

Payroll Services

Web Time Entry Training

2022



West Valley - Mission

Community College District

What is Web Time Entry (WTE)?

WTE is a web-based time entry system designed to improve accuracy and eliminate loss and delays in paper processing of physical Time Sheets. The WTE system will allow Employees to log into a secure website and enter their hours online. The Employee's Time Sheet requires online approval by the supervisor.

Employee Responsibilities - Classified Short-term Hourly and Student Workers

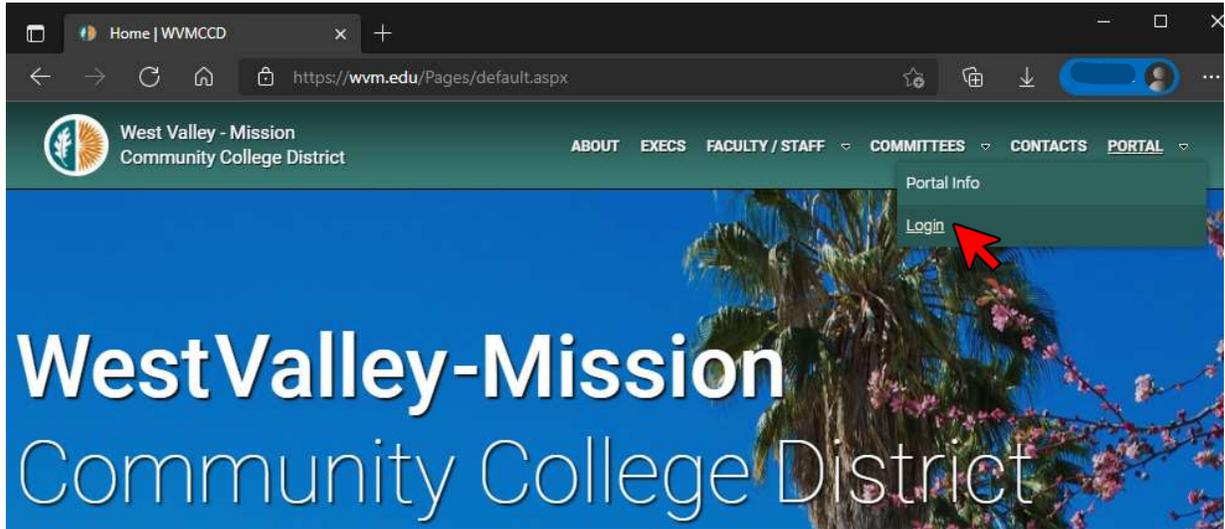
1. Initiate Time Sheet at the beginning of the pay period by opening the Time Sheet, recording accurate hours for that day, and saving.
2. Review hours worked for accuracy BEFORE submitting the Time Sheet for approval.
3. Submit Time Sheet by the deadlines established on the Payroll Calendar.

Time Sheet Deadlines – MidMonth (MM) Payroll

Timesheet Pay Period	WTE Timesheet Deadline	Supervisor Approval in SSB	Payday	Pay Date
Jun 1 – Jun 30	06/30/2022	07/05/2022	Friday	07/15/2022
Jul 1 – Jul 31	07/31/2022	08/02/2022	Monday	08/15/2022
Aug 1 – Aug 31	08/31/2022	09/02/2022	Thursday	09/15/2022
Sep 1 – Sep 30	09/30/2022	10/04/2022	Friday	10/14/2022
Oct 1 – Oct 31	10/31/2022	11/02/2022	Tuesday	11/15/2022
Nov 1 – Nov 30	11/30/2022	12/02/2022	Thursday	12/15/2022
Dec 1 – Dec 31	12/31/2022	01/04/2023	Friday	01/13/2023

Logging into Banner Employee Self-Service

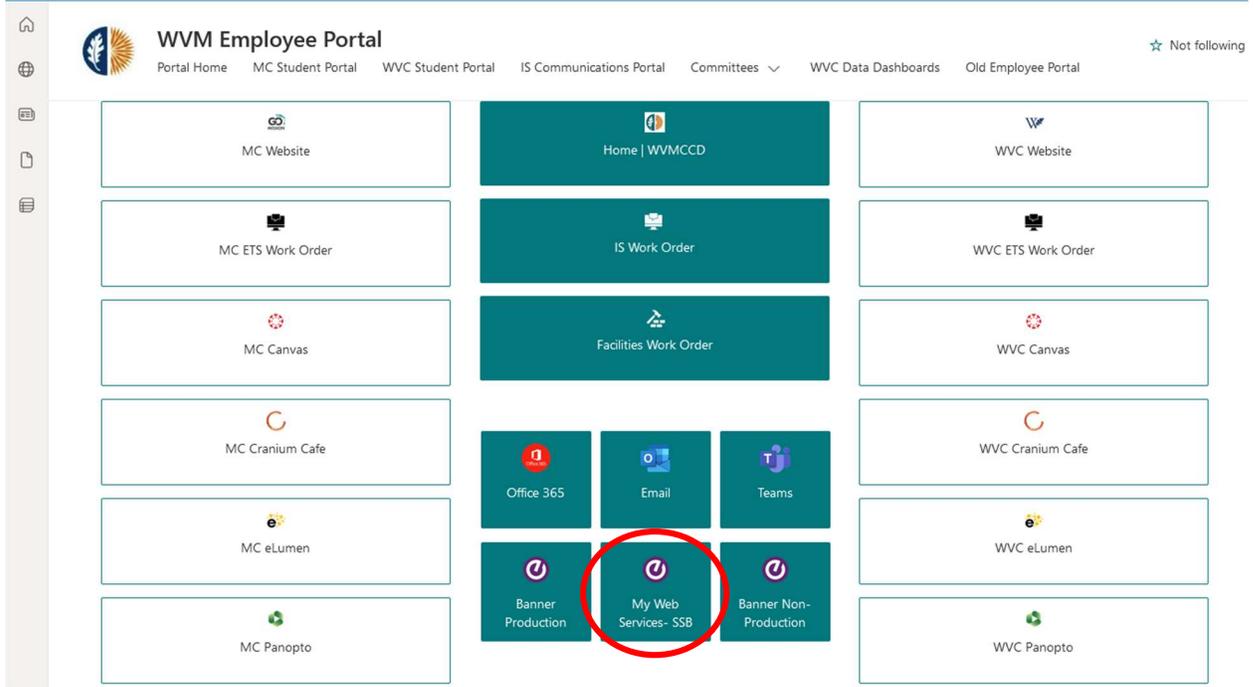
- 1.) Open the WVMCCD website <https://wvm.edu>
- 2.) Login to the **Portal**



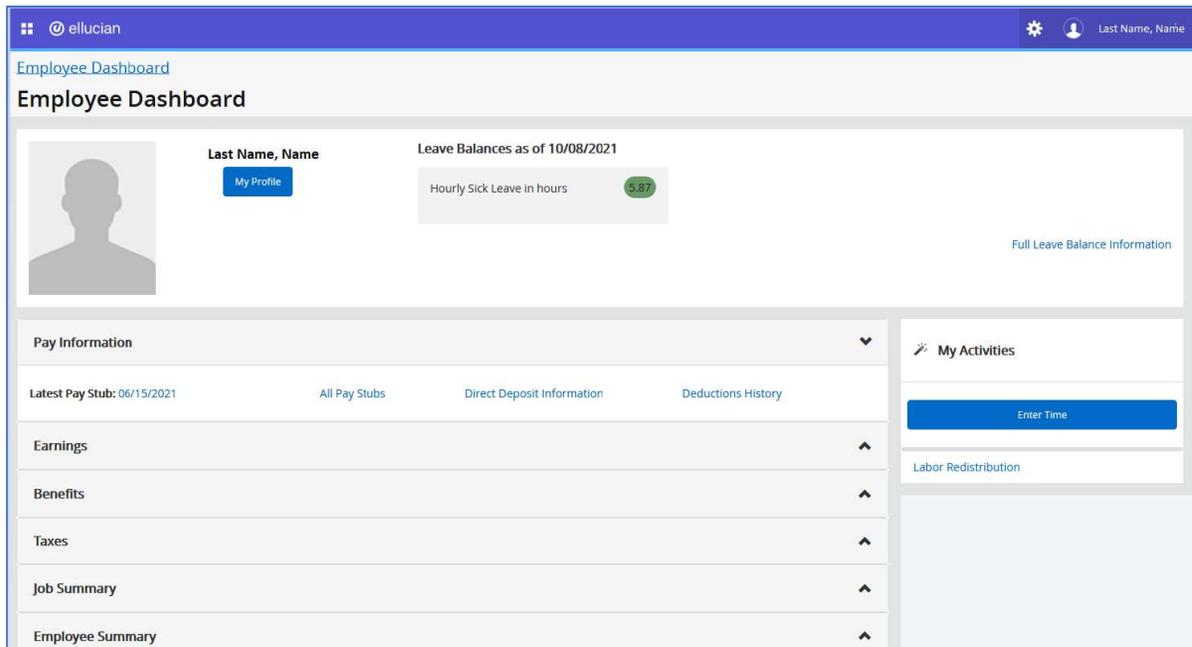
- 3.) **Sign in** to your account and **enter** your district email and password.

A screenshot of the login form on the WVMCCD website. The form includes the college logo, a back arrow, and the email address paytest.4@wvm.edu. The main heading is "Enter password" followed by a password input field with masked characters. Below the input field is a "Forgot my password" link and a blue "Sign in" button. At the bottom, there is a grey box with contact information for the I.S. Help Desk: "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".

4.) At the WVM Employee Portal, select **My Web Services – SSB**.

