

Banner Web Time Entry (WTE) – Time Entry User Guide

Overview

Banner’s Web Time Entry module automates the time entry collection, calculation and approval process for job assignments. The online timesheet removes the need to track and manually calculate hours worked on paper. Approvers can access pending timesheets online from any campus location, and timesheets can be routed to multiple approvers automatically. Once time is approved the hours entered are automatically available in Banner’s payroll module which alleviates payroll staff from hand typing all timesheets into the system.

How Does WTE Work?

A time sheet is available in Bobcat Web if an employee has an active job assignment. If an employee has more than one job assignment during an open payroll/time sheet period, multiple job assignment time sheets will display. At COCC the payroll period is a calendar month, therefore a time sheet will include all the days in the calendar month for the current period. There are two days at the start of each month where two payroll/time sheet periods will be available at the same time. Time should be entered into time sheet(s) weekly or daily if the employee has multiple time sheets or works variable hours. Time sheets are due on the 2nd business day of the month for time worked in the previous month. If the time sheet is not submitted by the 2nd business day contact the payroll department immediately.

Approvers must approve pending time sheets by the 3rd business day of the month. If there are multiple approvers, all approvals must be complete by the 3rd business day of the month. If time sheets are not approved by this day, contact the payroll department immediately.

Submitted and paid timesheets are visible online on Bobcat Web for up to one year. All payroll and payroll processing related questions, please contact the payroll department. For support issues or errors with Banner Web Time Entry access or functionality, submit a Banner Help Desk ticket.

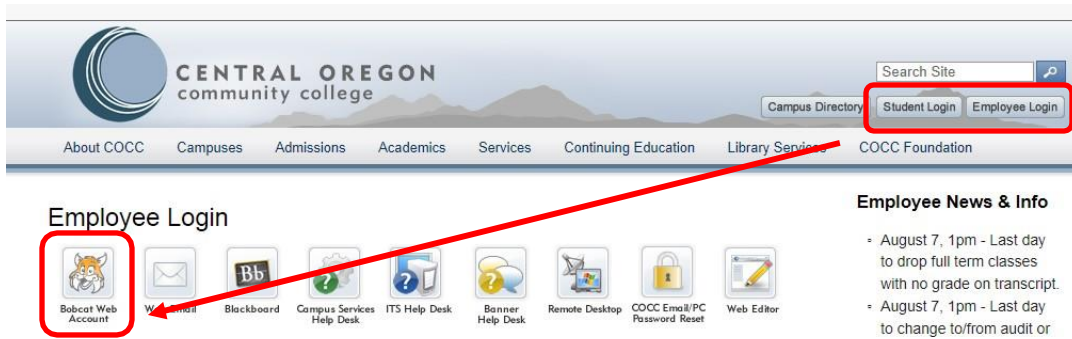
User Guide

This user guide will provide you with the information to easily access, enter, and submit time in Banner Web Time Entry. Use the hyperlinks below to navigate to specific topics for step-by-step instructions.

<u>How to Login to Banner Web Time Sheet</u>	<u>How to Return a Time Sheet after Submission</u>
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<u>How to Enter Time</u>	
<u>How to Change Shift Codes</u>	
<u>How to Enter Time Over Two Days</u>	<u>APPENDIX A: Terms and Definitions</u>
<u>How to Copy Time Entries</u>	<u>APPENDIX B: Frequently Asked Questions (FAQs)</u>
<u>How to Enter Comments for a Time Sheet</u>	
<u>How to Preview and Print a Time Sheet</u>	
<u>How to Submit a Time Sheet</u>	

How to Login to Banner Time Sheet

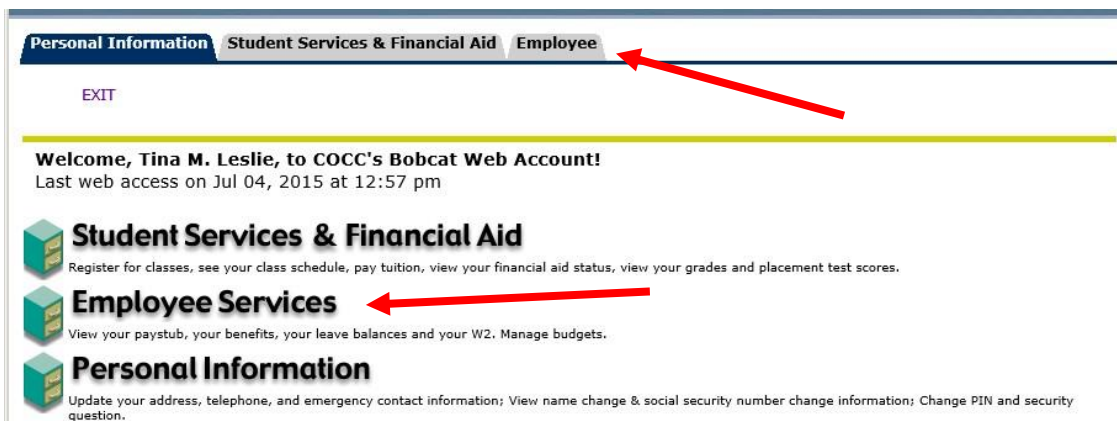
1. Banner Time Sheet is located on the Bobcat web page. From the COCC Website, locate the icon for the **Bobcat Web Account** from either the Student or Employee Login page.



