part Time
Pay Class	101 (Admin)
Location	Exempt 101 7 hr Employee (Exempt 101 7 hr Employee)
Shift	
Position	PM (Primary Pay Assignment) A0 (Supplemental Pay Assg. A) B0 (Supplemental Pay Asso. B)
Comment	

Clock In Clock Out Reset << Edit Info

Recording Time for more than one hourly position: Employees who have more than one positions(also called an assignment) at CCC must attribute their time worked to the corresponding position. The ExecuTime time system automatically attributes all time entered as if it were being paid from the position considered one's "default" or primary position . For this reason, employees must specify the position code for any non-default positions.

B. Time Card Inquiry

Time Card Inquiry

Clock In/Out

Time Card Inquiry **1.**

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

Pay Period: 02/27/2017 00:00 - 03/12/2017

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
35.00	0.00	15.00	0.00	(0.00)	0.00	0.00	0.00	50.00

Showing 10 per page; 5 total records

Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Shift Pos
1	Mon	03/06/2017	08:30	18:30	IO	10.00	0.00	10.00	10.00	0.00	
1	Tue	03/07/2017	08:30	18:30	IO	10.00	0.00	10.00	20.00	0.00	
1	Wed	03/08/2017	08:30	18:30	IO	10.00	0.00	10.00	30.00	0.00	
1	Thu	03/09/2017	08:30	18:30	IO	10.00	0.00	10.00	40.00	0.00	
1	Thu	03/09/2017	08:30	13:30	IO	5.00	0.00	10.00	40.00	0.00	
1	Thu	03/09/2017	13:30	18:30	comptime earned	5.00	0.00	10.00	40.00	0.00	
1	Fri	03/10/2017	08:30	18:30	IO	10.00	0.00	10.00	50.00	0.00	

Showing 10 per page; 5 total records

0.0 Save

2.

- Time Card Inquiry** – This is the employee’s timecard. You can see the details of each transaction as well as the total hours for each transaction.
- Overtime/CompTime** – The blue shaded area above is how the overtime is displayed. By default, non-exempt administrators who work overtime hours will receive COMPTIME in ExecuTime. For those employees who did not elect to receive COMPTIME, their hours will need to be converted to OVERTIME. Please see instructions on next slides.
NOTE: Please refer to your collective bargaining agreement for your specific overtime policies.
- History** - Using the History tab you can view your timecard by using the drop down box and selecting the pay period you wish to view.

CompTime Converter

Pay Period: 02/27/2017 00:00 - 03/12/2017

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
35.00	0.00	15.00	0.00	(0.00)	0.00	0.00	0.00	50.00

Showing 10 per page; 5 total records

Rules	Day	Date	*	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Shift	Position	Schedule	Comment
ⓘ		Mon	03/06/2017		08:30	18:30	IO	10.00	0.00	10.00	10.00	0.00			
ⓘ		Tue	03/07/2017		08:30	18:30	IO	10.00	0.00	10.00	20.00	0.00			
ⓘ		Wed	03/08/2017		08:30	18:30	IO	10.00	0.00	10.00	30.00	0.00			
⊕ ⓘ		Thu	03/09/2017		08:30	18:30	IO	10.00	0.00	10.00	40.00	0.00			
⊕ ⓘ		Fri	03/10/2017		08:30	18:30	IO	10.00	0.00	10.00	50.00	0.00			

Showing 10 per page; 5 total records

Expand the Time Entry details next to the day the overtime was accrued by clicking on the plus (+) sign

Comp Time Converter

Pay Period: 02/27/2017 00:00 - 03/12/2017

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
35.00	0.00	15.00	0.00	(0.00)	0.00	0.00	0.00	50.00