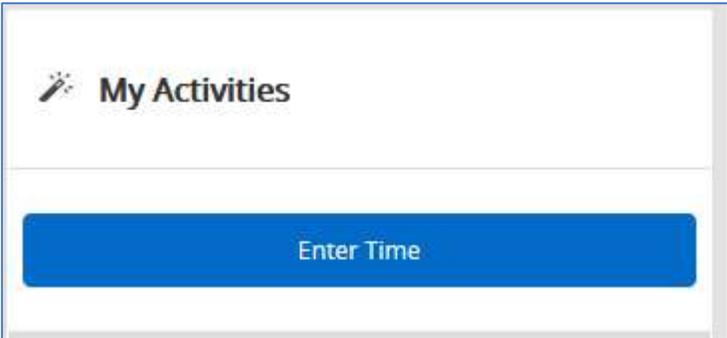


5.) The **Employee Dashboard** will be displayed.

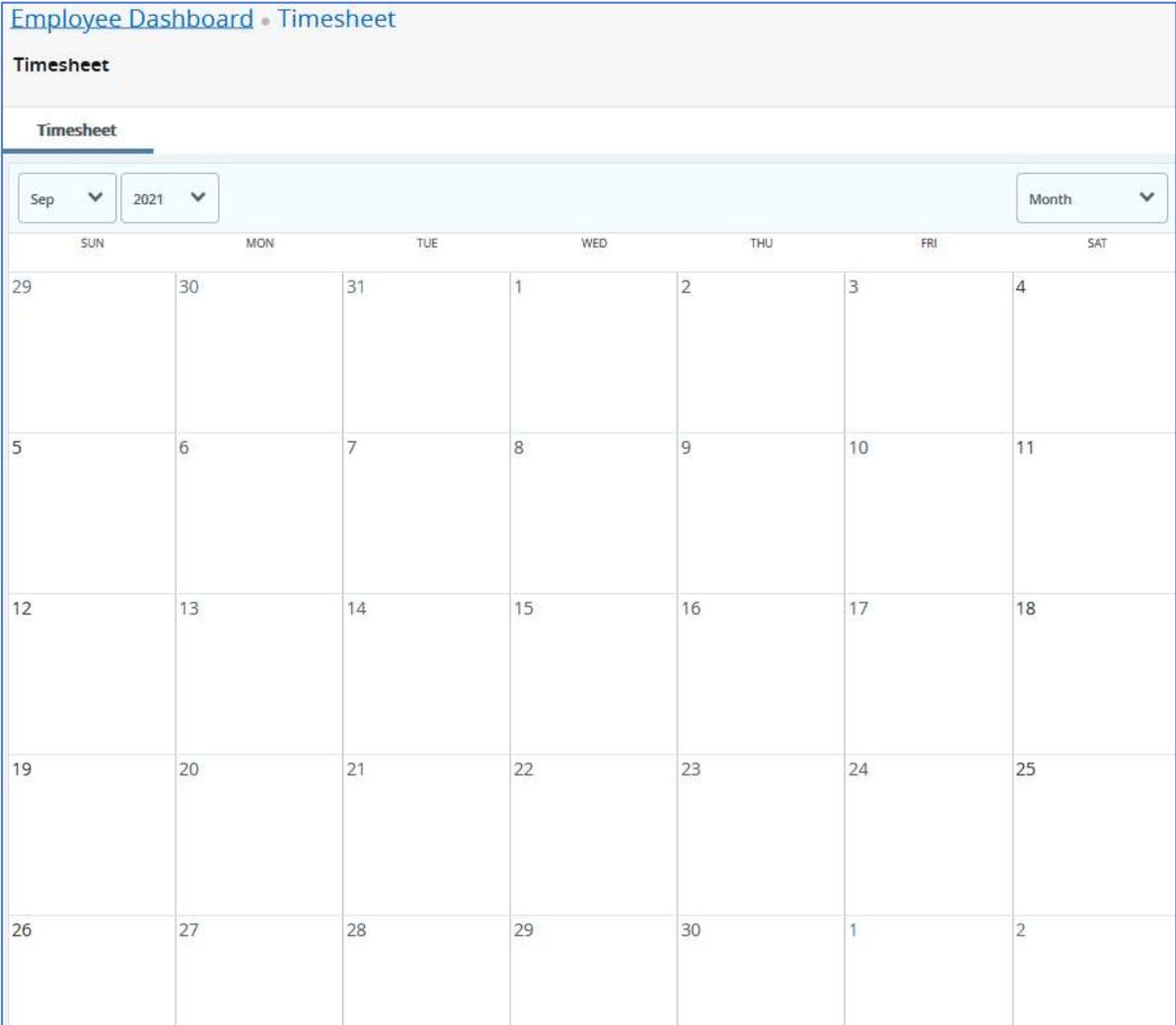


Entering Time in WTE

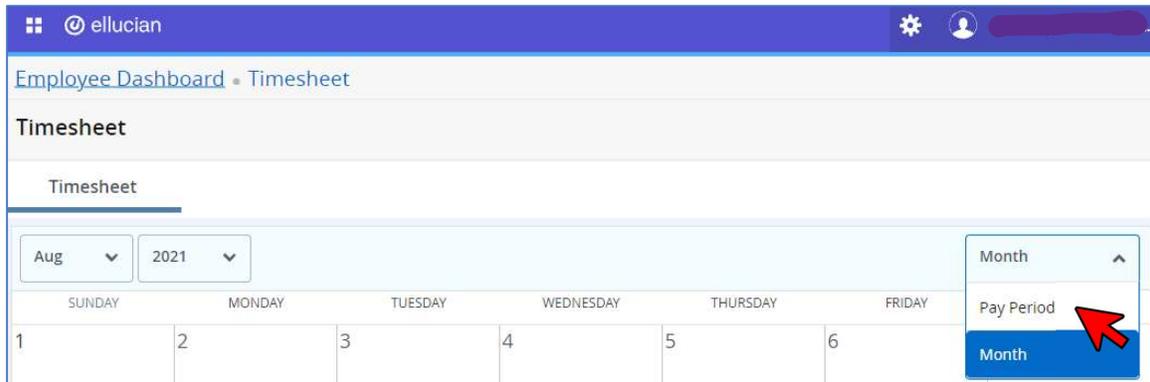
1.) Select **Enter Time** (blue box) under the **My Activities** section to open your timecard.



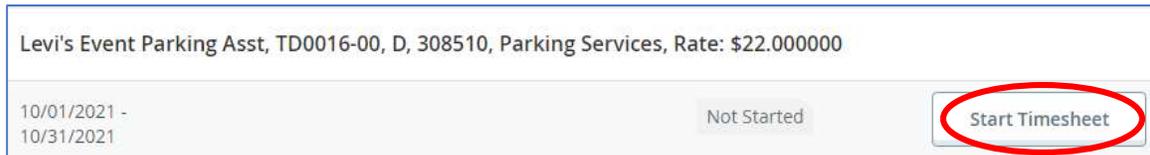
2.) The default view of the timesheet is displayed by **Month**.



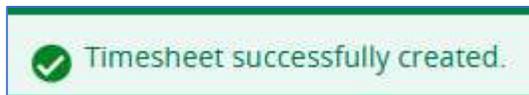
- 3.) Change to **Pay Period** in the dropdown menu to view your timesheets for the current pay period.



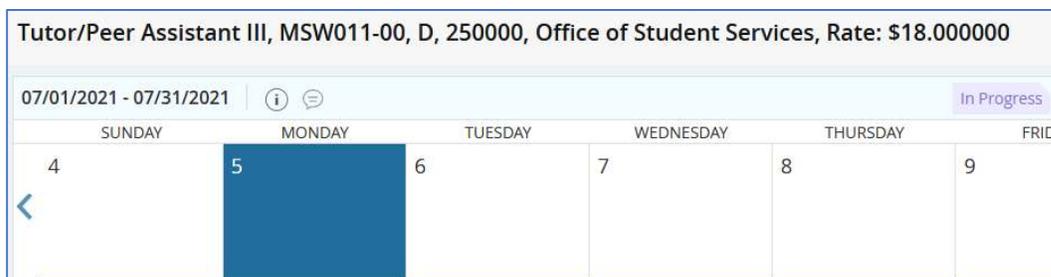
- 4.) Click on the **Start Timesheet** button to open your timesheet. If you have more than one position, make sure you open the correct timesheet. Verify the information at the top of the timecard.



A message will be displayed.



- 5.) Within your timesheet, select the day on which you want to enter hours. The daily box will turn dark blue.



6.) Select the earn code from the dropdown menu: **Hourly Pay**, **Student Worker Pay**, or **Sick PT Hourly**.

The screenshot shows a form titled "Add Earn Code". It has four main input fields: "Earn Code", "Start Time", "End Time", and "Hours". The "Earn Code" dropdown menu is open, showing three options: "Hourly Pay" (highlighted in blue), "Hourly Pay", and "Sick PT Hrly". The "Start Time" and "End Time" fields are currently empty, showing a placeholder "hh:mm a". The "Hours" field contains "0.00". Below these fields is a dashed box containing an "Add More Time" button.

7.) Enter the **Start Time** and the **End Time** using the time intervals of 15 minutes.

The screenshot shows the same "Add Earn Code" form. The "Earn Code" dropdown is now closed and shows "Hourly Pay". The "Start Time" field is set to "01:45 PM" and the "End Time" field is set to "03:00 PM". The "Hours" field now shows "1.25". A time selection pop-up is open over the "Start Time" field, showing a grid of time intervals: "01:15", "01:30", "01:45", "02:00", "02:15", "02:30", "02:45", "03:00". The "01:45" option is selected, and the "PM" period is chosen. The pop-up has "CANCEL" and "SET" buttons at the bottom.

