

SJFC WEB TIME ENTRY (WTE)

Quick Guide for Exempt Employees – Staff & 12 Month Faculty

Web Time Entry is a web-based time entry software system that has replaced your paper time sheet with an electronic time sheet. As an exempt employee, you do not record hours worked, only eligible leave time such as Vacation, Paid Absence, College Holiday, Floating Holiday, etc. It is critical that you submit your electronic time sheet by the submission deadline. Once the deadline for the pay period has passed, the time sheet is no longer available. Employee time sheets must be submitted for approval by 10:00am the Monday after the pay period ends. If your department requires you to complete and submit your time sheet earlier, you need to follow that schedule. Consult your supervisor with any questions you may have.


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/>.

Please Note: Do not use the browser Back button to navigate. You may lose any entries you have completed.

Log On and Access Time sheet

- 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 student ID#) and **PIN**
- Select **Employee Services**
- Select **Time Sheet** on the Employee Main Menu
- On the Time Sheet Selection screen, select the **Position** by clicking in the circle under **My Choice**. Select a time sheet by choosing a Pay Period from drop down menu. Then click the **Time Sheet** button. You may have multiple positions at the College. Each position will have its own time sheet. Leave time for the position should be entered on the position's corresponding time sheet.

Time Sheet Selection

 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.


Title and Department	My Choice	Pay Period and Status
Asst to Payroll Director, 999735-00 Business Office, 3100	<input type="radio"/>	Mar 02, 2019 to Mar 15, 2019 In Progress ▼

Time Sheet

Enter Leave Time

- You now should see your current **Time and Leave Reporting** time sheet for the position you have selected.
- Look at the **days/dates** of the week along the top and the **Earning** description on the left hand side. Click on **Enter Hours** on the appropriate **Earning** line and under the associated **day/date** to start entering time. Click the **Next** (or **Previous**) button to navigate between the 2 weeks of days/dates for the pay period.

Time and Leave Reporting

 Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name:	Mary R. Powley											
Title and Number:	Dir of Payroll & Accts Payable -- 999912-00											
Department and Number:	Business Office -- 3100											
Time Sheet Period:	May 23, 2020 to Jun 05, 2020											
Submit By Date:	Jun 08, 2020 by 02:00 PM											

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 23, 2020	Sunday May 24, 2020	Monday May 25, 2020	Tuesday May 26, 2020	Wednesday May 27, 2020	Thursday May 28, 2020	Friday May 29, 2020
College Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Floating Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Absence	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement/Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unusual Event-COVID	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick - COVID	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Previous Menu	Preview	Comments	Submit for Approval	Restart	Next
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Submitted for Approval By:	
Approved By:	
Waiting for Approval From:	

- Confirm the **Earnings** and **Date** selected are correct then click into the empty box next to **Hours** and enter your leave time hours in full and/or quarter hour increments.
- Click the **Save** button after each entry.

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name:	Mary R. Powley
Title and Number:	Dir of Payroll & Accts Payable -- 999912-00
Department and Number:	Business Office -- 3100
Time Sheet Period:	May 23, 2020 to Jun 05, 2020
Submit By Date:	Jun 08, 2020 by 02:00 PM

Earning:	Vacation
Date:	May 27, 2020
Shift:	1
Hours:	<input type="text"/>

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 23, 2020	Sunday May 24, 2020	Monday May 25, 2020	Tuesday May 26, 2020	Wednesday May 27, 2020	Thursday May 28, 2020	Friday May 29, 2020
College Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Floating Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Absence	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement/Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unusual Event-COVID	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick - COVID	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Previous Menu Preview Comments Submit for Approval Restart Next

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

Copy function: If this same **Earning** and number applies to multiple days, click on the **Copy** button.

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same

Earnings Code:	Vacation, Shift 1
Date and Hours to Copy:	May 27, 2020, 0 Hours
Copy from date displayed to end of the pay period:	<input type="checkbox"/>
Include Saturdays:	<input type="checkbox"/>
Include Sundays:	<input type="checkbox"/>

Copy by date:

Saturday May 23, 2020	Sunday May 24, 2020	Monday May 25, 2020	Tuesday May 26, 2020	Wednesday May 27, 2020	Thursday May 28, 2020	Friday May 29, 2020
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday May 30, 2020	Sunday May 31, 2020	Monday Jun 01, 2020	Tuesday Jun 02, 2020	Wednesday Jun 03, 2020	Thursday Jun 04, 2020	Friday Jun 05, 2020
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

- If this number should be copied for all days, simply click on “**Copy from date displayed to end of the pay period**”.
- OR
- Select the days that you want this number copied to for the **Earning** that was selected by clicking the box under the date.
 - Click on the **Copy** button to save Hours to the selected Earning & Date(s).
- NEXT
- Click on the **Time Sheet** button to return to the time sheet.
 - Continue this process until you have completed entering your time. Don't forget to click the **Save** button with each entry.