Showing 10 per page; 5 total records

Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Shift	Position	Schedule	Com
①	Mon	03/06/2017	08:30	18:30	IO	10.00	0.00	10.00	10.00	0.00				
①	Tue	03/07/2017	08:30	18:30	IO	10.00	0.00	10.00	20.00	0.00				
①	Wed	03/08/2017	08:30	18:30	IO	10.00	0.00	10.00	30.00	0.00				
①	Thu	03/09/2017	08:30	18:30	IO	10.00	0.00	10.00	40.00	0.00				
①	Thu	03/09/2017	08:30	13:30	IO	5.00	0.00	10.00	40.00	0.00				
①	Thu	03/09/2017	13:30	18:30	comptime earned	5.00	0.00	10.00	40.00	0.00				
①	Fri	03/10/2017	08:30	18:30	IO	10.00	0.00	10.00	50.00	0.00				

Showing 10 per page; 5 total records

Once the **Time Entry** details have been expanded, a box will appear to the left of the hours.

Comp Time Converter

Pay Period: 02/27/2017 00:00 - 03/12/2017

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
35.00	0.00	15.00	0.00	(0.00)	0.00	0.00	0.00	50.00

Showing 10 per page; 5 total records

Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Shift	Position	Schedule	Commer
1	Mon	03/06/2017	08:30	18:30	IO	10.00	0.00	10.00	10.00	0.00				
1	Tue	03/07/2017	08:30	18:30	IO	10.00	0.00	10.00	20.00	0.00				
1	Wed	03/08/2017	08:30	18:30	IO	10.00	0.00	10.00	30.00	0.00				
1	Thu	03/09/2017	08:30	18:30	IO	10.00	0.00	10.00	40.00	0.00				
1	Thu	03/09/2017	08:30	13:30	IO	5.00	0.00	10.00	40.00	0.00				
1	Thu	03/09/2017	13:30	18:30	comptime earned	5.00	0.00	10.00	40.00	0.00				
1	Fri	03/10/2017	08:30	18:30	IO	10.00	0.00	10.00	50.00	0.00				

Showing 10 per page; 5 total records

Enter the desired hours to be converted in the box provided and hit Save.

Comp Time Converter

Pay Period: 02/27/2017 00:00 - 03/12/2017

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
35.00	5.00	10.00	0.00	(0.00)	0.00	0.00	0.00	50.00

Showing 10 per page; 5 total records

Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Shift	Position	Schedule	Com
	Mon	03/06/2017	08:30	18:30	IO	10.00	0.00	10.00	10.00	0.00				
	Tue	03/07/2017	08:30	18:30	IO	10.00	0.00	10.00	20.00	0.00				
	Wed	03/08/2017	08:30	18:30	IO	10.00	0.00	10.00	30.00	0.00				
	Thu	03/09/2017	08:30	18:30	IO	10.00	0.00	10.00	40.00	0.00				
	Thu	03/09/2017	08:30	13:30	IO	5.00	0.00	10.00	40.00	0.00				
	Thu	03/09/2017	13:30	18:30	Overtime	5.00	0.00	10.00	40.00	0.00				
	Fri	03/10/2017	08:30	18:30	IO	10.00	0.00	10.00	50.00	0.00				

Showing 10 per page; 5 total records

The hours are converted from **COMPTIME EARNED** to **OVERTIME**.

ExecuTime Correction Form



EXECUTIME CORRECTION FORM

DATE: _____

NAME: _____

EMPLOYEE ID: _____

Employees:

If you forget to clock-in or clock-out please complete this form and submit it to your supervisor. Use a separate form for each occurrence. Enter the ACTUAL time you arrived, or left, NOT your scheduled time. This form should be submitted immediately, once it is recognized a clock-in or out was missed.

Before any adjustments are made in ExecuTime, all information on this form must be completed, signed by the employee and approved by their Supervisor.

Date:	Time-In AM PM	Time-Out AM PM
Reason for correction (required):		
Employee Approval: By signing this form you are acknowledging that the information provided is accurate. Falsifying time is considered fraud and is subject to disciplinary action up to and including termination of employment.		
Signature _____		Date _____
Supervisor Approval:		
Name (please print) _____		Signature _____
Date _____	<input type="checkbox"/> Corrected	

Cc: Original -Employee Personnel File
Copy -Employee
Copy -Supervisor
Copy -Payroll Office

Note: If you forget to clock-in or clock-out please complete this form and submit it to your supervisor. Use a separate form for each occurrence. Enter the ACTUAL time you arrived, or left, NOT your scheduled time. This form should be submitted immediately, once it is recognized a clock-in or out was missed.

