

Payroll Services

Web Time Entry Training V7

July 31, 2020



West Valley - Mission

Community College District

What is Web Time Entry (WTE)?

It 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 his/her 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 it for approval.
3. Submit Time Sheet by the deadlines established on the Payroll Calendar.

Time Sheet Deadlines – MidMonth (MM) Payroll

| <u>Timesheet Pay Period</u> | <u>WTE Timesheet Deadline</u> | <u>Supervisor Approval in SSB</u> | <u>Payday</u> | <u>Pay Date</u> |
|-----------------------------|-------------------------------|-----------------------------------|---------------|-----------------|
| Dec 1 – Dec 31 | 12/31/2020 | 1/04/2021 | Friday | 1/15/2021 |
| Jan 1 – Jan 31 | 1/31/2021 | 2/02/2021 | Thursday | 2/11/2021 |
| Feb 1 – Feb 28 | 2/28/2021 | 3/02/2021 | Monday | 3/15/2021 |
| Mar1 – Mar 31 | 3/31/2021 | 4/02/2021 | Thursday | 4/15/2021 |
| Apr 1 – Apr 30 | 4/30/2021 | 5/04/2021 | Friday | 5/14/2021 |
| May 1 – May 31 | 5/31/2021 | 6/02/2021 | Tuesday | 6/15/2021 |
| June 1 – June 30 | 6/30/2021 | 7/02/2021 | Thursday | 7/15/2021 |

Logging into the System

1.) Go to **My Portal**.

West Valley - Mission
Community College District

My Portal My Web Services Canvas Financial Aid Instructions and Help ▾ FAQs Sign in to My Portal

West Valley - Mission Portal

Internet Explorer is no longer Supported
Some services, including Canvas will not longer function if using Internet Explorer. Recommended browsers are Chrome, Firefox, and Edge.

NOTICE FOR NEW STUDENTS

- We now recommend you sign in directly to **My Web Services** your first time, as the Office 365 based "My Portal" may not be immediately available.
- For login credentials, click "Start here" below.
- If username is not found, use the [alternate sign-in to My Web Services](#)
- Student email will not be accessible until you register for a course.

Single Sign on by Microsoft

Start here Sign in to My Portal

2.) Sign in to My Web Services (aka SSB).

- [My Web Services \(aka SSB\)](#)

- 3.) Sign in using your G Number and password. Your password is your birthday (mmddyy) or last 6 digits of your G Number if it's your first time signing in. The system will prompt you to change your password if it is your first time signing in.

User Login

New Students:
Enter the College ID#(User ID) provided in the email you received from the college after applying.

Continuing Students:
New College ID#(User ID) is "G" + "0" (the number) + your former id number.
For example: G01234567

User ID is case-sensitive

Password:
The Password(Pin) is your birthday *mmddyy* or last 6 digits of College ID#
This password will be separate from your password on MyWVM portal.

First time logging in:
You will be prompted to change your password and create a secret question.

For problems logging in contact:
I.S. Help Desk: 408-741-2696
WVC AR: 408-741-2001
MC Welcome Center: 408-855-5007

This site is not compatible with the Microsoft Edge browser

User ID:

PIN:

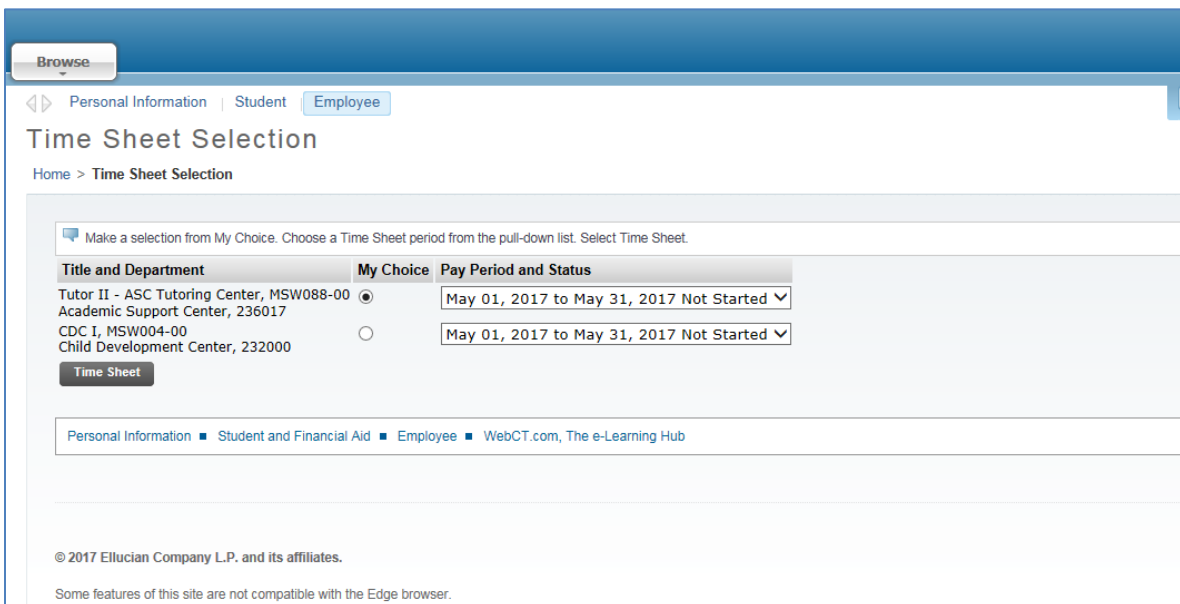
Entering Time Sheets in SSB

1. Click on the **Employee** tab, then on the **Time Sheet** box.



2. Select the Title, Department, and Pay Period for which you wish to enter hours, and then click the **Time Sheet** Box.

Note: Student worker can only work 18 hours per week with no more than 8 hours per day.



- Select the day which you wish to enter hours by clicking the **Enter Hours** cell in blue font in the **Hourly Pay** or **Student Worker Pay** row. Click next at the bottom to see more days.

| Title and Number: | | | | | Sign Language Interpreter -- TW0002-00 | | | | | | |
|-------------------------------|-------|------------------------|-------------|-------------|--|-----------------------|---------------------|-----------------------|---------------------|---------------------|----------------------|
| Department and Number: | | | | | DESP -- 102005 | | | | | | |
| Time Sheet Period: | | | | | Jul 01, 2020 to Jul 31, 2020 | | | | | | |
| Submit By Date: | | | | | Aug 04, 2020 by 11:59 PM | | | | | | |
| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Wednesday Jul 08, 2020 | Thursday Jul 09, 2020 | Friday Jul 10, 2020 | Saturday Jul 11, 2020 | Sunday Jul 12, 2020 | Monday Jul 13, 2020 | Tuesday Jul 14, 2020 |
| Hourly Pay | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Sick PT Hrly | 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 |
| Total Units: | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

Previous Menu: Returns user to the Position Selection screen.

Preview: Will display the entire pay period and will show the hours entered for each day. Select print from the preview menu for a hard copy of time entered

Comments: Comments must be added to the Time Sheet to clarify and explain if the Employee worked during holidays, weekends, campuses closed, and/or when work overtime. *If comments are not included, the hours will be pending and paid the next payroll cycle after clarification.*

Submit for Approval: Forward Time Sheet to supervisor for approval.

Restart: This button will clear out all hours previously entered. Use this option only if you have to re-enter all your hours.

Previous/Next: Each pay period is a one month period, but not all the days can fit on the width of one screen. Click on PREVIOUS or NEXT to toggle back and forth between each week.

- If an employee was out sick, he/she can enter sick time in the **Enter Hours** cell in blue font in the **Sick PT Hrly** row.

Note: Review your sick leave balance prior to enter sick time.

- Enter the hours using the time intervals described in the image below (intervals of 15 minutes). If you want to enter more hours, click either **Next Day** or **Previous Day**. When finished entering hours, click **Save** and then **Previous Menu** box.

Personal Information | Student | Financial Aid | **Employee** | Find a page...

Time In and Out

Home > Time In and Out

Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Student workers may work up to 18 hours per week. Student workers working for the Child Development Center are allowed to work up to 37.5 hours per week. Short-term hourly employees may not exceed 7.5 hours per day.

Date: Thursday, Jul 02, 2020
Earnings Code: Hourly Pay

| Shift | Time In | Time Out | Total Hours |
|-------|---------|----------|-------------|
| 1 | | AM | 0 |
| 1 | | AM | 0 |
| 1 | | AM | 0 |
| 1 | | AM | 0 |
| 1 | | AM | 0 |
| 1 | | AM | 0 |

Date: Monday, May 08, 2017
Earnings Code: Student Worker Normal Pay

| Shift | Time In | Time Out | Total Hours |
|-------|---------|----------|-------------|
| 1 | 8:00 | 1:00 | 0 |
| 1 | 2:00 | 6:00 | 0 |
| 1 | | AM | 0 |
| 1 | | AM | 0 |
| 1 | | AM | 0 |
| 1 | | AM | 0 |

How to add meal break
1:00 PM – 2:00 PM

- When hours have been entered for the entire month, click on **Submit for Approval**. The timesheet will be routed to your supervisor.

Time and Leave Reporting
Home > Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: CDC I -- MSW004-00
Department and Number: Child Development Center -- 232000
Time Sheet Period: May 01, 2017 to May 31, 2017
Submit By Date: Jun 05, 2017 by 11:59 PM

| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Monday May 08, 2017 | Tuesday May 09, 2017 | Wednesday May 10, 2017 | Thursday May 11, 2017 | Friday May 12, 2017 | Satur May 13, 2017 |
|---------------------------|-------|------------------------|-------------|-------------|------------------------|-------------------------|---------------------------|--------------------------|------------------------|-----------------------|
| Student Worker Normal Pay | 1 | 0 | 9 | 9 | 9 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | 0 |
| Total Hours: | | | 9 | 9 | 9 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection Comments Preview **Submit for Approval** Restart Previous Next

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

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

Select the link under a date to enter hours or days. Select Next or Previous

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number:

Highly recommend Employee notify supervisor (approver) that 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)?

