



Wayne
County
Community
College
District

Web Time Entry

Step by Step Guide to Entering and
Submitting Electronic Time Sheets

OVERVIEW

This section explains:

- Who is required to submit web time sheets
- The responsibilities of FWS student in this on-line process
- How to enter hours worked
- How to save and submit a web time sheet for approval



What is Web Time Entry (WTE)

- An electronic submittal of your hours worked
- It can be accessed through “Web Gate”
 - It is available twenty-four hours a day and seven days a week



Advantage of WTE to Student Employee

- Time sheets available at all times during the time entry period and can be accessed anywhere
- View and track your time sheet as it moves through the approval process
- Approved time sheets are fed directly to payroll
- Input can be done at FWS Office convenience

Work Groups

Responsibilities

FWS Students must:

- Report time worked on a daily basis via WTE
- Submit a web time sheet for every pay period worked



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How Do I Access WTE

Banner FWS Student Self Service Log In

- 1) Open Internet Explorer (preferred browser for all SunGard SCT Banner products)
- 2) Navigate to <http://www.wcccd.edu>
- 3) Click on Web Gate
- 4) Click on "Enter Secure Area"



Login

- 1) Enter your A-Number as User ID and PIN.
- 2) Click LOGIN

The screenshot shows a web browser window titled "User Login - Windows Internet Explorer". The address bar displays the URL: https://webgate.wcccd.edu/TEST/bwpktais.P_SelectLeaveReportRoll. The page content includes the college's name, "Wayne County Community College District", and a "HELP | EXIT" link. Below this, there are instructions for users: "1) Enter your WCCCD User ID (i.e. A00123456) or social security number (optional)", "2) Enter 6-digit numerical PIN, which is your birthdate (i.e., mmddyy) by default.", and "3) Forgot Pin? Enter USER ID and click the 'Forgot PIN?' button." There are also instructions for students and staff regarding disabled or expired PINs. At the bottom, there are input fields for "User ID:" and "PIN:", and two buttons: "Login" and "Forgot PIN?".

Wayne County Community College District [HELP | EXIT](#)

1) Enter your WCCCD User ID (i.e. A00123456) or social security number (optional)
2) Enter 6-digit numerical PIN, which is your birthdate (i.e., mmddyy) by default.
3) Forgot Pin? Enter USER ID and click the "Forgot PIN?" button.

FOR STUDENTS ONLY-- If you have a problem logging into your student email or Web-Gate due to a disabled or expired PIN, Click on the "Forgot Pin" button at the bottom of the page.

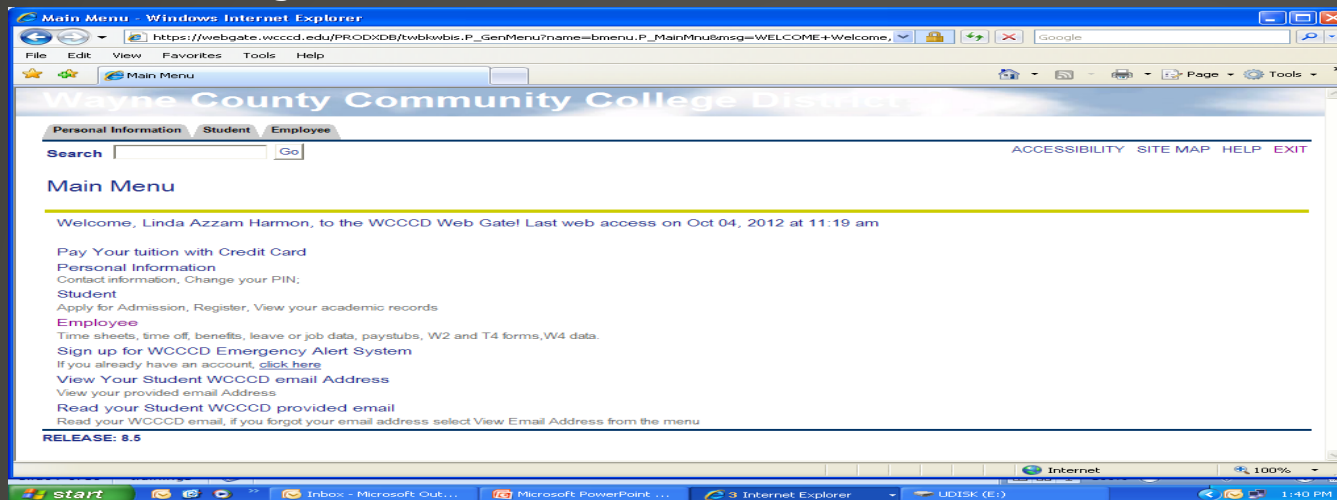
FOR STAFF ONLY-- If you have a problem logging into Web-Gate due to a disabled or expired PIN, contact Human Resources

