

WEBTIME ENTRY for SUPERVISORS

WEBTIME ENTRY

Open Internet Explorer, (IE), and The College of the Mainland automated timesheet system for all employees is located in WebAdvisor. Click on the **Employees** button.



SUPERVISOR APPROVAL

Time Entry and Approval
Time entry Time history Time approval (for supervisors) Employee history (for supervisors)

Locate the Time Entry and Approval section and click on **Time approval (for supervisors)**.

There are two options for approving an employee's time entry: Approve & Review Entry.

Approve ~ click in the box below Approve column and the click the **SUBMIT** button to have the employee's time entry automatically approved and sent to payroll.

Review Entry ~ click in the box below Review Entry and click the **SUBMIT** button to have the employee's time entry page displayed for full review with an e-mail option available at the bottom of the page.

EMPLOYEES											
Time approval (for supervisors)											
Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/01/12	11/30/12	12/30/12 12:00AM	Patriola R. Rosenfield		C53-Grant Accountant	Financial Services	COM Main Campus	176.00	
<input type="checkbox"/>	<input type="checkbox"/>	12/01/12	12/31/12	01/30/13 12:00AM	Patriola R. Rosenfield		C53-Grant Accountant	Financial Services	COM Main Campus	0.00	
Security Access Messages											
None											
Approve time entries on behalf of <input type="text"/>											
SUBMIT											

WEBTIME ENTRY for SUPERVISORS

The time entry form displays the regular hours entered by the employee as well as any, overtime, vacation leave, sick leave, personal business leave, bereavement leave, college leave or jury duty.

The WebTime Entry form will be available to the supervisor whether the employee has submitted with the correct leave, or not.

Employee has electronically signed the time entry as complete No

Please carefully examine all time.

If there are issues click REJ –Reject and include any appropriate comments.

NOTE: After the cut-off date you will NOT be able to reject and send e-mail to the employee. The approver will have to update the time sheet and approve.

Time Entry										
Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date				
	Payroll Supervisor/Budget Manager	04/30/15	Benefit and Adjunct	Financial Services	COM Main Campus	01/23/18 12:00AM				

Leave Type	Leave Balance
Jury Duty	0.00
Holiday	0.00
College Leave	-32.00
Bereavement Leave	0.00
Annual Leave	306.47
Sick	455.50
Personal Business - 100%	0.00

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
04/01/15	Wednesday	8.00								
04/02/15	Thursday	8.00								
04/03/15	Friday	8.00								
04/04/15	Saturday									
04/05/15	Sunday									
04/06/15	Monday	8.00								
04/07/15	Tuesday	8.00								
04/08/15	Wednesday	8.00								
04/09/15	Thursday	8.00								
04/10/15	Friday	8.00								

NOTE: Supervisors will receive an e-mail notification when employees have submitted their timesheet for approval.

Click the **SUBMIT** button when you have finished with the form. You will receive a confirmation page. Click the **OK** button to complete the processing.

Employee has electronically signed the time entry as complete No

Supervisor Decision:

Enter E-mail Subject:

Supervisor Comments:

Employee Email Address:

SUBMIT



PROBLEMS? QUESTIONS?
Call the HELP DESK 8302

WEBTIME ENTRY for SUPERVISORS

REJECT APPROVED TIME SHEETS

Log into Web Advisor and click the Employees box, then click Time Approval (for Supervisors). Both the Approve and Review Entry box must be checked. Click the **SUBMIT** button.

Time approval (for supervisors)										
Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/15	01/31/15	10/26/17 12:00AM	Patricia R. Rosenfield		Payroll Supervisor/Budget Manager	Financial Services	COM Main Campus	176.00

Access the employee's time sheet and update Supervisor Decision field to **REJ – Reject**. Enter comments in the Supervisor Comments box and click the **SUBMIT** button.

Employee has electronically signed the time entry as complete
Yes

Supervisor Decision


REJ - Reject

Enter E-mail Subject

Please update your vacation days

Supervisor Comments

Please update your vacation days



Employee Email Address

prosenfield@com.edu

WORD TO THE WISE: Always add a comment!

SUBMIT

The employee will now have rights to edit and submit the document.

NOTE: Failure to add text in the Supervisor Comments field will result in the following message:

Comments are required when the time entry is rejected.

WEBTIME ENTRY for SUPERVISORS

EMPLOYEE HISTORY (FOR SUPERVISORS)

Locate the Time Entry and Approval section. Click on **Employee history (for supervisors)**.

Time Entry and Approval

[Leave Request](#)
[Time entry](#)
[Time history](#)
[Time approval \(for supervisors\)](#)
[Employee history \(for supervisors\)](#)

Employee history (for supervisors)

Review Entry	Name	Access	Position Title	Department	Location
<input checked="" type="checkbox"/>	Patricia R. Rosenfield		Payroll Supervisor/Budget Manager	Financial Services	COM Main Campus

Security Access Messages
None

SUBMIT

Select **Review Entry** beside the chosen employee and click the **SUBMIT** button.