It 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 his/her supervisor.

Supervisors and Managers (Approver) Responsibilities

An Approver is the individual who has the ability to update, change, return, or approve the Time Sheet submitted by his/her Employee. The Approver is responsible for ensuring that all of his/her Employees submit their time worked. Each Time Sheet should be reviewed in detail to ensure that the time submitted is correct. The Time Sheet needs to be approved (and if necessary corrections are made and communicated) by payroll deadlines.

1. Designate at least one Proxy to perform responsibilities in an absence.
2. Provide hourly employees access to a computer so they can enter their time routinely.
3. Train hourly employee to utilize WTE in SSB.
4. Verify Employees have initiated their Time Sheets at the beginning of the Pay Period.
5. Verify that all Employees have submitted their Time Sheets for approval prior to the Employee WTE deadline on the Payroll Calendar. Notify Employees that they need to submit Time Sheet when they have not done so.
6. It is the responsibility of the Approver to verify the Employee has accurately entered the hours and days the work is performed.
7. Approve all Time Sheets prior to the Approver deadline.
8. 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 one or more Proxies who can approve Time Sheets in their absence. The Proxy should be able to verify that the Employee has worked the hours submitted and must 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.

What is a Proxy?

Proxy is the individual designated by the Approver in the system to act on his/her behalf to update, change, modify, return, or approve the Time Sheet 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 set-up a Proxy?

It is important that your Proxy(s) know they have been authorized to be your Proxy in the event you are absent the day that Time Sheets must be approved. You should also advise your Employees of who your Proxy is to assure them that their Time Sheets will be approved in a timely manner and who they need to contact if they realize they have made an error on their Time Sheet.

Assigning a Proxy in My Web Services – SSB

1. Go to <https://www.wvm.edu> and select [My Web Services](#) (SSB) under Employees section.

The screenshot shows the homepage of the West Valley - Mission Community College District. The browser address bar displays <https://www.wvm.edu/Pages/default.aspx>. The website features a prominent banner for "BLACK LIVES MATTER" with the text: "THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS DEDICATED TO RACIAL EQUITY AND SOCIAL JUSTICE. WE WILL BE THE CHANGE." Below the banner is a "Covid-19 Updates" section with links for "West Valley College Info" and "Mission College Info". The main navigation area is divided into four columns: "Board of Trustees", "News", "Community", and "Employees". The "Employees" column contains several links, with "My Web Services" circled in red. Other links in the "Employees" column include "Work Orders", "WVM Email", "Employee Forms", "My Portal", and "Canvas LMS".

| Board of Trustees | News | Community | Employees |
|---------------------|--|--------------------------|------------------------|
| Mission College | CURRENT August 4, 2020, Board Agenda | BIDS | Work Orders |
| West Valley College | DACA Ruling | Bond Programs | WVM Email |
| | District Social Justice Initiatives | Construction Updates | Employee Forms |
| | A Message to the West Valley - Mission Community | Employment Opportunities | My Portal |
| | | Register for WVM Alert | My Web Services |
| | | Land Corp | Canvas LMS |

2. Sign in using your G Number and password.
If it is your first time signing in, your password is your birthday (mmddyy) or last six (6) digits of your G Number. The system will prompt you to change your password.

User Login

New Students:
Enter the College ID#(User ID) provided in the email you received from the college after applying.

Continuing Students:
New College ID#(User ID) is "G" + "0" (the number) + your former id number.
For example: G01234567

User ID is case-sensitive

Password:
The Password(Pin) is your birthday *mmddyy* or last 6 digits of College ID#
This password will be separate from your password on MyWVM portal.

First time logging in:
You will be prompted to change your password and create a secret question.

For problems logging in contact:
I.S. Help Desk: 408-741-2696
WVC AR: 408-741-2001
MC Welcome Center: 408-855-5007

