



# **West Valley - Mission**

Community College District

# **West Valley-Mission CCD**

WTE SSB 9 Training - Payroll Department

# Web Time Entry

## SSB 9



- Employees
- Approvers, Proxies, and Supervisor.
- Questions

# Employees

Student Worker & Short Term

# Self-Service Banner (SSB)



Sign in

someone@example.com



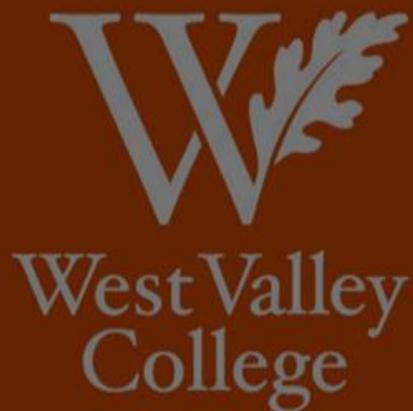
[Can't access your account?](#)

Sign-in options

Back

Next

Problems logging in please contact the I.S. Help Desk at 408.741.2696, M-F, 8 a.m. to 5 p.m. For login instructions please go to: <https://web.wvm.edu>



MISSION  
COLLEGE  
SANTA CLARA

[Employee Dashboard](#)

# Employee Dashboard



Employee's Name

[My Profile](#)

### Leave Balances as of 10/10/2021

Hourly Sick Leave in hours **48.00**

[Full Leave Balance Information](#)

## Pay Information

Latest Pay Stub: 06/15/2021

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings

Benefits

Taxes

## My Activities

[Enter Time](#)

[Labor Redistribution](#)

# Employee's timesheet (WTE)



[Employee Dashboard](#) • Timesheet

## Timesheet

### Timesheet

Oct



2021



Month



Pay Period



Month

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

26

27

28

29

30

1

3

4

5

6

7

8

9

10

11

12

13

14

15

16

# Timesheet

## Timesheet

# Start Timesheet

- Job description
- Department
- Hourly Rate (New)
- Pay Period
- Status

Pay Period	Hours/Units	Submitted On	Status	
<u>Levi's Event Parking Asst, TD0016-00, D, 308510, Parking Services</u> Rate: \$22.000000				
10/01/2021 - 10/31/2021			Not Started	<a href="#">Start Timesheet</a>
07/01/2021 - 07/31/2021	6.50 Hours		In Progress	<a href="#">i</a>
External Event Parking Asst, TD0016-01, D, 308510, Parking Services, Rate: \$22.000000				
10/01/2021 - 10/31/2021			In Progress	<a href="#">i</a>
07/01/2021 - 07/31/2021	14.00 Hours	10/09/2021	Pending	<a href="#">i</a>
Hourly Parking Services ex., TD0077-00, D, 308500, Public Safety, Rate: \$20.000000				
10/01/2021 - 10/31/2021			In Progress	<a href="#">i</a>
07/01/2021 - 07/31/2021	48.00 Hours	10/09/2021	Pending	<a href="#">i</a> <a href="#">1</a>

Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000

Restart Time Leave Balances

07/01/2021 - 07/31/2021 | 35.00 Hours In Progress Submit By 10/31/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15 5.00 Hours	16 5.00 Hours	17

+ Add Earn Code

Earn Code

- Hourly Pay
- Hourly Pay**
- Sick PT Hrly

Start Time: hh:mm a

End Time: hh:mm a

Hours: 0.00

+ Add More Time

Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000 Restart Time Leave Balances

07/01/2021 - 07/31/2021 | 35.00 Hours i ≡ In Progress **Submit By 10/31/2021, 11:59 PM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15 5.00 Hours	16 5.00 Hours	17

+ Add Earn Code

Earn Code

- Hourly Pay ^
- Hourly Pay**
- Sick PT Hrly

Start Time

End Time

Hours

+ Add More Time

Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000 Restart Time Leave Balances

07/01/2021 - 07/31/2021 | 35.00 Hours i ≡ In Progress **Submit By 10/31/2021, 11:59 PM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15 5.00 Hours	16 5.00 Hours	17

+ Add Earn Code

Earn Code

- Hourly Pay ^
- Hourly Pay
- Sick PT Hrly

Start Time

End Time

Hours

+ Add More Time

[Employee Dashboard](#) • [Timesheet](#) • Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000

Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000

[Restart Time](#) [Leave Balances](#)