To add more hours for the same earn code, on the same day, click **Add More Time**.

The screenshot shows the "Add Earn Code" form with "Student Worker Pay" selected in the dropdown menu. The "Start Time" and "End Time" fields are empty. The "Hours" field is "0.00". The "Add More Time" button in the dashed box below is circled in red.

8.) Click **Save** when finished entering hours for that specific day.

The screenshot shows a form for entering time. It has four columns: Earn Code, Start Time, End Time, and Hours. The Earn Code is set to 'Hourly Pay'. There are two rows of time entries. The first row has a start time of 01:45 PM, an end time of 03:00 PM, and 1.25 hours. The second row has a start time of 04:45 PM, an end time of 09:00 PM, and 4.25 hours. Below these rows is a dashed box with a plus icon and the text 'Add More Time'. At the bottom of the form are three buttons: 'Exit Page', 'Cancel', and 'Save'. The 'Save' button is circled in red.

9.) The total hours will appear on the daily box.

The screenshot shows the 'Employee Dashboard' for 'Levi's Event Parking Asst, TD0016-00, D, 308510, Parking Services, Rate: \$22.000000'. The timesheet is for the period 07/01/2021 - 07/31/2021, showing a total of 5.50 Hours. The timesheet is displayed as a grid with columns for SUNDAY, MONDAY, TUESDAY, and WEDNESDAY, and rows for days 4, 5, 6, 7, and 8. The cell for Monday, day 5, is highlighted in blue and contains the text '5.50 Hours'. A red arrow points to this cell. Below the grid is a section for 'Hourly Pay' with two entries: 01:45 PM - 03:00 PM for 1.25 Hours, and 04:45 PM - 09:00 PM for 4.25 Hours. There is also an 'Add More Time' button.

10.) Complete your timesheet by adding all the hours you worked in the pay period. Each pay period is a one-month period, but not all the days can fit on the width of one screen. Use the arrows on the left and the right to toggle back and forth between each week.

The screenshot shows the timesheet for 'Tutor/Peer Assistant III, MSW011-00, D, 252001, Financial Aid, Rate: \$18.000000'. The timesheet is for the period 07/01/2021 - 07/31/2021, showing a total of 41.50 Hours. The timesheet is displayed as a grid with columns for SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY, and rows for days 4, 5, 6, 7, 8, 9, and 10. A red arrow points from the left navigation arrow to the right navigation arrow, indicating the ability to toggle between weeks. The status 'In Progress' and 'Submit By 10/31/2021, 11:59 PM' are also visible.

11.) Save after each day entry.

Adding Meal Break

In California, an employee must take a meal period of not less than thirty minutes when the employee works more than (6) six hours.

The meal period may be waived by mutual consent if the work period per day is no more than (6) six hours.

If the employee takes a lunch break from 12:30 pm to 1:15 pm, his first shift will end at 12:30 pm, and the second shift will start at 1:15 pm.

The screenshot shows a timesheet interface with a table of entries. The table has columns for Earn Code, Start Time, End Time, and Hours. The first entry has a Start Time of 09:00 AM and an End Time of 12:30 PM, with 3.50 hours. The second entry has a Start Time of 01:15 PM and an End Time of 05:30 PM, with 4.25 hours. Red circles highlight the 12:30 PM end time of the first entry and the 01:15 PM start time of the second entry. There is an 'Add More Time' button at the bottom.

Earn Code	Start Time	End Time	Hours
Student Worker Pay	09:00 AM	12:30 PM	3.50
	01:15 PM	05:30 PM	4.25

Making Changes on your Timesheet

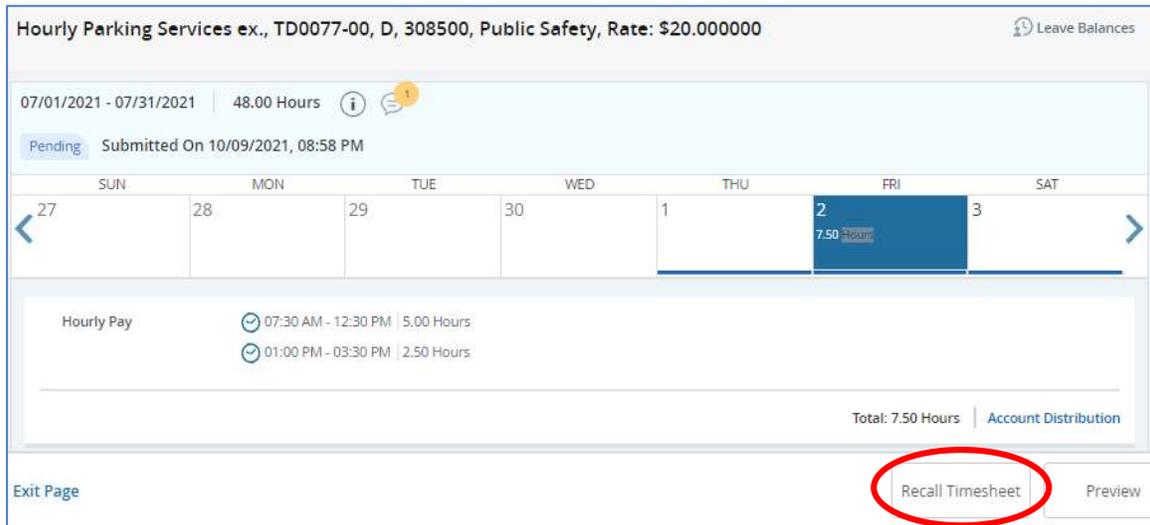
Reopen your Timesheet to add more hours or make corrections:

- Select the **In Progress** button. In-Progress means you have not yet submitted the Timesheet.

The screenshot shows a timesheet entry for 'External Event Parking Asst, TD0016-01, D, 308510, Parking Services, Rate: \$22.000000'. The entry is for the period 10/01/2021 - 10/31/2021. The status is 'In Progress', which is highlighted with a red circle.

External Event Parking Asst, TD0016-01, D, 308510, Parking Services, Rate: \$22.000000
10/01/2021 - 10/31/2021
In Progress

- Select **Pending** for timesheets that have been submitted to the supervisor for approval. Then, click on the **Recall Timesheet** button.



Make changes to your entries using the three buttons on the right of the timecard.



- 1.) **Edit:** Click on this icon if you want to edit your hours after you save them.



- 2.) **Copy:** This feature allow you to copy your worked hours from the selected day to another day.



The following message will appear.

✔ All entries, including Time In and Out data, hours, and Account Distribution override changes you have made for this earning code will be copied.

You can copy to the end of the pay period or one day at a time. Select from the options. Then, **Save**.

Copy Time Entry [Close]

Student Worker Pay : 4.50 Hours (07/16/2021, FRIDAY)

Select Options

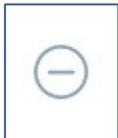
- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 07/01/2021 - 07/31/2021 [Help]

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2 4.50 Hours	3
4	5	6	7	8	9	10
11	12	13	14 7.50 Hours	15	16 4.50 Hours	17
18	19 4.50 Hours	20	21 7.50 Hours	22	23 5.50 Hours	24
25	26	27	28 7.50 Hours	29	30 4.50 Hours	31

Cancel Save

3.) **Delete:** Click here to delete the hours entered from that day.



A warning message will appear asking you if you want to delete your entry.

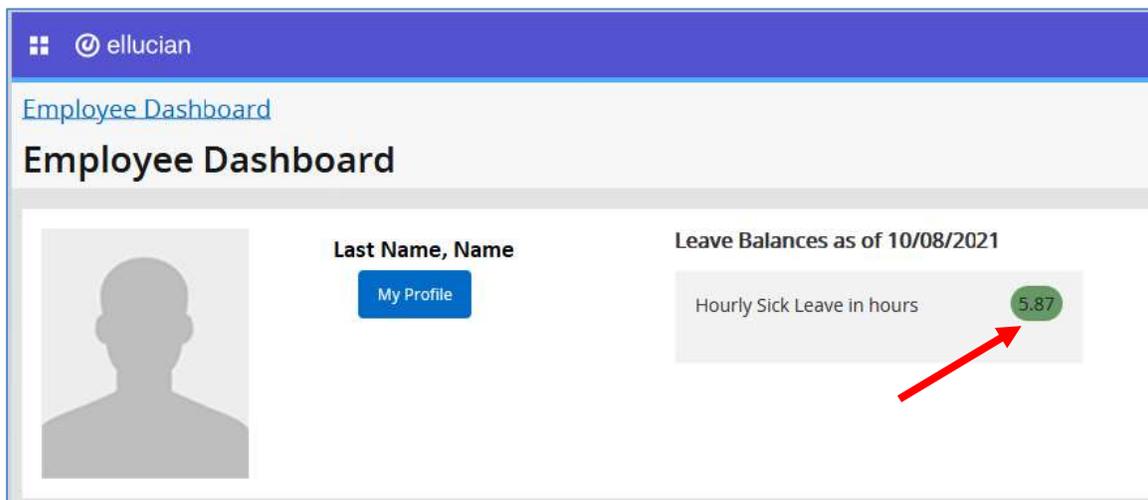
⚠ Are you sure you want to delete the earning record?