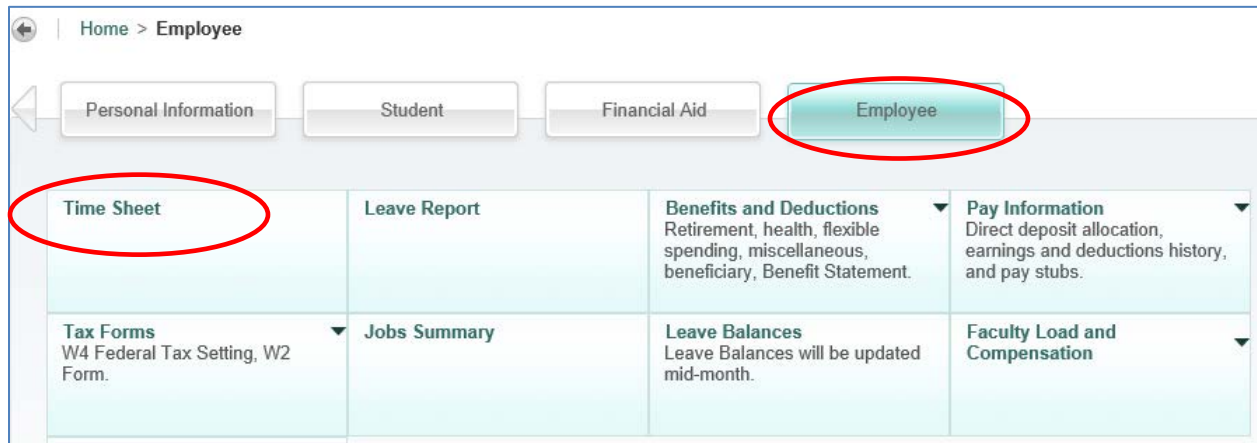
This site is not compatible with the Microsoft Edge browser

User ID:

PIN:

Login Forgot PIN?

3. Click on Employee, then on Time Sheet.



4. Click on **Proxy Set Up** in blue font to assign Proxy.

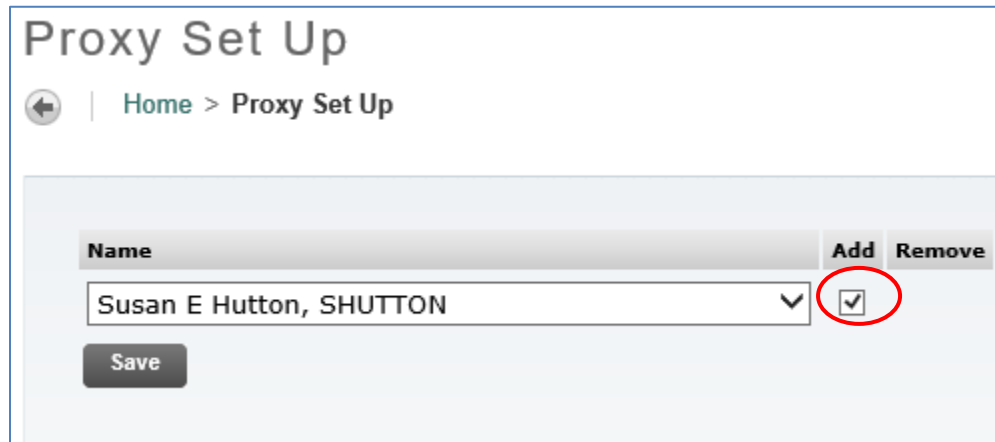
Selection Criteria

| | My Choice |
|-------------------------------------|----------------------------------|
| Access my Time Sheet: | <input type="radio"/> |
| Access my Leave Report: | <input type="radio"/> |
| Access my Leave Request: | <input type="radio"/> |
| Approve or Acknowledge Time: | <input checked="" type="radio"/> |
| Approve All Departments: | <input type="checkbox"/> |
| Act as Proxy: | Self ▾ |
| Act as Superuser: | <input type="checkbox"/> |

Select

Proxy Set Up

- 5 Use the drop down menu to choose the name of the person who will be your Proxy. Click the **Add** check box and click **Save**.

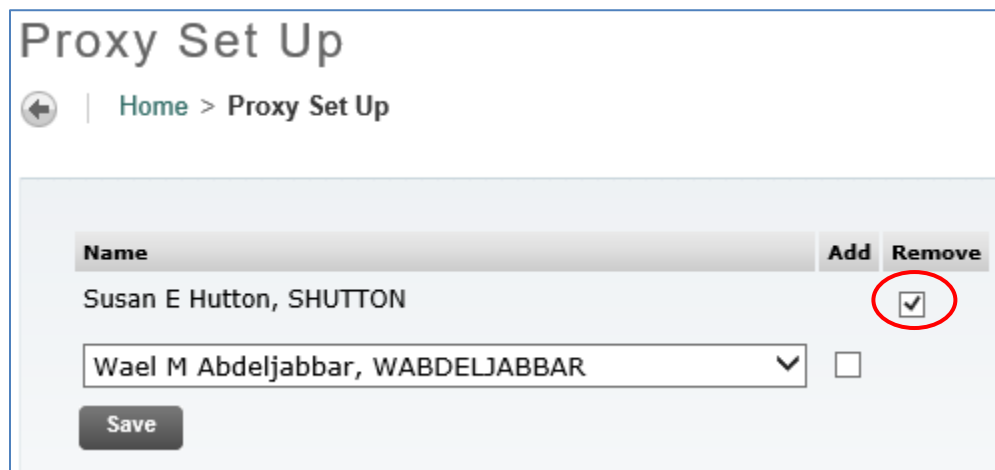


The screenshot shows a web interface titled "Proxy Set Up". At the top left, there is a back arrow icon and the breadcrumb "Home > Proxy Set Up". Below this is a table with a header row containing "Name", "Add", and "Remove". The first row of the table has "Susan E Hutton, SHUTTON" in the "Name" column and a checked checkbox in the "Add" column. A "Save" button is located below the table.

| Name | Add | Remove |
|-------------------------|-------------------------------------|--------|
| Susan E Hutton, SHUTTON | <input checked="" type="checkbox"/> | |

Save

- 6 Repeat steps in #3 to add an additional Proxy, or click the **Remove** check box to remove an existing Proxy.