User ID:
PIN:

Click on Employee

The Main Menu will display a welcome message listing your name and it will display the date and time you last accessed Employee Self Service

- Click on **"Employee"** to move to the Employee Menu and begin entering time worked

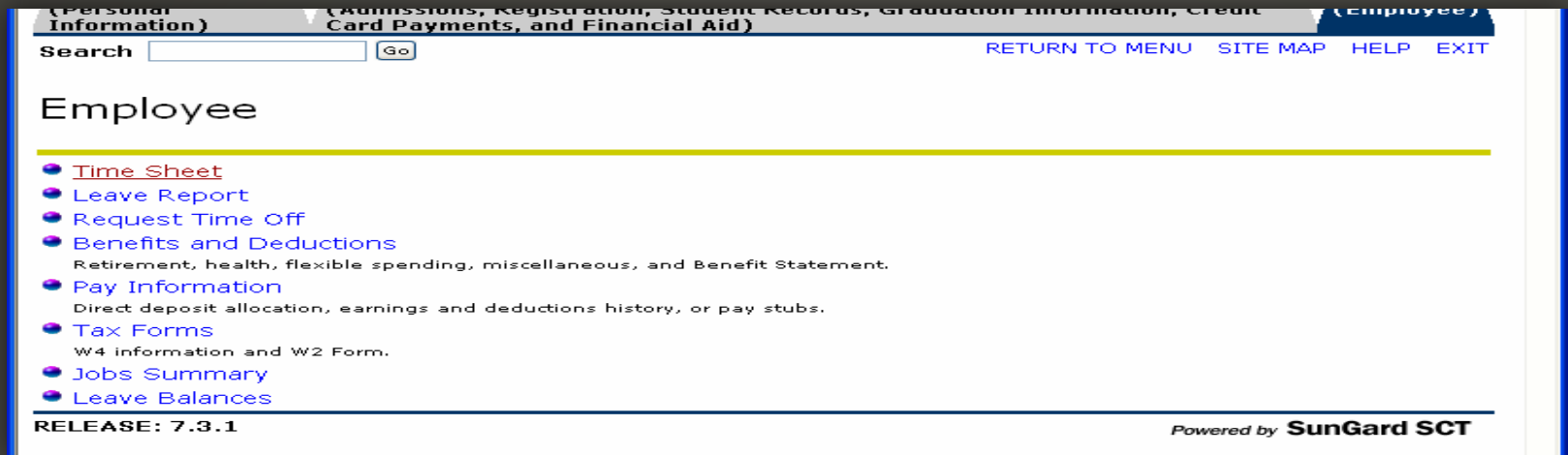




Completing a Web Time Sheet

How To Complete a Web Time Sheet

- 1) Log in to the Banner Employee Self Service system
- 2) Select **"Time Sheet"** from the Employee Menu



The screenshot shows the Banner Employee Self Service system interface. At the top, there are navigation tabs for "(Personal Information)", "(Admissions, Registration, Student Records, Graduation Information, Credit Card Payments, and Financial Aid)", and "(Employee)". Below the tabs is a search bar with a "Go" button and navigation links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Employee" and contains a list of menu items, each with a blue circular icon:

- [Time Sheet](#)
- [Leave Report](#)
- [Request Time Off](#)
- [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, and Benefit Statement.
- [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)
W4 information and W2 Form.
- [Jobs Summary](#)
- [Leave Balances](#)

At the bottom left, it says "RELEASE: 7.3.1" and at the bottom right, it says "Powered by SunGard SCT".



Completing a Web Time Sheet

Selection Criteria

If you are an "Approver" the Time Reporting Selecting screen below appears but as a FWS student worker you will have fewer choices

1. Select **"Access my Time Sheet"** by clicking on the corresponding radio button under Selection Criteria - My Choice

Time Reporting Selection - Windows Internet Explorer

https://webgate.wcccd.edu/PROD/DB/bwpltais.P_SelectTimeSheetRoll

Wayne County Community College District

Personal Information Student **Employee**

Search [] [Go] SITE MAP HELP EXIT

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

Access my Time Sheet: My Choice

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Self

Act as Superuser:

Select

Proxy Set Up

Internet 100%

start | Inbox - Microsoft... | Microsoft PowerP... | 3 Internet Expl... | UDISK (E:) | Document1 - Micr... | 1:42 PM



Completing a Web Time Sheet

Open Your Time Sheet

The position held by the FWS student employee will be displayed on the Time Sheet Selection screen

- 1) Verify that the status and date are correct.

