

WEBTIME ENTRY (WTE)

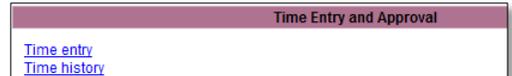
The College of the Mainland automated timesheet system for all full-time benefits eligible employees.

PERSONAL TIME ENTRY

Use Internet Explorer and start at the College of the Mainland web page www.com.edu, click and log on to WebAdvisor. The login id and password for WebAdvisor are the same as your network login id and password.



Click on the Employees button. Locate the Time Entry and Approval section and click on **Time Entry**.



Select the box beside the 40 hour a-week position and click on the **SUBMIT** button.



Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	09/01/13	09/30/13	C42-Instr Tech Trainer	09/02/10	Distance Education	Janet Wortman	COM Main Campus	10/07/13 12:00AM
SUBMIT								

The Leave Balance is in 'real-time' – reporting the exact hours available for the current month.

Leave Type	Leave Balance
Jury Duty	0.00
Holiday	0.00
College Leave	-8.00
Bereavement Leave	0.00
Vacation	119.28
Sick	39.10
Personal Business - 100%	1.00

Shift Type is equal to Overtime.

The Time Entry sheet will automatically populate the entire month with 8 hours per day ~ Monday thru Friday.

Date	Day	Hours Worked	Vacation Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
04/01/15	Wednesday	8.00							<input type="checkbox"/>
04/02/15	Thursday	8.00				PER - Personal Business BRV - Bereavement Leave COL - College Leave JRY - Jury Duty HOL - Holiday			<input type="checkbox"/>
04/03/15	Friday		8.00						<input type="checkbox"/>
04/04/15	Saturday								<input type="checkbox"/>
04/05/15	Sunday								<input type="checkbox"/>
04/06/15	Monday	8.00							<input type="checkbox"/>
04/07/15	Tuesday	8.00							<input type="checkbox"/>
04/08/15	Wednesday	8.00							<input type="checkbox"/>
04/09/15	Thursday	8.00							<input type="checkbox"/>
04/10/15	Friday	8.00							<input type="checkbox"/>
04/11/15	Saturday								<input type="checkbox"/>
04/12/15	Sunday								<input type="checkbox"/>
04/13/15	Monday	8.00							<input type="checkbox"/>
04/14/15	Tuesday	8.00							<input type="checkbox"/>
04/15/15	Wednesday	8.00							<input type="checkbox"/>
04/16/15	Thursday	8.00							<input type="checkbox"/>

RECORDING LEAVE

Select and delete the number from **Hours Worked** field and type the appropriate hours in the corresponding fields with your leave. Vacation hours will be typed in the **Vacation Hours** field. Sick time will be recorded in the **Sick Hours** field. Personal Time, College Leave, Bereavement Leave, Jury Duty and Holiday be recorded in the **Other Time Types** field. Overtime will be recorded under **Shift Type**.

It is still a requirement to complete the Leave Request Form with your supervisor's signature. Both the employee and supervisor will keep a copy in the event of an audit. **HOWEVER – a copy will not be given to Human Resources.**

Date	Day	Hours Worked	Vacation 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	3.00			4.00	COL - College Leave			<input type="checkbox"/>
04/06/15	Monday				1.00	PER - Personal Business			<input type="checkbox"/>
04/07/15	Tuesday				8.00	JRY - Jury Duty			<input type="checkbox"/>
04/08/15	Wednesday				8.00	HOL - Holiday			<input type="checkbox"/>
04/09/15	Thursday	8.00							<input type="checkbox"/>
04/10/15	Friday	8.00							<input type="checkbox"/>
04/11/15	Saturday								<input type="checkbox"/>
04/12/15	Sunday								<input type="checkbox"/>
04/13/15	Monday	8.00					4.00	OT - Overtime	<input type="checkbox"/>
04/14/15	Tuesday	8.00					4.00	OT - Overtime	<input type="checkbox"/>
04/15/15	Wednesday	8.00							<input type="checkbox"/>
04/16/15	Thursday	8.00							<input type="checkbox"/>
04/17/15	Friday	8.00							<input type="checkbox"/>

The insert line would only be employed if time needs to be recorded in two or more **Other Time Types**. To use: 1. Click in the Insert line box. 2. Enter and continue to complete the form.

