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Introduction

Web Time Entry (WTE) is the new time keeping method for employees at JCCC. Employees will be responsible for entering and submitting their hours worked and their exception time (i.e. vacation, overtime, sick) each pay period on the web. Once employees submit their hours, their supervisor will be responsible for approving those entries. Once the supervisor has approved, the hours will then be processed by Payroll.

It is solely the responsibility of the employee to enter and maintain an accurate representation of their time. You may enter your time on a daily basis during the payroll period, but **time entry must be completed and submitted for approval no later than 10:00 a.m. on the designated timecard due date**. Employees who fail to submit their web time sheet by 10:00 a.m. on the designated timecard due date will need to fill out a paper time sheet (available on-line at [http://banweb.jccc.edu/payroll/WTE/timecard.pdf](http://banweb.jccc.edu/payroll/WTE/timecard.pdf)) and send it to the approver for signature approval. Once approved, the paper time sheet should be forwarded to Payroll for processing. Your failure to submit your web time sheet for electronic approval by 10:00 a.m. on the designated timecard due date may result in your pay being delayed until the next pay cycle.

Instructions

Logging On…

1) Login to **MyJCCC** via the college home page ([http://www.jccc.edu](http://www.jccc.edu)):

2) Click on the **EASI** tab:
3) Click on the **Employee** link:

- **Personal Information**
  - Addresses, contacts, e-mail, marital status, SSN, PIN.

- **Finance**
  - Create or review financial documents, budget information, approvals.

- **Employee**
  - Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

- **Student & Financial Aid**
  - Register, view academic records and financial aid.

4) Click on the **Time Sheet** link:

- **Search**

- **Personal Information**
- **Student and Financial Aid**
- **Employee**
- **Finance**

- **Time Sheet**

- **Benefits and Deductions**
  - Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; change your beneficiary information; access open enrollment.

- **Pay Information**
  - View your Direct Deposit breakdown; view your Earnings and Deductions History; view your Pay Stubs.

- **Tax Forms**
  - Change W-4 information; view your W-2 Form or T4 Form.

- **Current and Past Jobs**
- **Time Off Current Balances and History**
- **Long-Distance Access Code**
  - Retrieve your long-distance access code.
- **View Emergency Contact Information**
- **Update Emergency Contact Information**
Selecting a Time Sheet…

5) Select the **Position** that you will be entering time for (the majority of employees will only have one position), select the pay period for which time is to be entered or viewed from the drop down menu, and then click the **Time Sheet** button:

### Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

<table>
<thead>
<tr>
<th>Title and Department</th>
<th>My Choice</th>
<th>Pay Period and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Supervisor, HRD154-01 Mgr., Accounting Services, 6204</td>
<td></td>
<td>Sep 17, 2006 to Sep 30, 2006 In Progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aug 20, 2006 to Sep 02, 2006 Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sep 03, 2006 to Sep 16, 2006 Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sep 17, 2006 to Sep 30, 2006 In Progress</td>
</tr>
</tbody>
</table>

### Status for Time Sheets

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>The time sheet has not been initialized at all.</td>
</tr>
<tr>
<td>In Progress</td>
<td>The time sheet has been initialized by the employee but is not completed or ready for submission to the approver. Hours may or may not have been entered.</td>
</tr>
<tr>
<td>Pending</td>
<td>The time sheet has been submitted for approval. It will remain in pending status until all approvers have taken action on the information.</td>
</tr>
<tr>
<td>Approved</td>
<td>A time sheet has been approved by all approvers and is ready for process by payroll.</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>The time sheet was returned for correction while it was in the approval process.</td>
</tr>
<tr>
<td>Error</td>
<td>The time entry record contains one or more errors.</td>
</tr>
<tr>
<td>Completed</td>
<td>The time sheet has been fully processed by payroll.</td>
</tr>
</tbody>
</table>
Entering Time...

