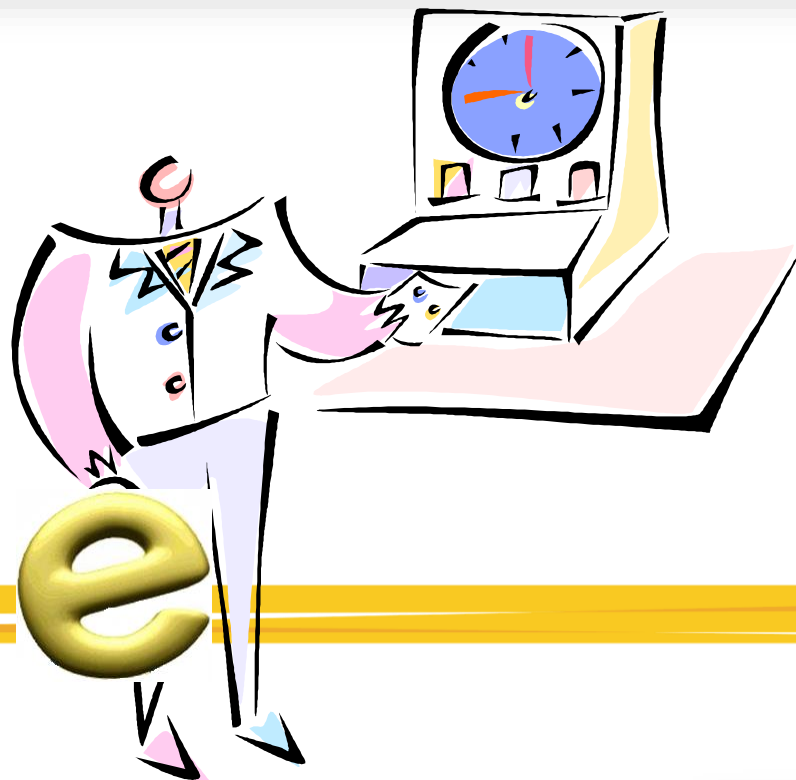


# Web Time Entry

## Using the Online, Time Entry System



(Intentionally left blank)

## Web Time Entry Tutorial

---

### Table of Contents

<b>Introduction:</b>	<b>1</b>
<b>Section I: Web Time Entry Log-on</b>	<b>1</b>
<b>Logging on</b>	<b>1</b>
To Log into MySLCC:	1
<b>Section II: Web Time Entry Page Explained</b>	<b>4</b>
<b>Time Sheet Navigation</b>	<b>4</b>
<b>Comments page</b>	<b>6</b>
<b>Time Sheet Preview page</b>	<b>7</b>
<b>Restart Confirmation page</b>	<b>8</b>
<b>Section III: Web Time Entry Instructions</b>	<b>9</b>
<b>Entering Hours</b>	<b>9</b>
To enter hours in the Time Sheet	9
<b>Editing Entries in the Time Sheet</b>	<b>10</b>
Edit Hour Entries	10
Edit Comments	11
Delete all Entries and Comments	12
<b>Submitting and Tracking the Time Sheet.</b>	<b>12</b>
To Submit the Time Sheet	12
Tracking Time Sheet status	13

## Web Time Entry Tutorial

---

## Web Time Entry Tutorial

---

### Introduction:

**Web Time Entry** is a web based system for time entry. The time entry system is accessed through **MySLCC**. Employees or someone in their department enter appropriate hours each pay period and then submit the time sheet to their approver. Employees must submit their time sheet to their approver on or before the 15<sup>th</sup> and last day of the month. Approvers must approve and submit time sheets to payroll by the due date shown on the **Time Sheet** page.