You will be able to edit and update the WTE the entire pay period until either A. you submit to your supervisor or B. the Pay period ends.

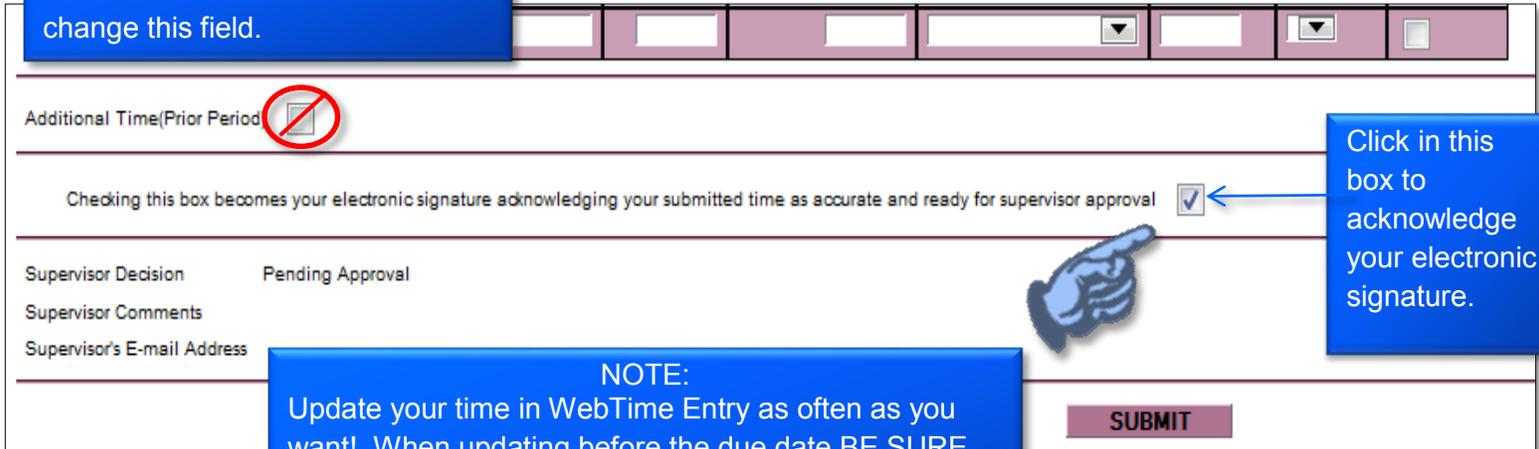


PROBLEMS? QUESTIONS?
Call the HELP DESK 8302

SUBMITTING THE WEBTIME ENTRY FORM

After reporting the work days for the month, click in the box beside the electronic signature line and click on SUBMIT. The process is complete and ready for the supervisors' approval.

The Additional Time (Prior Period) *is not to be used* at this time. Please do not add information or change this field.



Additional Time(Prior Period)

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

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address

NOTE:
Update your time in WebTime Entry as often as you want! When updating before the due date BE SURE the approval box is **blank**! As long as the approval box **IS NOT** checked you can come in and out of the WebTime Entry Report as many times as you like!

SUBMIT

Click in this box to acknowledge your electronic signature.

S

Confirmation

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

Pay Period End Date 04/30/15
Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	139.00
Annual Leave Hours	8.00
Sick Hours	8.00
Personal Business	1.00
College Leave	4.00
Jury Duty	8.00
Holiday	8.00
Total Hours	176.00

Shift Differential Included in Regular Hours	Hours
Overtime	8.00
Total Shift Differential Hours	8.00

OK

CONFIRMATION

After you click the SUBMIT button, there will be a confirmation page reporting all your real time hours. Click the **OK** button to return to the WebAdvisor for Employees Menu.