The screenshot shows the same "Proxy Set Up" interface. The table now has two rows. The first row is "Susan E Hutton, SHUTTON" with a checked checkbox in the "Add" column. The second row is "Wael M Abdeljabbar, WABDELJABBAR" with an unchecked checkbox in the "Add" column. A "Save" button is still present below the table.

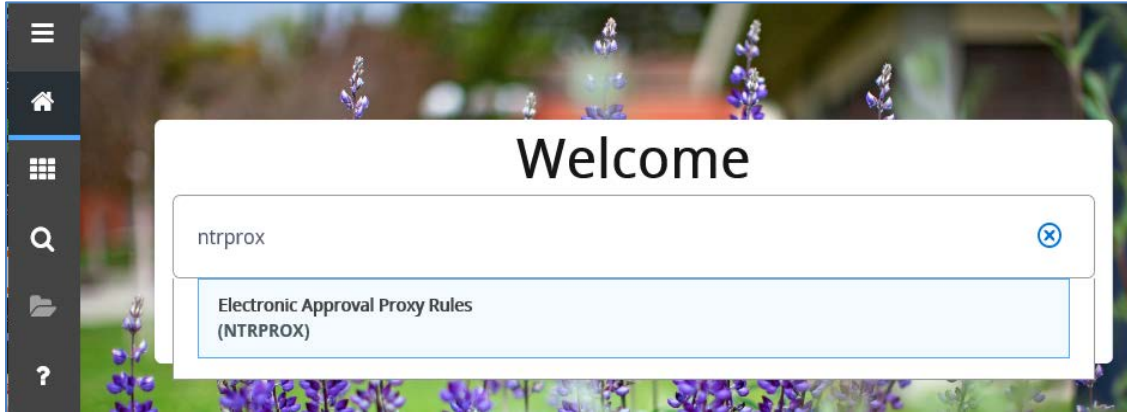
| Name | Add | Remove |
|----------------------------------|-------------------------------------|--------|
| Susan E Hutton, SHUTTON | <input checked="" type="checkbox"/> | |
| Wael M Abdeljabbar, WABDELJABBAR | <input type="checkbox"/> | |

Save

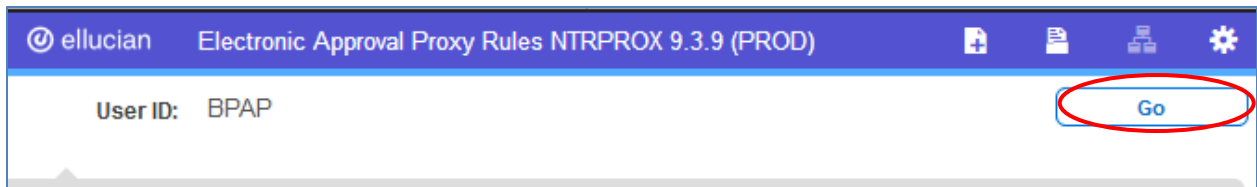
- 7 If the Proxy's name is not available in the drop down box, contact IS-Help Desk.

Assigning a Proxy (Backup Approver) in Banner 9

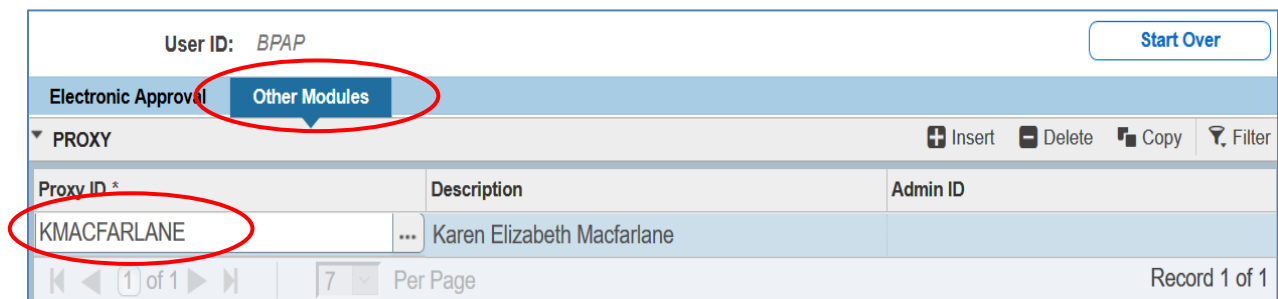
1. Log into Banner and go to NTRPROX to assign Proxy.



