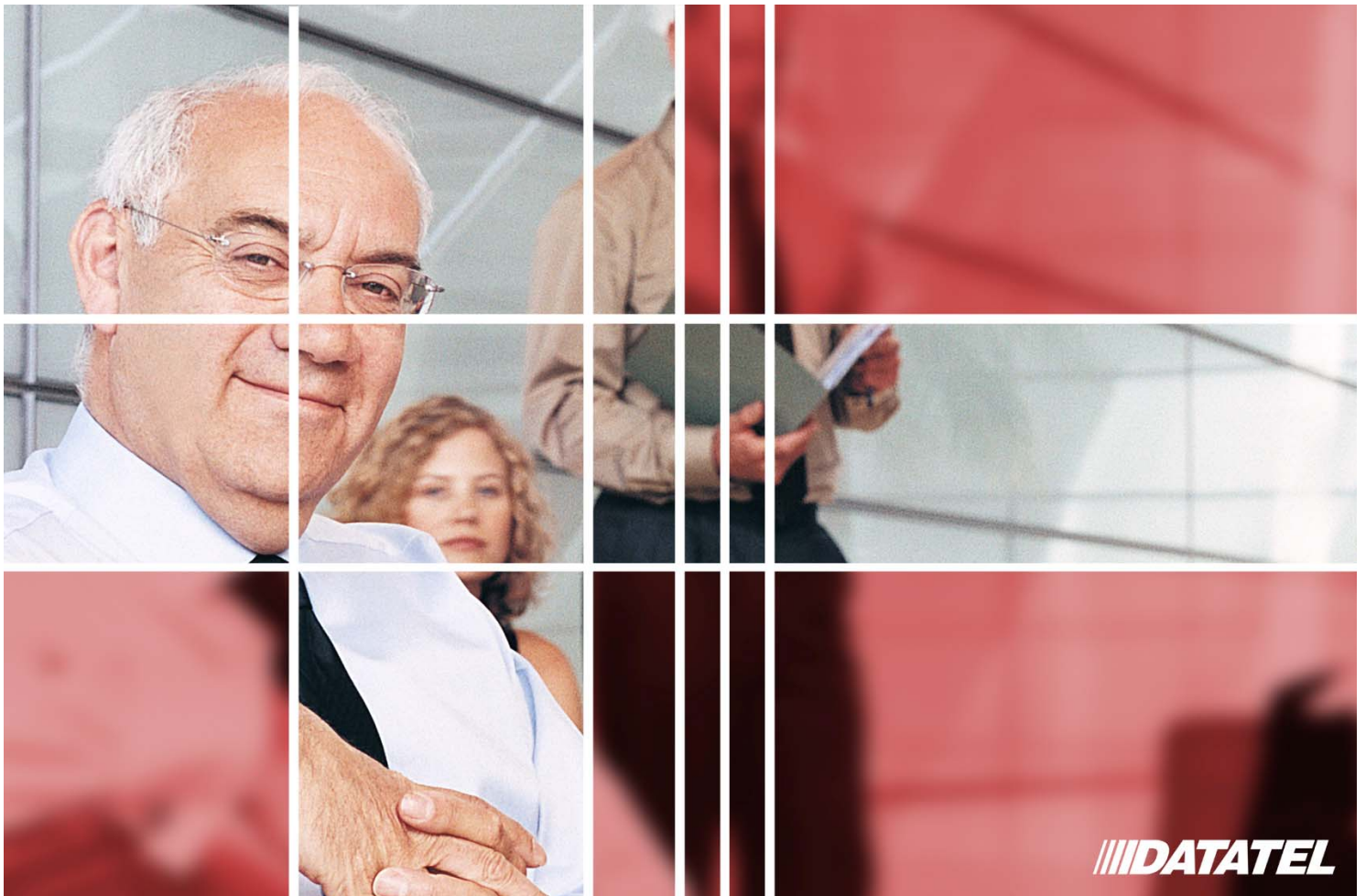


WTE Employee Time Entry – Detail Time Card End User Documentation

Prepared for:

Del Mar College

May 2009



WTE Employee Time Entry – Detail Time Card

Overview

This Process Documentation is to assist employees with time entry. It is in two sections, one for the Detail (Time in and Time Out form) and the other for the Summary Form.