Select the appropriate year and click the **SUBMIT** button.

EMPLOYEES Welcome Martha Willis!

Time history

* = Required
 Choose time history with pay period end date in* 2015 - 2015

SUBMIT

Select Pay Period/Position

Name: Patricia R. Rosenfield

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor	Location
<input type="checkbox"/>	02/01/15	02/28/15	Payroll Supervisor/Budget Manager	Financial Services	Martha E. Willis	COM Main Campus
<input type="checkbox"/>	01/01/15	01/31/15	Payroll Supervisor/Budget Manager	Financial Services	Martha E. Willis	COM Main Campus

SUBMIT

Select the correct pay period.

Review the history for the month.

When complete select either **PREV – Previous record** or **NEXT – Next record** and click the **SUBMIT** button.

Exit from the Time History screen by clicking on the **SUBMIT** button.

Log-Off when all processes are completed to your satisfaction.

Time History

Name	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Type
Patricia R. Rosenfield	Payroll Supervisor/Budget Manager	02/28/15	Benefit and Adjunct	Financial Services	COM Main Campus	Final Record

Employee has completed the electronic signature Employee Complete Date 10/08/15 Employee Complete Time 09:16AM

Supervisor Decision Supervisor Decision Date Supervisor Decision Time

Supervisor Comments
you forgot vacation on Friday 8/27

Date	Day	Regular Hours	Overtime Hours	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
02/02/2015	Monday					8.00	Personal Business		
02/03/2015	Tuesday					8.00	Personal Business		
02/04/2015	Wednesday	8.00							
02/05/2015	Thursday					8.00	Personal Business		
02/06/2015	Friday	8.00							
02/09/2015	Monday					8.00	College Leave		
02/10/2015	Tuesday	8.00							
02/11/2015	Wednesday	8.00							
02/12/2015	Thursday	8.00							
02/13/2015	Friday	8.00							
02/16/2015	Monday	8.00							
02/17/2015	Tuesday					8.00	College Leave		
02/18/2015	Wednesday					8.00	College Leave		
02/19/2015	Thursday					8.00	College Leave		
02/20/2015	Friday	8.00							
02/23/2015	Monday	8.00							
02/24/2015	Tuesday	8.00							
02/25/2015	Wednesday	8.00							
02/26/2015	Thursday	8.00							
02/27/2015	Friday				8.00				

Date Day Time In Time Out
N/A

Action to take:

APPENDIX

PAYROLL CALENDAR



CHECK FOR PAYROLL CALENDAR UPDATES!

These dates are subject to change. All changes will be communicated thru e-mail and updates in this document; noted by date changes in the bottom right hand side of this page.

Full Time

FEBRUARY - AUGUST 2016 FULL-TIME PAYROLL CALENDAR FOR WEB - TIME ENTRY				
Pay Period Begin Date	Pay Period End Date	Employee Cutoff by midnight Time Report Due	Supervisor Approval Cutoff by midnight Time Report Due	Pay Day
2/16/2016	3/15/2016	3/21/2016	3/22/2016	3/31/2016
3/16/2016	4/15/2016	4/18/2016	4/19/2016	4/29/2016
4/16/2016	5/15/2016	5/16/2016	5/17/2016	5/31/2016
5/16/2016	6/15/2016	6/16/2016	6/17/2016	6/30/2016
6/16/2016	7/15/2016	7/18/2016	7/19/2016	7/29/2016
7/16/2016	8/15/2016	8/16/2016	8/17/2016	8/31/2016

Part Time

APRIL - AUGUST 2016 PART-TIME PAYROLL CALENDAR FOR WEB - TIME ENTRY				
Pay Period Begin Date	Pay Period End Date	Employee Cutoff by midnight Time Report Due	Supervisor Approval Cutoff by midnight Time Report Due	Pay Day
4/1/2016	4/30/2016	5/6/2016	5/9/2016	5/31/2016
5/1/2016	5/31/2016	6/7/2016	6/8/2016	6/30/2016
6/1/2016	6/30/2016	7/7/2016	7/8/2016	7/29/2016
7/1/2016	7/31/2016	8/5/2016	8/8/2016	8/31/2016
8/1/2016	8/31/2016	9/7/2016	9/8/2016	9/30/2016

COLLEGE OF THE MAINLAND HOLIDAYS FOR 2016

January 18 - *Martin Luther King Day Observed*
 March 14 thru 20 - *College Closed, Spring Holiday*
 March 25 thru 27 - *College Closed, Spring Holiday*
 May 30 - *College Closed, Memorial Day Holiday*
 July 4 - *College Closed, Independence Day*
 September 5 - *College Closed, Labor Day*
 November 24 thru 25 - *College Closed, Thanksgiving Holidays*
 December 17 thru January 2 - *College Closed, Winter Holidays*