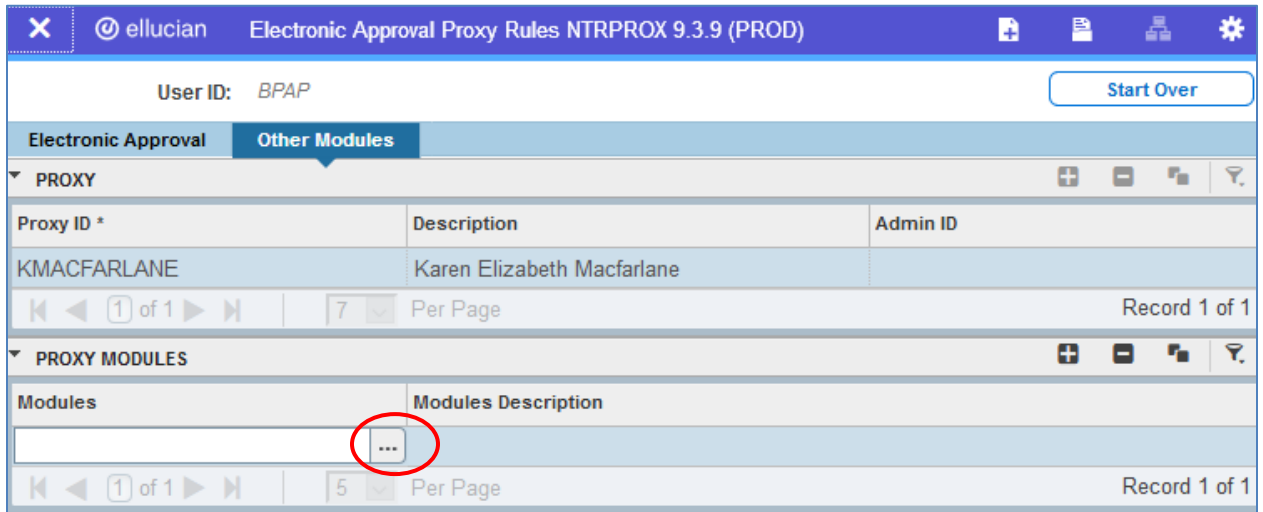
2. Your own User ID will be indicated. Click Go.



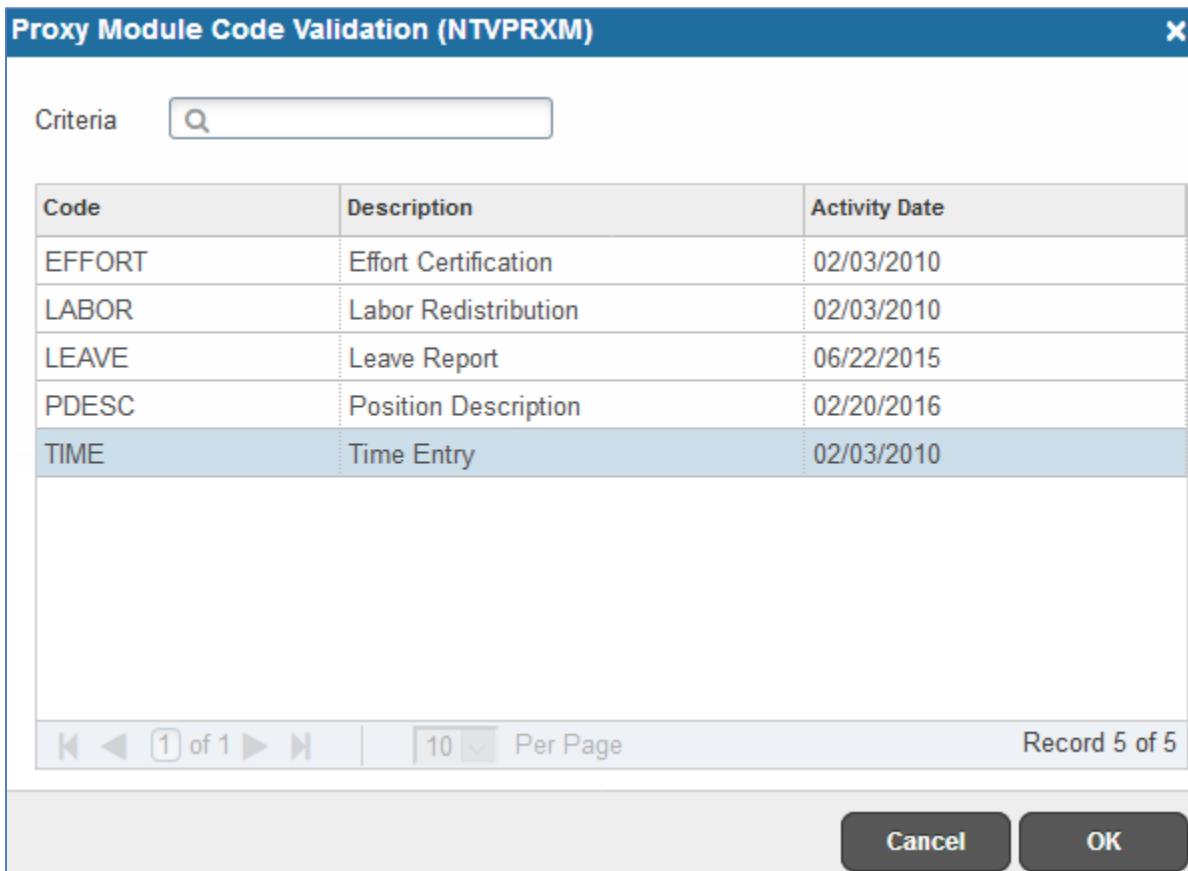
3. Select Other Modules window to set up proxies. Enter the ID of the individual whom you want to set up as your proxy (First name initial and last name). Then, press the Tab key **Tab** on your keyboard, the full name of your proxy will be displayed.



