WEBTIME ENTRY for PART-TIME EMPLOYEES

College of the Mainland
INFORMATION TECHNOLOGY SERVICES
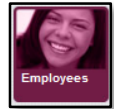ENTERPRISE SYSTEMS

WEBTIME ENTRY

The College of the Mainland automated timesheet system for all part-time employees.

PERSONAL TIME ENTRY

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 is the same as your network login id and password. Click on the Employees button.

Time Entry and Approval
Time entry
Time history

Locate the Time Entry and Approval section and click on **Time Entry.**

SPECIAL NOTE: Select the box beside correct position title 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
☐	01/01/15	01/31/15	Part-Time On-Call Adm	09/01/11	Continuing Education			10/25/17 12:00AM

WEBTIME ENTRY SCREEN

Record your time for each day by typing the Time In and Time Out in the proper boxes. The format can either use military time or designation of a.m. and p.m.

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
Part Time on Call - Telecommunications	01/31/15	Non-Benefit Pay	Information Tech Services	COM Main Campus	Christopher Adams	10/25/17 12:00AM

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
01/01/15	Thursday	08:00AM	09:00AM				⌄	☐
01/01/15	Thursday	10am	1pm				⌄	☐
01/01/15	Thursday	1400	1600				⌄	☑
01/02/15	Friday						⌄	☐
01/02/15	Friday						⌄	☐
01/03/15	Saturday						⌄	☐
01/03/15	Saturday						⌄	☐
01/04/15	Sunday						⌄	☐
01/04/15	Sunday							
01/05/15	Monday							
01/05/15	Monday							
01/06/15	Tuesday							
01/06/15	Tuesday							
01/07/15	Wednesday							
01/07/15	Wednesday							
01/08/15	Thursday							
01/08/15	Thursday							
01/09/15	Friday						⌄	☐

NOTE: The insert line would only be needed if time has to be recorded in two or more **Other Time Types**.

To use: 1. Click in the Insert line box.

2. Click **Enter** and continue to complete the form.

Part-time employees will not use the following fields: Annual Leave Hours, Sick Hours, Other Time Hours, or Other Time Types.

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SUBMITTING THE WEBTIME ENTRY FORM

After reporting the work hours for the month, select in the box beside the electronic signature line and click on **SUBMIT**. By clicking the **SUBMIT** button you acknowledge you have electronically signed the WebTime entry form and it has been moved to your Supervisor for approval, and you no longer have the ability to edit the form.

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

SUBMIT

> ### NOTE:
> Update to the 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 as many times as you desire!

CONFIRMATION

EMPLOYEES

Confirmation

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

Pay Period End Date 01/31/15
Time Entry Status   Not Complete

Current Pay Period	Hours
Regular Hours	4.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	4.00

OK

The next screen is a confirmation page reporting all the real time hours. Click the **OK** button to return to the WebAdvisor for Employees Menu

PROBLEMS? QUESTIONS?
Call the HELP DESK 8302

TIME HISTORY

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

EMPLOYEES	
	Time history

* = Required

Choose time history with pay period end date in * [2015 - 2015 ▼]

SUBMIT

The most recent year for completed time history records are available and 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 **SUMBIT** button.

Select Pay Period/Position

Name   Martha E. Willis

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor	Location
☐	01/01/15	01/31/15	Part-Time On-Call Adm	Continuing Education	Carla L. Boone	
☐	02/01/15	02/28/15	Part-Time On-Call Adm	Continuing Education	Carla L. Boone	
☑	02/01/15	02/28/15	Technical Trainer	Information Tech Services		
☐	01/01/15	01/31/15	Technical Trainer	Information Tech Services		

SUBMIT

This form displays the following information:

Time History

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Type
PT - Operator	06/30/14	Non-Benefit Pay	Information Tech Services	COM Main Campus	Final Record

Employee has completed the electronic signature	Employee Complete Date	Employee Complete Time
☑		

Supervisor Decision	Supervisor Decision Date	Supervisor Decision Time
None	07/15/14	10:20AM

Supervisor Comments

None

Date	Day	Regular Hours	Overtime Hours	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
06/30/2014	Monday					42.00	Hourly Pt/Oc		

Date	Day	Time In	Time Out
N/A			

Action to take

PREV - Previous record
NEXT - Next record,

SUBMIT

- 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.

Either click the **SUBMIT** button and return to the WebAdvisor Employee Menu or click in the Action to take field and select PREV- Previous record or NEXT – Next record.