

SJFC WEB TIME ENTRY (WTE)

Quick Guide for Non-Exempt Employees - Full and Part Time Staff


Web Time Entry is a web-based time entry software system that has replaced your paper time sheet with an electronic time sheet. As a non-exempt employee, you record hours worked and eligible leave time such as Vacation, Paid Absence, Holiday, College Holiday, Floating Holiday, etc. It is critical that you submit your electronic time sheet by the submission deadline so you will be paid. 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. Time worked and 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 ▼

Enter 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.

Time and Leave Reporting

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

Time Sheet

Title and Number:						Asst to Payroll Director -- 999735-00					
Department and Number:						Business Office -- 3100					
Time Sheet Period:						Mar 02, 2019 to Mar 15, 2019					
Submit By Date:						Mar 18, 2019 by 10:00 AM					
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 02, 2019	Sunday Mar 03, 2019	Monday Mar 04, 2019	Tuesday Mar 05, 2019	Wednesday Mar 06, 2019	Thursday Mar 07, 2019	Friday Mar 08, 2019
Regular Hourly	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Floating Holiday	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Absence	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement/Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
College Holiday	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Additional Hours	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	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	0
Total Units:			0	0	0	0	0	0	0	0	0

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

- Confirm the **Earning** and **Date** selected is correct then click into the empty box next to **Hours** and enter your hours worked or leave time hours. **Record time worked to the minute using decimal conversion of minutes.** Examples: 7.25 = 7 hours & 15 minutes, 8.70 = 8 hours & 42 minutes. (See Conversion Table on page 6.)
- Click the **Save** button after each entry.
- 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 or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:	Asst to Payroll Director -- 999735-00
Department and Number:	Business Office -- 3100
Time Sheet Period:	Mar 02, 2019 to Mar 15, 2019
Submit By Date:	Mar 18, 2019 by 10:00 AM

Earning:	Regular Hourly
Date:	Mar 04, 2019
Shift:	1
Hours:	

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 02, 2019	Sunday Mar 03, 2019	Monday Mar 04, 2019	Tuesday Mar 05, 2019	Wednesday Mar 06, 2019	Thursday Mar 07, 2019	Friday Mar 08, 2019
Regular Hourly	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
Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
College Holiday	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
Additional Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	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

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

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

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under you select the same date that you are copying from, your hours will be deleted.

Earnings Code:	Regular Hourly, Shift 1
Date and Hours to Copy:	Mar 04, 2019, 8 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 Mar 02, 2019	Sunday Mar 03, 2019	Monday Mar 04, 2019	Tuesday Mar 05, 2019	Wednesday Mar 06, 2019	Thursday Mar 07, 2019	Friday Mar 08, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019	Thursday Mar 14, 2019	Friday Mar 15, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 Hours:	88	0	0
Total Units:	0	0	0

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

- 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.
- **If you were eligible for an unpaid meal period but due to an unusual circumstance did not take the meal period, the minutes should be included as time worked and you are required to record the event by using the Comment feature. Please note the date that you were unable to take a meal period and the number of minutes that have been included.**

Summary of Reported Time

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

Total Hours:	88	0	0
Total Units:	0	0	0

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

Summary of Reported Time

Set your printer layout to Landscape before printing.

Erin O'Connor Business Office, 3100
Asst to Payroll Director, 999735-00

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Saturday , Mar 02, 2019	Sunday , Mar 03, 2019	Monday , Mar 04, 2019	Tuesday , Mar 05, 2019	Wednesday, Mar 06, 2019	Thursday , Mar 07, 2019	Friday , Mar 08, 2019	Saturday , Mar 09, 2019	Sunday , Mar 10, 2019	Monday , Mar 11, 2019	Tuesday , Mar 12, 2019	Wednesday, Mar 13, 2019	Thursday , Mar 14, 2019	Friday , Mar 15, 2019
Regular Hourly	1	72				8	8	8	8	8				8	8	8	8
Paid Absence	1	8											8				
Additional Hours	1	4										4					
Overtime	1	4							4								
Total Hours:		88				8	8	8	12	8		4	8	8	8	8	8
Total Units:			0														

Submitting Time Sheet for Approval

When you have completed and reviewed all 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 Hours:	88	0	0
Total Units:	0	0	0