Status must be one of the following to open the Time Sheet:

- Not Started
- In Progress
- Pending
- Returned for Correction

(Personal Information) (Employee)

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet Selection

i 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
ADMIN & OFFICE SPECIALIST II, TEST14-00 FINANCE OFFICE, 1CL00	<input type="radio"/>	Jun 16, 2007 to Jun 30, 2007 Not Started

RELEASE: 7.0 Powered by SunGard SCT



Completing a Web Time Sheet

Position and Status (cont'd)

Time Sheet Statuses

Status	Description
NOT STARTED	You have not started your time sheet. It can be opened / started
IN PROGRESS	You are in the process of entering your time for the pay period. It can be opened / edited
PENDING	You submitted your time sheet and it is awaiting approval from your supervisor. It cannot be edited by you
RETURNED FOR CORRECTION	Your time sheet is being returned to you for correction. You are required to make corrections and to re-submit.
APPROVED	Your time sheet has been approved and is ready for Payroll to process. It cannot be edited by you or your approver
COMPLETED	Payroll received and processed your timesheet



Completing a Web Time Sheet

Time Sheet

- The Time and Leave Reporting Screen now appears
- Click Time Sheet as indicated on the Time Sheet Selection screen
- The top area of the screen displays information about the time sheet for the position, including Submit By Date



Completing a Web Time Sheet

Entering Time Worked

Verify that the following information is correct before proceeding:

- Title and Position Number
- Department and Number (budget code)
- Time Sheet Period
- Submit By Date

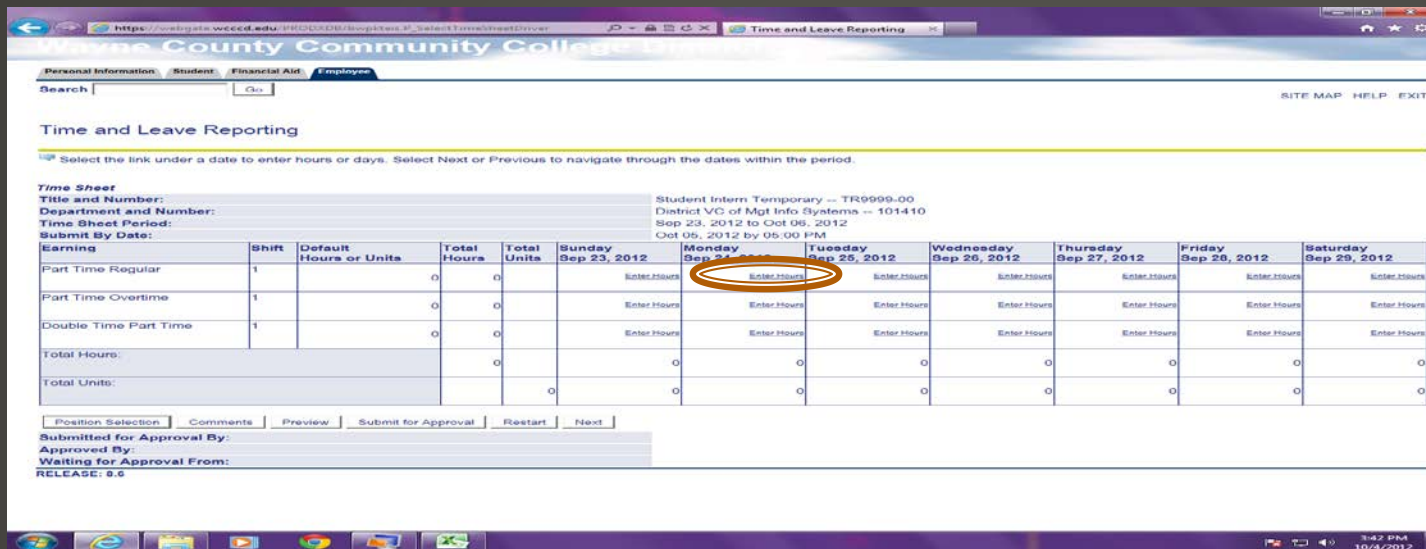
NOTE: Take special notice of the "Submit By Date". This is the date that your time sheet must be submitted and approved. Verify that the "Submit By Date" has not passed. If it has, contact your supervisor immediately.