- Go to Proxy Modules section and click on the three dots to access the Proxy Module Code Validation list.



- Select TIME (Time Entry) from the list. Click OK



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

The screenshot shows a web application interface for a user named BPAP. At the top right, there is a 'Start Over' button. Below this, there 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, there is a blue 'SAVE' button, which is circled in red.

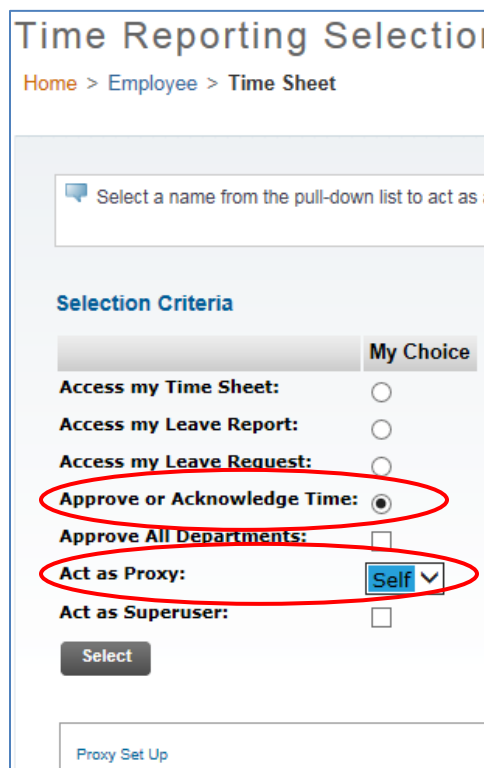
Approving Timesheets

1. Select **Employee**. Then, click on the **Time Sheet** box.



2. Select the radio button next to **Approve or Acknowledge Time**. Then, click on **Select** to view timesheets in your approval queue.

Note: If you are a proxy, click on the drop down bar next to 'Act as Proxy', and select the approver name for which you are a proxy.



The screenshot shows the 'Time Reporting Selection' form. The breadcrumb trail is 'Home > Employee > Time Sheet'. There is a text input field with a placeholder 'Select a name from the pull-down list to act as a'. Below this is the 'Selection Criteria' section. It contains several options with radio buttons and checkboxes. The 'Approve or Acknowledge Time' option is selected and circled in red. The 'Act as Proxy' dropdown menu is also circled in red and shows 'Self' as the selected option. Other options include 'Access my Time Sheet', 'Access my Leave Report', 'Access my Leave Request', 'Approve All Departments', and 'Act as Superuser'. A 'Select' button is at the bottom of the form. A 'Proxy Set Up' link is at the bottom right.

- In 'Approver Selection', select the department (ORG) you are assigned. Then, using the drop down arrow select the pay period you will approve.

Approver Selection

[Home](#) > Approver Selection

Time Sheet

| Department and Description | My Choice | Pay Period |
|---------------------------------|----------------------------------|---|
| D, 113000, Financial Aid Admin | <input checked="" type="radio"/> | MM, Jul 01, 2020 to Jul 31, 2020 <input type="button" value="v"/> |
| D, 113500, FWS - Admin Services | <input type="radio"/> | MM, Apr 21, 2018 to May 20, 2018 <input type="button" value="v"/> |

Sort Order

Sort employees' records by Status then by Name:

Sort employees' records by Name:

- Timesheets of all the employees under the ORG you selected will be displayed.

Note: If there are multiple approvers at different levels, Level 1 approver must approve the timesheet before the level 2 approver can approve the document by the deadline.

| Pending | | Required Action | Total Hours | Total Units | Queue Status | Approve or FYI | Return for Correction | Cancel | Other Information |
|-----------|---|-----------------|-------------|-------------|--------------|--------------------------|--------------------------|--------|---|
| G01678831 | Rima Rahmehoon DC1027 - SB Financial Technician | Approve | 8.00 | .00 | | <input type="checkbox"/> | <input type="checkbox"/> | | Change Time Record Comments Leave Balance |

| Not Started | | |
|-------------|--|-------------------|
| ID | Name, Position and Title | Other Information |
| G01013452 | Michael T McDonnell TD0002 - 00 Sr Systems Analyst | |
| G01837054 | Christy O Tum TD0002 - 00 Banner Backfill | |
| G01335611 | Gina M Venn TD0002 - 00 Banner Backfill | |

| Pay Event Transactions | |
|--|----------|
| Action required by all approvers: | 0 |
| Time or Leave Transactions Approved or FYI: | 0 |
| Time or Leave Transactions Awaiting Approval or FYI: | 1 |
| Total: | 1 |
| Total Hours: | 8.00 |
| Total Units: | .00 |

Not Started: The Employee has not yet started to enter hours on the Time Sheet.