No Yes

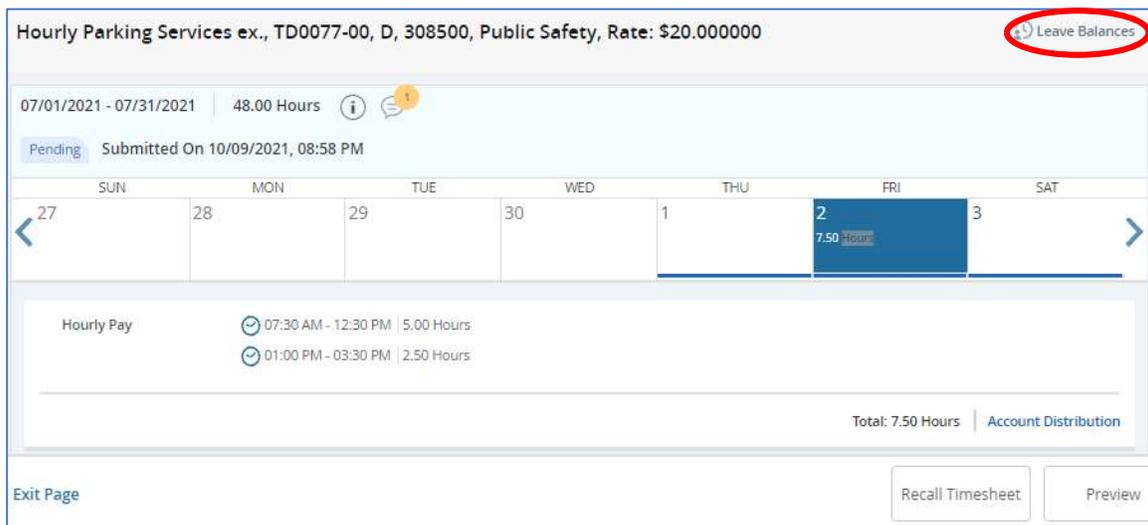
Entering Sick Time

If an employee was out sick, they need to enter sick time. Review the **HR Sick Leave Memo for Hourly Employees** for more information about employee eligibility, included [below](#).

- 1.) Review your **Sick Leave Balance** on the Employee Dashboard prior to entering sick time.
*Note: The hourly employees (short term and student worker) can use sick time if there is a sufficient balance displayed in **green**. Hourly employees can use up to the maximum of 24 hours in a fiscal year. Fiscal Year: July 1st to June 30th.*



DO NOT USE the **Leave Balance** link on the right of your timesheet. **The total hours shown are not accurate.**



Enter sick hours by selecting **Sick PT Hrly** from the dropdown menu.

Tutor/Peer Assistant III, MSW011-00, D, 252001, Financial Aid, Rate: \$18.000
000

07/01/2021 - 07/31/2021 53.50 Hours In Progress Sub

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4	5	6	7 7.50 Hours	8	9 4.50 Hours

+ Add Earn Code

Earn Code Start Time End Time Hours

Student Worker Pay hh:mm a hh:mm a 0.00

Student Worker Pay

Sick PT Hrly

+ Add More Time

To add sick time to a day with regular hours, click on the **Add Earn Code** button.

+ Add Earn Code

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

03:30 PM - 06:00 PM 2.50 Hours

+ Add More Time

Then, select **Sick PT Hrly** and enter the start and end times. Then, **Save**.

Hourly Pay 01:45 PM - 03:00 PM 1.25 Hours

04:45 PM - 09:00 PM 4.25 Hours

+ Add More Time

Total: 5.50 Hours Account Distribution

Earn Code Start Time End Time Hours

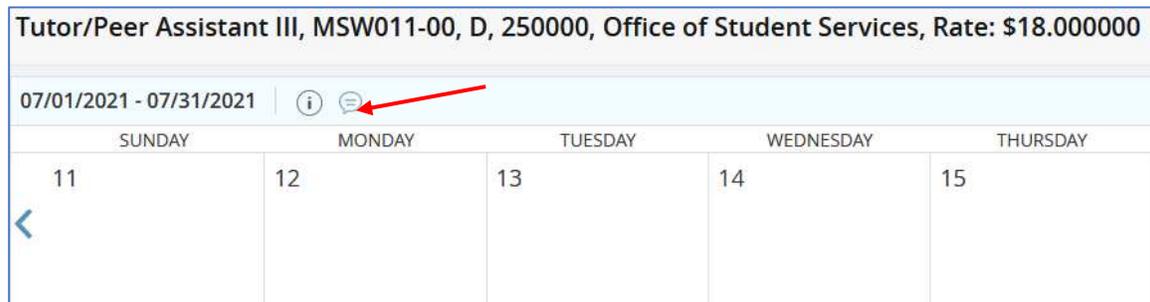
Sick PT Hrly hh:mm a hh:mm a 0.00

+ Add More Time

Adding Comments

Comments are required and must be added to the Time Sheet to clarify and explain the following: working during holidays, weekends, campus closures, and overtime.

- 1.) Select the **comment icon**.

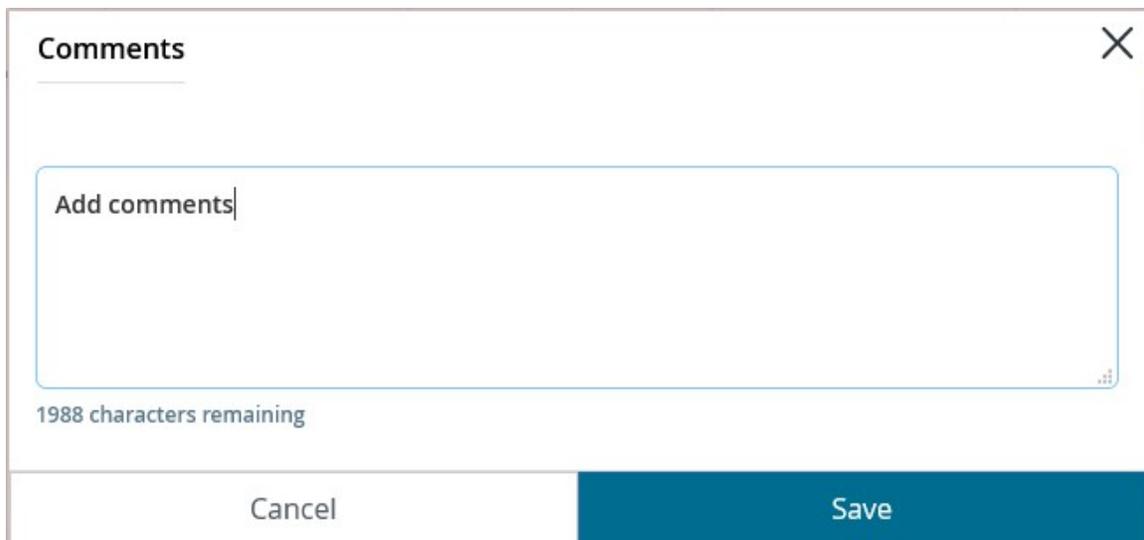


Tutor/Peer Assistant III, MSW011-00, D, 250000, Office of Student Services, Rate: \$18.000000

07/01/2021 - 07/31/2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
11	12	13	14	15

- 2.) The comment windows will open. Add a brief explanation and then **Save**.



Comments

Add comments

1988 characters remaining

Cancel Save

Restarting Timesheet

This option will clear out all hours previously entered, and the timesheet will be set back to the beginning. Use this option only if you have to re-enter all your hours.

Examples:

- The hours were entered into the incorrect timesheet or position, or
- The job record is updated by HR after the employee enters hours.

1.) Select the **Restart Time**.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14 7.50 Hours	15	16 4.50 Hours	17

2.) A message appears to confirm the restart of the timesheet.

⚠ You have requested a restart of your timesheet. Please note that all previously entered time and comments will be removed from this pay period after the restart. To proceed, select the Restart button. To return to your timesheet, select the Cancel button.

Cancel Restart Time

3.) A confirmation message will display.

✔ Timesheet successfully restarted.

Submitting Timesheet

Once all the hours have been entered for the **entire monthly pay period**, the timesheet is ready to be submitted.

- 1.) Click on the **Preview** button on the bottom right of the timesheet.

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**

- 2.) Review the summary of the timesheet.

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
Total Hours		43.75
Total Units		0.00

- 3.) **Scroll** to the bottom of the summary and confirm that the total hours per week are accurate. You can also add a comment.
- 4.) Click **Submit**. The timesheet will be routed to the supervisor for approval.

*Note: If you need to make needs correction, click on the **Cancel** button to go back to the timesheet.*

Preview

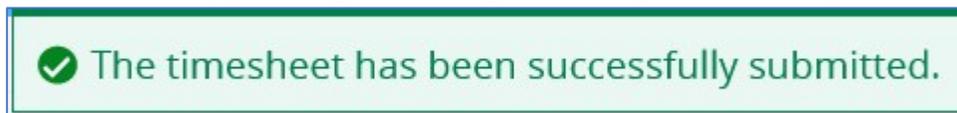
Weekly Summary	
Week	Total Hours
Week 1	
Week 2	6.00
Week 3	13.75
Week 4	12.00
Week 5	12.00

Comment (Optional):

Add Comment

Cancel Submit

- 5.) Once submitted, you will get a message indicating the status of your timesheet.



- 6.) The status of the timesheet will change from **In Progress to Pending**.

It is highly recommended the employee notifies the supervisor (approver) when the Time Sheet is ready for review and approval.

*******END OF INSTRUCTIONS FOR STUDENTS AND HOURLY EMPLOYEES*******

****Instructions for Supervisors, Approvers, and Proxies only****

What is Web Time Entry (WTE)?

WTE is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical Time Sheets. The WTE system will allow Employees to log into a secure website and enter their hours online. The Employee's Time Sheet requires online approval by their supervisor.

Supervisors and Managers (Approver) Responsibilities

An Approver is an individual who has the ability to update, change, return, or approve the timesheet submitted by their employees.

The Approver(s) are responsible for ensuring all department employees capture and submit their total hours worked for the current pay period by the payroll deadline.