07/01/2021 - 07/31/2021 | 35.00 Hours [i](#) [c](#) In Progress **Submit By 10/31/2021, 11:59 PM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15 5.00 Hours	16 5.00 Hours	17

[+ Add Earn Code](#)

Earn Code

Hourly Pay [v](#)

Start Time

01:45 PM [🕒](#)

End Time

03:00 PM [🕒](#)

Hours

1.25 [-](#)

30

01 45 PM

02 AM

CANCEL SET

[More Time](#)

[Employee Dashboard](#) • [Timesheet](#) • Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000

Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000

Restart Time Leave Balances

07/01/2021 - 07/31/2021 | 35.00 Hours | In Progress | Submit By 10/31/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15 5.00 Hours	16 5.00 Hours	17

+ Add Earn Code

Earn Code	Start Time	End Time	Hours
Hourly Pay	01:45 PM	03:00 PM	1.25
Meal break 3:00 – 3:30 pm	03:30 PM	08:30 PM	5.00

+ Add More Time

Exit Page

Cancel

Save

Preview

Employee Dashboard • Timesheet • Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000

Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000

Restart Time Leave Balances

07/01/2021 - 07/31/2021 | 35.00 Hours | In Progress | Submit By 10/31/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15 5.00 Hours	16 5.00 Hours	17

+ Add Earn Code

Earn Code	Start Time	End Time	Hours
Hourly Pay	01:45 PM	03:00 PM	1.25
	03:30 PM	08:30 PM	5.00

+ Add More Time

# Sick Time

[Employee Dashboard](#) • [Timesheet](#) • Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000

07/01/2021 - 07/31/2021

42.00 Hours



In Progress

Submit By 10/31/2021, 11:59 PM

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

11

12

7.00 Hours

13

14

15

5.00 Hours

16

5.00 Hours

17

+ Add Earn Code

Earn Code

Hourly Pay

Start Time

09:30 AM

End Time

01:45 PM

Hours

4.25

+ Add More Time

Total: 4.25 Hours

[Account Distribution](#)

Earn Code

Sick PT Hrly

Start Time

02:30 PM

End Time

05:00 PM

Hours

2.50

+ Add More Time

[Exit Page](#)

Cancel

Save

Preview

[Employee Dashboard](#)

# Employee Dashboard



Employee's Name

[My Profile](#)

**Leave Balances as of 10/10/2021**

Hourly Sick Leave in hours	48.00
----------------------------	-------

[Full Leave Balance Information](#)

## Pay Information

Latest Pay Stub: 06/15/2021

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

## Earnings

## Benefits

## Taxes

## My Activities

[Enter Time](#)

[Labor Redistribution](#)

Employee Dashboard • Timesheet • Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000

Clerical/General Assist. II, TW0035-00, D, 102000, VP of Student Services, Rate: \$14.000000

Do not use

Leave Balances

07/01/2021 - 07/31/2021 | 35.00 Hours | In Progress | Submit By 10/31/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15 5.00 Hours	16 5.00 Hours	17

+ Add Earn Code

Earn Code

Hourly Pay

Start Time

01:45 PM

End Time

03:00 PM

Hours

1.25

03:30 PM

08:30 PM

5.00

+ Add More Time

Exit Page

Cancel Save Preview

07/01/2021 - 07/31/2021

42.00 Hours



In Progress

Submit By 10/31/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 7.00 Hours	13	14	15 5.00 Hours	16 5.00 Hours	17

+ Add Earn Code

Earn Code:  Start Time:  End Time:  Hours:

+ Add More Time

Total: 4.25 Hours | [Account Distribution](#)

Earn Code:  Start Time:  End Time:  Hours:

+ Add More Time

Exit Page

Cancel **Save** Preview

07/01/2021 - 07/31/2021

42.00 Hours



In Progress

Submit By 10/31/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 7.00 Hours	13	14	15 5.00 Hours	16 5.00 Hours	17



+ Add Earn Code

Earn Code

Start Time

End Time

Hours

Hourly Pay

09:30 AM

01:45 PM

4.25

+ Add More Time

Total: 4.25 Hours

Account Distribution

Earn Code

Start Time

End Time

Hours

Sick PT Hrly

02:30 PM

05:00 PM

2.50

+ Add More Time

Exit Page

Cancel

Save

Preview

# Making Changes on WTE

07/01/2021 - 07/31/2021 | 41.75 Hours   In Progress Submit By 10/31/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 6.75 Hours	13	14	15 5.00 Hours	16 5.00 Hours	17

