

Web Time Entry Tutorial





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Web Time Entry Tutorial

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Introduction:

Web Time Entry is a web based system for time entry. The time entry system is accessed through **Salt Lake Community College's (SLCC) MyPage**. Employees are responsible for entering the appropriate hours each pay period and then submitting the time sheet to their approver. **Pay periods** are from the 1st to the 15th of the month and from the 16th to the last day of the month. Employees must submit their time sheet to their approver on or before the 15th and last day of the month. Approvers must approve and submit time sheets to payroll by the due date shown on the **Time Sheet** page.

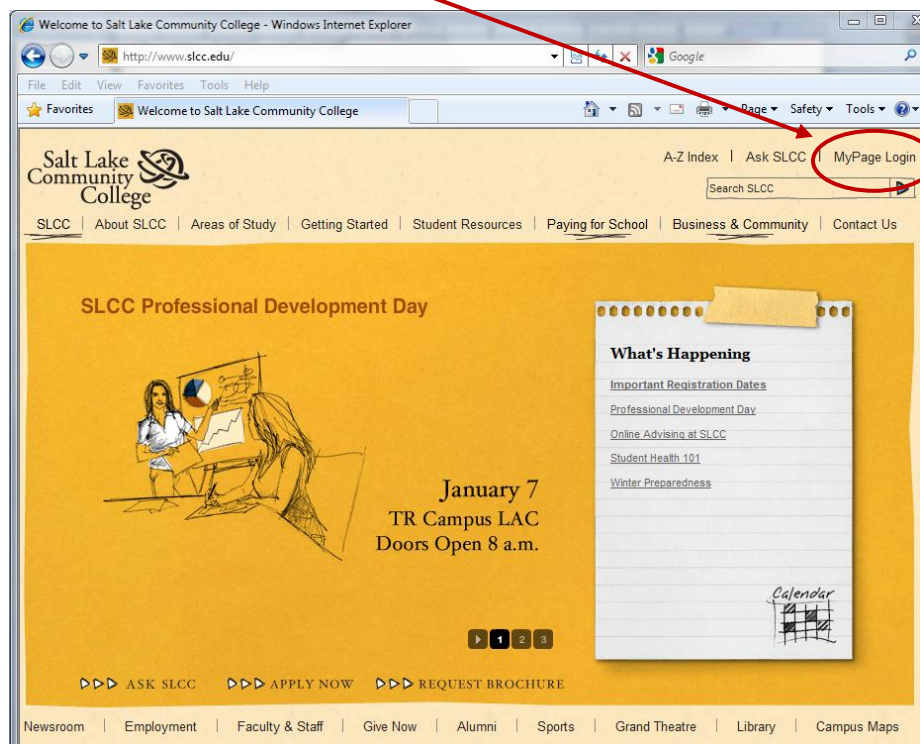
Section I: Web Time Entry Log-on

Logging on

Begin by logging into **MyPage**.

To Log into MyPage:

1. Go to the **SLCC Home Web Page** at www.slcc.edu.
2. Click **MyPage Login** and enter your Username and Password on the next screen.



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When MyPage opens:

The screenshot shows the Salt Lake Community College MyPage interface. At the top, there is a yellow banner with the college logo and a cartoon character. Below the banner, there is a navigation bar with tabs for MyPage, Employee, and MyTab. The Employee tab is selected. A callout bubble points to the Employee tab with the text "1. Click on the Employee tab". Below the navigation bar, there is a header area with "You are currently logged in." and a date "January 7, 2011". The main content area is divided into three columns. The left column is titled "Employee Portal" and contains sections for "Payroll Links", "Benefits & Deductions", and "Pay Information". The middle column is titled "Personal Information" and contains sections for "SLCC Organization", "SLCC Directories", "SLCC Systems", "SLCC Newsletters & Publications", and "Accreditation". The right column is titled "Time Reporting" and contains sections for "Time Sheet" and "Leave Request". A callout bubble points to the "Pay Period" link in the "Time Sheet" section with the text "2. Click on the Pay Period link.".

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The Time Sheet page will open.

Submission Deadline

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.
Time entry deadline is the 15th and last day of the month.