Enter a Comment

Total Units: 0 0 0

Position Selection | **Comments** | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited.

Made By: You

Comment Date: Mar 13, 2019

Enter or Edit Comment: Mar 7, 2019 I was not able to take a one hour unpaid lunch break due to a payroll processing emergency which kept the payroll department working late

Save | Previous Menu

- Comments to your supervisor may be submitted by clicking on the **Comments** button. A box will appear to enter your comment into. Please include the date of the item you are commenting on. Click **Save** when comment is complete. Your supervisor will see these comments once your time sheet has been submitted but not before. **Previous Menu** will bring you back to the time sheet.

Restart

- Selecting the **Restart** button will erase all entries made for the 2 week pay period.

Summary of Reported Time

- Review the 2 week pay period before submitting by clicking the **Preview** button

Total Units: 0 0 0

Position Selection | Comments | **Preview** | Submit for Approval | Restart | Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: @00099946 Mary R. Powley **Department and Description:** 2 3100 Business Office

Title: 999912-00 Dir of Payroll & Accts Payable **Transaction Status:** In Progress

Previous Menu | Submit | Change Record | Restart | Delete | Add Comment | Previous

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , May 23, 2020	Sunday , May 24, 2020	Monday , May 25, 2020	Tuesday , May 26, 2020	Wednesday , May 27, 2020	Thursday , May 28, 2020	Friday , May 29, 2020	Saturday , May 30, 2020	Sunday , May 31, 2020	Monday , Jun 01, 2020	Tuesday , Jun 02, 2020	Wednesday , Jun 03, 2020	Thursday , Jun 04, 2020	Friday , Jun 05, 2020
Vacation	1		21				7	7										7
Total Hours:			21				7	7										7
Total Units:				0														

Routing Queue

Name	Action and Date
Erin O'Connor	Originated Jun 04, 2020 08:23 am
Diane M. Martz	In the Queue

Submitting Time Sheet for Approval

When you have completed and reviewed all leave time entered for the pay period, you must click on the **“Submit for Approval”** button for your electronic time sheet to become available to your supervisor for approval. Your time sheet will be listed as **Pending** on the **Time Sheet Selection** screen

Total Units: 0 0 0

Position Selection | Comments | Preview | **Submit for Approval** | Restart | Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Time Sheet Status Definitions

- **Not Started:** The employee has not started to enter time.
- **In Progress:** The time sheet has been started by the employee but not submitted for approval.
- **Pending:** The time sheet has been completed by the Employee and submitted for approval. The record is waiting for the Supervisor (approver or proxy) to approve the time sheet.
- **Returned for Correction:** Supervisor has returned to employee for updates. Employee needs to make the updates and again submit the time sheet to Supervisor.
- **Approved:** The time sheet has been approved and sent to Payroll.
- **Completed:** Payroll received and processed the time sheet.

Important to Note:

- Don't forget to click on the **Save** button after each leave time entry. Your entry will be lost without clicking **Save**.
- If you are working during the pay period, start your time sheet at the beginning of the pay period.
- Record your leave time hours in full and/or quarter hour increments.
- A **work week** consists of a specified 7 day time frame that starts on a Saturday and ends on a Friday. A **pay period** consists of two consecutive work weeks that start on a Saturday and end on a Friday.
- **Preview** shows both weeks on one screen.
- Enter leave time for the entire 2 week pay period before submitting to your supervisor for approval.
- It is suggested that leave time for the pay period is entered as soon as possible. This way if you are out and not able to submit your time sheet for approval, the time sheet is accurate and can be completed and submitted by your supervisor with the help of the Payroll department.
- Need to make an update or a correction to your submitted time sheet?
If your time sheet status is listed as **In Process** or **Pending** you can make changes. Click on the **Return Time** button, make your updates, **Save** and **Submit**. If the time sheet status is listed as **Approved** or **Completed**, you will need to contact your supervisor concerning updating the submitted time sheet.
- **Missed the deadline to submit your time sheet?**
The time sheet is the College's record of the date(s) you used eligible leave time. If you missed completing the time sheet during the pay period you were off, you will need to complete a generic time sheet, signed by you and your supervisor. The completed time sheet should be turned into the Payroll Department.
- **Holiday, College Holiday and Floating Holiday**
Eligible Exempt employees do not need to record '**Holiday**' hours on their electronic time sheet. The system will automatically calculate. 'Holiday' refers to the 9 paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & day after, Christmas Eve and Christmas Day.
Eligible Exempt employees do record '**College Holiday**' and '**Floating Holiday**' when these categories of leave time are used. Refer to the Employee Handbook for more information.