 Add Earn Code

Hourly Pay  09:30 AM - 01:45 PM | 4.25 Hours

 Add More Time



Total: 4.25 Hours | [Account Distribution](#)

Sick PT Hrly  02:30 PM - 05:00 PM | 2.50 Hours

 Add More Time



Total: 2.50 Hours | [Account Distribution](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 6.75 Hours	13	14	15 5.00 Hours	16 5.00 Hours	17

[+ Add Earn Code](#)

Hourly Pay  09:30 AM - 01:45 PM | 4.25 Hours   

[+ Add More Time](#)

Edit Hours

Total: 4.25 Hours | [Account Distribution](#)

Sick PT Hrly  02:30 PM - 05:00 PM | 2.50 Hours   

[+ Add More Time](#)

Total: 2.50 Hours | [Account Distribution](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 6.75 Hours	13	14	15 5.00 Hours	16 5.00 Hours	17

[+ Add Earn Code](#)

Hourly Pay  09:30 AM - 01:45 PM | 4.25 Hours   

[+ Add More Time](#)

**Copy Hours**

Total: 4.25 Hours | [Account Distribution](#)

Sick PT Hrly  02:30 PM - 05:00 PM | 2.50 Hours   

[+ Add More Time](#)

Total: 2.50 Hours | [Account Distribution](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 6.75 Hours	13	14	15 5.00 Hours	16 5.00 Hours	17

 Add Earn Code

Hourly Pay  09:30 AM - 01:45 PM | 4.25 Hours   

 Add More Time

**Delete Hours**

Total: 4.25 Hours | [Account Distribution](#)

Sick PT Hrly  02:30 PM - 05:00 PM | 2.50 Hours   

 Add More Time

Total: 2.50 Hours | [Account Distribution](#)

# Adding Comments on WTE

07/01/2021 - 07/31/2021 | 41.75 Hours   In Progress

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11	12 6.75 Hours	13	14	15 5.00 Hours	16 5.00 Hours

 + Add Earn Code

Hourly Pay  09:30 AM - 01:45 PM | 4.25 Hours

+ Add More Time

# Adding Comments on WTE

## Comments ✕

---

07/05 – basketball practice  
07/24 – overtime because tournament

1988 characters remaining

Cancel Save

# Submitting Timesheets

Tutor/Peer Assistant III, MSW011-00, D, 252001, Financial Aid, Rate: \$18.75  
0000

[Restart Time](#) [Leave Balances](#)

07/01/2021 - 07/31/2021

43.75 Hours



In Progress

Submit By 10/31/2021, 11:59 PM

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

11

12

6.00 Hours

13

14

7.75 Hours

15

16

17

[+ Add Earn Code](#)

Student Worker Pay 10:00 AM - 04:00 PM | 6.00 Hours

[+ Add More Time](#)

Total: 6.00 Hours

[Account Distribution](#)

[Exit Page](#)

Cancel

Save

Preview

# Submitting Timesheets

## Preview

Tutor/Peer Assistant III, MSW011-00, D, 252001, Financial Aid

Pay Period: 07/01/2021 - 07/31/2021 | 43.75 Hours

Submit By: 10/31/2021, 11:59 PM

### Earning Distribution

Earn Code	Shift	Total
Student Worker Pay	1	43.75
<b>Total Hours</b>		<b>43.75</b>
<b>Total Units</b>		<b>0.00</b>

### Weekly Summary

Week	Total Hours
Week 1	
Week 2	6.00
Week 3	13.75
Week 4	12.00
Week 5	12.00

Comment (Optional):

Add Comment

Cancel

Submit

# WTE Timesheets & Approval Deadlines

## MidMonth (MM) Payroll

Timesheet Pay Period	WTE Timesheet Deadline	Supervisor Approval in SSB	Payday	Pay Date
Jun 1 – Jun 30	06/30/2021	07/02/2021	Thursday	07/15/2021
Jul 1 – Jul 31	07/31/2021	08/03/2021	Friday	08/13/2021
Aug 1 – Aug 31	08/31/2021	09/02/2021	Wednesday	09/15/2021
Sep 1 – Sep 30	09/30/2021	10/04/2021	Friday	10/15/2021
Oct 1 – Oct 31	10/31/2021	11/02/2021	Monday	11/15/2021
Nov 1 – Nov 30	11/30/2021	12/02/2021	Wednesday	12/15/2021
Dec 1 – Dec 31	12/31/2021	01/05/2022	Friday	01/14/2022

