Payroll Services
Web Time Entry Training
2022
**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**

<table>
<thead>
<tr>
<th>Timesheet Pay Period</th>
<th>WTE Timesheet Deadline</th>
<th>Supervisor Approval in SSB</th>
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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.

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.

![My Activities](image)

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

![Employee Dashboard](image)
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.**

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

To add more hours for the same earn code, on the same day, click **Add More Time.**
8.) Click **Save** when finished entering hours for that specific day.

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

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.

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.

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

![Image of a timesheet](image)

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

![Image of buttons](image)

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

![Edit icon](image)

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

![Copy icon](image)
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.

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 select **Sick PT Hrly** from the dropdown menu.

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

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

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

![Timesheet interface showing Restart Time option]

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.

![Confirm restart message]

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.

![Timesheet Preview]

2.) Review the summary of the timesheet.

![Timesheet Summary]

**Preview**

Tutor/Pear 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**

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Shift</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Worker Pay</td>
<td></td>
<td>43.75</td>
</tr>
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</table>

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.*

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

   ![The timesheet has been successfully submitted.](image)

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 to ensure all department employees capture and submit their total hours worked for the current pay period by the payroll deadline.

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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, so they can 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 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 his/her 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 important 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 on your keyboard, the full name of your proxy will be displayed.
4. Go to the **Proxy Modules** section and click on the ellipses (three dots).

![Proxy Modules Section](image)

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

![Proxy Module Code Validation](image)
6. Save record and exit screen by clicking on Start Over.
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 name of the employee in the search box to add them as Proxy.  
   **Note:** The Proxy must be a Full-Time employee at the same level or higher than the Approver.

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

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](image)

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](image)

Existing Proxies

[Add a new proxy](image)

Delete proxy

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.

![Employee Dashboard → Time Entry Approvals](image)

**Approvals - Timesheet**

![Distribution Status Report - Timesheet](image)
**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.

4. To approve timesheets, you can either:
   a) Click on the bar graph for **Pending** to see the list of timesheets ready for approval, or
   b) 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.

- Actions:
  - Delete
  - Details
  - Return for Correction
  - Approve
### Pay Period:
07/01/2021 - 07/31/2021
13.00 Hours

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

### Earning Distribution

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Shift</th>
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<tr>
<td>Student Worker Pay</td>
<td>1</td>
<td>13.00</td>
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<table>
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<tr>
<th>Total Hours</th>
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<tr>
<td>13.00</td>
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<table>
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<th>Total Units</th>
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### Weekly Summary

<table>
<thead>
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<tbody>
<tr>
<td>Week 1</td>
<td>8.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>5.00</td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td></td>
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### Comment (Optional):

Add Comment

### Actions

<table>
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<tr>
<td>Return for correction</td>
<td>Approve</td>
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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 Timesheet Example]

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

- **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.
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.