C. Benefits Summary

EXECUTIME SOFTWARE

Employee Actions

Sign out

Welcome Joe Hourly
10/07/2013 12:21:42 PM

Benefits Summary

TOTAL APPROVED PENDING DECLINED HISTORY

Actions	Benefit Type	Benefit Description	Acc. Type	Current Balance	Approved	Pending	Used	Remaining
	PT	Personal time	Pay Period	100.00	0.00	0.00	0.00	100.00
	Sick	Paid time off	Pay Period	40.00	0.00	4.00	0.00	36.00
	VT	Vacation	Pay Period	80.00	0.00	40.00	0.00	40.00

1. **Benefits Summary** - Will show the benefit hours you have available in Executime. These hours have been imported from your payroll system.
2. The current balance reflects your current benefit balance in ExecuTime. Please note: Available balance in ExecuTime may differ from leave time balance in Employee online due to future leave requests and timing of the payroll runs.
3. Anything in an approved or pending status has not yet been exported to payroll but will deduct from your current balance in Executime. The remaining balance is what is available for you to use in Executime.
4. By selecting the tabs you can see your time off requests by status. You can also select the "View History" tab and view all requests for that Benefit Type.

D. Benefits Calendar

The screenshot shows the EXECUTIME SOFTWARE Benefits Calendar interface. The browser address bar displays "https://exe...". The page title is "Benefit Calendar". The user is logged in as "Joe Hourly" and the date is "10/15/2014 11:27:28 AM". The sidebar on the left contains the following menu items: "Clock In/Out", "Time Card Inquiry", "Benefits Summary", "Benefits Calendar" (highlighted), "Time-Off Request", "Hours Request", and "Time Approval". The main calendar area shows a grid for October 2014. The calendar is currently in "month" view. The days of the week are labeled: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The calendar shows time-off requests for Joe Hourly, with the following details:

Day	Time-Off Request
Mon 10/20	08:00 Joe Hourly 555
Tue 10/21	08:00 Joe Hourly 555
Wed 10/22	08:00 Joe Hourly 555
Thu 10/23	08:00 Joe Hourly 555
Fri 10/24	08:00 Joe Hourly 555

Note: Calendar only reflects current and future time. Once processed, it is removed from the calendar.

E. Time Off Request

Time-Off Request

Showing 10 per page; 8 total records

Actions	Employee Id	Name	Day	Date	Duration	Type	Status	Creation Date	Comment
<div>5.</div> <div> <div></div> <div></div> </div>	E99999	Hourly, Joe	Fri	03/24/2017	35.00	Vaca IUE/NJEA supp staff/Request Time Off	Pending	03/09/2017 10:46 AM	This request has multiple entries
	E99999	Hourly, Joe	Fri	03/24/2017	7.00	Vaca IUE/NJEA supp staff/Request Time Off	Pending	03/09/2017 10:46 AM	Lady Gaga in Hawaii
	E99999	Hourly, Joe	Thu	03/23/2017	7.00	Vaca IUE/NJEA supp staff/Request Time Off	Pending	03/09/2017 10:46 AM	Lady Gaga in Hawaii
	E99999	Hourly, Joe	Wed	03/22/2017	7.00	Vaca IUE/NJEA supp staff/Request Time Off	Pending	03/09/2017 10:46 AM	Lady Gaga in Hawaii
	E99999	Hourly, Joe	Tue	03/21/2017	7.00	Vaca IUE/NJEA supp staff/Request Time Off	Pending	03/09/2017 10:46 AM	Lady Gaga in Hawaii
<div>4.</div>	E99999	Hourly, Joe	Mon	03/20/2017	7.00	Vaca IUE/NJEA supp staff/Request Time Off	Pending	03/09/2017 10:46 AM	Lady Gaga in Hawaii
	E99999	Hourly, Joe	Fri	02/26/2016	21.00	Vaca Adm/non aff/Request Time Off	Pending	02/17/2016 10:07 AM	This request has multiple entries
	E99999	Hourly, Joe	Fri	02/26/2016	7.00	Vaca Adm/non aff/Request Time Off	Pending	02/17/2016 10:07 AM	test
	E99999	Hourly, Joe	Thu	02/25/2016	7.00	Vaca Adm/non aff/Request Time Off	Pending	02/17/2016 10:07 AM	test
<div>3.</div>	E99999	Hourly, Joe	Wed	02/24/2016	7.00	Vaca Adm/non aff/Request Time Off	Pending	02/17/2016 10:07 AM	test