# Approvers & Proxies

# Approvers and Supervisors' Responsibilities

- Designate at least two (2) Proxies
- Train hourly employees to utilize WTE
- Verify employees open their timesheets
- Remind employees to submitted their timesheets for approval by [WTE deadline](#)

# Employee Cannot Find Timesheet in WTE/SSB

## Contact Human Resources

Danielle Ramirez-King

Human Resources Specialist II

Danielle.Ramirez-King@wvm.edu

(408)741-2171

# Employee Cannot Open Timesheet

## Contact Payroll Department

Tuyet Nguyen  
Financial Technician

Tuyet.Nguyen@wvm.edu  
(408)741-2090

Betty Pap  
Financial Technician

Betty.Pap@wvm.edu  
(408)741-2118

# Approvers & Proxies Responsibilities

## - Approval Deadline-

- Submit timesheets for approval
- Verify employee entered hours accurately
- Make corrections on the timesheets
- Notify your Proxy to review and approve Time Sheets on your behalf
- Approve all timesheets by the Approver deadline

# WTE Timesheets & Approval Deadlines

## MidMonth (MM) Payroll

Timesheet Pay Period	WTE Timesheet Deadline	Supervisor Approval in SSB	Payday	Pay Date
Jun 1 – Jun 30	06/30/2021	07/02/2021	Thursday	07/15/2021
Jul 1 – Jul 31	07/31/2021	08/03/2021	Friday	08/13/2021
Aug 1 – Aug 31	08/31/2021	09/02/2021	Wednesday	09/15/2021
Sep 1 – Sep 30	09/30/2021	10/04/2021	Friday	10/15/2021
Oct 1 – Oct 31	10/31/2021	11/02/2021	Monday	11/15/2021
Nov 1 – Nov 30	11/30/2021	12/02/2021	Wednesday	12/15/2021
Dec 1 – Dec 31	12/31/2021	01/05/2022	Friday	01/14/2022

# Assigning a Proxy

[Employee Dashboard](#)

## Employee Dashboard



Last Name, Name

[My Profile](#)

[My Team](#)

### Leave Balances

Sick in hours	302.25	Vacation in hours	228.37	Floating Holiday in hours	0.00
Jury Duty in hours	-8.00	Bereavement in hours	0.00	Military in hours	0.00

[Full Leave Balance Information](#)

**Pay Information** ▼

Latest Pay Stub: 06/30/2021      [All Pay Stubs](#)      [Direct Deposit Information](#)      [Deductions History](#)

**Earnings** ▲

**Benefits** ▲

**Taxes** ▲

**My Activities**

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Faculty Load and Compensation](#)

[Labor Redistribution](#)

ellucian Last Name, Name

[Employee Dashboard](#) • Time Entry Approvals

Approvals - Timesheet

Proxy Super User Reports



Existing Proxies

Add a new proxy Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

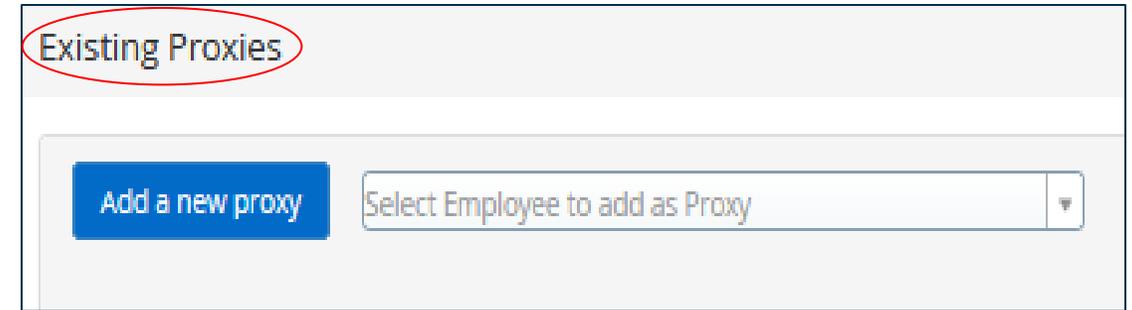
No records found



# Proxy

Must be a Full Time Employee at the same level or higher than the Approver's position.

