Welcome to Web Time Entry Training

Hourly Employees
Web Time Entry (WTE) is a web–based time recording system designed to improve accuracy and eliminate loss or delays in processing paper time sheets.

The WTE system allows employees to securely log into Self–Service Banner through the InsideXX portal and submit time sheets electronically from any computer with internet access.

The time is then approved online by the approver/supervisor and sent electronically to Payroll for processing.
Employee Information and Responsibilities

- Time Sheets span a monthly pay period. Hours must be within the current month, so cannot add missed hours from a previous month to a current time sheet.

- Hourly Employees are responsible for reporting time worked on a daily basis via web time entry.

- A time sheet must be submitted for each pay period worked.

- Failure to submit a time sheet by the “Submit By Date” will cause a delay in receiving your paycheck.
It is critical that time sheets are submitted by the established deadline.

Hourly Employees are responsible for submitting electronic time sheets to their approver/supervisor. Without a time sheet, the approver/supervisor is unable to approve time and without the approval, employees will **NOT** be paid until the following pay period.

**CRITICAL DEADLINE FOR EACH PAY PERIOD**

Time sheets MUST be electronically submitted to approvers/supervisors for approval no later than one (1) day after the last working day of the each month by 6:00 p.m.

The pay period runs from the first of the month to the last working day of the month. Payday is the 15th of the following month.

**Example:**
- September Pay Period: September 1st – September 30th
- Submit hours electronically for approval no later than 6:00 pm. on October 1st
- Payday is October 15th
Important Contact Information

If you have any questions regarding web time entry, please contact the approver/supervisor in your department or

Financial Aid Office for Student Payroll:
Bakersfield College................................Heather Skibinski 661–395–4020
Cerro Coso Community College......Lynn Charlon       760–382–6252
Porterville College.........................Tiffany Haynes     559–791–2447

or

Human Resources for all other Hourly Payroll:
Bakersfield College.......................Dena Rhoades     661–395–4850
Cerro Coso Community College.... Resa Hess           760–384–6259
District Office............................. Gina Duran         661–336–5107
Porterville College...................... Andreia Cuevas  559–791–2457
Getting Started

1. Enter Self Service Banner through InsideXX
2. Login to Secure Area
   Enter **Email Address** and **Password**

3. Select **Student** Tab (for Student Employee) **OR** **EMPLOYEE** Tab (for other Hourly Employee)
4. Click on the **WEB TIME ENTRY** Button
How to Report Time

1. Select Position

If you have multiple assignments, make sure to select the appropriate position to apply the hours worked. It is possible to have multiple time cards in one pay period.
2. Select **Time Sheet**

Select Current Pay Period

```
Title and Department          My Choice Pay Period and Status
-----------------------------------------------
Student Worker, PS1213-01    Jun 01, 2013 to Jun 30, 2013 Not Started
Learning Center, S11LC1
Student Worker, PS1213-02    Jun 01, 2013 to Jun 30, 2013 Not Started
DGSR, S50061
Time Sheet
May 01, 2013 to May 31, 2013 Complete

RELEASE: 8.3
```
3. Select **Date**
   Click **Enter Hours**

Position Selection – Back to previous screen;
Comments – Input comment for approver/supervisor to view;
Preview – Review time that has been entered;
Next – Scrolls to the next week of the chosen pay period;
Submit For Approval – When ALL hours for month have been entered;
Restart – Will delete out ALL information for the chosen pay period;
4. Enter **Time In**, tab and Enter **Time Out**

Select **AM** or **PM** from drop down boxes

**Entering Time:**
- Minutes must be in intervals of 15 minutes (00, 15, 30, 45);
- **Example:** 8:00 AM
- Multiple In/Out entries may be entered per day;
- When working a full day that includes a break for lunch, show Time In/Out before lunch and Time In/Out after lunch;
- 12 Noon is PM and 12 Midnight is AM;
5. Select **SAVE** to Save Hours to the Time Sheet

You will repeat steps 1–5 each time you enter hours to your monthly time sheet. Do not ‘Submit for Approval’ until all hours for the pay period have been entered.
Exit Time Sheet in Progress
Do not check off the day that you are copying hours from
Copy Confirmation

Copy

- 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.