Pay Period

Approval Deadline

Earning Codes

Select date and earning code then Click to Enter Hours

See next page for explanation of Buttons

Tracking Information

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Earning	Shift Default Hours or Units	Total Hours	Total Units	Saturday Jan 01, 2011	Sunday Jan 02, 2011	Monday Jan 03, 2011	Tuesday Jan 04, 2011	Wednesday Jan 05, 2011	Thursday Jan 06, 2011	Friday Jan 07, 2011
Vacation Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0	0	0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0	0

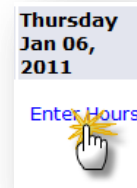
Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next

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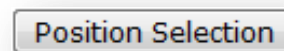
Section II: Web Time Entry Page Explained

Time Sheet Navigation

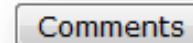
Each **Enter Hours** on the Time Sheet is a link. Clicking on one of them allows entry of hours for the selected date and earning code.



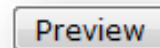
Clicking the **Position Selection Button** accesses the [Position Selection](#) page. This is used by individuals with more than one defined position.



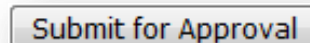
The **Comments** button accesses the [Comments](#) page. Here you can enter comments on your Time Sheet before submittal.



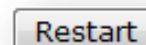
The **Preview** button allows you to preview the [Time Sheet](#) before submitting for approval.



Clicking the **Submit for Approval** button opens the [Certification](#) page. Using this page you must certify your entered time using your **Personal Identification Number** (PIN) prior to final submittal.

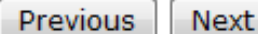


Clicking the **Restart** button opens the [Restart Confirmation](#) page. Clicking the **Submit** button on this page will delete all changes you have made on the **Time Sheet** and then open a new Time Sheet.



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Click the **Next** and **Previous** buttons navigate through days of the pay period. to see more dates within the pay period. The new page that opens has a Previous button.

Previous Next

Clicking an **Enter Hours** link causes three more buttons to appear above the timesheet table; **Save**, **Copy**, and **Account Distribution**:

Clicking the **Save** button, saves the time you have entered.

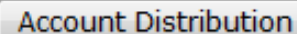
Note: If you exit the Time Sheet without clicking **Save**, your changes will be lost.

Save

Clicking the **Copy** button opens the **Copy** page. **Note:** Clicking copy also saves the time(s) just entered.

Copy

Clicking the **Account Distribution** button opens the [Account Distribution](#) page. This page displays account detail of where your hours will be charged.

Account Distribution


Each of the pages referred to above are explained on the following pages.

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Position Selection Page

Clicking the **Position Selection** button on the **Time Sheet** page opens the **Position Selection** page. This page allows employees with more than one position to select a position for the Time Sheet.

Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.

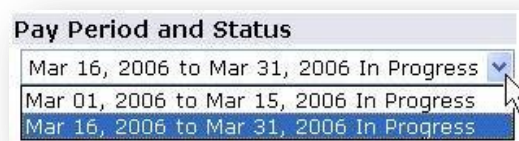
Title and Department	My Choice	Pay Period and Status
Specialist II, Trainer, 1N9831-00 Administrative Computing Services, IIADCM	<input checked="" type="radio"/>	Jan 01, 2011 to Jan 15, 2011 In Progress ▾

RELEASE: 8.3

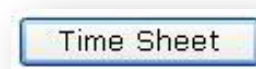
Use the **My Choice** option button to select a position.



Clicking on the **Pay Period and Status** menu button allows selection of available pay periods and also displays status.



Click on the **Time Sheet** button to return to the Time Sheet with selected position and pay period.



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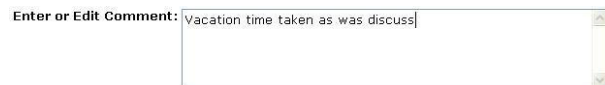
Comments page

Clicking the **Comments** button opens the **Comments** page. This page allows you to add comments to your Time Sheet prior to submittal. These comments can be for your approver, the Payroll Office, or both.



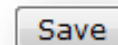
The screenshot shows a web form titled "Comments". At the top, there is a yellow horizontal line. Below it, an information icon (i) is followed by the text: "To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval." Below this, the form displays "Made By: You" and "Comment Date: Jan 07, 2011". A large text input field is labeled "Enter or Edit Comment:". At the bottom of the form, there are two buttons: "Save" and "Previous Menu". A blue horizontal line is at the bottom of the form area, with the text "RELEASE: 8.3" below it.