2. Enter your COCC Username (e.g. bcat@cocc.edu) and Password and click the Sign in button.




3. Click either the **Employee Services** menu or the **Employee tab** to navigate to the Employee menu.



4. From the Employee Services page, click the **Time Sheet** link in the Employee Main Menu.

Personal Information Student Services & Financial Aid **Employee**

RETURN TO MENU EXIT

 **Employee Services**

Employee Main Menu

[Time Sheet](#) ←

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)


5. The Time Sheet link will take you to the **Position Selection** page. All active job assignments are listed on the page by title and department. The Pay Period and Status column indicate the current pay period and the status of your timesheet for listed job assignments. **Note:** the Pay Period will default to the most current period, therefore be sure to select the correct period from the drop down list.

Using the radial button, select the job assignment time sheet to open, confirm the Pay Period selection, and click the Time Sheet button.

Personal Information Student Services & Financial Aid Faculty Services **Employee**

EXIT

Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Math & Tech Math Tutor, TB0001-00 Tutoring and Testing, 206	<input checked="" type="radio"/>	Jul 01, 2015 to Jul 31, 2015 Pending ▼
Tutor IT Tech II, TB0001-01 Tutoring and Testing, 206	<input type="radio"/>	Jul 01, 2015 to Jul 31, 2015 Not Started ▼

←

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Time Sheet Navigation

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EXIT ← 1

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Math & Tech Math Tutor -- TB0001-00 } 2
Department and Number: Tutoring and Testing -- 206 }
Time Sheet Period: Jul 01, 2015 to Jul 31, 2015 }
Submit By Date: Aug 04, 2015 by 12:00 AM }

Earning	Shift Default	Total	Total	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Hours or Units	Hours	Hours	Units	Jul 01, 2015	Jul 02, 2015	Jul 03, 2015	Jul 04, 2015	Jul 05, 2015	Jul 06, 2015	Jul 07, 2015
Temporary Pay 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

3

Position Selection Comments Preview Submit for Approval Restart Next } 4-10

Submitted for Approval By: }
 Approved By: } 11
 Waiting for Approval From: }

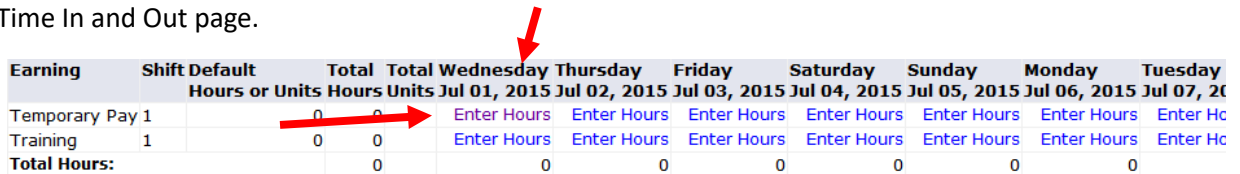
ID	Action	Description
1	Exit	The EXIT link will log you out of your Bobcat Account.
2	Job Assignment Details	The job assignment information includes the title of the job and the position number, the Department of the job, the Time Sheet period, or the days included in the time sheet, the date the time sheet must be submitted by.
3	Time Sheet Grid	In this section, click the 'Enter Hours' link to access the screen where hours for that day are entered. When the time entry is saved the time sheet grid will reflect the total hours entered for that day, shift, and pay type (earning code). The Total Hours row will reflect the total hours for the day if there is more than one shift and/or earning code listed. The Total Hours column will reflect the total hours for the Time Sheet Period. Only those dates for which hours can be entered are displayed. Specifically, if a job assigned ends prior to the end of the pay period, only the active dates for the job will be available to enter hours.
4	Position Selection	Click the 'Position Selection' button to exit from the current timesheet and return to the Position Selection page. The Position Selection page allows you to select a different job assignment time sheet to open.
5	Comments	Click the 'Comments' button to open the Comments page.
6	Preview	Click the 'Preview' button to view all time entries entered for the pay period and any comments associated with the time sheet. Use this page to print the time sheet.
7	Submit for Approval	Click 'Submit for Approval' once all time entries for the time sheet period are complete. This action will route the time sheet to the appropriate approver.
8	Restart	Click 'Restart' to clear the time sheet of all entries if it becomes out of sync with job details in NBAJOBS. Since this will remove all entries, a confirmation will display before the action is completed. This may be necessary if changes to the job are made after the employee has accessed the time sheet. Only use as directed by payroll.
9	Next/Previous	Click the 'Next' or 'Previous' button to navigate to the next page or previous page of the time sheet.
10	Return Time	If the Submit for Approval button was clicked by accident, or a mistake needs to be corrected, use the 'Return Time' button to return the time sheet back to you from the Approvers queue. Note: This

		action is only available if the 'Approved By' area is blank. Contact the Approver to correct an error if the action is not available.
11	Approval Summary Details	'Submitted for Approval By' Indicates who submitted the time sheet and on what date, 'Approved By' indicates who has approved the timesheet. If this is blank, the time sheet has not been approved and can still be returned. 'Waiting for Approval From' indicates pending approver of the time sheet.