Time Sheet Deadlines – MidMonth (MM) Payroll

Timesheet Pay Period	WTE Timesheet Deadline	Supervisor Approval in SSB	Payday	Pay Date
Jun 1 – Jun 30	06/30/2022	07/05/2022	Friday	07/15/2022
Jul 1 – Jul 31	07/31/2022	08/02/2022	Monday	08/15/2022
Aug 1 – Aug 31	08/31/2022	09/02/2022	Thursday	09/15/2022
Sep 1 – Sep 30	09/30/2022	10/04/2022	Friday	10/14/2022
Oct 1 – Oct 31	10/31/2022	11/02/2022	Tuesday	11/15/2022
Nov 1 – Nov 30	11/30/2022	12/02/2022	Thursday	12/15/2022
Dec 1 – Dec 31	12/31/2022	01/04/2023	Friday	01/13/2023

It is the responsibility of the Approver(s) to verify the Employee has accurately entered the hours and days for all the work performed.

The **details** of each timesheet should be reviewed carefully to ensure the timesheet is submitted correctly. Each employee's timesheet **requires** your approval. Please make all necessary corrections by the **Approver's deadline** to ensure your employees are paid for the current pay period.

1. Designate at least two Proxies to perform **correction and approval** responsibilities in an absence.
2. Provide hourly employees access to a computer to enter their time routinely.
3. Train hourly employees to utilize WTE in SSB.
4. Verify Employees have initiated their timesheets at the beginning of the Pay Period.
5. Verify that all employees have submitted their timesheets for approval by the Employee [WTE deadline](#). Notify the employees **immediately** if they have not submitted their timesheets.

Approver's Check List:

- Verify the Employee has accurately entered hours and days for all work performed.
- Approve all Time Sheets by the Approver deadline.
- Notify Proxy to review and approve Time Sheets on your behalf when you are not going to be available to perform this responsibility.

Assigning a Proxy (Backup Approver)

Approvers are responsible for **setting up** their own Proxies within Banner Web Time Entry. Each Approver must have (2) two or more Proxies who can approve timesheets in their absence.

Review your assigned proxies throughout the year to ensure there is sufficient coverage and to avoid last-minute changes at the deadline.

The Proxy should be able to verify employees' submitted hours and be **required** to be a Full-Time Employee at the same level or higher than the Approver. As a general rule, a Proxy's position should be at the same level or higher than the Approver's.

What is a Proxy?

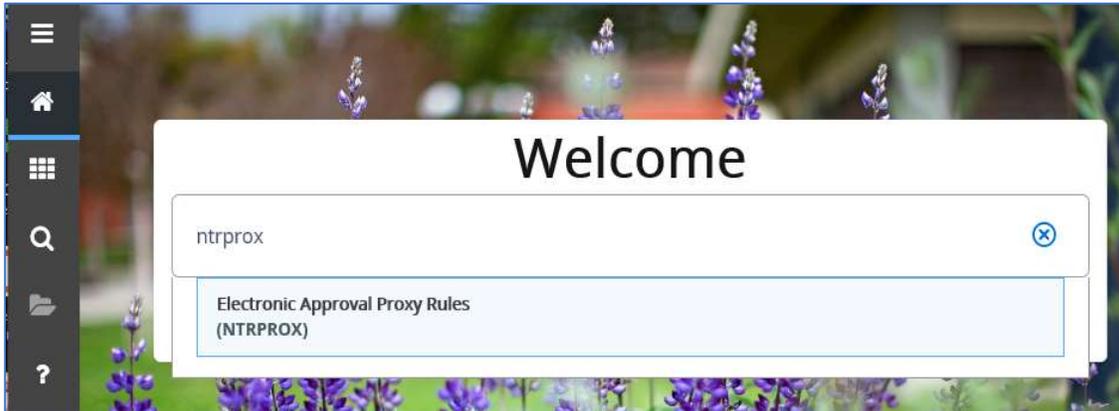
A Proxy is an individual(s) designated by the Approver in the system to act on their behalf. The Proxy will be responsible to: update, change, modify, return, or approve the timesheet submitted by an employee. If you have been designated as a Proxy for an Approver, you assume the role and responsibilities of "Acting Approver."

Why assign a Proxy?

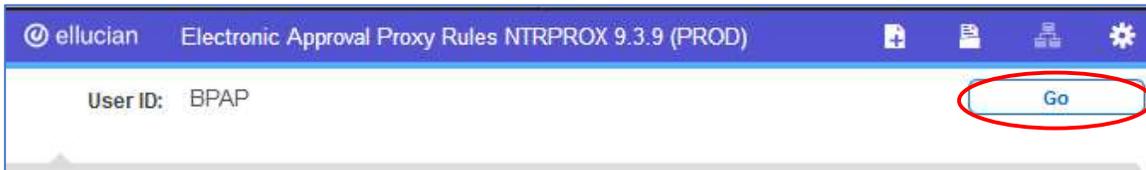
It is essential your Proxy(s) know they have been authorized to act on your behalf if you are absent, especially to approve and correct timesheets by the monthly Payroll deadline. Let your employees know who your department Proxy is, so the employee can contact the Proxy to correct any error on their timesheet.

Assigning a Proxy (Backup Approver) in Banner 9

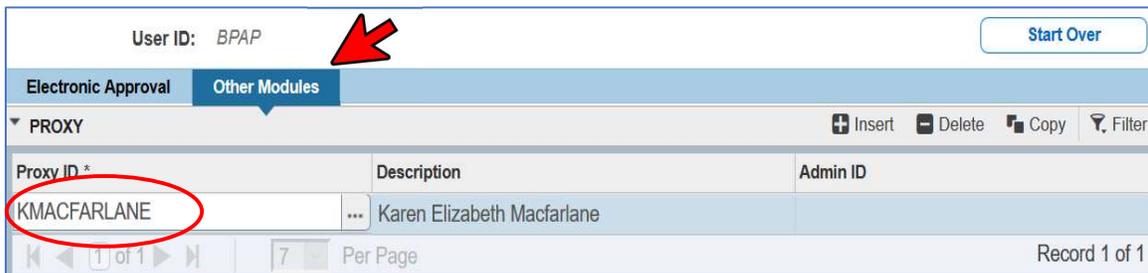
1. Log into Banner and open the **NTRPROX** page to assign a proxy.



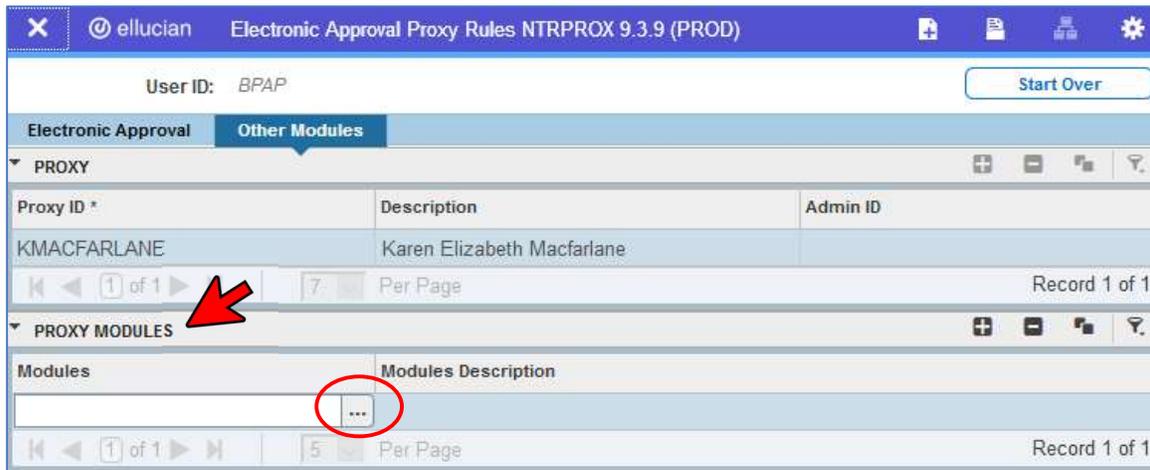
2. Your User ID will be displayed by default. Then, click **Go**.