- Enter the name of the employee

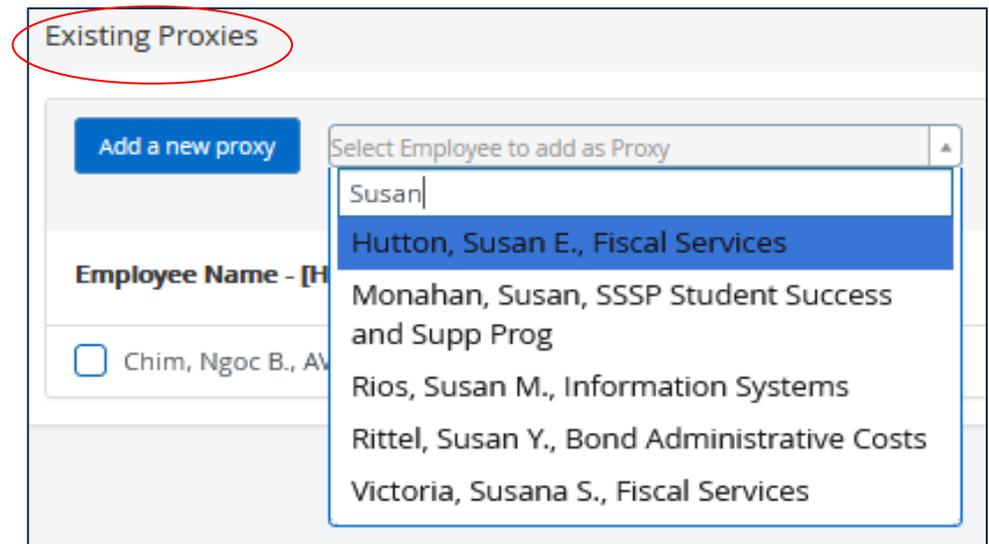


Existing Proxies

Add a new proxy

Select Employee to add as Proxy

- Find the name and select



Existing Proxies

Add a new proxy

Select Employee to add as Proxy

Susan

Hutton, Susan E., Fiscal Services

Monahan, Susan, SSSP Student Success and Supp Prog

Rios, Susan M., Information Systems

Rittel, Susan Y., Bond Administrative Costs

Victoria, Susana S., Fiscal Services

Employee Name - [H

Chim, Ngoc B., AV

# Approving Timesheets

## Employee Dashboard



Last Name, Name

[My Profile](#)

[My Team](#)

### Leave Balances

Sick in hours	302.25	Vacation in hours	228.37	Floating Holiday in hours	0.00
Jury Duty in hours	-8.00	Bereavement in hours	0.00	Military in hours	0.00

[Full Leave Balance Information](#)

### Pay Information

Latest Pay Stub: 06/30/2021

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings

Benefits

Taxes

### My Activities

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Faculty Load and Compensation](#)

[Labor Redistribution](#)

# If you are a Proxy

## Approvals - Timesheet Proxy Super User

Approvals Leave Report

Timesheet All Departments [ ] All Status except Not Started Enter ID/N



Proxy or Superuser

Application Selection

Time & Leave Approvals ▾

Act as a Superuser

- Act as Time Entry Approvals Superuser
- Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Pap, Betty D., Fiscal Services ▾



Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

No records found

Act as a Proxy for

Self -Pap, Betty D., Fiscal Services

- Self -Pap, Betty D., Fiscal Services
- Frecceri, Cathleen M., Fiscal Services



EXISTING PROXIES

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

No records found

Navigate to Time & Leave Approvals application

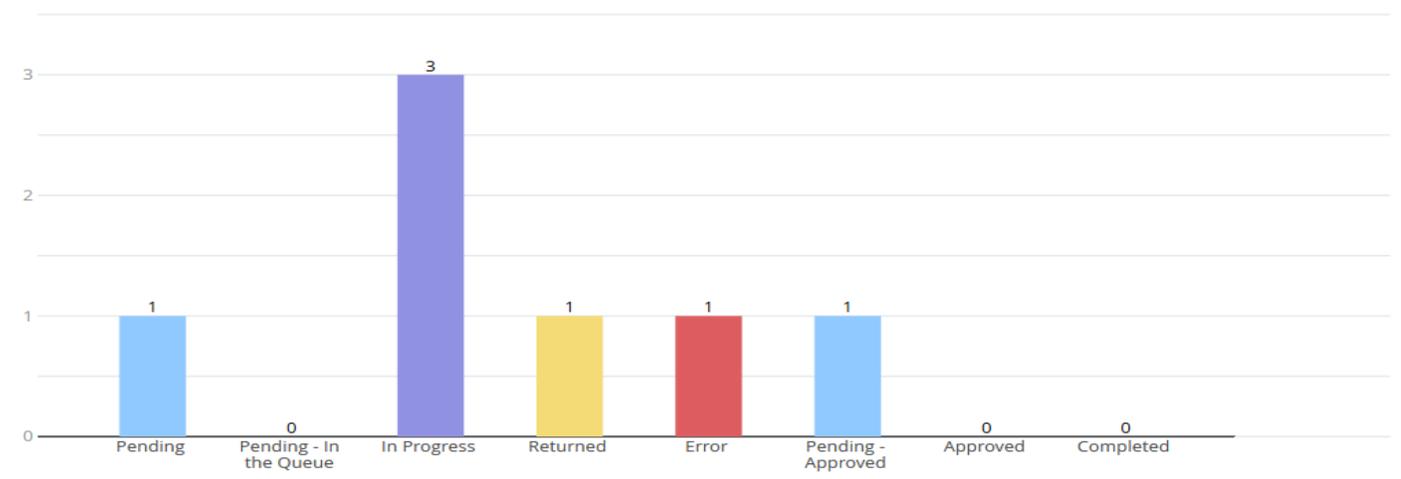
# Approvals - Timesheet

**Approvals**

Leave Report

Timesheet | All Departments | 07/01/2021 - 07/31/2021 (2021 MM 8) | All Status except Not Started | Enter ID/Name

## Distribution Status Report - Timesheet



**Pending 1**

Employee Name	ID	Organization	Hours/Units		
Employee 1 Peer Assistant III, MSW091-00	G01814293	D-252001, Financial Aid	13.00 Hours	i	⋮

**Pending - In the Queue 0**

**In Progress 3**

Employee Name	ID	Organization	Hours/Units		
Employee 2 Peer Assistant II, MSW055-00	G08133250	D-252001, Financial Aid	33.25 Hours	i	⋮
Employee 3 Peer Assistant II, MSW055-00	G08138902	D-252001, Financial Aid	14.00 Hours	i	⋮
Employee 4 Tutor/Peer Assistant III, MSW011-00	G08139159	D-252001, Financial Aid		i	⋮

# Approving In Progress Timesheets

Pending 2					
Employee Name	ID	Organization	Hours/Units		
Employee Name 1 Tutor/Peer Assistant III, MSW011-00	G01833191	D-252001, Financial Aid	43.75 Hours	 	
Employee Name 2 Peer Assistant III, MSW091-00	G08105800	D-252001, Financial Aid	38.00 Hours	 	
Pending - In the Queue 0					
In Progress 5					
Employee Name	ID	Organization	Hours/Units		
Employee Name 3 Peer Assistant III, MSW091-00	G01814293	D-252001, Financial Aid	13.00 Hours		
Employee Name 4 Peer Assistant II, MSW055-00	G08138902	D-252001, Financial Aid	14.00 Hours		

# In Progress Timesheet Summary & Submit

Preview



Employee Name

11, Financial Aid

Pay Period: 07/01/2021 - 07/31/2021 | 33.25 Hours

Submit By: 10/10/2021, 11:59 PM

Earning Distribution		
Earn Code	Shift	Total
Student Worker Pay	1	33.25
Total Hours		33.25
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	3.00
Week 2	7.00
Week 3	12.25
Week 4	11.00
Week 5	

Submit

Details

# Approving Pending Timesheets

Pending 2					
Employee Name	ID	Organization	Hours/Units		
Employee Name 1 Tutor/Peer Assistant III, MSW011-00	G01833191	D-252001, Financial Aid	43.75 Hours	  4	
Employee Name 2 Peer Assistant III, MSW091-00	G08105800	D-252001, Financial Aid	38.00 Hours	  1	
Pending - In the Queue 0					
In Progress 5					
Employee Name	ID	Organization	Hours/Units		
Employee Name 3 Peer Assistant III, MSW091-00	G01814293	D-252001, Financial Aid	13.00 Hours		
Employee Name 4 Peer Assistant II, MSW055-00	G08138902	D-252001, Financial Aid	14.00 Hours		