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How to Enter Time

1. Click the 'Enter Hours' hyperlink on the day column and earning row in the Time sheet grid to open the Time In and Out page.



Earning	Shift Default	Total	Total	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
		Hours	Units	Jul 01, 2015	Jul 02, 2015	Jul 03, 2015	Jul 04, 2015	Jul 05, 2015	Jul 06, 2015	Jul 07, 2015
Temporary Pay 1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Training	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

2. On the **Time In and Out** page, type the time in and out as clock times, such as 08:00 for 8:00 am. **Note:** If you type '800' the system will add the leading zero and colon (:) for you.

The Shift column on the Time In and Out page reflects the shift pay of the job. The default shift '1' represents a Daytime, or regular shift pay. For jobs with shift premium pay, possibly defined as evening or night shift, see the [How to Change Shift Codes](#) section for more details.

Click the Save button to save the entries.

Time entries should be entered in 15-minutes increments, e.g. 08:15, 08:30, 8:45, 8:00, and should be entered based on a 12-hour clock, not a 24-hour clock. Enter time in/out for breaks and/or lunch, or as directed, so the total hours for the day equals the total hours worked for the job assignment. When the entry is saved, by clicking the Save button, a total for each time in / out is shown in the total hours column, and a total for the day is listed at the bottom of the column.

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Monday, Jun 01, 2015
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	11:00 AM	3
1	12:00 PM	05:00 PM	5
1			0
1			0
1			0
			8

Total hours for the day, shift, and the earnings code selected

3. When the Save button is clicked, error checking will be initiated. If issues exist with the time entered, the system will display a message at the top of the page with a red exclamation mark. Common errors include:

- a. **The time of day entered under Time In must be before Time Out.** **FIX:** Check the AM and PM options are set correctly

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45, 10:30, 10:45). The format should be 99:99.

! The time of day entered under Time In must be before Time Out.

Date: Monday, Jun 01, 2015
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	11:00 AM	
1	12:00 PM	05:00 AM	

- b. **The format for the hours you have entered is incorrect. It should be from 01:00 to 12:00.** **Please change.** **FIX:** Be sure to enter hours and minutes.

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

! The format for the hours you have entered is incorrect. It should be from 01:00 to 12:00. Please change.

Date: Monday, Jun 01, 2015
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	11:00 AM	
1	12 PM	05:00 PM	

- c. **Time In and Time Out must be entered in 15 minute intervals. Valid values are :00, :15, :30, and :45.** **FIX:** Update the entry that does not match the 15-minute format.

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.


! Time In and Time Out must be entered in 15 minute intervals. Valid values are :00, :15, :30, and :45.

Date: Wednesday, Jul 01, 2015
Earnings Code: Temporary Pay

Shift	Time In	Time Out	Total Hours
1	803 AM	1045 AM	
1			
1			
1			
1			

- If the Time In and Time Out exceeds the 5 available rows on a day, and more are needed, click the **Add New Line** button at the bottom of the page to insert an additional In/Out row.

Time In and Out

 Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Wednesday, Jul 01, 2015


Earnings Code: Temporary Pay

Shift	Time In		Time Out		Total Hours
1	08:00	AM ▾	10:45	AM ▾	2.75
1	11:00	AM ▾	12:15	PM ▾	1.25
1	12:30	PM ▾	01:15	PM ▾	.75
1	01:30	PM ▾	02:15	PM ▾	.75
1	02:30	PM ▾	03:15	PM ▾	.75
1		AM ▾		AM ▾	0
					6.25

- After the entries for the day have been saved, choose from the following options:
 - Click **Time Sheet** to return to the Timesheet page
 - Click **Next Day** (or Previous Day) to navigate forward to the next day, (or back to a previous day) without needing to return to the timesheet each time. This works well if you are entering time for consecutive days.
 - Click **Copy** to copy time entries – See the [How to Copy Time](#) section for more details.
 - Click **Delete** to remove the time entry from the timesheet. A confirmation page will appear. Click OK to confirm the deletion, or Cancel to return to the Time In and Out page with no changes.

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EXIT

 Deleting will remove all changes that you have made to your time in and out record. Do you want to Delete?

- To view **Account Distribution** information, click the Account Distribution button.

Account Distribution


Earnings Code	Shift	Hours	
Temporary Pay	1	6.25	<input type="button" value="Account Distribution"/>

This page shows the accounting for the time entered into the time sheet, or the fund, organization, account, and location the hours will be charged. This information is read-only, and setup when the job assignment is created. Contact the payroll administrator with any questions.