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

Calculating Hours Worked, Additional Hours and Overtime

- On a daily basis, record time worked to the minute using decimal conversion of minutes. Examples: 5.20 = 5 hours & 12 minutes, 0.70 = 42 minutes. (See Conversion Table on page 6.)
- A **work week** consists of a specified 7 day time frame that starts on a Saturday and ends on a Friday. Recorded time is reviewed & summed for each work week.
- A **pay period** consists of two consecutive work weeks that start on a Saturday and end on a Friday.
- **Overtime** is calculated as hours worked in a **work week** that are greater than 40. Hours worked that qualify as overtime are paid at 1&1/2 times an employee's regular hourly rate.
- **Additional Hours** are hours worked beyond the employee's regular weekly base hours that do not calculate as overtime.

Example 1: Additional hours - Employee is scheduled to work Monday through Friday, 8am - 5pm, with a one hour unpaid lunch break

Earning	Shi ft	Total Hours	SA	SU	MO	TU	WE	TH	FR
Regular shift - Hours worked	1	32.00	X	X		8.00	8.00	8.00	8.00
Hours worked beyond Regular shift	1	4.00							4.00
Holiday	1	0.00	X	X					
Flt Hol	1	0.00							
Vacation	1	0.00							
Paid Absence	1	8.00			8.00				
Bereavement/Jury Duty	1	0.00							
College Holiday	1	0.00							
Unpaid Leave	1	0.00							
Total Hours worked		36.00							
Total Leave Hours		8.00							
Total		44.00							

Overtime or Additional Hours?

Total Hours worked	36.00
To calculate Overtime hours subtract	(40.00)
Difference = Total Overtime hours	(4.00)

If **Total Hours worked** are greater than 40:

the number of hours calculated as **Difference = Total Overtime hours** should be recorded as 'Overtime'

If **Total Hours worked** are less than or equal to 40, no hours are recorded as Overtime rather

the number of hours calculated as **Difference = Total Additional Hours** are recorded as 'Additional Hours'.

Hours worked beyond Regular shift	4.00
Less hours calculated as Overtime	0.00
Difference = Total Additional Hours	4.00

Example 1:

Completing your timesheet after calculating additional or overtime hours

Earning	Shift	Total Hours	SA	SU	MO	TU	WE	TH	FR
Regular Hours	1	32.00	X	X		8.00	8.00	8.00	8.00
Holiday	1	0.00	X	X					
Flt Hol	1	0.00							
Vacation	1	0.00							
Paid Absence	1	8.00			8.00				
Bereavement/Jury Duty	1	0.00							
College Holiday	1	0.00							
Unpaid Leave	1	0.00							
Additional Hours	1	4.00							4.00
Overtime	1	0.00							
Total hours		44.00							

Example 2: Overtime hours - Employee is scheduled to work 40 hours per week, Monday through Friday, 8am - 5pm, with a one hour unpaid lunch break

Earning	Shi ft	Total Hours	SA	SU	MO	TU	WE	TH	FR
Regular shift - Hours worked	1	40.00	X	X	8.00	8.00	8.00	8.00	8.00
Hours worked beyond Regular shift	1	6.00					2.00		4.00
Holiday	1	0.00	X	X					
Flt Hol	1	0.00							
Vacation	1	0.00							
Paid Absence	1	0.00							
Bereavement/Jury Duty	1	0.00							
College Holiday	1	0.00							
Unpaid Leave	1	0.00							
Total Hours worked		46.00							
Total Leave Hours		0.00							
Total		46.00							

Overtime or Additional Hours?

Total Hours worked	46.00
To calculate Overtime hours subtract	(40.00)
Difference = Total Overtime hours	6.00

If **Total Hours worked** are greater than 40:

the number of hours calculated as **Difference = Total Overtime hours** should be recorded as 'Overtime'

If **Total Hours worked** are less than or equal to 40, no hours are recorded as Overtime rather

the number of hours calculated as **Difference = Total Additional Hours** are recorded as 'Additional Hours'.

