

WEB TIME ENTRY

Welcome to Web Time Entry, an electronic system that replaces paper time cards, creating a much more efficient method of reporting time worked. Besides being good for the environment, it allows us to gather and maintain a history of work times and hours electronically and reduces the time lag between the end of the pay period and pay day.

- ▶ One of the biggest benefits of WTE for the employee is that the hours worked in a pay period are entered electronically for the calendar month and not the 21st of one month through the 20th of the next month. In order to begin using WTE some basic information must be setup in the system, therefore the sooner the employee gets paperwork turned in the sooner they can be set up.

This includes:

- ✓ COLLEGE OR DISTRICT EMAIL ADDRESS MUST BE CREATED
- ✓ POSITION ID MUST BE ASSIGNED
- ✓ W-4 INFORMATION MUST BE SUBMITTED AND ENTERED INTO THE SYSTEM

**BEFORE WE SHOW YOU THE MENUS AND FORMS USED TO ENTER HOURS
HERE ARE SOME THINGS TO KNOW:**

1. A *Pay Period* is defined as the 1st through the last day of a month.
2. Hours worked are determined by entering the time you start work and the time you complete work in each position assignment for each day in the Pay Period.
3. If you take unpaid break periods during the day you will make multiple entries for a day, just like you do on a time card.
4. Regular and overtime hours are entered in WTE. There is no need to distinguish between the two as the system will calculate regular and overtime hours.
5. Sick Leave hours used during the pay period should continue to be reported on paper time cards (subject to change).

"WEB TIME GO LIVE" MONTH

- ▶ Existing employees will have a "Web Time Go Live" month, which is the month you will begin using WTE to enter time electronically. For the "Web Time Go Live" month only:

Submit a paper time card for hours worked between the 21st and last day of the previous calendar month. District Office Payroll will manually enter those hours.

- ▶ If a decision is made late in a calendar month that it will be your "Web Time Go Live" month after you've submitted your paper time cards, please ***verify with your campus Business Office that the District Office Payroll Department has been notified that you are going live this month on WTE.*** They will pull the time cards you already submitted and enter the previous month's hours only. You are responsible for entering the current month's hours, through the last day of the calendar month.

- ▶ New employees who start on WTE in their first month of employment need not worry about the previous step.

- ▶ You can enter time for the current or any prior date in a pay period (calendar month). You can also enter time up to one week in advance in the current pay period. Starting on the 15th of June and December you may enter time in advance for the remainder of those months.