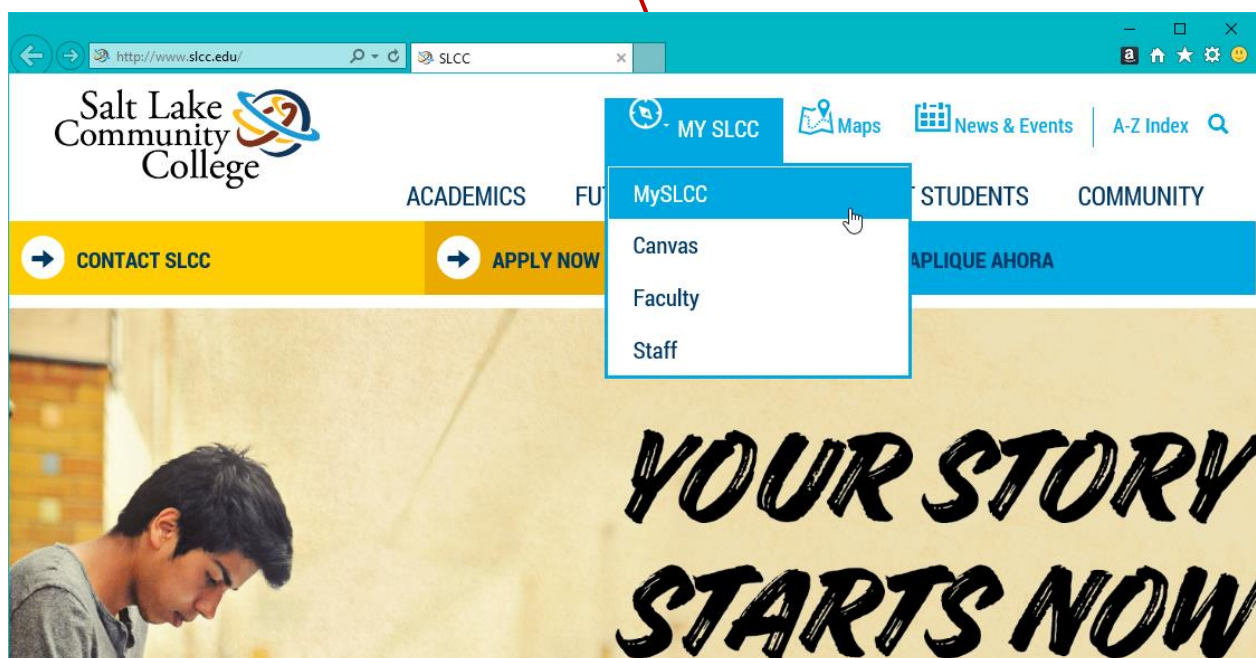
### Section I: Web Time Entry Log-on

#### Logging on

Begin by logging into **MySLCC**.

#### To Log into MySLCC:

1. Go to the SLCC Home Web Page at [www.slcc.edu](http://www.slcc.edu).
2. Hover the pointer over **MySLCC** and select **MySLCC** and enter your Username and Password on the next screen.



## Web Time Entry Tutorial

When MySLCC opens:

The screenshot shows the MySLCC web portal interface. At the top, there is a navigation bar with tabs: HOME, ADVISOR, **EMPLOYEE**, TIME & LEAVE, RESOURCES, BUDGET & FINANCE, NEW STUDENT, REGISTRATION, and CAMPUS LIFE. Below the navigation bar, the main content area is divided into several sections:

- Banner Forms Access**: Includes a link to [Banner Forms](#) and a note: "Note: Works best with Internet Explorer or Firefox".
- Personal Information**: Includes links to [Change Your Mailstop](#), [Change Security Question](#), [View Address\(es\) and Phone\(s\)](#), [View E-mail Address\(es\)](#), [View Emergency Contacts](#), [Update Emergency Contacts](#), [Social Security Number Change Information](#), and [Name Change \(PDF\)](#).
- Employment Details**: Includes links to [Benefits & Deductions - Update](#), [Pay Information](#), [Tax Forms - W-4 and W-2 Information](#), [Current and Past Jobs](#), [Time Off Current Balances & History](#), and [Web Time Entry](#).
- Important Dates**: Includes links to [Holiday Schedule \(PDF\)](#) and [Academic Calendar](#).
- Electronic Personnel Action Form (ePAF)**: Includes a link to [ePAF Form](#).
- Employee Training**: Includes links to [Information Technology \(OIT\) Training](#), [Register for Training](#), [Required Training Website](#), [Staff Development](#), and [Faculty Development](#).
- Employee Student Forms**: Includes links to [Admission Application](#), [Tuition Waiver \(Full-time employees\)](#), [Tuition Waiver Approval](#), and [Tuition Waiver Administration](#).
- SLCC Systems**: A section at the bottom left.
- Key Access Request Forms**: A section at the bottom right.

Two callout boxes are present:

- 1. Select the Employee Tab**: Points to the **EMPLOYEE** tab in the navigation bar.
- 2. Click Web Time Entry**: Points to the [Web Time Entry](#) link in the Employment Details section.

## Web Time Entry Tutorial

The Position Selection page opens. Choose a position and click The *Time Sheet* button.

The Time Sheet page will open.

