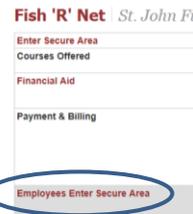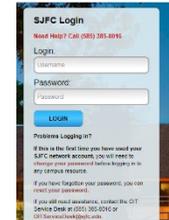# SJFC WEB TIME ENTRY (WTE)
Quick Guide for Approvers of Electronic Time sheets

Web Time Entry is a web-based time entry software system that has replaced paper time sheets with electronic time sheets. It is critical that employees and their approvers submit electronic time sheets by the submission deadline. Employees must submit their completed time sheet to their Approver by 10:00am the Monday after the pay period ends. Approvers have until 2:00pm the Monday after the pay period ends to approve employee time sheets. Once the deadline for the pay period has passed, the time sheet is no longer available for updates or submission. Missed deadlines require completion of a paper generic time sheet. For a Payroll Schedule and more detailed instructions on Web Time Entry refer to the Payroll webpage, https://www.sjfc.edu/services/payroll/web-time-entry/.

Logging In and Approving Time sheets

The WTE system can be accessed through mySJFC portal, which is accessible from any computer on or off campus with internet access.

- Log onto your **mySJFC** account using your **SJFC Login** and **Password**

- Select **FishRNet** from the LAUNCHPAD menu on the left.
- Select **Employees Enter Secure Area** from the FishRNet home page
- Enter your **User ID** (SJFC ID#) and **PIN**
- Select **Employee Services**.
- Select **Time Sheet** on the Employee Main Menu

- A list of options will appear on the **Time Reporting Selection** screen. To review and approve submitted time sheets, check the **Approve or Acknowledge Time** button and **click Select**.

- **Approver Selection** screen: On this screen, in the **Time Sheet** area, select the department and time period to be approved. (Most approvers are only responsible for only one department. If you approve multiple departments, each will be listed separately.) In the **Sort Order** area select if you want to see the employee records sorted by **Status then by Name** or by **Name** only. Click **Select**.

- **Summary** screen: On this screen the Approver can see which time sheets are "Pending", "In Process", "Not Started", "Returned for Correction"or "Completed".   Only "Pending" records can be approved. Employees who have <u>not</u> submitted their time sheet for approval will either appear as "In Progress" (the time sheet has been started) or "Not Started" (the time sheet has not been started).
  The Approver will need to contact employees whose time sheets are "In Progress", "Not Started" or "Returned for Correction" concerning the status of hours worked/leave time. If an employee has not worked any hours/has no leave time to report, no action is required of the employee or Approver.

STATUS	DESCRIPTION
NOT STARTED	The time sheet has not been started.
IN PROGRESS	The process of entering time has begun.
PENDING	The time sheet has been submitted awaiting approval.
RETURNED FOR CORRECTION	Your timesheet has been returned for correction by the employee.
APPROVED	The time sheet has been approved and is ready for Payroll to process.
COMPLETED	Payroll received and processed your timesheet.

- **Employee Time Sheet Details.** To view the detail of record hours worked/leave time by day and by earning type for each employee, click on the **Employee's name** on the Department Summary screen.

Pending	
ID	**Name, Position and Title**
@00178920	Daniel J. Jurik 444035 - 00 Asst Coach:Baseball

- This will take you to the **Employee Details** page to review the detail of the employee's time sheet.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:	@00178920 Daniel J. Jurik	Department and Description:	2 6500 Baseball-Men
Title:	444035-00 Asst Coach:Baseball	Transaction Status:	Pending

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Jul 21, 2018	Sunday , Jul 22, 2018	Monday , Jul 23, 2018	Tuesday , Jul 24, 2018	Wednesday, Jul 25, 2018	Thursday, Jul 26, 2018	Friday , Jul 27, 2018	Saturday , Jul 28, 2018	Sunday , Jul 29, 2018	Monday , Jul 30, 2018	Tuesday , Jul 31, 2018	Wednesday, Aug 01, 2018	Thursday , Aug 02, 2018	Friday , Aug 03, 2018
Coach Regular Hourly	1		30			2		4	4	4	4		4	4		4		4
Total Hours:			30			2		4	4	4	4		4	4		4		4
Total Units:				0														

Routing Queue

Name	Action and Date
Daniel J. Jurik	Originated Jul 24, 2018 08:46 pm
Daniel J. Jurik	Submitted Jul 24, 2018 08:47 pm
Mary R. Powley	Pending

Selecting "**Approve**" completes the time sheet making it available for payroll processing but no longer available to the Approver or employee. Therefore after reviewing the time submitted and before approving the time sheet,
The Approver may:
- **Change Record**: An Approver can change the time that has been entered by the employee prior to approving the time sheet. If an Approver changes the time, **the employee must be notified the record has been changed**.
- **Add Comment**: The Approver can add a comment to the record. This comment can be viewed by only you and the employee. It cannot be viewed by Payroll.
- **Return for Correction**: Returns the time sheet to the employee to make corrections. This option can be selected if the deadline for an employee to submit their time sheet has not passed (must be prior to 10:00am the Monday after the pay period ends). The Approver must notify the employee to let them know their time sheet has been returned for corrections. Once corrected and again submitted, the time sheet will need to be approved.
- **Delete**: Pressing this button will delete the time sheet. When this button is pressed a box will pop up asking that the action to delete the time sheet be confirmed.