TIME HISTORY

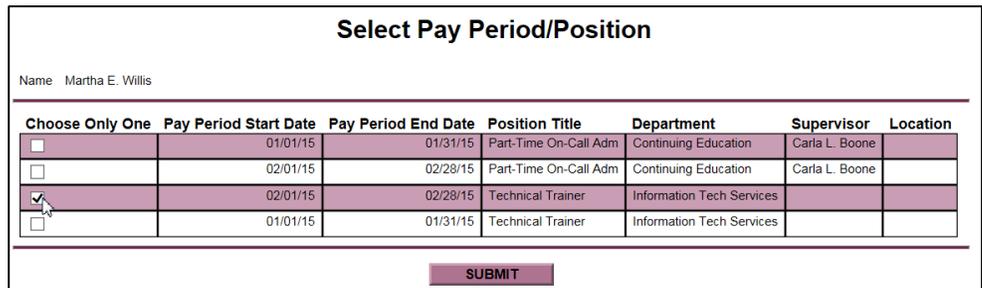
Time History is a collection of all your signed electronic time sheets.



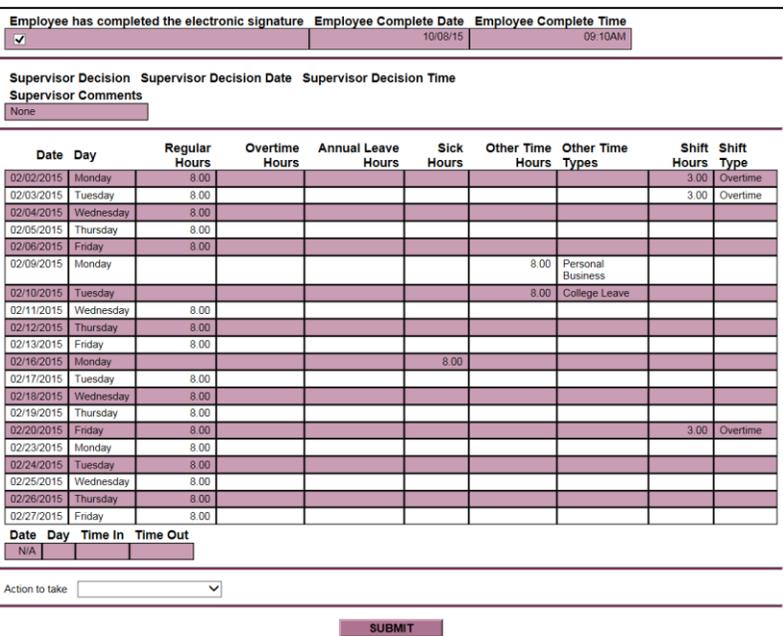
The most recent year for which time history records are available is automatically displayed in the box. Use the down arrow beside the field to select another year to review.

Select the year containing the time history that you want to review and click the **SUBMIT** button.

Select the pay period you want to investigate by clicking in the **Choose Only One** box (as illustrated) and click the **SUBMIT** button.



Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor	Location
<input type="checkbox"/>	01/01/15	01/31/15	Part-Time On-Call Adm	Continuing Education	Carla L. Boone	
<input type="checkbox"/>	02/01/15	02/28/15	Part-Time On-Call Adm	Continuing Education	Carla L. Boone	
<input checked="" type="checkbox"/>	02/01/15	02/28/15	Technical Trainer	Information Tech Services		
<input type="checkbox"/>	01/01/15	01/31/15	Technical Trainer	Information Tech Services		



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						3.00	Overtime
02/03/2015	Tuesday	8.00						3.00	Overtime
02/04/2015	Wednesday	8.00							
02/05/2015	Thursday	8.00							
02/06/2015	Friday	8.00							
02/09/2015	Monday					8.00	Personal Business		
02/10/2015	Tuesday					8.00	College Leave		
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							
02/18/2015	Wednesday	8.00							
02/19/2015	Thursday	8.00							
02/20/2015	Friday	8.00						3.00	Overtime
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							

This form displays the following information:

- Title of the position.
- Ending date of the pay period and the pay cycle for this position.
- The electronic signature and the date and time when it was signed.
- Any decision that your supervisor made to approve or reject the time entry along with the date and time when the decision any comments entered.
- The hours entered for each day in this pay period.

Click the **SUBMIT** button and return to the WebAdvisor Employee Menu.

APPENDIX

PAYROLL CALENDAR

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



CHECK FOR PAYROLL CALENDAR UPDATES!

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

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*