6) Time must be entered as total hours worked per day. Hours should be entered in quarter increments (i.e. 8, 8.25, 8.5, 8.75, 9). To enter your time, click on the 'Enter Hours' link for the correct day and correct Earning type that the hours are associated with.

The screen shots that follow will illustrate how you would enter 8.5 hours of Regular Earnings for Wednesday Sep 20, 2006.

a) Begin by clicking on the 'Enter Hours' link under Wednesday Sep 20, 2006 for Regular Earnings:

NOTE: .25 = 15 minutes, .5 = 30 minutes, .75 = 45 minutes

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.

Title and Number:                  Payroll Supervisor -- HRD154-01
Department and Number:              Mgr., Accounting Services -- 6204
Time Sheet Period:                  Sep 17, 2006 to Sep 30, 2006
Submit By Date:                     Sep 30, 2006 by 12:00 P.M.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Sunday Sep 17, 2006</th>
<th>Monday Sep 18, 2006</th>
<th>Tuesday Sep 19, 2006</th>
<th>Wednesday Sep 20, 2006</th>
<th>Thursday Sep 21, 2006</th>
<th>Friday Sep 22, 2006</th>
<th>Saturday Sep 23, 2006</th>
<th>Enter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Standard</td>
<td>86.67</td>
<td>17.25</td>
<td>Enter Hours</td>
<td>8</td>
<td>3.75</td>
<td></td>
<td></td>
<td></td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Earnings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td></td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

Total Hours: 17.25
Total Units: 0
b) In the **Hours** field, enter **8.5**, and click on the 'Save' button:

**Time Sheet**

- **Title and Number:** Payroll Supervisor -- HRD154-01
- **Department and Number:** Mgr., Accounting Services -- 6204
- **Time Sheet Period:** Sep 17, 2006 to Sep 30, 2006
- **Submit By Date:** Sep 30, 2006 by 12:00 P.M.

**Earnings:** Regular Earnings

**Date:** Sep 20, 2006

**Shift:**

**Hours:** 8.5

![Save button]

**c) The 8.5 hours of Regular Earnings for Wednesday Sep 20, 2006 now appears in the Time Sheet:**

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Earnings</td>
<td>1</td>
<td>25.75</td>
<td>8.5</td>
<td></td>
</tr>
<tr>
<td>Sick Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Vacation Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Floating</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Holiday</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Leave Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Holiday Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
<td>25.75</td>
<td>8.5</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units:** 0

**d) Simply repeat that process using the appropriate hours and Earning type for each day in the pay period. **NOTE: only one full week at a time is displayed in the Time Sheet.** In order to access the next week for the pay period, simply click on the 'Next' button (located at the bottom of the Time Sheet):

![Next button]

**e) If you’ve clicked on the 'Next' button to access the next week in the pay period, and wish to return to the previous week of the pay period, simply click on the 'Previous' button:**

![Previous button]
Submitting Time...

f) Once you have finished entering your time and you are ready to have your time approved, you will need to click on the ‘Submit for Approval’ button:

DO NOT submit your Time Sheet for Approval until time entry is complete for the entire pay period.

You can exit Web Time Entry at any time without clicking on the ‘Submit for Approval’ button, and your Time Sheet will be saved with a status of ‘In Progress’. Your Time Sheet will not be processed by your approver until it has been submitted for approval. You can check the status of your Time Sheet at any time by viewing the Position Selection page. Once you have submitted your Time Sheet for approval, the status will be changed to ‘Pending’. It will change to ‘Approved’ once your approver has approved it, and will finally change to ‘Complete’ once Payroll has finished processing it.