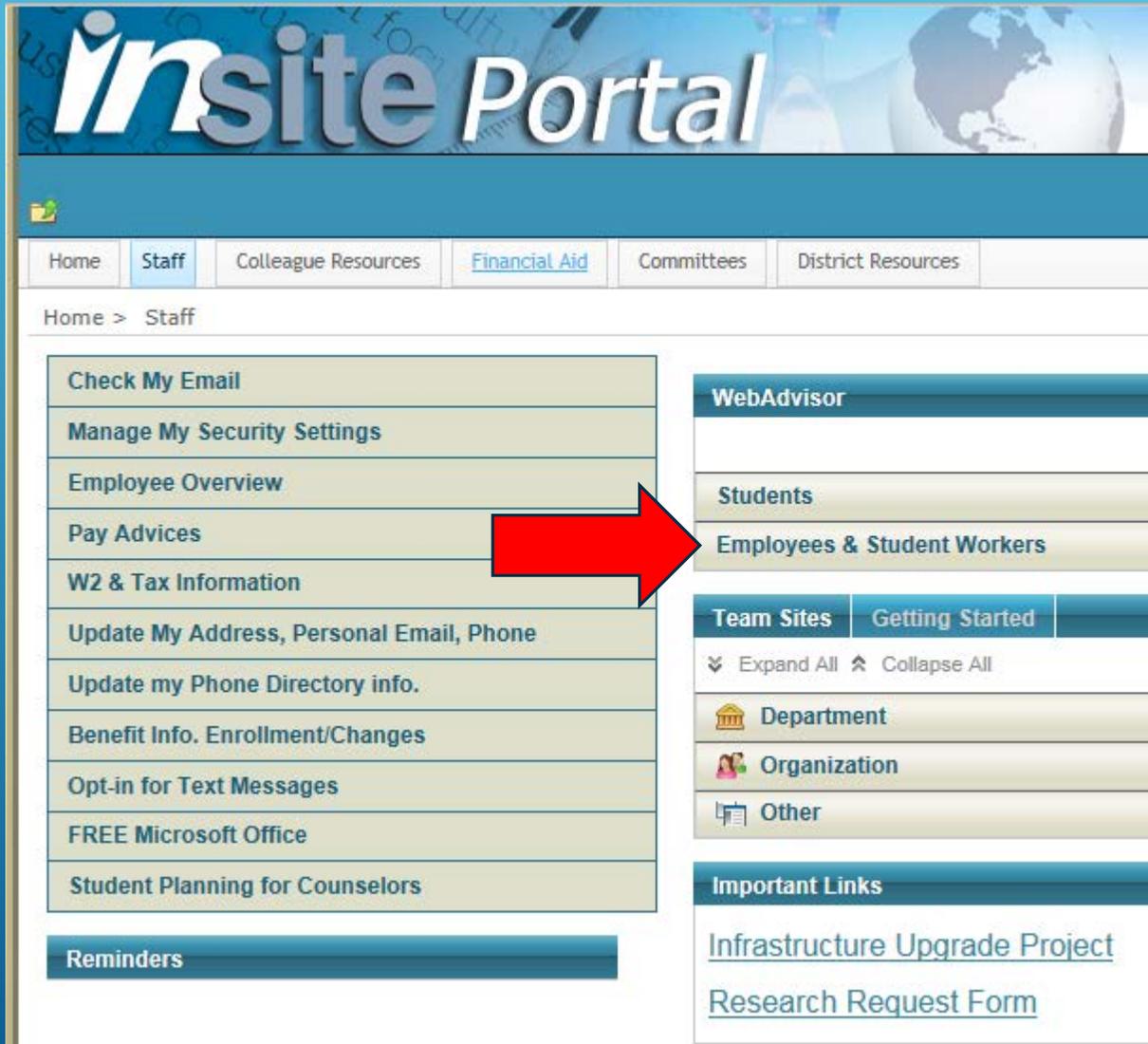
SUBMITTING & APPROVING DEADLINES

Employee

The deadline for submitting time electronically appears at the top of the WTE forms along with the *Position Title, Pay Cycle, Department, Supervisor Name and Location*. Once the deadline passes you are unable to enter your hours. The deadline is generally at 6:00 PM on the last **BUSINESS DAY** of the month. Some months the cutoff is before the last working day in the month. As the month progresses make sure to verify the cutoff date and time. Each month's cutoff dates for both employees and supervisors will be published on the District Office Payroll Department webpage each calendar year.



USING WEB TIME ENTRY VIA INSITE PORTAL AND WEBADVISOR



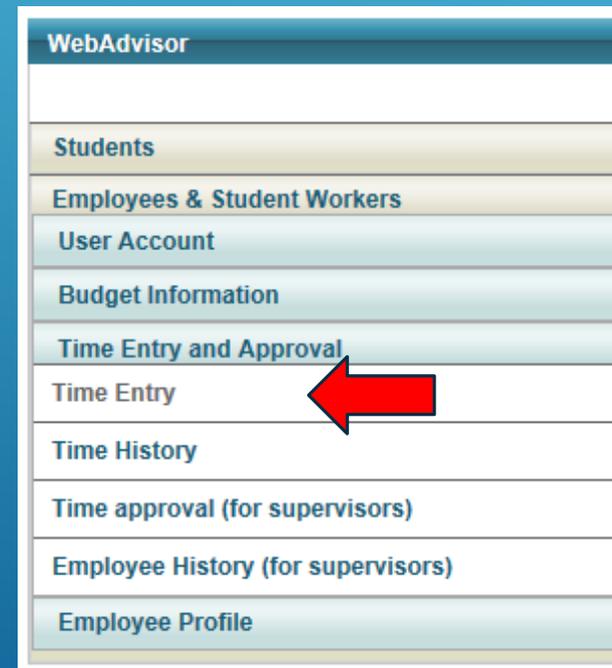
The screenshot shows the Insite Portal interface. At the top, the 'insite Portal' logo is displayed. Below the logo is a navigation bar with tabs for 'Home', 'Staff', 'Colleague Resources', 'Financial Aid', 'Committees', and 'District Resources'. The 'Staff' tab is selected. Below the navigation bar, the breadcrumb 'Home > Staff' is visible. The main content area is divided into two columns. The left column contains a list of links: 'Check My Email', 'Manage My Security Settings', 'Employee Overview', 'Pay Advices', 'W2 & Tax Information', 'Update My Address, Personal Email, Phone', 'Update my Phone Directory info.', 'Benefit Info. Enrollment/Changes', 'Opt-in for Text Messages', 'FREE Microsoft Office', and 'Student Planning for Counselors'. A red arrow points from the 'Pay Advices' link to the 'Employees & Student Workers' link in the right column. The right column contains a 'WebAdvisor' section with links for 'Students' and 'Employees & Student Workers'. Below this is a 'Team Sites' section with 'Getting Started' and 'Expand All' / 'Collapse All' options. The bottom section is 'Important Links' with links for 'Infrastructure Upgrade Project' and 'Research Request Form'.