**Time Sheet**

**Submission Deadline**

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.  
**Time entry deadline is the 15th and last day of the month.**

**Pay Period**

Specialist II, Trainer -- 1N9831-00  
 Administrative Computing Services -- HADCM  
 Time Sheet Period: Jan 01, 2011 to Jan 15, 2011  
 Submit By Date: Jan 18, 2011 by 11:59 P.M.

**Approval Deadline**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jan 01, 2011	Sunday Jan 02, 2011	Monday Jan 03, 2011	Tuesday Jan 04, 2011	Wednesday Jan 05, 2011	Thursday Jan 06, 2011	Friday Jan 07, 2011
Vacation Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

**Earning Codes**

**Select date and earning code then Click to Enter Hours**

**Total Hours:** 0 0 0 0 0 0 0

**Total Units:** 0 0 0 0 0 0 0

**See next page for expalnation of Buttons**

Position Selection Comments Preview Submit for Approval Restart Next

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

**Tracking Information**

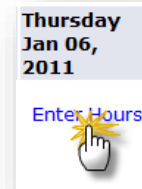
## Web Time Entry Tutorial

---

### Section II: Web Time Entry Page Explained

#### Time Sheet Navigation

Each [Enter Hours](#) on the Time Sheet is a link. Clicking on one of them allows entry of hours for the selected date and earning code.



Clicking the **Position Selection** button accesses the [Position Selection](#) page. This is used by individuals with more than one defined position.

Position Selection

The **Comments** button accesses the [Comments](#) page. Here you can enter comments on your Time Sheet before submittal.

Comments

The **Preview** button allows you to preview the [Time Sheet](#) before submitting for approval.

Preview

Clicking the **Submit for Approval** button opens the [Certification](#) page. Using this page you must certify your entered time using your **Personal Identification Number** (PIN) prior to final submittal.

Submit for Approval

Clicking the **Restart** button opens the [Restart Confirmation](#) page. Clicking the **Submit** button on this page will delete all changes you have made on the *Time Sheet* and then open a new Time Sheet.

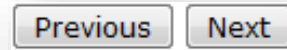
Restart



## Web Time Entry Tutorial

---

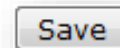
Click the **Next** and **Previous** buttons navigate through days of the pay period to see more dates within the pay period. The new page that opens has a Previous button.



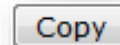
Clicking an **Enter Hours** link causes three more buttons to appear above the timesheet table; **Save**, **Copy**, and **Account Distribution**:

Clicking the **Save** button, saves the time you have entered.

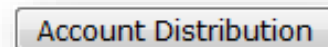
**Note:** If you exit the Time Sheet without clicking **Save**, your changes will be lost.



Clicking the **Copy** button opens the **Copy** page. **Note:** Clicking copy also saves the time(s) just entered.



Clicking the **Account Distribution** button opens the [Account Distribution](#) page. This page displays account detail of where your hours will be charged.



Some of the pages referred to above are explained on the following pages.

## Web Time Entry Tutorial

### Comments page

Clicking the **Comments** button opens the **Comments** page. This page allows you to add comments to your Time Sheet prior to submittal. These comments can be for your approver, the Payroll Office, or both.

### 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:** Jan 07, 2011  
**Enter or Edit Comment:**

**RELEASE: 8.3**

Enter **Comments** regarding your Time Sheet in the free-text field. Editing instructions are given on the page

**Enter or Edit Comment:**

Click the **Save** button after entering or editing comments in order to save changes.

Click the **Previous Menu** button to return to the Time Sheet page.

Comments can be edited or deleted at any time until the timesheet is submitted.

## Web Time Entry Tutorial

### Time Sheet Preview page

Clicking the **Preview** button opens the Time Sheet **Preview** page. This page displays your Time Sheet as it will be viewed by your approver and the Payroll Office.

<b>Time Sheet</b>													
<b>Earning Code</b>	<b>Shift</b>	<b>Total Hours</b>	<b>Total Units</b>	<b>Saturday , Jan 01, 2011</b>	<b>Sunday , Jan 02, 2011</b>	<b>Monday , Jan 03, 2011</b>	<b>Tuesday , Jan 04, 2011</b>	<b>Wednesday , Jan 05, 2011</b>	<b>Thursday , Jan 06, 2011</b>	<b>Friday , Jan 07, 2011</b>	<b>Saturday , Jan 08, 2011</b>	<b>Sunday , Jan 09, 2011</b>	<b>Monday , Jan 10, 2011</b>
Vacation 1													
Pay		4								4			
Sick Leave	1	8				8							
<b>Total Hours:</b>		12				8				4			
<b>Total Units:</b>			0										
<a href="#">Previous Menu</a>													

Clicking the **Previous Menu** button returns you to the Time Sheet page.