In Progress: The Time Sheet has been started by the Employee, but has not been submitted for approval.

Pending: The Time Sheet has been submitted by the Employee for approval. The record is waiting for the Approver (or Proxy) to approve. The Approver may send back for a correction and therefore, could be in the queue pending further action from the Employee.

Approved: The Time Sheet has been approved. An approved Time Sheet has been electronically sent to the Payroll Department for processing.

Note: If problems are found on Time Sheets after has been approved, Payroll will Return it for Correction to the Approver or Employee.

Completed: The Time Sheet has been approved and processed.

Returned For Correction: The Time Sheet has been returned by the Approver (or Proxy) to the Employee for correction.

5. Click on the Employee's name in blue font to view detail Time Sheet.

Note: It is the responsibility of the Approver to verify the Employee has accurately entered the hours and days in which the work was performed.

| Previous Menu | | Approve | | Return for Correction | | Change Record | | Delete | | Add Comment | | Previous | | Next | | |
|--------------------------------------|--|--|----------------------|---------------------------------------|-------------------------|-------------------------------|--|--|--|-----------------------------|------------------------|--------------------------|------------------------|----------------------|------------------------|----------------------|
| Routing Queue ■ Account Distribution | | | | | | | | | | | | | | | | |
| Time Sheet | | | | | | | | | | | | | | | | |
| Earnings | Shift | Special Rate | Total Hours | Total Units | Wednesday, Jul 01, 2020 | Thursday, Jul 02, 2020 | Friday, Jul 03, 2020 | Saturday, Jul 04, 2020 | Sunday, Jul 05, 2020 | Monday, Jul 06, 2020 | Tuesday, Jul 07, 2020 | Wednesday, Jul 08, 2020 | Thursday, Jul 09, 2020 | Friday, Jul 10, 2020 | Saturday, Jul 11, 2020 | Sunday, Jul 12, 2020 |
| Hourly Pay | 1 | | 112 | | 8 | 8 | | | | | 8 | 8 | 8 | | | |
| Total Hours: | | | 112 | | 8 | 8 | | | | | 8 | 8 | 8 | | | |
| Total Units: | | | | 0 | | | | | | | | | | | | |
| Time In and Out | | | | | | | | | | | | | | | | |
| Earnings | Wednesday, Jul 01, 2020 | Thursday, Jul 02, 2020 | Friday, Jul 03, 2020 | Saturday, Jul 04, 2020 | Sunday, Jul 05, 2020 | Monday, Jul 06, 2020 | Tuesday, Jul 07, 2020 | Wednesday, Jul 08, 2020 | Thursday, Jul 09, 2020 | Friday, Jul 10, 2020 | Saturday, Jul 11, 2020 | Sunday, Jul 12, 2020 | | | | |
| Hourly Pay | 09:00AM 01:00PM 01:30PM 05:30PM | 09:00AM 01:00PM 01:30PM 05:30PM | | | | | 09:00AM 01:00PM 01:30PM 05:30PM | 09:00AM 01:00PM 01:30PM 05:30PM | 09:00AM 01:00PM 01:30PM 05:30PM | | | | | | | |
| Routing Queue | | | | | | | | | | | | | | | | |
| Name | | | | | | | | Action and Date | | | | | | | | |

Previous Menu: This selection will take you back to the prior menu.

Approve: Forward Time Sheet to Payroll for processing.

Return for Correction: If problems are found after the Employee sent it to you for approval, you can return the Time Sheet to the Employee for correction. The employee can make changes to his/her record prior the approval deadline. Approver must add a COMMENT and notify the Employee about the time sheet status.

Note: The Employee WILL NOT BE automatically notified when his/her Time sheet has been returned for correction.

Change Record: The Approver may change the Employee's entries by clicking this option. The Approver is taken to a screen in which he/she will act as the Employee and make the necessary corrections to the Employee's record. The Approver may then submit and approve it.

Delete: It will delete the Time Sheet and cannot be retrieved. Use it only if the employee entered hours by mistake (incorrect department/ORG)

Add Comment: Comments must be added to the Time Sheet to clarify and explain if the Employee worked during holidays, weekends, campuses closed, and/or when work overtime.

Note: *If a comment is not included, the hours will be pending and paid the next payroll cycle after clarification.*

Previous/Next: Clicking PREVIOUS or NEXT will take you to another employee's Time Sheets on your approval queue.