We recommend you log in to the Insite Portal and use the WebAdvisor link on the main Portal screen. Once logged in make sure you click on the "STAFF" tab, then click "Employees & Student workers"

Click on
"Time Entry
and
Approval"



FOR
WORKERS/STUDENTS,
CLICK TIME ENTRY



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"/>	10/01/17	10/31/17	Web Time Entry Test	09/01/17	Human Resources	Miss Alexandra M. Harvey	District Office	01/29/18 11:59PM

SUBMIT

ONCE THE STUDENT/ WORKER IS SIGNED IN, THIS IS WHAT THEY WILL SEE. THEY MUST CLICK THE MONTH THEY WISH TO ENTER TIME IN AND CLICK THE SUBMIT BUTTON.

NOTE: IF IT IS THE LAST DAY OF ONCE MONTH OR THE FIRST DAY OF THE NEXT MONTH, YOU MIGHT SEE THE PREVIOUS MONTH AND THE CURRENT MONTH.

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 DAbbott@4cd.edu

SUBMIT



WHEN THE EMPLOYEE HAS FINISHED ENTERING **ALL OF YOUR TIME FOR THE MONTH** THEY MUST CHECK A BOX AT THE BOTTOM OF THE FORM INDICATING SO. THIS BECOMES YOUR ELECTRONIC SIGNATURE. DO NOT CHECK THIS BOX UNTIL YOU HAVE ENTERED ALL YOUR TIME CARD DATA FOR THE MONTH!

Confirmation ✕

BACK

Please be aware that you have not marked

Pay Period End Date 10/31/17

Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	8.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	8.00

OK

AFTER THE SUBMIT BUTTON AT THE BOTTOM IS CLICKED THIS IS WHAT THE WORKER/STUDENT WILL SEE.

A FEW NOTES:

- This is not a “clock-in/clock-out” system so there is no requirement that you clock-in when you start your work assignment and then clock-out when finished. You can use that approach if you like – but it is not required. If you do, just be sure to complete the entry at the end of the day or before the deadline for employee submission, otherwise your time entries will be incomplete and may not be paid.
- When you enter your time, there is no rounding to the nearest 10th of an hour, or 15 minute increments, etc. If you work 4 hours and 13 minutes – that is what you are paid for. That said, there has been no policy change in terms of time reporting, so continue using whatever instructions for time reporting have been provided (unless directed otherwise by the supervisor, manager, Business Office or Payroll Department).
- *YOU MAY ALREADY BE AWARE, WEBADVISOR SESSIONS EXPIRE AFTER SEVERAL MINUTES OF INACTIVITY. UNFORTUNATELY KEYSTROKES ARE NOT CONSIDERED ACTIVITY. YOU MUST SUBMIT A FORM EVERY FEW MINUTES IN ORDER TO NOT BE TIMED OUT. IF YOU DO GET TIMED OUT SIMPLY ACCESS WEBADVISOR AGAIN AND CONTINUE WHERE YOU LEFT OFF.*

ONCE THE EMPLOYEE HAS FINALIZED THE FORM AND SIGNED IT, THE SUPERVISOR RECEIVES AN EMAIL AND WILL THEN APPROVE OR REJECT THE HOURS SUBMITTED. YOU WILL BE NOTIFIED OF THE ACTION TAKEN VIA EMAIL. YOU CAN ALSO COME BACK TO THIS FORM AT ANY TIME TO CHECK ON THE STATUS. YOU CAN ALSO VIEW YOUR SUPERVISOR'S COMMENTS.

- As the supervisor - should you reject an employees hours, and assuming it is prior to the employee cutoff for submitting time cards electronically, the employee can go back into the time entry form and update their time card data.

WebAdvisor
Students
Employees & Student Workers
User Account
Budget Information
Time Entry and Approval
Time Entry
Time History
Time approval (for supervisors) 
Employee History (for supervisors)
Employee Profile

FOR SUPERVISORS, CLICK "TIME APPROVAL (FOR SUPERVISORS)"

Time approval (for supervisors) ✕ ?