Click the **Time Sheet** button to return to the Time Sheet page, or click **Previous Menu** to return to the Time In and Out page.

[EXIT](#)

Account Distribution

 This is your current Account Distribution. Your hours will be charged to this account (s).

Current Account Distribution

Type of Pay: Temporary Pay, Shift 1
Day and Date: Wednesday, Jul 01, 2015

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
SUMMER	62501	176	51710	11		PRINVL		

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How to Change Shift Codes

For jobs that receive shift premium pay based on the collective bargaining agreement, a different shift is available to indicate which shift premium pay rate, either the 5% or 8% premium, is associated with a time entry. The shift code is changed on the Time In and Out page, but is visible on the Time Sheet grid.

- *Shift 1* – represents the default pay for daytime, regularly scheduled shifts.
- *Shift 2* – represents the 5% shift premium pay for recognized jobs where the employee works 50% or more of their scheduled shift between 4 pm – 6 am the following day.
- *Shift 3* – represents the 8% shift premium pay for recognized jobs where the employee works 60% or more of their scheduled shift between 10 pm – 6:30 am the following day.

To change the shift premium pay code for a time entry complete the following setups:


1. From the Time Sheet page, click the hyperlink on the date and earn code to change. This will open the Time In and Out Page.



Earning	Shift Default	Total		Wednesday	Thursday	Friday	Saturday	Sunday
		Hours or Units	Hours	Feb 01, 2017	Feb 02, 2017	Feb 03, 2017	Feb 04, 2017	Feb 05, 2017
Regular Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0		0	0	0	0	0

- From the Time In and Out Page, locate the Shift field to the left of the in and out time fields. Type the desired shift code – 1, 2, or 3 in each row of the entry.

Time In and Out

 Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Wednesday, Feb 01, 2017
Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
2	07:00	PM ▾	11:00	PM ▾	4
2	11:30	PM ▾	12:00	AM ▾	.5
1		AM ▾		AM ▾	0

- Click the **Save** button.
- To return to the Time Sheet page, click the **Time Sheet** button.
- On the Time Sheet page, note the shift value for the earn code reflects the shift code entered on the Time In and Out page. If more than one shift code is used for an earn code, such as Regular Pay, another row with the corresponding shift code will be added to the Time Sheet grid.

Earning	Shift Default	Total		Wednesday	Thursday	Friday	Saturday	Sunday
		Hours or Units	Hours	Feb 01, 2017	Feb 02, 2017	Feb 03, 2017	Feb 04, 2017	Feb 05, 2017
Regular Pay	2	0	4.5	4.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			4.5	4.5	0	0	0	0
Total Units:			0	0	0	0	0	0

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How to Enter Time Over Two Days

Some employees work schedules that begin in the evening of one day and end in the morning of the following day. The College has chosen to use the Time In and Out method, which requires the employee to enter time worked by day. Therefore, in the example below, time worked on the shift up to midnight (12:00 AM) is entered on the day starting the shift, and time worked from midnight (12:00 AM) to the end of the shift is entered on the following day.

Day 1

Date: Wednesday, Feb 01, 2017
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours	
2	07:00	PM	11:00 PM	4
1		AM		0
1		AM		0
1		AM		0
1		AM		0
1		AM		0
				4

Time Sheet **Next Day**
Add New Line Save Copy Delete

Day 2

Date: Thursday, Feb 02, 2017
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours	
2	12:00	AM	04:00 AM	4
1		AM		0
1		AM		0
1		AM		0
1		AM		0
1		AM		0
				4

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

TIP!

Once the time entry for Day 1 is entered and saved click the **Next Day** button to move to the next day and complete the time entry for the remainder of the shift.

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How to Copy Time Entries

From the Time In and Out page, the copy button opens the Copy page. Time entries can be copied from the current entry to a different day in the pay period for the same earnings code. Time entries cannot be copied from one earnings code to another. The copy options available include:

- Copy the information from the current entry for all days in the pay period.
- Copy the information from the current entry for all days in the pay period excluding Saturday and/ or Sunday dates.
- Copy the information from the current entry by date. This is done by checking the box under the day and date in the list.

To perform the copy, complete the following setups:

1. Select the copy option you wish to use. Select the specific dates or all dates.
2. Click the Copy button at the bottom of the page to complete the copy.