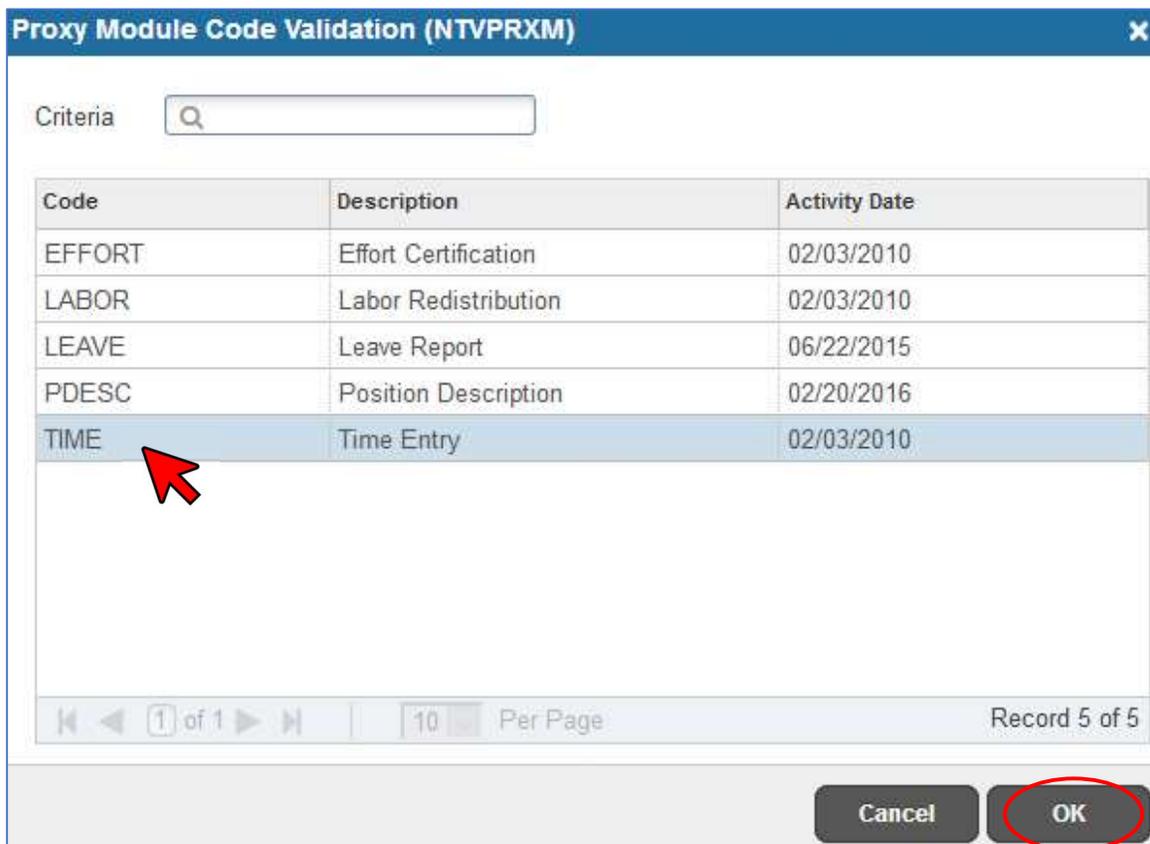
3. Select the **Other Modules** tab to set up proxies. Enter the ID of the individual you want to set up as your proxy (Initial of the first name and last name). Then, press the Tab key Tab ↹ on your keyboard, the full name of your proxy will be displayed.



- Go to the **Proxy Modules** section and click on the ellipses (three dots).



- The Proxy Module Code Validation list will appear. Select **TIME (Time Entry)** from the list. Click **OK**.

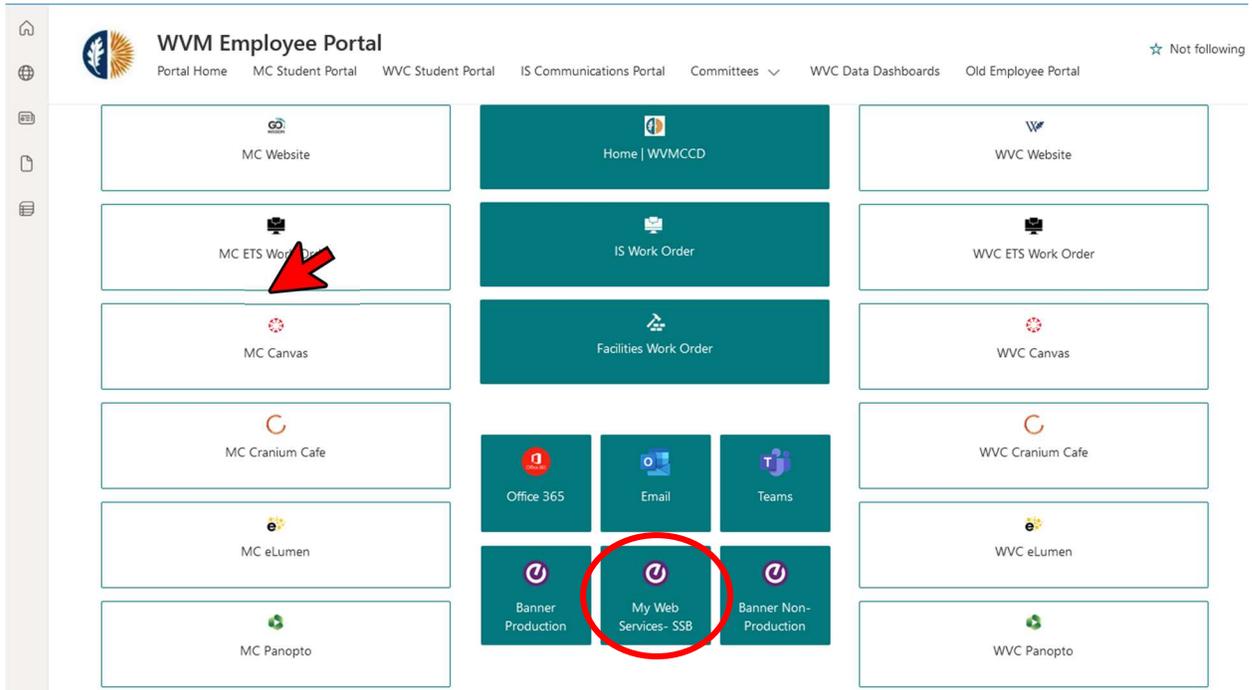


6. Save record and exit screen by clicking on Start Over.

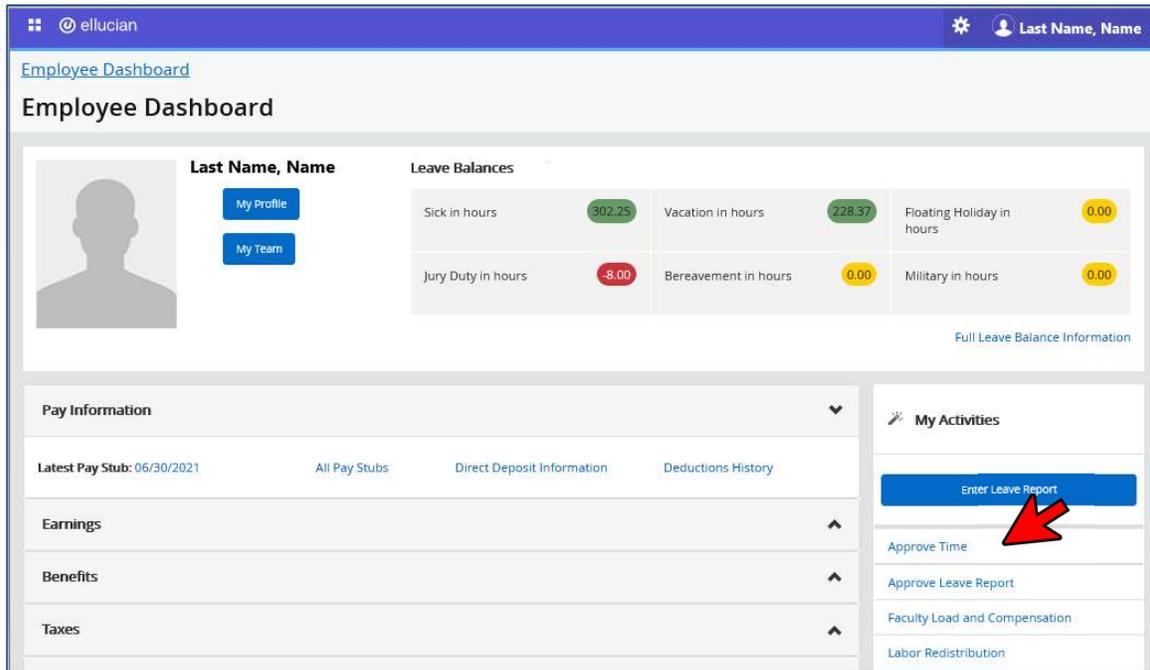
The screenshot displays a software interface for user management. At the top, it shows 'User ID: BPAP' and a 'Start Over' button. Below this are two tabs: 'Electronic Approval' and 'Other Modules', with 'Other Modules' being the active tab. The interface is divided into two main sections: 'PROXY' and 'PROXY MODULES'. The 'PROXY' section contains a table with columns 'Proxy ID *', 'Description', and 'Admin ID'. The first row shows 'KMACFARLANE' for the Proxy ID and 'Karen Elizabeth Macfarlane' for the Description. Below the table is a pagination control showing '1 of 1' records and '7 Per Page'. The 'PROXY MODULES' section contains a table with columns 'Modules' and 'Modules Description'. The first row shows 'TIME' for the Modules and 'Time Entry' for the Modules Description. Below this table is a pagination control showing '1 of 1' records and '5 Per Page'. At the bottom right of the interface, a blue 'SAVE' button is circled in red.

Assigning a Proxy in My Web Services – SSB

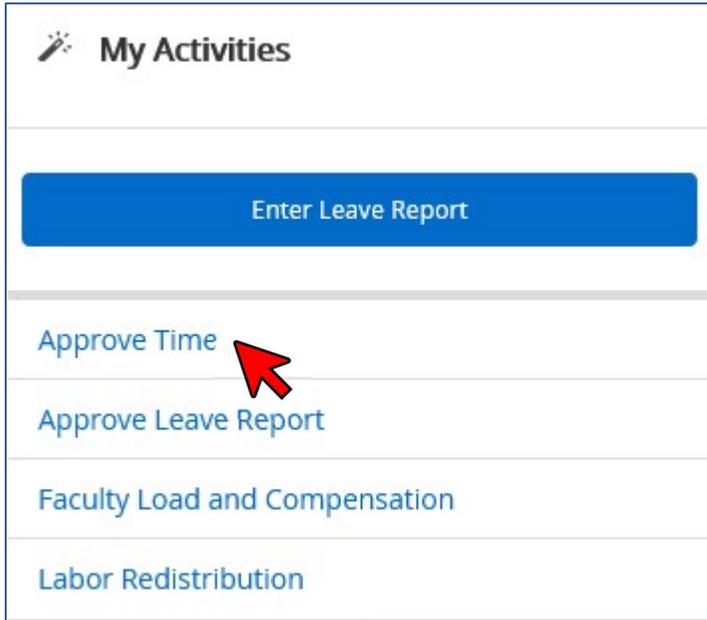
1.) Go to the **WVM Employee Portal** and select **My Web Services – SSB**.