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/01/15	10/31/15	11/02/15 11:59AM	Lina Enriquez		Office Assistant II	Fiscal Services	District Office	26.75

Security Access Messages

None

Approve time entries on behalf of

SUBMIT

ALL EMPLOYEES AND THEIR ACTIVE POSITIONS SET UP FOR WEB TIME ENTRY FOR WHICH YOU ARE A SUPERVISOR ARE LISTED ON THE FORM. IF IT IS A NEW MONTH AND PRIOR TO THE APPROVAL DEADLINE YOU MAY SEE MULTIPLE PAY PERIODS FOR THE SAME EMPLOYEE AND POSITION. PLEASE LOOK CAREFULLY AT THE PAY PERIOD START AND END DATE TO MAKE SURE YOU APPROVE THE CORRECT ENTRY. OTHER FIELDS SUCH AS POSITION TITLE, DEPARTMENT AND LOCATION ARE ALSO AVAILABLE TO VERIFY YOU ARE SELECTING THE CORRECT EMPLOYEE AND POSITION ASSIGNMENT.

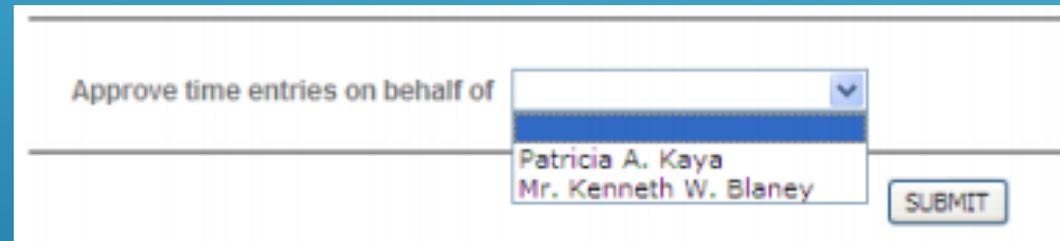
- ▶ You can also see the date and time when approvals must be done, and most importantly, the total number of hours submitted based on the calculated results of time in and time out for each day worked. While this example only shows one entry, imagine a form with 20 or 30 employees. How much time will it take to review and approve each one? How much detail review is necessary?

- ▶ To approve hours you simply need to click in the “Approve” box for one or more employee-position assignments and press [SUBMIT]. If the Total Hours appears reasonable and you don’t feel a need to review the detail, you can approve with one click.
- ▶ If you wish to review the hours worked each day, or see the actual time in/time out entries for an employee, check the “Review Entry” box and press [SUBMIT].

IF YOU WISH TO REVIEW THE HOURS WORKED EACH DAY, OR SEE THE ACTUAL TIME IN/TIME OUT ENTRIES FOR AN EMPLOYEE, CHECK THE “REVIEW ENTRY” BOX AND PRESS [SUBMIT].

ALTERNATE SUPERVISOR

If you are an Alternate Supervisor you will not initially see employees you are the alternate for listed on this form. In order to access those employees, click on the [Down Arrow] in the field "Approve time entries on behalf of", as shown below.



The image shows a screenshot of a web form. The form has a white background with a thin black border. On the left side, there is a label "Approve time entries on behalf of" in a dark grey font. To the right of this label is a dropdown menu. The dropdown menu is currently open, showing two options: "Patricia A. Kaya" and "Mr. Kenneth W. Blaney". The first option, "Patricia A. Kaya", is highlighted with a blue background. To the right of the dropdown menu is a button labeled "SUBMIT" in a light blue box with a thin black border. The entire form is set against a light blue background.

Select the Supervisor you are approving time for and press [SUBMIT]. A new list with the employees whom you are designated as the Alternate Supervisor is listed.

Time approval (for supervisors) ✕



Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/01/17	09/30/17	01/07/18 11:59PM	Miss Alexandra M. Harvey	Web Time Entry Test	Web Time Entry Test	Human Resources	District Office	8.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/01/17	10/31/17	02/07/18 11:59PM	Miss Alexandra M. Harvey	Web Time Entry Test	Web Time Entry Test	Human Resources	District Office	8.00
<input type="checkbox"/>	<input type="checkbox"/>	10/01/17	10/31/17	11/01/17 11:59AM	Jameiya J. Walker	Student Worker I - Work Study	Student Worker I - Work Study	LMC Bookstore	Los Medanos College	0.00

Security Access Messages

None

Approve time entries on behalf of

SUBMIT

THE ONLY DIFFERENCE BETWEEN THIS FORM AND THE PREVIOUS ONE IS THERE IS NO SELECTION BOX FOR SELECTING A DIFFERENT SUPERVISOR.

FROM THIS POINT FORWARD THE PROCESS IS THE SAME WHETHER YOU ARE A SUPERVISOR OR ALTERNATE SUPERVISOR.