- To return to the Time Sheet page, click the Time Sheet button. To return to the previous Time In and Out page, click the Previous Menu 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 the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Regular Pay
Date and Hours to Copy: Jun 01, 2015, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Monday Jun 01, 2015	Tuesday Jun 02, 2015	Wednesday Jun 03, 2015	Thursday Jun 04, 2015	Friday Jun 05, 2015	Saturday Jun 06, 2015	Sunday Jun 07, 2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 08, 2015	Tuesday Jun 09, 2015	Wednesday Jun 10, 2015	Thursday Jun 11, 2015	Friday Jun 12, 2015	Saturday Jun 13, 2015	Sunday Jun 14, 2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 15, 2015	Tuesday Jun 16, 2015	Wednesday Jun 17, 2015	Thursday Jun 18, 2015	Friday Jun 19, 2015	Saturday Jun 20, 2015	Sunday Jun 21, 2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 22, 2015	Tuesday Jun 23, 2015	Wednesday Jun 24, 2015	Thursday Jun 25, 2015	Friday Jun 26, 2015	Saturday Jun 27, 2015	Sunday Jun 28, 2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 29, 2015	Tuesday Jun 30, 2015					
<input type="checkbox"/>	<input checked="" type="checkbox"/>					

Time Sheet **Previous Menu** **Copy**

Choose either, to copy all the dates, or only selected dates below. Not both.

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How to Enter Comments for a Time Sheet

The comment functionality provides that ability to enter and view freeform comments regarding time sheet entries. The system associates any comments entered on the Comments page with the job record and time sheet that is open when the comments are entered. Comments help to communicate with the time sheet approver by providing details about the time entered. Time sheet approvers can also enter comments.

1. To create a comment for a time sheet, click the **Comments** button on the Time Sheet page.


Training	1	0	2.75	2.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		9		9	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

2. When the Comments page appears, type comments in the **Enter or Edit Comment** field. The system will indicate who created the comment and the date. The comment field can be edited or appended up until the time sheet is submitted for approval. At that point, the comment is no longer editable. **NOTE:** Since the comment field is available for the entire pay period, the recommendation is to enter the date of the comment in the comment field so an approver knows which date the comment references.

EXIT

Comments

 To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You
Comment Date: Jul 20, 2015
Enter or Edit Comment:

Save Previous Menu

3. To save the comment, click the **Save** button. Click the Previous Menu button to return to the Time Sheet page.


In addition to entering comments as the originator, comments can be created with a date in other ways. If the time sheet is returned prior to approval, the system will note the date the time sheet was returned. More details about returning a time sheet in the [How to Return a Time Sheet](#) section.

Made By: You
Comment Date: Jul 24, 2015
Comment: Time Sheet Returned



Also as mentioned previously, an approver can associate a comment to the time sheet during the approval process. Any time the status of a time sheet changes, e.g. from Pending to Returned for Correction, or from Pending to Approved, any comments the approver has entered will be visible as read-only when the Comment button is selected on the Time Sheet page. If the time sheet is returned for correction, the originator can add additional comments. Once the time sheet is approved all comments are read-only and new comments cannot be added.

Comments

 To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You
Comment Date: Jul 22, 2015
Comment: Ok, thank you
Made By: Kellie L Smith
Comment Date: Jul 16, 2015
Comment: Removed hour since you left at 4pm not 5 pm
Made By: You
Comment Date: Jul 16, 2015
Comment: These hours were for two new students

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How to Preview and Print a Time Sheet

To see all entries for the pay period, use the Preview button. This will provide a summary of the job, the time sheet entries in hours, the time in and out entries per day by earnings code, and comments entered. This view is optimal for printing a time sheet. **Note:** Before printing, change the orientation to landscape. Due to the number of days in the pay period, they may not all print on one page.

1. From the Time Sheet page, click the **Preview** button. Use the scroll bars at the bottom of the page to view additional days in the pay period to the right.

Tutoring and Testing, 206

Math Tutor (Prineville), TP0001-00

Time Sheet

Earning Code	Shift Total Hours	Total Units	Wednesday, Jul 01, 2015	Thursday, Jul 02, 2015	Friday, Jul 03, 2015	Saturday, Jul 04, 2015	Sunday, Jul 05, 2015	Monday, Jul 06, 2015	Tuesday, Jul 07, 2015	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	Friday, Jul 10, 2015	Saturday, Jul 11, 2015	Sunday, Jul 12, 2015	Monday, Jul 13, 2015	Tuesday, Jul 14, 2015
Temporary 1 Pay	6.25		6.25													
Training 1	2.75		2.75													
Total Hours:	9		9													
Total Units:		0														

Time In and Out, Temporary Pay

	Wednesday, Jul 01, 2015	Thursday, Jul 02, 2015	Friday, Jul 03, 2015	Saturday, Jul 04, 2015	Sunday, Jul 05, 2015	Monday, Jul 06, 2015	Tuesday, Jul 07, 2015	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	Friday, Jul 10, 2015	Saturday, Jul 11, 2015	Sunday, Jul 12, 2015	Monday, Jul 13, 2015	Tuesday, Jul 14, 2015
08:00 AM														
10:45 AM														
11:00 AM														
12:15 PM														
12:30 PM														
01:15 PM														
01:30 PM														
02:15 PM														
02:30 PM														
03:15 PM														