Enter **Comments** regarding your Time Sheet in the free-text field. Editing instructions are given on the page



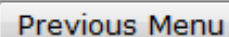
A close-up of the "Enter or Edit Comment:" text input field. The text "vacation time taken as was discuss" is visible inside the field.

Click the **Save** button after entering or editing comments in order to save changes.



Save

Click the **Previous Menu** button to return to the Time Sheet page.



Previous Menu

Comments can be edited or deleted at any time until the timesheet is submitted.

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Time Sheet Preview page

Clicking the **Preview** button opens the Time Sheet **Preview** page. This page displays your Time Sheet as it will be viewed by your approver and the Payroll Office.

<i>Time Sheet</i>													
Earning Code	Shift	Total Hours	Total Units	Saturday, Jan 01, 2011	Sunday, Jan 02, 2011	Monday, Jan 03, 2011	Tuesday, Jan 04, 2011	Wednesday, Jan 05, 2011	Thursday, Jan 06, 2011	Friday, Jan 07, 2011	Saturday, Jan 08, 2011	Sunday, Jan 09, 2011	Monday, Jan 10, 2011
Vacation 1													
Pay		4								4			
Sick Leave	1		8			8							
Total Hours:		12				8				4			
Total Units:			0										
<input type="button" value="Previous Menu"/>													
RELEASE: 8.3													

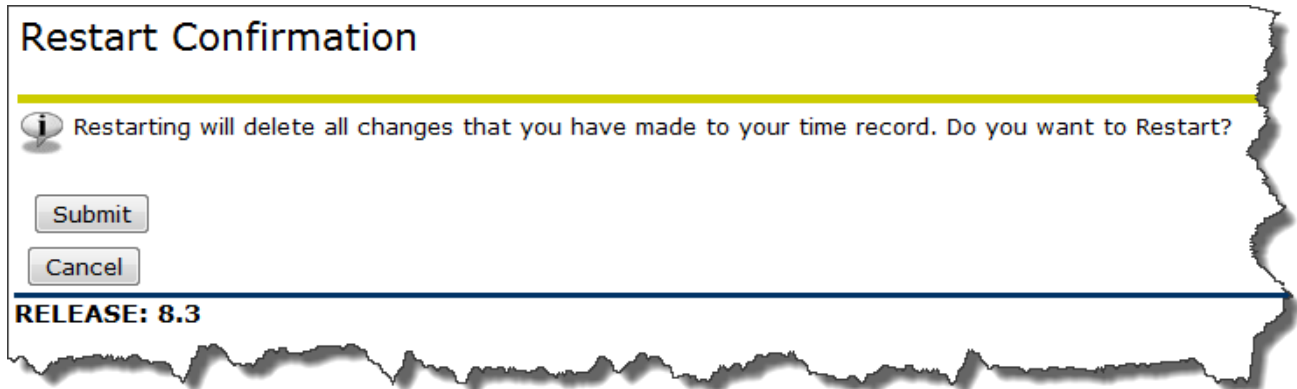
Clicking the **Previous Menu** button returns you to the Time Sheet page.

Note: You can't submit the Time sheet from the Preview page.

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Restart Confirmation page

Clicking the **Restart** button opens the **Restart Confirmation** page. This page allows you to access a new Time Sheet, deleting all changes and entries you have made.

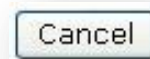


The screenshot shows a web page titled "Restart Confirmation". Below the title is a yellow horizontal line. Underneath is an information icon (i) followed by the text: "Restarting will delete all changes that you have made to your time record. Do you want to Restart?". Below this text are two buttons: "Submit" and "Cancel". At the bottom of the page, there is a blue horizontal line and the text "RELEASE: 8.3". The entire screenshot has a torn paper effect on its right and bottom edges.

Clicking the **Submit** button opens a new Time Sheet page deleting all changes you have made



Clicking the **Cancel** button exits the Restart Confirmation page without deleting your changes.



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Copy page

Clicking on the **Copy** button on the **Time Sheet** opens the **Copy** page. This page is used to copy a time into multiple dates during a pay period.