The employee has time in/out data. To review it, check the box

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Employee has electronically signed the time entry as complete Yes 

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee Email Address

Whether or not the employee has finished entering their hours by electronically signing their time card, you as the Supervisor or Alternate Supervisor can:

- Approve or Reject an employee's hours
- Make adjustments to an employee's hours

AT THE VERY BOTTOM OF THE FORM IS THE SECTION WHERE THE SUPERVISOR WILL APPROVE OR REJECT THE EMPLOYEE'S TIME CARD HOURS. THE FIRST LINE IN THIS SECTION INDICATES WHETHER OR NOT THE EMPLOYEE HAS ELECTRONICALLY SIGNED THEIR TIME CARD. IF THE VALUE SAYS "YES" THE EMPLOYEE HAS FINISHED ENTERING THEIR TIME FOR THE MONTH AND ELECTRONICALLY SIGNED THE TIME CARD. IF THE VALUE IS "NO" (AS THE EXAMPLE BELOW SHOWS) THE EMPLOYEE HAS NOT FINISHED ENTERING THEIR HOURS

Time Entry ✕

BACK

The start time must be earlier than the end time. Please be sure to specify either "AM" or "PM" for all times.

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

IF SOMETHING IS ENTERED OR DONE
WRONG, THERE WILL BE ERROR
NOTIFICATIONS

SQL REPORTS:

Web Time Entry for Supervisors

is granted to all employees who have been recorded as Web Time Entry Supervisors and Alternate Supervisors. It contains a number of reports to help you manage your employees on Web Time Entry. Below is a list of reports with a brief description of each. If you do not see this menu and believe you should, please contact the District Office Human Resources or Payroll department

Web Time Entry Employee Hours Summary and Approval

summary of hours worked and entered via Web Time Entry for each employee and position. Report shows if employee has submitted their hours for approval, and whether the hours have been approved, rejected or approval is still pending. Both the primary and alternate approvers are listed as well as the individual who approved the time card hours for the pay period. Run-time criteria allows the selection to be limited to specific locations or employees, along with an option to show only unapproved time.

Web Time Entry College Work Study Detail Hours

lists all detail time entries for those transactions entered via Web Time Entry for Federal College Work Study positions and the Pay Period selected. Runtime criteria allows the selection to be limited to specific Locations or employees.

Web Time Entry Employees

shows all employees that are currently active in one or more positions available to Web Time Entry for selected locations and supervisor (when you select the Location(s) to include in the report a list of Supervisors and Alternate Supervisors is built to select from). Employees are listed once per location along with their Web Group and Email Address. No position information is shown on this report. Can be used as a step in analysis when adding new employees to WTE or to build a list of email addresses for employees on WTE.

Web Time Entry Employees Detail Hours

detail time entries for those transactions entered via Web Time Entry. Run-time criteria allows the selection to be limited to specific locations or employees. When you select the Location(s) to include a list of Supervisors and/or Alternate Supervisors (depending on the selection) is built. These are the supervisors for which employees have entered hours. Report can be sorted in four different sequences (default is Employee Name and Position ID) and shows whether or not the employee has marked their time entries complete for the pay period.

Web Time Entry Employees with All Positions

lists employees that are currently active in one or more positions available to Web Time Entry for selected location(s). Option to run for selected employees (which when selected ignores Location selection). All active hourly positions for the employee are listed. Includes Supervisor IDs and Names, Web Group and Email Address. Can be used as a step in analysis when adding new employees to WTE.

Web Time Entry Positions and Employees

shows Employee-Position Assignments for all positions available to Web Time Entry for the selected locations and supervisor (when you select the Location(s) to include in the report a list of Supervisors and Alternate Supervisors is built to select from). Option to run for selected employees (which when selected ignores Location and Supervisor selection). Includes Supervisor IDs and Names, Web Group and Email Address. Positions not set up for WTE are excluded. Can be used as a step in analysis when adding new employees to WTE

Web Time Entry Positions

lists positions available to Web Time Entry for selected locations. Can be used as first step in analysis when adding new employees to WTE.

Web Time Entry Supervisors

lists employees designated as a supervisor or alternate supervisor in one or more positions available to Web Time Entry for selected locations. Supervisors are listed once per location along with their Web Group and Email Address. Can be used as a step in analysis when adding new employees to WTE or to build a list of email addresses for supervisors on WTE

- ▶ These instructions will assist you to properly enter your work time through Insite Portal WebAdvisor. This document is a work in progress as our Web Time Entry (WTE) system is being upgraded by Ellucian to make it more modern, flexible, portable and easier to use. As changes are made we will provide you with updated instructions. If you need additional information or clarification please always feel free to contact me at:
x37343

Or Michael Todd, Director of Payroll x16859