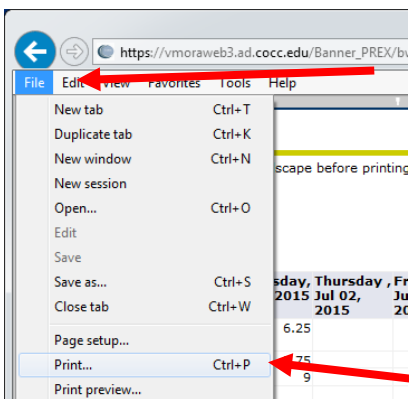
Time In and Out, Training

	Wednesday, Jul 01, 2015	Thursday, Jul 02, 2015	Friday, Jul 03, 2015	Saturday, Jul 04, 2015	Sunday, Jul 05, 2015	Monday, Jul 06, 2015	Tuesday, Jul 07, 2015	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	Friday, Jul 10, 2015	Saturday, Jul 11, 2015	Sunday, Jul 12, 2015	Monday, Jul 13, 2015	Tuesday, Jul 14, 2015
08:00 AM														
10:45 AM														

Comments

Date	Made by	Comments
Jul 20, 2015 05:07 pm	You	Attended training in Bend on July 20th

- To print the time sheet, click the File menu of the browser, and select Print. **Note:** It is recommended to change margins to .25 and the orientation to landscape to print the time sheet. Due to the number of days in the pay period, the printer may not be able to print all days on one page.




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How to Submit a Time Sheet

Once time has been entered for the time sheet period, or pay period, and reviewed for accuracy the time sheet can be submitted for approval. **Note:** The Time Sheet Period is listed in the summary section of the main Time Sheet page, and matches the Pay Period. COCC pay periods are monthly. Although time sheets need to be submitted monthly, the recommendation is to enter and save time entries in the time sheet at least weekly.

1. Click the **Submit for Approval** button at the bottom of the Time Sheet page.

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Math Tutor (Prineville) -- TP0001-00

Department and Number: Tutoring and Testing -- 206

Time Sheet Period: Jul 01, 2015 to Jul 31, 2015 

Submit By Date: Aug 04, 2015 by 12:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Jul 01, 2015	Thursday Jul 02, 2015	Friday Jul 03, 2015	Saturday Jul 04, 2015	Sunday Jul 05, 2015	Monday Jul 06, 2015	Tuesday Jul 07, 2015
Temporary Pay	1	0	40		6.25	Enter Hours	3.75	Enter Hours	Enter Hours	3.75	3.75
Training	1	0	9.75		2.75	1	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			49.75		9	1	4.75	0	0	3.75	3.75
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:


Approved By:

Waiting for Approval From:

2. Upon submission, the Certification page appears. The certification page performs two functions. First, it confirms the person submitting the time sheet is who they should be by requiring their PIN. Second, it requires the submitter acknowledge the information in the time sheet to be accurate.

Type your PIN for Bobcat Web and click the **Submit** button.

Certification


 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.


PIN:

Upon submission and acknowledgement of the time sheet, the message ***“Your time sheet was submitted successfully”*** will appear at the top of the Time Sheet page.

EXIT

Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

 **Your time sheet was submitted successfully.**

The approval summary section reflects the date of the time sheet submission and where the time sheet is routed to for approval.

Submitted for Approval By:	You on Jul 24, 2015
Approved By:	
Waiting for Approval From:	Tina Leslie

At this time, the time sheet is read-only, and the option to Submit for Approval is no longer available.

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How to Return a Time Sheet after Submission

In the event a time sheet was submitted for approval before completion, or a correction needs to be made, the time sheet can be returned to the originator as long as the Approved By field is blank in the approval summary.


1. Click the **Return Time** button at the bottom of the Time Sheet page.


Position Selection	Comments	Preview	Previous	Next	Return Time
Submitted for Approval By:	You on Jul 01, 2015				
Approved By:	Kellie Smith				
Waiting for Approval From:					

Approved By field is blank

2. A message will appear at the top of the Time Sheet page to indicate the time sheet was successfully returned, and is available for edits. See *How to Modify Time Entries* section for more details.

Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

 **Time transaction successfully returned.**

- Once the updates are complete, resubmit the time sheet by clicking the **Submit for Approval** button.
Note: The recommendation is to complete the changes and resubmit the time sheet immediately so payroll processing time is not impacted.

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How to Modify Time Entries

At any time during the time sheet entry process a time entry may need to be modified to reflect time accurately. This can happen during the time sheet period before the time sheet is submitted for approval, or when a time sheet is returned by the originator or returned for correction by the approver. In each case, time entries can be modified as follows.


- From the Time Sheet page, click the **time entry link** for the day and earnings code to be modified.