# Pending Timesheet Summary & Details

Preview

G# Employee Name

Peer Assistant III, MSW091-00, D, 252001, Financial Aid

Pay Period: 07/01/2021 - 07/31/2021 | 13.00 Hours

Submitted On: 10/12/2021, 03:15 PM

Earning Distribution		
Earn Code	Shift	Total
Student Worker Pay	1	13.00
Total Hours		13.00
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	8.00
Week 2	5.00
Week 3	
Week 4	
Week 5	

Comment (Optional):

Add Comment

Delete	Details
Return for correction	Approve

# Reviewing and Modifying Employee's timesheet

[Employee Dashboard](#) • [Time Entry Approvals](#) • Peer Assistant III, MSW091-00, D, 252001, Financial Aid, Rate: \$18.000000

G# Employee Name Peer Assistant III, MSW091-00, D, 252001, Financial Aid, Rate: \$18.000000 🕒 Leave Balances

07/2021 - 07/31/2021 | 13.00 Hours 📄 🗨️ 1 Pending Submitted On 10/12/2021, 03:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5 <i>July 4th Independence Day</i>	6 5.00 Hours	7	8	9	10

⊕ Add Earn Code

Student Worker Pay 🕒 10:00 AM - 03:00 PM | 5.00 Hours

⊕ Add More Time



Total: 5.00 Hours | [Account Distribution](#)

G01814293-Tesfaezgi, Genet A., Peer Assistant III, MSW091-00, D, 252001, Financial Aid, Rate: \$18.000000

[Leave Balances](#)

07/01/2021 - 07/31/2021 | 27.00 Hours ⓘ 🗨️ 1 Pending Submitted On 10/12/2021, 03:15 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 4.00 Hours	13	14 6.00 Hours	15	16 4.00 Hours	17

[+ Add Earn Code](#)

Student Worker Pay 🕒 07:00 AM - 09:00 AM | 2.00 Hours

[+ Add More Time](#)

Total: 2.00 Hours | [Account Distribution](#)

Sick PT Hrly 🕒 09:00 AM - 01:00 PM | 4.00 Hours

[+ Add More Time](#)

Total: 4.00 Hours | [Account Distribution](#)

[Exit Page](#)

Cancel

Save

Preview



G# Employee Name , Peer Assistant III, MSW091-00, I

07/01/2021 - 07/31/2021 | 27.00 Hours

SUNDAY	MONDAY
11	12 4.00 Hours

Student Worker Pay 07:00 AM - 09:00 AM | 2.00 Hours

+ Add More Time

Sick PT Hrly 09:00 AM - 01:00 PM | 4.00 Hours

+ Add More Time

**Preview**

Peer Assistant III, MSW091-00, D, 252001, Financial Aid

Pay Period: 07/01/2021 - 07/31/2021 | 27.00 Hours

Submitted On: 10/12/2021, 03:15 PM

**Earning Distribution**

Earn Code	Shift	Total
Student Worker Pay	1	15.00
Sick PT Hrly	1	12.00
<b>Total Hours</b>		27.00
<b>Total Units</b>		0.00

**Weekly Summary**

Week	Total Hours
Week 1	8.00
Week 2	5.00

Delete

Return for correction **Approve**

Leave Balances

Pending Submitted On 10/12/2021, 03:15 PM

FRIDAY	SATURDAY
16 4.00 Hours	17

Total: 2.00 Hours | Account Distribution

Total: 4.00 Hours | Account Distribution

# WTE Timesheets & Approval Deadlines

## MidMonth (MM) Payroll

Timesheet Pay Period	WTE Timesheet Deadline	Supervisor Approval in SSB	Payday	Pay Date
Jun 1 – Jun 30	06/30/2021	07/02/2021	Thursday	07/15/2021
Jul 1 – Jul 31	07/31/2021	08/03/2021	Friday	08/13/2021
Aug 1 – Aug 31	08/31/2021	09/02/2021	Wednesday	09/15/2021
Sep 1 – Sep 30	09/30/2021	10/04/2021	Friday	10/15/2021
Oct 1 – Oct 31	10/31/2021	11/02/2021	Monday	11/15/2021
Nov 1 – Nov 30	11/30/2021	12/02/2021	Wednesday	12/15/2021
Dec 1 – Dec 31	12/31/2021	01/05/2022	Friday	01/14/2022



**ANY QUESTIONS?**