Step 1

1a. Log into WebAdvisor

1b. Detail to Employees area

1c. Detail to Time Entry link

Step 2

2a. The following in View 2a will be displayed.

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location
<input checked="" type="checkbox"/>	03/01/07	03/31/07	Student Worker, HR/Payroll	06/01/04	Human Resources/Payroll		Main Campus

2b. Click on “Choose Only One” for the position you are entering time for.

2c. Click on “Submit” to access time card.

WTE Employee Time Entry – Detail Time Card

Step 3

3a. The following in View 3 will be displayed.

View 3a

EMPLOYEES

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Student Worker, HR/Payroll	03/31/07	Monthly - Student	Human Resources/Payroll	Main Campus		04/01/07 05:00PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
03/01/07	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: none; border-bottom: 1px solid black; text-align: center;" type="text"/> ▼	<input type="checkbox"/>
03/01/07	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: none; border-bottom: 1px solid black; text-align: center;" type="text"/> ▼	<input type="checkbox"/>

3b. Enter Time In and Time Out for the appropriate dates.

Enter time with AM or PM. Example: 9 a.m. is entered as 9:00AM and 4 p.m. is entered as 4:00PM.

View 3b

Date	Day	Time In	Time Out
03/01/07	Thursday	<input type="text"/>	<input type="text"/>

3c. (OPTIONAL) Insert line if needed.

Two lines for each day appear automatically. To enter more than two lines for a day, you may insert another line by clicking on Insert Line. This may be necessary if you work in the same job three times in one day. Example1: Work in a.m., go to lunch, work in the afternoon, student worker leaves to go to class, work again in the afternoon. Example2: Work in a.m., leave for lunch, work in afternoon, leave for dinner, but return in the evening to cover a shift or work on a special project.

View 3c

Types	Insert Line
<input style="border: none; border-bottom: 1px solid black; text-align: center;" type="text"/> ▼	<input type="checkbox"/>
<input style="border: none; border-bottom: 1px solid black; text-align: center;" type="text"/> ▼	<input type="checkbox"/>

WTE Employee Time Entry – Detail Time Card

Step 4

4a. Submit the time entered. [ENTER] or SUBMIT.

Time may be entered each shift, at the end of the day, or at any time before the end of the pay period without “signing” the time card.

View 4a



4b. The following appears when pressing [ENTER] or SUBMIT.

View 4b

Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 03/31/07

Time Entry Status Not Complete

Current Pay Period Hours

Regular Hours	3.50
Annual Leave Hours	0.00
Sick Hours	0.00
Shift Hours	0.00
Other Hours Grand Total	0.00

Previous Pay Period Hours

Not Applicable	0.00
----------------	------

4c. Close (OK)

View 4c



4d. Logout

View 4d



WTE Employee Time Entry – Detail Time Card

Step 5

5a. Sign the Time Card.

Once all time is entered for the pay period following Steps 1 through 3, plus any optional fields, sign the Time Card by clicking on the signature box.

View 5a (signature line with box)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

5b. Confirmation appears.

View 5b

Confirmation

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date 02/28/07
Time Entry Status Complete

Current Pay Period	Hours
Regular Hours	5.00
Annual Leave Hours	0.00
Sick Hours	0.00
Shift Hours	0.00
Other Hours Grand Total	0.00

5c. Close (OK)

View 5c

OK

5d. Logout

View 5d

LOG OUT

WTE Employee Time Entry – Detail Time Card

Step 6

6. Watch email for approval or rejection of time card.

You will not have access to this time card again unless your supervisor rejects the time card. If the time card is rejected repeat steps 1 through 3 and/or optional fields as necessary, and step 5 to reenter your time and sign the time card.

View 6
Email in mailbox

datatel	03/13/2007	01:20 PM	2,519	Your Time Approved
---------	------------	----------	-------	--------------------

Email text when opened

From: tjw@datatel.com
Subject: Your Time Approved

Your supervisor has approved your time card for Student Worker, HR/Payroll with period ending on 03/31/07.