Time Sheet

Title and Number: Math Tutor (Prineville) -- TP0001-00
Department and Number: Tutoring and Testing -- 206
Time Sheet Period: Jul 01, 2015 to Jul 31, 2015
Submit By Date: Aug 04, 2015 by 12:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Jul 01, 2015	Thursday Jul 02, 2015	Friday Jul 03, 2015	Saturday Jul 04, 2015	Sunday Jul 05, 2015	Monday Jul 06, 2015	Tuesday Jul 07, 2015
Temporary Pay	1	0	40		6.25	Enter Hours	3.75	Enter Hours	Enter Hours	3.75	3.75
Training	1	0	9.75		2.75	<u>1</u>	<u>1</u>	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			49.75		9	1	4.75	0	0	3.75	3.75

- The Time In and Out page will open. Using the mouse, click in the field to be modified and type the correct entry.
- Click the Save button. The Total Hours column should reflect the change.
- If a time entry should be removed rather than modifying the existing entry, click the **Delete** button. A confirmation page will appear. Click the **OK** button.

 Deleting will remove all changes that you have made to your time in and out record. Do you want to Delete?

- Click the **Time Sheet** button to return to the Time Sheet page.

6. If the change is due to clicking the *Return Time* button, or if the time sheet was *Returned for Correction* by the approver, the recommendation is to enter a comment indicating the change. Therefore, click the **Comment** button and enter a comment. Resubmit the time sheet immediately following.
7. If there are multiple changes to be made, follow the above steps until all changes are complete.

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APPENDIX A: Terms and Definitions

Term	Definition
Acknowledger	An employee marked as FYI in the routing queue. Acknowledgers cannot change records submitted by the originator but they can add comments.
Approval Queue or Routing Queue	A specification of one or more individuals to whom time sheets and leave requests must go for approval
Approver	An individual who has the ability to update, change, return, or approve the time submitted by the originator.
Earning Code	The codes used to identify a kind of pay, for example regular earnings or temporary earnings, or vacation or sick time
Exception Time or Leave Time	Time off, for example, vacation or sick time
Leave Report	A method to collect actual leave time taken that is sent through approvals and posted to leave balances for the current pay period
Originator	The creator of the time sheet in Employee Self-Service (Bobcat Web) or the person who enters information in PHATIME
Exception Time Only Employees	Employees who enter only exceptions to normal hours worked for the pay period on their time sheet.
Time Sheet Employees	Employees who enter all hours worked and absences on their time sheets.
Proxy	Someone who can act on another person's behalf to approve or access a time sheet.
Queue Status	Status of a time transaction while the transaction is in the approval queue.
Time In and Out	The requirement for start and stop time entries through Employee Self-Service (Bobcat Web).
Time Transaction	A time sheet, leave report, or leave request entry.
Transaction Status	An indication telling the employee accessing Self-Service or the approvers of the current status of a particular time sheet, leave report, or leave request where the transaction is as it moves from time entry through the approvals process. The statuses include: <ul style="list-style-type: none"> • <i>Not Started</i> – The time sheet, leave report, or leave request has not been initialized in Self-Service (No Action). • <i>In Progress</i> – The time sheet, leave report, or leave request has been initialized by the employee in Self-Service, but is not completed or ready for submission. Hours may or may not have been saved (Initial). Or, time has been entered and saved by the employee, but the time sheet has not been submitted for approval (Waiting).

	<ul style="list-style-type: none"> • <i>Pending</i> – The time sheet, leave report, or leave request has been submitted for approval and/or acknowledgement and entered into the approval queue (Pending). It will remain in this status until all approvers have taken action on the information. If an employee first submits a time sheet, then clicks Return Time to make changes to the time sheet the status will change from Pending to In Progress until the employee resubmits the time sheet (Return Time). • <i>Approved</i> – A time sheet, leave report, or leave request has been approved by all approvers (Approved). • <i>Return for Correction</i> – The time sheet, leave report, or leave request has been returned to the employee for correction while it was in the approval queue (Return for Correction). The system allows the employee to correct the time and submit it, even if submission deadline has passed. It is important for approvers to act quickly and communicate with Payroll when it occurs. • <i>Error</i> – The time entry or leave report records contain one or more errors (Error). • <i>Completed</i> – The time sheet or leave report has been fully processed through the approval process and imported into payroll (Completed).
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APPENDIX B: Frequently Asked Questions (FAQs)

Guidelines for Entering Time

Question	Answer or Action
How should I enter my hours in my timesheet?	The only time entered on your timesheet should be for actual time worked. You will enter the time you start your shift, the time you leave for lunch, when you return, and when you left for the day, using the In/Out screen.
I work the same scheduled hours each day?	The copy option is helpful. You can copy hours from one entry for the entire month. If you come in a little late one day, you can edit the start time for that day, or move hours to sick or vacation so your timesheet reflects the hours you actually worked. Or, if you prefer, you can enter hours daily or weekly as it works best for you.
As a Classified employee, if I follow the CBA language in article 7:1 “Hours of Work”, how do I document time for skipping my rest breaks and working 7.5 hours instead of 8?	For the last 30 minutes of your shift, instead of including it in the Regular Pay earning code, use the new earning code “Non-Working Time”. This code is different from the normal “Regular Pay” earnings code. You should enter a comment to indicate why this code is used.
As a Classified or Confidential employee, how do I enter my vacation time on my timesheet?	Enter the In/Out times like your regularly scheduled shift, including lunch break in the Vacation Pay earnings code. This is helpful in case there is a change, for example, if you only took half a vacation day, you only need to modify part of your schedule in/out entries.