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

<table>
<thead>
<tr>
<th>Title and Department</th>
<th>My Choice</th>
<th>Pay Period and Status</th>
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</thead>
<tbody>
<tr>
<td>Payroll Supervisor, HRD154-01 Mgr., Accounting Services, 6204</td>
<td>☑</td>
<td>Sep 17, 2006 to Sep 30, 2006 In Progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aug 20, 2006 to Sep 02, 2006 Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sep 03, 2006 to Sep 16, 2006 Approved</td>
</tr>
</tbody>
</table>

You can no longer make changes to your Time Sheet after you submit it for approval. If you need to make changes, you will need to contact your approver (listed at the bottom of the Time Sheet page) and request that they make the change on your behalf, or disapprove the Time Sheet, which allows you to make the changes.

Once a Time Sheet has been “approved” by your approver, it cannot be changed without contacting Payroll to make the changes on your behalf.
Certifying Time...

g) Once you have submitted your time for approval, you will be prompted to enter your PIN to certify that the hours entered are an accurate record of the hours worked:

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN: 
Submit

h) At this point, the system will re-display your Time Sheet with the following message: ‘Your time sheet was submitted successfully.’

Recording Overtime...

Full-time Hourly Employees

Record the number hours worked over your regular scheduled shift (i.e.: 8 or 10 hours) in the overtime line in the Time Sheet. Example: If your regular shift is 8 hours per day and you work 10 hours, record 8 hours in the Regular Earnings line and 2 hours in the Overtime Pay line. If you work on days outside of your normal shift and those hours worked are overtime hours, record those hours in the Overtime Pay line.

Note: Johnson County Community College (JCCC) pays overtime pay on hours over 40 in a one week period. The 40 hours per week may include Regular, Vacation, Floating Holiday, and Personal Days. Overtime is not paid on Sick leave.
Part-time Hourly Employees

Record the number of hours worked each day in the Regular Earnings line. At the end of the week if you have worked more than 40 hours in a one week period, change the number of hours on the last day worked that week to show a total of 40 regular hours and then record the number of hours above 40 in the Overtime Pay line.

From this:

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Earnings</td>
<td>1</td>
<td>44</td>
<td>Enter Hours</td>
<td>B</td>
<td>B</td>
<td>10</td>
<td>10</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Vacation Pay</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Personal Leave Pay</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Pay</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

Total Hours: 44  
Total Units: 0

To this:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Earnings</td>
<td>1</td>
<td>40</td>
<td>Enter Hours</td>
<td>B</td>
<td>B</td>
<td>10</td>
<td>10</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Overtime Pay</td>
<td>1</td>
<td>4</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Other - College, Temp, Closed</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

Total Hours: 44  
Total Units: 0
Additional Features

Using the Copy feature…

The **Copy** feature is used to copy the hours entered for an Earning type on one date to another date, or group of dates. This page can be accessed from the **Time Sheet** page by clicking on the ‘**Copy**’ button:

When the **Copy** page is accessed, all daily entries for the associated **Earning** type are copied.

- Use the criteria options on that page to indicate the days to copy time to. You can either select the check box under the specific day (multiple days can be selected) or select the check box next to ‘**Copy from date displayed to end of the pay period**’:

**NOTE**: Do not select the day you are copying from. The system will remove the hours from the originating day if it is selected.
Using the Restart feature...

The **Restart Confirmation** page is presented when you click on the ‘**Restart**’ button from the **Time Sheet** page. Clicking on the ‘**Submit**’ button will delete all time that you may have entered for that pay period. Clicking on the ‘**Cancel**’ button will return you back to the unchanged **Time Sheet**.

**Restart Confirmation**

Restarting will delete all changes that you have made to your time record. Do you want to Restart?

Submit  Cancel

Using the Comments feature...

The **Comments** page is used to enter and view freeform comments regarding the specific **Time Sheet** for your approver and/or Payroll. The **Time Sheet** page contains a ‘**Comments**’ button that provides access to the **Comments** page:

**Comments**

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

**Made By:** You  
**Comment Date:** Sep 20, 2006

Enter or Edit Comment:

Clicking on the ‘**Save**’ button saves the comment, and clicking on the ‘**Previous Menu**’ button takes you back to the **Time Sheet**.