

Payroll Services
WTE Approver
Approving a Timesheet

July 1, 2019



West Valley - Mission

Community College District

Approving WTE Timesheets

Log into SSB

User Login

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

For example:
G08765432

User ID is case-sensitive

[Find my Id Number](#)

Password:
The Password(Pin) is your **six-digit birthday mmdyy**
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

User ID:

PIN:

Click on employee then timesheet.

Personal Information	Student	Employee	
Time Sheet	Leave Report	Electronic Person Forms	

Select the radio button next to 'Approve or Acknowledge time'. Click on the drop down bar next to 'Act as Proxy', and select the manager name for which you are a proxy.

Time Reporting Selector

Home > Employee > Time Sheet

Select a name from the pull-down list to act as a

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Self

Act as Superuser:

Select

Proxy Set Up

In 'Approver Selection', click on the radio button in 'My Choice' and select the department (or orgs) you are assigned, then using the drop down arrow under pay period select the current month pay period.

Personal Information | Student | **Employee** | Finance

Approver Selection

Home > Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
D, 101000, VP of Instruction WV	<input type="radio"/>	MM, Jun 21, 2018 to Jul 20, 2018
D, 102002, Veterans	<input type="radio"/>	MM, Jan 01, 2019 to Jan 31, 2019
D, 105001, Library	<input type="radio"/>	MM, Jun 21, 2018 to Jul 20, 2018
D, 105004, Basic Skills	<input type="radio"/>	MM, Dec 01, 2017 to Dec 20, 2017
D, 109007, International Students	<input type="radio"/>	MM, Jun 01, 2019 to Jun 30, 2019
D, 118000, Contract Education	<input type="radio"/>	EM, Jun 01, 2019 to Jun 30, 2019
D, 118002, Title IV-E	<input type="radio"/>	EM, May 01, 2019 to May 31, 2019
D, 118003, Foster Care	<input checked="" type="radio"/>	EM, Apr 01, 2019 to Apr 30, 2019
D, 304413, Banner Imp-Stud Mod Instruct WV	<input type="radio"/>	MM, Jun 01, 2019 to Jun 30, 2019
		MM, May 01, 2019 to May 31, 2019
		MM, Apr 01, 2019 to Apr 30, 2019