<p>As a Classified or Confidential employee, if I take vacation or sick pay for a week that crosses the end and beginning of a month, how do I enter that on my timesheet?</p>	<p>If you plan a vacation that starts in the last week of a month and ends the first week of the following month, you will need to enter vacation hours in both timesheets. For example, you will be gone May 30 through June 3rd. Before you leave, enter and submit the May 30th and 31st entries in your May timesheet. When you return, enter the June 1st – 3rd dates in your June timesheet.</p>
<p>How do I enter holiday hours when my shift crosses over two days?</p>	<p>Enter your normal scheduled hours under the Holiday earn code (instead of the Regular Pay earn code). If your shift starts in the evening of the holiday, and continues to the following morning, you will enter your shift hours on the holiday earn code when your shift starts and then the early morning hours of the following day. Confirm with your supervisor.</p>
<p>As a Classified employee, what if I am asked to work on a College observed holiday, how do I enter my time?</p>	<p>Enter your normally scheduled hours under the Holiday earn code, then for the hours you are asked to work on that holiday, enter those hours under the earn code called "Premium Time Paid". The Premium Time Paid is paid at time and a half, but is not be included in the total hours worked for the week to calculate overtime.</p>
<p>How do I enter time for special shifts for events, such as 16-hour shifts, or a shift that crosses into the next day?</p>	<p>Enter the In/Out times for actual time worked including lunch breaks. If the shift crosses over two days, enter the time worked in each day, ending at 12:00 AM on the first day and starting at 12:00 AM on the second day.</p>

As a Classified employee, how do I record Leave Without Pay (LWOP) in my timesheet?	If you want to take leave, but you do not have sufficient hours accrued in your Sick or Vacation bank, you can take time off without pay (with your supervisor's approval). This time should <u>not</u> be recorded in your timesheet. You can enter a comment on your timesheet to indicate which dates/hours are leave without pay, but no hours should be entered.
As a Classified employee, how do I record my off-contract time in my timesheet?	You should not enter any hours for the dates/hours you will be off-contract. You can enter a comment in your timesheet only to indicate the dates/hours you will be off-contract. This can be viewed by your timesheet approvers.
As a Classified or Confidential employee, what do I enter on my timesheet when the College closes for inclement weather, e.g. snow days?	If the College is closed due to inclement weather, use the new earnings code called "Non-Working Time" to enter time. Enter the In/Out times for your regularly scheduled shift, including lunch break. You should enter a comment to indicate why this code is used.
I am on Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)?	First, contact HR and submit the appropriate form. Work with HR to determine the best way to preload your timesheet(s) with sick and vacation hours for the time period you will be out. LWOP can be used if you do not have sufficient sick or vacation balances.

Vacation Accrual and Use

Question	Answer or Action
When does Web Time reduce my vacation or sick leave bank?	If you entered vacation or sick leave in your timesheet, your bank(s) are reduced once payroll is run for that pay period. Your new balance will be reflected in your Bobcat Web account about 5 - 7 business days into the following month.
When is the accrued vacation that I earn during the current month available to use?	It is available for use in the following month (pay period).
What happens if I enter vacation on my timesheet but do not have the vacation accrued?	Employees cannot use vacation hours that have not yet been accrued. If an employee submits a timesheet with more vacation than they have available, the hours over the available amount will be changed to Leave without Pay.
As a Classified or Confidential employee I want to know how much "use it or lose it"	Log into Bobcat Web, click the Employee tab, then click the "Time Off Current Balances and History" link. Subtract the value in the "Taken" column from the value in the "Available Beginning Balance" column. This is the number of

vacation time I have left. Where do I find that?	hours you must take in accordance with the “use it or lose it” rule (used by August 31). The hours in the “Earned” column represent the hours you’ve accrued since the last purge. NOTE: If you were hired within the last 12 months, this formula does not apply.
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Overtime and Comp Time

Question	Answer or Action
How is overtime calculated in the system?	The system calculates overtime after 40 hours worked in a week. The work week is defined as Monday – Sunday.
When will my earned overtime be paid?	Overtime is paid in the pay period it was earned. If the end of a pay period falls in the middle of a workweek, any overtime earned in that last week is paid in the following pay period. This allows the system to total all hours worked in that week.
If I qualify for Comp Time, how do I earn comp time?	If you prefer to receive comp time instead of overtime pay, you must still submit the OT/Comp Time Authorization form to payroll at the end of the pay period in which it was earned. Payroll will move any hours over 40 for each week to your Comp Time bank. This comp time will be available to use in the following pay period.
If I work over 40 hours and it results in overtime, can I use that as comp time in the next week?	No, you will not be able to use comp time until after the pay period is over. The system must complete the payroll period in order for the comp time to calculate; therefore you would be able to use comp time in the next pay period.