Copy

i To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Sick Leave, Shift 1
Date and Hours to Copy: Jan 03, 2011, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Saturday Jan 01, 2011	Sunday Jan 02, 2011	Monday Jan 03, 2011	Tuesday Jan 04, 2011	Wednesday Jan 05, 2011	Thursday Jan 06, 2011	Friday Jan 07, 2011
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Jan 08, 2011	Sunday Jan 09, 2011	Monday Jan 10, 2011	Tuesday Jan 11, 2011	Wednesday Jan 12, 2011	Thursday Jan 13, 2011	Friday Jan 14, 2011
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Jan 15, 2011						
<input type="checkbox"/>						

Time Sheet Previous Menu Copy

Earnings Code: and **Date and Hours to Copy:** display the information to be copied to the selected dates.

Earnings Code: Sick Leave, Shift 1
Date and Hours to Copy: Jan 03, 2011, 8 Hours

Clicking the **Copy from date displayed... Check Box**, copies the Earning Code and Hours information to the Time Sheet beginning from the displayed date to the end of the pay period.

Copy from date displayed to end of the pay period:

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Clicking a weekend day **Check Box** will include that day(s) when copying to the end of the pay period.

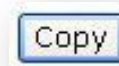
Include Saturdays:

Include Sundays:

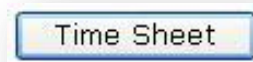
To copy into individual days, click the check box associated with that day.

Tuesday Jan 04, 2011	Wednesday Jan 05, 2011
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

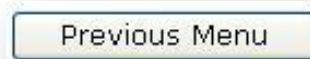
Click the **Copy** button to execute the copy to selections you have made.



Click the **Time Sheet** button to return to the Time Sheet page.



Click the **Previous Menu** button to return to the previous page.




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Account Distribution page

Clicking the **Account Distribution** button on the **Time Sheet** opens the **Account Distribution** page. This page displays detail of the account where your hours are charged.

Account Distribution

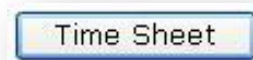
 This is your current Account Distribution. Your hours will be charged to this account(s).

Current Account Distribution
Type of Pay: Vacation Pay, Shift 1
Day and Date: Tuesday, Jan 04, 2011

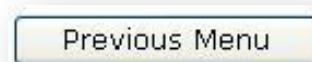
Index	Fund	Organization	Account	Program	Activity	Location	Project	Type	Cost	Type
IIADCM	10000	IIADCM	60140							N

RELEASE: 8.3

Clicking the **Time Sheet** button returns you to the Time Sheet page



Clicking the **Previous Menu** button returns you to the page you were on when you accessed the Account Distribution page.



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Section III: Web Time Entry Instructions

Entering Hours

This section describes how to enter hours, comments, edit comments, and submit and track the time sheet's status.

To enter hours in the Time Sheet

To enter hours, access the Time Sheet and:

1. Click an **Enter Hours** link under the **Date** and in the **Earning** code row where you want to enter time.

Earning	Shift Default Hours or Units	Sunday Mar 19, 2011
Vacation Pay	1	Enter Hours
Sick Leave	1	Enter Hours
Jury Duty	1	Enter Hours
Funeral Pay	1	Enter Hours
Comp Time Earned	1	Enter Hours
Comp Time Taken	1	Enter Hours
Comp Time Payout	1	Enter Hours
Overtime Pay	1	Enter Hours
Total Hours:		0
Total Units:		0

2. The **Time Sheet** refreshes with 4 additional rows; **Earning**, **Date**, **Shift** and **Hours**, an **Hours** field, and 3 new buttons; **Save**, **Copy**, and **Account Distribution**. Click in the **Hours** field and **Enter** the number of hours.

Earning:	Vacation Pay						
Date:	Jan 03, 2011						
Shift:	1						
Hours:	<input type="text" value="8"/>						
<input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Account Distribution"/>							
Earning	Shift Default Hours or Units	Total Hours	Total Units	Saturday Jan 01, 2011	Sunday Jan 02, 2011	Monday Jan 03, 2011	Tuesday Jan 04, 2011
Vacation Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours

3. Click the **Save** button *after each* entry and *before exiting* the screen or your time entry will be lost.
4. Click the **Next** button to access more dates in the pay period in which to enter time.
5. Click the **Previous** button to return to the previous screen.
Note: Remember to **Save** each entry before clicking the **Previous** button.