2.) Select **Approve Time** under the My Activities section in the Employee Dashboard.



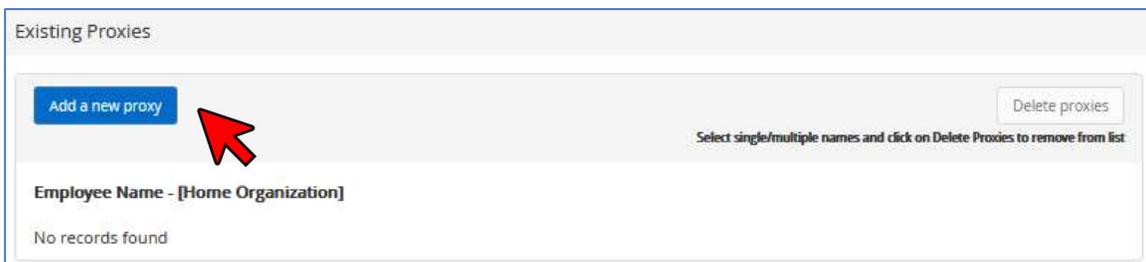
Click the **Approve Time** link under the My Activities section.



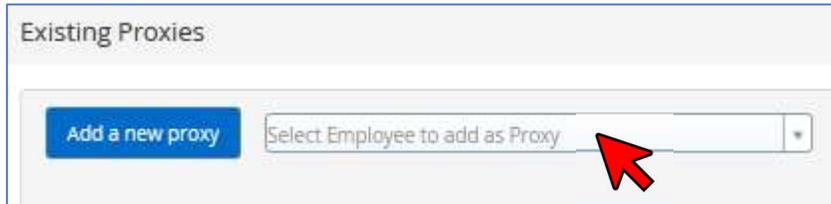
3.) Select the **Proxy Super User** link on the top right-hand of the screen and under your name.



4.) Click the **Add a new proxy** button under the Existing Proxies section.

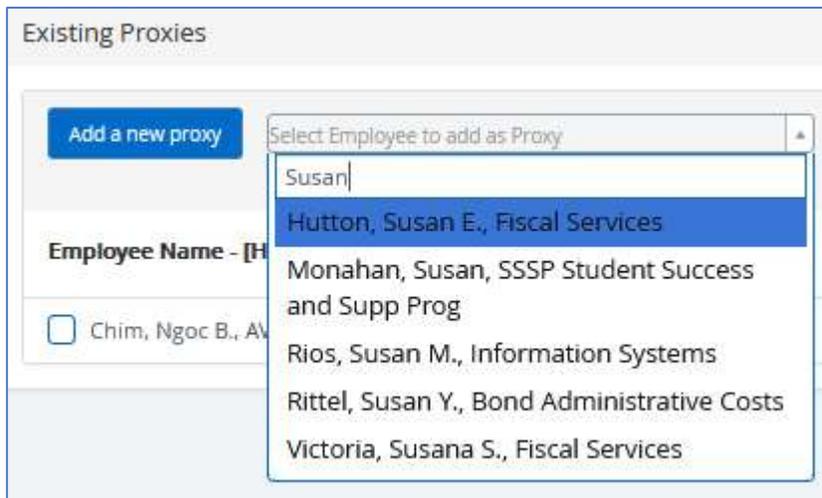


- 5.) Enter the employee's name in the search box to add them as a Proxy.
Note: The Proxy must be a Full-Time employee at the same level or higher than the Approver.



The screenshot shows a section titled "Existing Proxies". On the left is a blue button labeled "Add a new proxy". To its right is a search box with the placeholder text "Select Employee to add as Proxy". A red mouse cursor is pointing at the search box.

- 6.) Find the name of the employee who will be your proxy and select.



The screenshot shows the "Existing Proxies" section with the search box dropdown menu open. The search box contains the text "Susan". The dropdown menu lists the following employees:

- 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

Below the search box, there is a label "Employee Name - [H" and a checkbox next to the name "Chim, Ngoc B., AV".

- 7.) A message will display confirming your selection has been saved.



8.) Repeat steps in #4 to add another Proxy or click the **Delete proxies** button to remove an existing Proxy.

Existing Proxies

[Add a new proxy](#) [Delete proxies](#)

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

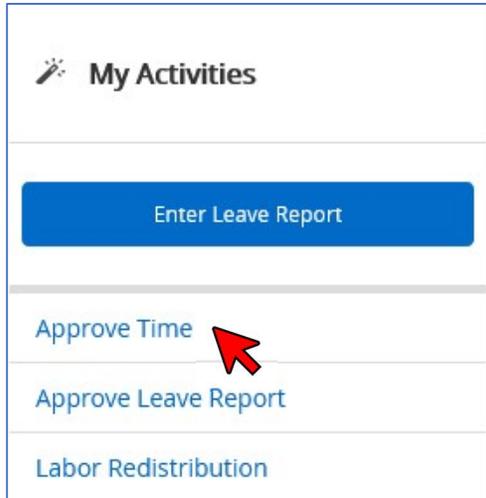
Employee Name - [Home Organization]	
<input type="checkbox"/>	Chim, Ngoc B., AVC Finance and Administration
<input type="checkbox"/>	Hutton, Susan E., Fiscal Services

9.) If the Proxy's name is not available in the search box, contact the IS-Help Desk.

It is **highly recommended** to follow up with your Proxy if they cannot view your employees' timesheets.

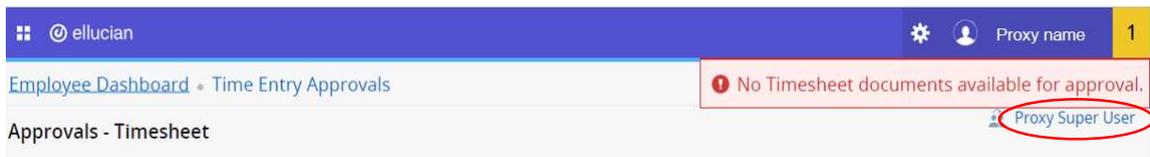
Approving Timesheets

1. Select **Approve Time** under **My Activities** to access the employee's timesheets that need to be approved.

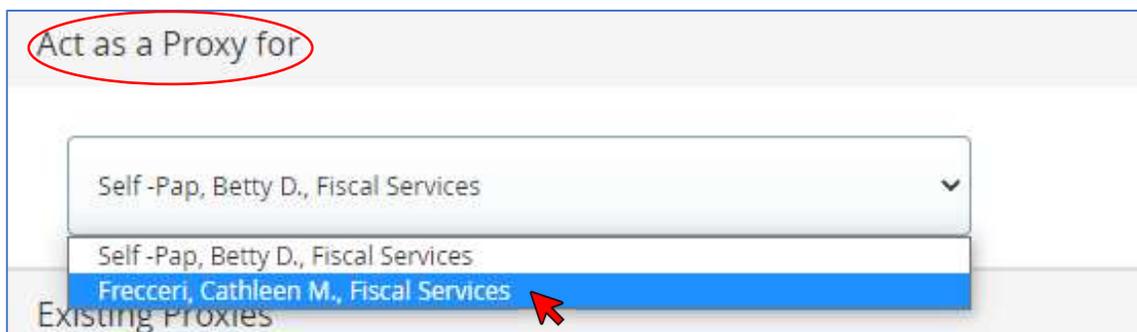


If you are acting as a **Proxy**:

- Click on the Proxy Super User link on the top right-hand of the screen.



- Go to the section **Act as a Proxy for** and select the approver's name for whom you are a proxy.



- Select **Navigate to Time & Leave Approvals application** to review, correct, and approve the employees' timesheets on behalf of the mandatory approver.