Your hours have been copied successfully.

Earnings Code: 
Date and Hours to Copy: 
Copy from date displayed to end of the pay period:
Include Saturdays: 
Include Sundays: 

Hourly Pay Rate: Jun 13, 2013, 6.5 Hours

Copy by date:

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Time Sheet

- To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

<table>
<thead>
<tr>
<th>Time Sheet</th>
<th>Title and Number: Student Worker -- PS1213-02</th>
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</thead>
<tbody>
<tr>
<td>Department and Number: DSPS -- 550DS1</td>
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<tr>
<td>Time Sheet Period: Jun 01, 2013 to Jun 30, 2013</td>
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<tr>
<td>Submit By Date: Jul 03, 2013 by 06:00 PM</td>
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</tr>
</tbody>
</table>

| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Saturday, Jun 08, 2013 | Sunday, Jun 09, 2013 | Monday, Jun 10, 2013 | Tuesday, Jun 11, 2013 | Wednesday, Jun 12, 2013 | Thursday, Jun 13, 2013 | Friday, Jun 14, 2013 |
|---------|-------|------------------------|-------------|-------------|------------------------|----------------------|---------------------|------------------------|------------------------|----------------------|
| Hourly Pay Rate | 1     | 0                      | 13          | 0           | 0                      | 0                    | 0                   | 0                      | 0                      | 0                    |
| Total Hours: |       |                         | 13          | 0           | 0                      | 0                    | 0                   | 0                      | 0                      | 0                    |
| Total Units: |       |                         |             |             | 0                      | 0                    | 0                   | 0                      | 0                      | 0                    |

<table>
<thead>
<tr>
<th>Position Selection</th>
<th>Comments</th>
<th>Preview</th>
<th>Submit for Approval</th>
<th>Restart</th>
<th>Previous</th>
<th>Next</th>
</tr>
</thead>
</table>
How to Submit a Completed Time Sheet

1. After All Hours of the Pay Period Have Been Entered, Select Submit For Approval
2. **Certify** using your PIN (*InsideXX* password)
Return Time
If you need to make corrections to your time sheet after you have submitted it for approval, you may use the Return Time button. This button will be available after you have submitted your time until the approver/supervisor approves your time sheet.
It is still your responsibility to ensure your time sheet is progressing within the electronic approval process. You can see where your time sheet is in the process when you first log into Self-Service Banner through the InsideXX portal OR directly from your time sheet:
Return for Corrections

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
Student Worker, PS1213-02  Jun 01, 2013 to Jun 30, 2013 Return for Correction
DSPS, 550DS1

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

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<td>Time Sheet Period:</td>
<td>Jun 01, 2013 to Jun 30, 2013</td>
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<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
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<th>Saturday</th>
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<tr>
<td>Hourly Pay Rate</td>
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Submitted for Approval By:  You on Jun 17, 2013
Approved By:  
Waiting for Approval From:  

You on Jun 17, 2013
WTE Status Definitions

- **Not Started** – The timesheet has not been opened (accessed).
- **In Progress** – The time sheet has been opened and entries have begun.
- **Error** – Time Entry must be corrected. Possibly, no hours were entered.
- **Pending** – Time sheet has been submitted; and is awaiting approval.
- **Returned for Correction** – Approver/Supervisor has returned the time sheet to Originator (you) for correction and resubmission.
- **Approved** – Time sheet has been approved and will continue through the payroll process.
- **Completed** – Time sheet has been received and processed by the Payroll office.
Pre-Employment Requirement–Web Time Entry Quiz

As a requirement of the pre-employment process, please click on the link below and take the Web Time Entry quiz. A score of 100% is required in order to complete this part of the process.

WTE Training Quiz

Printable Training Manual

WTE Training Manual - Hourly Employee