Hours worked beyond Regular shift	6.00
Less hours calculated as Overtime	(6.00)
Difference = Total Additional Hours	0.00

Example 2:

Completing your timesheet after calculating additional or overtime hours

Earning	Shift	Total Hours	SA	SU	MO	TU	WE	TH	FR
Regular Hours	1	40.00	X	X	8.00	8.00	8.00	8.00	8.00
Holiday	1	0.00	X	X					
Flt Hol	1	0.00							
Vacation	1	0.00							
Paid Absence	1	0.00							
Bereavement/Jury Duty	1	0.00							
College Holiday	1	0.00							
Unpaid Leave	1	0.00							
Additional Hours	1	0.00							
Overtime	1	6.00					2.00		4.00
Total hours		46.00							

Calculating Hours Worked, Additional Hours and Overtime (continued)

Example 3: Additional & Overtime hours - Employee is scheduled to work 40 hours per week, Monday through Friday, 8am – 5pm, with a one hour unpaid lunch break									
Earning	ft	Hours	SA	SU	MO	TU	WE	TH	FR
Regular shift - Hours worked	1	32.00	X	X	8.00	8.00	8.00	8.00	
Hours worked beyond Regular shift	1	17.08	X	8.00	4.83	2.00	2.25		
Holiday	1	0.00	X	X					
Flt Hol	1	0.00							
Vacation	1	8.00							8.00
Paid Absence	1	0.00							
Bereavement/Jury Duty	1	0.00							
College Holiday	1	0.00							
Unpaid Leave	1	0.00							
Total Hours worked		49.08							
Total Leave Hours		8.00							
Total		57.08							

Example 3: Completing your timesheet after calculating additional or overtime hours									
Earning	Shift	Total Hours	SA	SU	MO	TU	WE	TH	FR
Regular Hours	1	32.00	X		8.00	8.00	8.00	8.00	
Holiday	1	0.00	X						
Flt Hol	1	0.00							
Vacation	1	8.00							8.00
Paid Absence	1	0.00							
Bereavement/Jury Duty	1	0.00							
College Holiday	1	0.00							
Unpaid Leave	1	0.00							
Additional Hours	1	8.00		8.00					
Overtime	1	9.08			4.83	2.00	2.25		
Total hours		57.08							

Example 4: Hours worked on Holiday are recorded as Overtime. Employee is scheduled to work 40 hours per week, Monday through Friday, 8am – 5pm, with a one hour unpaid lunch break									
Earning	ft	Hours	SA	SU	MO	TU	WE	TH	FR
Regular shift - Hours worked	1	24.00	X			8.00	8.00	8.00	
Hours worked beyond Regular shift	1	20.25	X	8.00	8.00	2.00	2.25		
*Holiday	1	8.00	X		8.00				
Flt Hol	1	0.00							
Vacation	1	8.00							8.00
Paid Absence	1	0.00							
Bereavement/Jury Duty	1	0.00							
College Holiday	1	0.00							
Unpaid Leave	1	0.00							
Total Hours worked		52.25							
Total Leave Hours		8.00							
Total		60.25							

*Please note, if you work on a holiday, hours worked are recorded as Overtime on your timesheet

Example 4: Completing your timesheet after calculating additional or overtime hours									
Earning	Shift	Total Hours	SA	SU	MO	TU	WE	TH	FR
Regular Hours	1	24.00	X			8.00	8.00	8.00	
Holiday	1	8.00	X		8.00				
Flt Hol	1	0.00							
Vacation	1	8.00							8.00
Paid Absence	1	0.00							
Bereavement/Jury Duty	1	0.00							
College Holiday	1	0.00							
Unpaid Leave	1	0.00							
Additional Hours	1	8.00		8.00					
Overtime	1	12.25			8.00	2.00	2.25		
Total hours		60.25							

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 Notes

- Don't forget to click on the **Save** button after each 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 time worked & Leave time to the minute using the decimal Conversion of Minutes table below.
- 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 time worked & leave time for the pay period is entered on a daily basis. This way if you are out and not able to submit your time sheet for approval, the time sheet is mainly 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 dates you worked & dates you were off of work. If you missed completing the time sheet for the pay period, 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**
System calculated **Holiday** hours may automatically appear on your electronic time sheet. These hours can be changed, if necessary, to reflect your scheduled day. **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 Non-Exempt employees should record **College Holiday** and **Floating Holiday** when these categories of leave time are used. Refer to the Employee Handbook for more information.

Conversion from Minutes to Payroll Decimal Hours

Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.50	45	0.75	60	1.00