Act as a Proxy for

Frecceri, Cathleen M., Fiscal Services

Existing Proxies

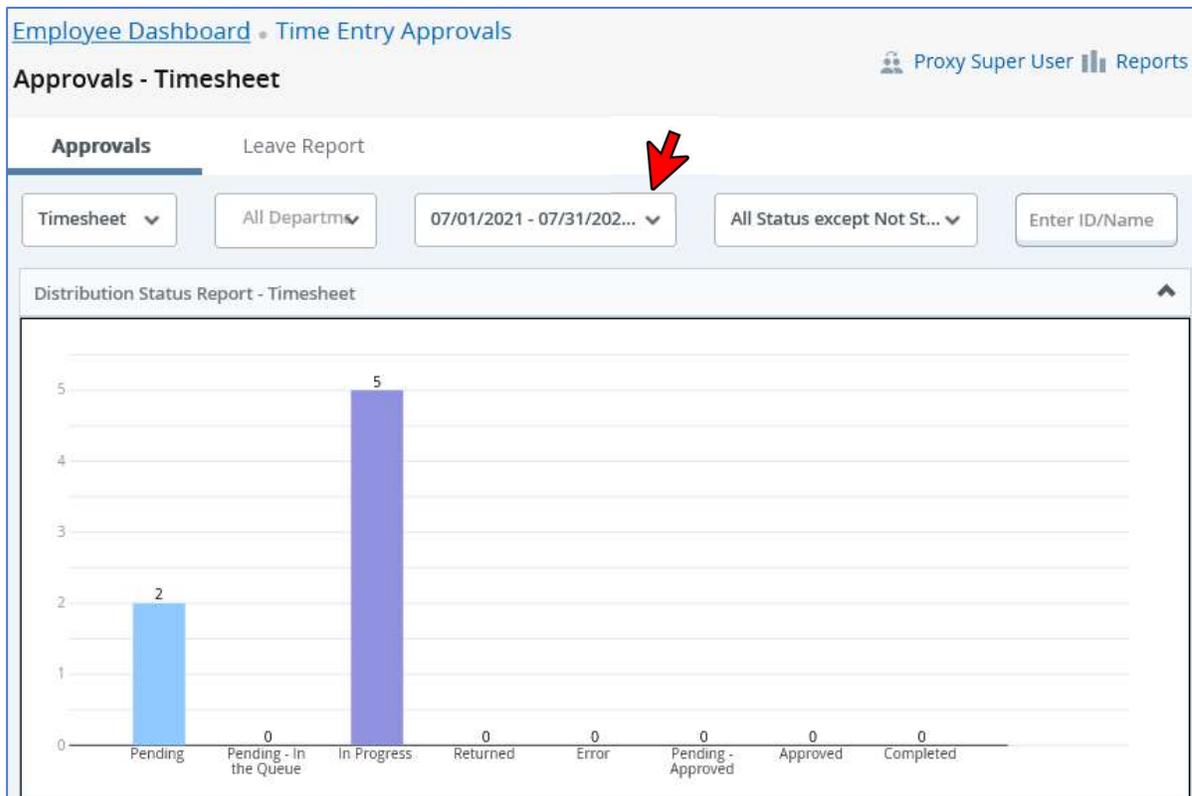
Add a new proxy

Delete proxies

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

Navigate to Time & Leave Approvals application

2. The **Time Entry Approvals** will display a **Distribution Status Report** of the timesheets for the department (ORG) you are assigned. Validate you are in the correct pay period.



In Progress:

The Timesheet has been started by the Employee but has not been submitted for approval.

Pending:

The Employee has submitted the Timesheet for approval. The record is waiting for the Approver (or Proxy) to approve. The Approver may send the timesheet back for correction. This could be in the queue, pending further action from the Employee.

Pending – In the Queue:

The Timesheet is in the first approver's queue, waiting for approval. Once the first approver completes the approval, the timesheet will change the status to Pending.

Returned:

The Timesheet has been returned by the Approver (or Proxy) to the Employee for correction.

Pending – Approved:

The Timesheet is in the second approver's queue, waiting for approval.

Approved:

The Timesheet has been reviewed, approved electronically, and sent to the Payroll Department for processing.

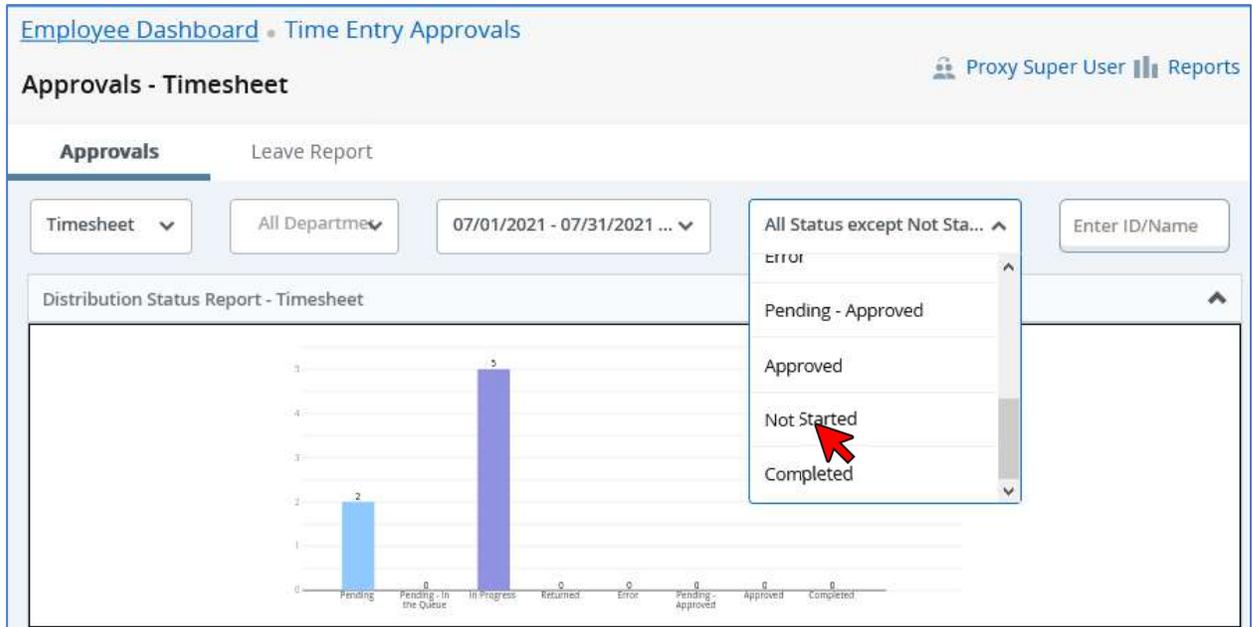
If problems are found on timesheets after approval, the Payroll Department will return the timesheet to the Approver or Employee for correction. Please correct for final payroll processing as soon as possible.

Completed:

The Payroll Department has processed the Timesheet.

Not Started:

The Employee has not started to enter hours on the timesheet. Change the status to Not Started in the Approvals dashboard to see the list of employees who have not opened their timesheets.



3. Scroll down to see the name of the employees by timesheet's status.

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	<i>i</i> <i>4</i> <i>⋮</i>
Employee Name 2 Peer Assistant III, MSW091-00	G08105800	D-252001, Financial Aid	38.00 Hours	<i>i</i> <i>1</i> <i>⋮</i>
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	<i>i</i> <i>⋮</i>
Employee Name 4 Peer Assistant II, MSW055-00	G08138902	D-252001, Financial Aid	14.00 Hours	<i>i</i> <i>⋮</i>

4. To approve timesheets, you can either:

- Click on the bar graph for **Pending** to see the list of timesheets ready for approval, or
- Go to the **Pending** section (scroll down) to see the list of the employees who have pending timesheets.

5. Select the employee's name. The **Preview** windows will appear showing:

- Employee's information, Pay Period, and Total hours.
- Summary of the Earning Distribution by Earn Code: Hourly, Student Worker, or Sick hours.
- Total hours submitted for the pay period.
- Weekly Summary: Hours worked per week.
- Confidential Comment Indicator: If the box is checked, only Approvers and the Payroll department can view it. It is not visible to the employee.

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Delete	Details
Return for correction	Approve

- Actions:
 - Delete
 - Details
 - Return for Correction
 - Approve

Preview

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

6. Select **Details** to audit the employee's timesheet. It is the responsibility of the Approver to verify the employee has accurately entered the hours and days in which the work was performed.
 - Click on each day where the employee entered time to validate the start and end times. Use the arrows on the left and the right to toggle back and forth between each week. The daily box will turn dark blue, and the time in and out will be shown.

Mendoza, Tutor/Peer Assistant III, MSW011-00, D, 252001, Financial Aid, Rate: \$18.750000

07/01/2021 - 07/31/2021 | 43.75 Hours | Pending

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11	12 6.00 Hours	13	14 7.75 Hours	15	16

+ Add Earn Code

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

- Click on the **Comments** icon to read all the messages.

Mendoza, Tutor/Peer Assistant III, MSW011-00, D, 252001, Financial Aid, Rate: \$18.750000

07/01/2021 - 07/31/2021 | 43.75 Hours | Pending

- Add Comments to the timesheet to clarify and explain if the Employee worked during holidays, weekends, campus closures, and when the employee worked overtime.

7. Select **Return for Correction** if errors are found after the employee sends the timesheet for approval.

- Enter a comment before returning the timesheet to the employee, indicating what needs to be corrected.
- Return the timesheet to the employee. Do not select the Confidential Comment box.
- Notify the Employee about the timesheet status.
- The Employee can make changes to their timesheet and re-submit it for approval before the approval deadline.
- If the employee has not corrected the timesheet **by the last day to approve timesheets**, the Approver must correct the entries on behalf of the employee.

Comment (Optional):

Correct hours entered on 07/12. 

1969 characters remaining

Confidential Comment

8. Select **Approve** if you complete reviewing your employee's timesheet. A message will appear indicating it was successfully approved and the status of the timesheet changes to Approved. The timesheet was submitted to the Payroll Department for processing.

TO: Part Time/Seasonal/Temporary/Hourly Employees

FROM: Human Resources

SUBJECT: Paid Sick Leave

This memo is to notify you about the Healthy Workplaces, Healthy Families Act. The law provides employees (including part-time, hourly, seasonal and temporary employees) paid sick leave.

Employees who work for 30 days or more in a fiscal year (July 1 – June 30) from the commencement of employment, qualify for the sick leave. Employees must be employed for 90 days before they can begin using their sick leave.

Employees accrue at least one hour of paid sick leave for every 30 hours worked. Accrual is capped at six days or 48 hours and the use of sick leave is limited 24 hours or 3 days in one fiscal year.

An employee may use sick leave for the treatment of a health condition or for preventative care related to the employee or an employee's family member (which includes a child, parent, spouse or registered domestic partner, grandparent, grandchild, or sibling). Such sick leave can also be used if an employee was a victim of domestic violence, sexual assault, or stalking.

The employee will be paid an amount equal to the employee's regular hourly wage for each hour of sick leave used, which will be paid out on the next regular payroll after the leave was taken. Employees must have a current contract/assignment in order to use the sick leave.

In order to record and gain approval for the sick leave, an employee will need enter their sick hours through Web Time Entry (WTE). Sick leave balances will be displayed on the pay stub and in SSB (Self Service Banner).

The sick leave cannot be "cashed out," nor transferred to someone else, either during employment or at termination of employment.