**Note:** You can't submit the Time sheet from the Preview page.

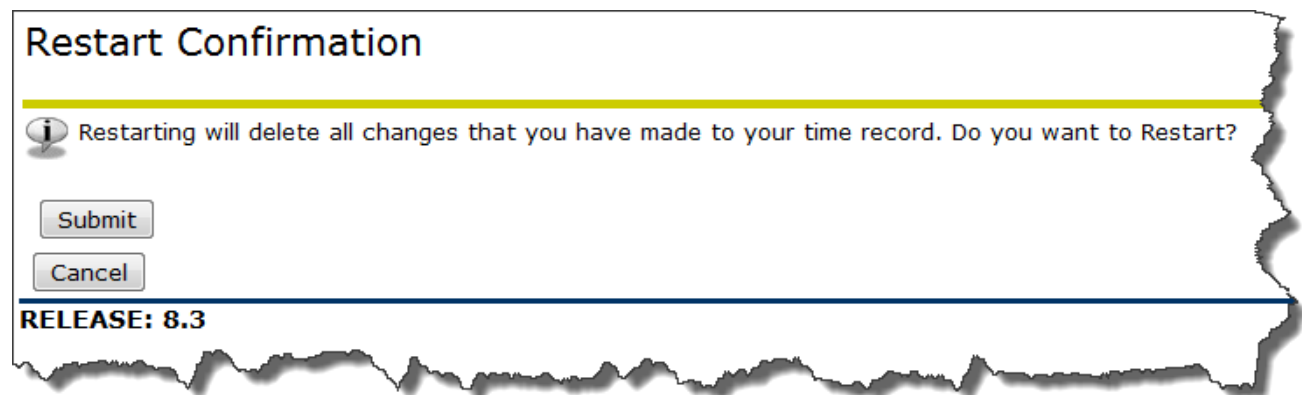
[Previous Menu](#)

## Web Time Entry Tutorial


---

### Restart Confirmation page

Clicking the **Restart** button opens the **Restart Confirmation** page. This page allows you to access a new Time Sheet, deleting all changes and entries you have made.

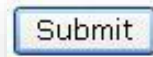
A screenshot of a web form titled "Restart Confirmation". The form has a yellow header bar. Below the header, there is an information icon (a lowercase 'i' in a circle) followed by the text: "Restarting will delete all changes that you have made to your time record. Do you want to Restart?". Below this text are two buttons: "Submit" and "Cancel". At the bottom of the form, there is a blue bar with the text "RELEASE: 8.3". The entire screenshot is framed with a torn paper effect.

**Restart Confirmation**

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

**RELEASE: 8.3**

Clicking the **Submit** button opens a new Time Sheet page deleting all changes you have made

A rectangular button with a blue border and a light blue gradient background, containing the word "Submit" in black text.

Submit

Clicking the **Cancel** button exits the Restart Confirmation page without deleting your changes.

A rectangular button with a blue border and a light blue gradient background, containing the word "Cancel" in black text.

Cancel

## Web Time Entry Tutorial

### Section III: Web Time Entry Instructions

#### Entering Hours

This section describes how to enter hours, comments, edit comments, and submit and track the time sheet's status.

#### To enter hours in the Time Sheet

To enter hours, access the Time Sheet and:

1. Click an Enter Hours link under the **Date** and in the **Earning** code row where you want to enter time.

Earning	Shift Default Hours or Units	Sunday Mar 19, 2011
Vacation Pay	1	Enter Hours
Sick Leave	1	Enter Hours
Jury Duty	1	Enter Hours
Funeral Pay	1	Enter Hours
Comp Time Earned	1	Enter Hours
Comp Time Taken	1	Enter Hours
Comp Time Payout	1	Enter Hours
Overtime Pay	1	Enter Hours
<b>Total Hours:</b>		0
<b>Total Units:</b>		0

2. The **Time Sheet** refreshes with 4 additional rows; **Earning**, **Date**, **Shift** and **Hours**, an **Hours** field, and 3 new buttons; **Save**, **Copy**, and **Account Distribution**. Click in the **Hours** field and **Enter** the number of hours.