Comment:

2.

Showing 10 per page; 8 total records

Time-Off Request

Showing 10 per page; 8 total records

1.

Time-Off Request

Showing 10 per page; 8 total records

- Time Off Request** -You can see any time off requests that you have created.
- You can see the date and time the time off request was created.
- You can see the status of the time off request.
- If you add a comment when submitting a time off request you will see it in the “comments” column. It’s important to remember when adding a comment that it is viewable by anyone who has access to your time card. So just make sure it’s something you don’t mind sharing.
- If your request has multiple days, a “-” sign will appear on the left hand side of the main request and the comment will say “This request has multiple entries”. This is a summary line of the consecutive days request.

Adding a Time-Off Request – Please click on the green plus sign.

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E. Time Off Request(Cont'd...)

Edit Time-Off Request













Benefit Type	<input type="text" value="--Vaca IUE/NJEA supp staff/Request Time Off"/>	1.
Pay Class	Test Department (For Test and Admin Users)	
Location	0001 (Camden County College)	
Position	<input type="text" value="PM (Primary Pay Assignment)"/>	
Shift		
Start Date	<input type="text" value="03/27/2017"/>	
Start Time	<input type="text" value="08:00"/>	2.
End Date	<input type="text" value="03/31/2017"/>	
Benefit Hours Per Day	<input type="text" value="0.00"/> [hh:mm] or [hh:mm]	3.
Comment	<input type="text" value="Lady Gaga in Hawaii"/>	
	<input type="button" value="Save"/>	<input type="button" value="Reset"/> <input type="button" value="Back"/>

4. 5.

1. You will select the benefit type from the drop down menu.
2. Enter the start and end date. You will have the option to enter a start time **Note: 15 min = .25; 30 min = .50 ; 45 min = .75**. If you are only requesting 1 day you can leave the end date empty/blank. If your time off request spans over two weeks, please put in two separate requests. You can choose the date by using the calendar
3. You will enter the **BENEFIT HOURS PER DAY**.
4. You have the option of entering a comment, this field is not mandatory.
5. Select Save and you will receive a confirmation screen. Select OK and you will be directed back to the Time-Off Request screen and you will see the time off request you submitted.

Time Off Request (Cont'd...)

The screenshot displays the EXECUTIME software interface. On the left is a sidebar with navigation options: Clock In/Out, Time Card Inquiry, Benefits Summary, Benefits Calendar, Time-Off Request (highlighted), Hours Request, and Time Approval. The top header shows the EXECUTIME logo, a user icon, and a 'Sign out' button. Below the header, it says 'Welcome Joe Hourly' and '10/07/2013 11:13:30 AM'. The main section is titled 'Time-Off Request' and contains a table with the following columns: Actions, Employee Id, Name, Date, Duration, Type, Comment, Status, and Creation Date. The table lists several requests for 'Hourly, Joe'. The first three requests are 'Approved', and the last five are 'Pending'. The 'Actions' column for the pending requests shows edit (pencil) and delete (minus) icons. The 'Status' column for the pending requests shows the word 'Pending'. Red boxes highlight the edit and delete icons in the Actions column and the Pending status in the Status column.