Save

Next

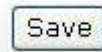
Previous

Web Time Entry Tutorial

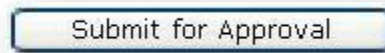
6. If required, **Repeat** steps 2 -4 to enter more hours in the Time Sheet.



7. Click **Save** before exiting a screen and when you are through entering time.



8. Click the **Submit for Approval** button to submit the Time sheet to your approver.



or

Click the [back to Employee Tab](#) link to exit the Time Sheet without submitting.



Entering Comments

You can enter **Comments** regarding your Time Sheet. Comments are notes to your approver and/or the payroll office. These comments may be edited prior to submitting the Time Sheet to your approver.

To enter Comments, access the Time Sheet and:

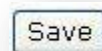
1. Click the **Comments** button.



2. Click in the **Comments** free-text field. Enter the appropriate comments.

Enter or Edit Comment:

3. Click the **Save** button after entering or editing comments to save changes.



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Editing Entries in the Time Sheet

Until a **Time Sheet** is submitted for approval, you can re-enter a Time Sheet and add or make changes to the entries. This includes Hours, Earning codes, and Comments.

Edit Hour Entries

To **Add** an **Hour** entry, access the **Time Sheet** and:

Follow the above **To enter hours in Time Sheet** instructions.

[To enter hours in Time Sheet:](#)

To **Change** or **Delete** an **Hour** entry, enter the Time sheet and:

1. Under the Date and Earning code row, **Find** and **Click** on the time entry you want to delete or change.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Thursday Mar 16, 2006	M 2
Vacation Pay	1	0	8		8 E

2. The Hour value will appear in the **Hours** field.
3. **Highlight** the Hour value and enter a new value to **Change** or press the **Delete** key on your keyboard to delete.
4. Click the **Save** button to save your change.

Hours:

Hours:

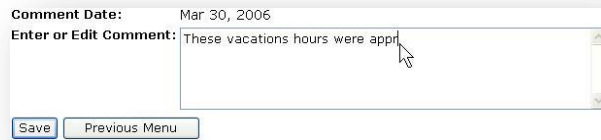
Edit Comments

To Edit **Comments**, access the Time Sheet and:

1. Click on the **Comments** button.

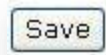
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2. Click in the **Comments** free-text field and make changes just as you would in a word processing document.



Comment Date: Mar 30, 2006
Enter or Edit Comment: These vacations hours were appri
Save Previous Menu

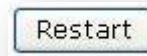
3. Click the **Save** button to save your changes



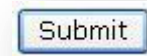
Delete all Entries and Comments

To **Delete** all entries and comments in the **Time Sheet** at once, access the Time Sheet and:

1. Click the **Restart** button. This will open the **Restart Confirmation** page.



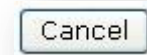
2. Click the **Submit** button. The Time Sheet will re-open with all previous changes deleted.



or

or

2. Click the **Cancel** button to exit the Restart page without making changes.



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Submitting and Tracking the Time Sheet.

You *must* use the **Web Time Entry system** to submit your **Time Sheet** to your approver. They can't access your **Time Sheet** until it is submitted properly. Once submitted, changes to the **Time Sheet** can be made until if approver has not approved it. Once approved, the time sheet goes to payroll and they would then make changes.

To Submit the Time Sheet

To **Submit** the completed **Time Sheet** for approval, access the Time Sheet and:

1. Click the **Submit for Approval** button.



or

or

3. Click your browser's **Back** button to return to the Time Sheet with out submitting.



Tracking Time Sheet status

Tracking information for the **Time Sheet** is located at the bottom of the Time Sheet. After the Time sheet is submitted, it's **status** can be tracked by:

After clicking the **Submit** button, the Time Sheet will open. The **Submitted for Approval By:** will show that you submitted it and the date submitted.

Submitted for Approval By: (You) on Mar 30, 2006
 Approved By:
 Waiting for Approval From: (Your Supervisor)

Once the Time Sheet is approved, the **Approved By:** information will be displayed.

Submitted for Approval By: (You) on Mar 30, 2006
 Approved By: (Your Supervisor)
 Waiting for Approval From: (Your Supervisor)