<b>Earning:</b>		Vacation Pay				
<b>Date:</b>	Jan 03, 2011					
<b>Shift:</b>	1					
<b>Hours:</b>	8					
<input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Account Distribution"/>						
Earning	Shift Default Hours or Units	Total Hours	Total Saturday Jan 01, 2011	Sunday Jan 02, 2011	Monday Jan 03, 2011	Tuesday Jan 04, 2011
Vacation Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours

3. Click the **Save** button *after each* entry and *before exiting* the screen or your time entry will be lost.
4. Click the **Next** button to access more dates in the pay period in which to enter time.

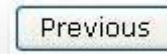
Save

Next

## Web Time Entry Tutorial

- Click the **Previous** button to return to the previous screen.

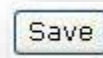
**Note:** Remember to **Save** each entry before clicking the **Previous** button.



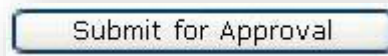
- If required, **Repeat** steps 2 -4 to enter more hours in the Time Sheet.



- Click **Save** before exiting a screen and when you are through entering time.



- Click the **Submit for Approval** button to submit the Time sheet to your approver.



or

Click the [back to Employee Tab](#) link to exit the Time Sheet without submitting.



## Editing Entries in the Time Sheet

Until a **Time Sheet** is submitted for approval, you can re-enter a Time Sheet and add or make changes to the entries. This includes Hours, Earning codes, and Comments.

### Edit Hour Entries

To **Add** an **Hour** entry, access the **Time Sheet** and:

Follow the above **To enter hours in Time Sheet** instructions.

[To enter hours in Time Sheet:](#)

To **Change** or **Delete** an **Hour** entry, enter the Time sheet and:

## Web Time Entry Tutorial

1. Under the Date and Earning code row, **Find** and **Click** on the time entry you want to delete or change.

Earning	Shift Default	Total	Total	Thursday	
	Hours or	Hours	Units	Mar 16,	M
	Units			2006	2
Vacation Pay	1	0	8		8 E

2. The Hour value will appear in the **Hours** field.

Hours:

3. **Highlight** the Hour value and enter a new value to **Change** or press the **Delete** key on your keyboard to delete.

Hours:

4. Click the **Save** button to save your change.

Save

## Edit Comments

To Edit **Comments**, access the Time Sheet and:

1. Click on the **Comments** button.

Comments

2. Click in the **Comments** free-text field and make changes just as you would in a word processing document.

Comment Date: Mar 30, 2006

Enter or Edit Comment: These vacations hours were appr

Save Previous Menu

3. Click the **Save** button to save your changes

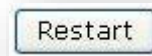
Save

## Web Time Entry Tutorial

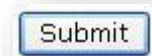
### Delete all Entries and Comments

To **Delete** all entries and comments in the **Time Sheet** at once, access the Time Sheet and:

1. Click the **Restart** button. This will open the **Restart Confirmation** page.



2. Click the **Submit** button. The Time Sheet will re-open with all previous changes deleted.



or

or

2. Click the **Cancel** button to exit the Restart page without making changes.



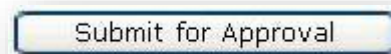
### Submitting and Tracking the Time Sheet.

You *must* use the **Web Time Entry system** to submit your **Time Sheet** to your approver. They can't access your **Time Sheet** until it is submitted properly. Once submitted, changes to the **Time Sheet** can be made until if approver has not approved it. Once approved, the time sheet goes to payroll and they would then make changes.

### To Submit the Time Sheet

To **Submit** the completed **Time Sheet** for approval, access the Time Sheet and:

1. Click the **Submit for Approval** button.



or

or

3. Click your browser's **Back** button to return to the Time Sheet with out submitting.





## Web Time Entry Tutorial

---

### Tracking Time Sheet status

**Tracking** information for the **Time Sheet** is located at the bottom of the Time Sheet. After the Time sheet is submitted, it's **status** can be tracked by:

After clicking the **Submit** button, the Time Sheet will open. The **Submitted for Approval By:** will show that you submitted it and the date submitted.

**Submitted for Approval By:** (You) on Mar 30, 2006  
**Approved By:**  
**Waiting for Approval From:** (Your Supervisor)

Once the Time Sheet is approved, the **Approved By:** information will be displayed.

**Submitted for Approval By:** (You) on Mar 30, 2006  
**Approved By:** (Your Supervisor)  
**Waiting for Approval From:** (Your Supervisor)