Actions	Employee Id	Name	Date	Duration	Type	Comment	Status	Creation Date
		Hourly, Joe	10/02/2013	8.00	VT (Vacation)		Approved	10/03/2013 06:55 AM
		Hourly, Joe	10/03/2013	8.00	VT (Vacation)		Approved	10/03/2013 06:55 AM
		Hourly, Joe	10/04/2013	8.00	VT (Vacation)		Approved	10/03/2013 06:55 AM
 		Hourly, Joe	10/18/2013	4.00	Sick (Paid time off)	Dr. Appt.	Pending	10/02/2013 11:55 AM
 		Hourly, Joe	11/04/2013	8.00	VT (Vacation)	Fishing Trip	Pending	10/07/2013 10:34 AM
 		Hourly, Joe	11/05/2013	8.00	VT (Vacation)	Fishing Trip	Pending	10/07/2013 10:34 AM
 		Hourly, Joe	11/06/2013	8.00	VT (Vacation)	Fishing Trip	Pending	10/07/2013 10:34 AM
 		Hourly, Joe	11/07/2013	8.00	VT (Vacation)	Fishing Trip	Pending	10/07/2013 10:34 AM
 		Hourly, Joe	11/08/2013	8.00	VT (Vacation)	Fishing Trip	Pending	10/07/2013 10:34 AM

As long as the time off request is in a pending status the employee will have access to the edit and delete buttons and is able to modify the Time-Off Request. Once the supervisor has approved the request these options are no longer available. The employee would need to contact the supervisor to make any changes.

G. Time Approval

EXECUTIME SOFTWARE

Employee Actions

Time Approval

Sign out

Welcome Joe Hourly
10/09/2013 10:06:31 AM

Time Approval

CURRENT PERIOD **PREVIOUS PERIOD** **HISTORY** 4.

Data displayed for: Hourly, Joe

Pay Period: 09/30/2013 - 10/06/2013

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
32.00	0.00	8.00	(4.00)	0.00	0.00	0.00	40.00

2. Initials: **Approve**

3. **Approve All** ☒

Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Position	Schedule	Comment	Employee	Supervisor
<input checked="" type="checkbox"/>	1	Mon	09/30/2013	08:00	17:00	IO (Clock In/Out)	9.00	1.00	8.00	8.00	0.00				
<input checked="" type="checkbox"/>	1	Tue	10/01/2013	07:00	16:00	IO (Clock In/Out)	9.00	1.00	8.00	16.00	0.00				
<input checked="" type="checkbox"/>	1	Wed	10/02/2013	06:00	15:00	IO (Clock In/Out)	9.00	1.00	8.00	24.00	0.00				
<input checked="" type="checkbox"/>	1	Thu	10/03/2013	08:00	17:00	IO (Clock In/Out)	9.00	1.00	8.00	32.00	0.00				
<input checked="" type="checkbox"/>	1	Fri	10/04/2013			Sick (Paid time off)	8.00	0.00	8.00	40.00	0.00				

1. **Time Approval** – This is where the employee will approve their time card. Approvals are due before end of business day every Monday after pay day. If you are on leave when approvals are due, please ensure to approve your time card by going to the “Current Period” on the last day of work before your leave begins .
NOTE: If the period has ended, please hit the previous period tab.
2. Once you review your time and verify everything is correct you will enter your initials and select Approve.
3. If you didn’t want to approve all of the transactions, you can deselect “approve all” and select only the transactions you want to approve. By default all of the transactions are selected.
4. If there are any items on your Timecard needing adjustments, please fill out the ExecuTime Correction Form and contact your supervisor immediately before approving your Timecard.

∞ You can find most up-to-date manuals on College's S drive at:

S:\Committee - BiTech\ExecuTime\Training\Phase2 Training\ExecuTime Basic Employee Training\PDF files

∞ Handouts are located on College's S drive at:

S:\Committee - BiTech\ExecuTime\Training\ExecuTime Training Handouts

Questions/Concerns

Email: kbarbetta@camdencc.edu

For any overtime/Comp-time related inquiries
please email HR at ckillebrew@camdencc.edu