  After approving a time sheet verify the status has updated from "Pending" to "Approved".
  To move on to other employee time sheets or to exit click **Previous Menu**.

Reminders, Additional Information & Time sheet Examples

- **Deadlines:**
  - ➢ Employees have until **10:00 am** on Monday following the pay period end date to submit their time sheets.
  - ➢ Approvers have until **2:00 pm** on Monday following the pay period end date to approve employee time sheets.
- **Return for Correction** should only be used if sufficient time exists for the employee to make changes and resubmit the time sheet, leaving enough time for the Approver to approve the time sheet and meet their deadline. Otherwise, the Approver should make the changes, document the changes in a comment and communicate with the employee.
- An Approver may require employees to complete and submit their time sheets earlier than the Payroll Schedule requires. Please make employees aware of any change to the published Payroll Schedule deadlines.
- **Missed the deadline to submit or approve a time sheet?**
  The time sheet is a required payroll record for hours worked & leave time used. If an employee or Approver missed the deadline for completing a time sheet, a generic time sheet for the pay period must be completed. The completed time sheet should be turned into the Payroll Department, signed by employee & Approver.
- Exempt (Salaried) Full time employees enter leave time in full & quarter hour increments.
- Exempt (Salaried) Part time employees enter hours worked & leave time in full & quarter hour increments
- Non-Exempt (Hourly) Full & Part time employees enter hours worked & leave time to the minute.

Employee Classification & Basic Time Reporting:

Exempt (salaried) Employees:	Record time in	Hours Worked	Vacation	Paid Absence	College Holiday	Floating Holiday	Holiday	Jury Duty	Bereavement
12 Month Faculty	full & quarter hour increments		X						
Full time Staff	full & quarter hour increments		X	X	X	X		X	X
Part time Staff	full & quarter hour increments	X						X	X
Part time Head Coaches	full & quarter hour increments	X							

Non-Exempt (Hourly) Employees:	Record time	Hours Worked	Vacation	Paid Absence	College Holiday	Floating Holiday	Holiday	Jury Duty	Bereavement
Full time Staff	to the minute	X	X	X	X	X	X	X	X
Part time Staff	to the minute	X	if eligible*	if eligible*	when eligible*	when eligible*	when eligible*	when eligible*	X
Part time Coaches	to the minute	X						when eligible*	
Staff Associates	to the minute	X						when eligible*	
Grad Associates	to the minute	X						when eligible*	
Student Employees	to the minute	X						when eligible*	
Temp/Seaonal Employees	to the minute	X						when eligible*	

* Refer to Employee Handbook for policy, https://www.sjfc.edu/media/services/human-resources/documents/EmployeeHandbook.pdf

Example of Full time Exempt Employee

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Jun 20, 2020	Sunday, Jun 21, 2020	Monday, Jun 22, 2020	Tuesday, Jun 23, 2020	Wednesday, Jun 24, 2020	Thursday, Jun 25, 2020	Friday, Jun 26, 2020	Saturday, Jun 27, 2020	Sunday, Jun 28, 2020	Monday, Jun 29, 2020	Tuesday, Jun 30, 2020	Wednesday, Jul 01, 2020	Thursday, Jul 02, 2020	Friday, Jul 03, 2020
Floating Holiday	1		7													7		
Vacation	1		.75													.75	0	
Total Hours:			7.75													7.75	0	
Total Units:				0														

Example of Full time Non-Exempt Employee

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Jun 20, 2020	Sunday, Jun 21, 2020	Monday, Jun 22, 2020	Tuesday, Jun 23, 2020	Wednesday, Jun 24, 2020	Thursday, Jun 25, 2020	Friday, Jun 26, 2020	Saturday, Jun 27, 2020	Sunday, Jun 28, 2020	Monday, Jun 29, 2020	Tuesday, Jun 30, 2020	Wednesday, Jul 01, 2020	Thursday, Jul 02, 2020	Friday, Jul 03, 2020
Regular Hourly	1		67				9	9	9	9	4			9	9	9	0	0
Holiday	1		4															4
Floating Holiday	1		8														8	
Vacation	1		1															1
Total Hours:			80				9	9	9	9	4			9	9	9	9	4
Total Units:				0														

Example of Part time Non-Exempt Employee

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Jun 20, 2020	Sunday, Jun 21, 2020	Monday, Jun 22, 2020	Tuesday, Jun 23, 2020	Wednesday, Jun 24, 2020	Thursday, Jun 25, 2020	Friday, Jun 26, 2020	Saturday, Jun 27, 2020	Sunday, Jun 28, 2020	Monday, Jun 29, 2020	Tuesday, Jun 30, 2020	Wednesday, Jul 01, 2020	Thursday, Jul 02, 2020	Friday, Jul 03, 2020
Regular Hourly	1		34				4.5	4.5	4	5				4	4	4	4	
Holiday	1		3.75															3.75
Total Hours:			37.75				4.5	4.5	4	5				4	4	4	4	3.75
Total Units:				0														