Completing a Web Time Sheet

Enter Your Time

Click Enter Hours for a desired Day and Earning type
 FWS Student Employees must:

- Enter all hours worked
- Submit a time sheet for each pay period worked



https://webgate.wcccd.edu:8080/CCDD/Supplies/SelectTimeSheetDriver
 Time and Leave Reporting

Wayne County Community College District

Personal Information Student Financial Aid Employee

Search [Go] SITE MAP HELP EXIT

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: Student Intern Temporary -- TR9999-00
 Department and Number: District VC of Mgt Info Systems -- 101410
 Time Sheet Period: Sep 23, 2012 to Oct 09, 2012
 Submit By Date: Oct 05, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Sep 23, 2012	Monday Sep 24, 2012	Tuesday Sep 25, 2012	Wednesday Sep 26, 2012	Thursday Sep 27, 2012	Friday Sep 28, 2012	Saturday Sep 29, 2012
Part Time Regular	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Part Time Overtime	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Double Time Part Time	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	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 9.6

3:42 PM 10/4/2012



Completing a Web Time Sheet

Enter Hours

1. Enter the correct number of hours in the Hours Field

A screenshot of a web time sheet form. The form has a white background with a blue border. On the left side, there are four labels: 'Earning:', 'Date:', 'Shift:', and 'Hours:'. On the right side, there are four corresponding fields: 'Annual Leave Taken', 'Sep 13, 2007', '1', and '8'. The '8' in the 'Hours' field is circled in blue. Below the fields, there are three buttons: 'Save', 'Copy', and 'Account Distribution'. A blue arrow points to the 'Save' button.

2. Click Save after each entry
3. Scroll down to see the time sheet data
4. Repeat the steps above for each day and each earnings code that need hours entered.
5. Select Next (and/or Previous) at the bottom of screen to navigate to each week within the pay period
6. View the total hours entered at the bottom of the screen to ensure you have accurately entered your time



Completing a Web Time Sheet

Hours Entered

Total Hours:	24	8	8	8
Total Units:	0	0	0	0

NOTE: You may enter time worked



Completing a Web Time Sheet

Copying Your Hours

To copy hours for the same earnings code from one day to another within the pay period:

1. Choose the correct earning code (regular earning)
2. Select the Enter Hours link under the first date you wish to input hours
3. Enter the correct number of hours in the Hours field
4. Click Copy



Completing a Web Time Sheet

Copying Hours (cont'd)

i 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 date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Annual Leave Taken, Shift 1
Date and Hours to Copy: Sep 12, 2007, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Monday Sep 10, 2007	Tuesday Sep 11, 2007	Wednesday Sep 12, 2007	Thursday Sep 13, 2007	Friday Sep 14, 2007	Saturday Sep 15, 2007	Sunday Sep 16, 2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Sep 17, 2007	Tuesday Sep 18, 2007	Wednesday Sep 19, 2007	Thursday Sep 20, 2007	Friday Sep 21, 2007	Saturday Sep 22, 2007	Sunday Sep 23, 2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Sep 24, 2007						
<input type="checkbox"/>						

Time Sheet Previous Menu Copy

Complete the copy process as follows:

- A. If you are entering the same number of hours for each day of the pay period:
- Click "Copy from date displayed to the end of the pay period" : check box.

Copy from date displayed to end of the pay period:



Completing a Web Time Sheet

Copying Hours (cont'd)

Earnings Code:
Date and Hours to Copy:
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:
Copy by date:

Monday Sep 10, 2007 <input type="checkbox"/>	Tuesday Sep 11, 2007 <input type="checkbox"/>	Wednesday Sep 12, 2007 <input checked="" type="checkbox"/>	Thursday Sep 13, 2007 <input type="checkbox"/>	Friday Sep 14, 2007 <input checked="" type="checkbox"/>	Saturday Sep 15, 2007 <input type="checkbox"/>
Monday Sep 17, 2007 <input type="checkbox"/>	Tuesday Sep 18, 2007 <input checked="" type="checkbox"/>	Wednesday Sep 19, 2007 <input type="checkbox"/>	Thursday Sep 20, 2007 <input checked="" type="checkbox"/>	Friday Sep 21, 2007 <input checked="" type="checkbox"/>	Saturday Sep 22, 2007 <input type="checkbox"/>
Monday Sep 24, 2007 <input type="checkbox"/>					

Annual Leave Taken, Shift 1
 Sep 12, 2007, 8 Hours

- Click the Copy button again.
- Verify that a message stating "Your hours have been copied successfully" appears
- After all hours have been copied:
 - Click the Time Sheet or Previous Menu to return to your time sheet



Completing a Web Time Sheet

Preview Your Time Sheet

- Click Preview to view the full pay period and verify that all hours were copied correctly
- Click Previous Menu to return to your time sheet

Entering Comments

Comments may be entered on the timesheet to communicate with your supervisor regarding your time entry

IE) explanation for extra or less hours worked

Click Comments on the Time Sheet

Total Hours:	24	8	8	8
Total Units:	0	0	0	0



Completing a Web Time Sheet

Enter Your Comments

- Enter your comments

A screenshot of a web form for entering comments. At the top, there is an information icon and the text: "Enter or edit comments until you submit the record for approval." Below this, the form displays the following information: "Made By: You", "Comment Date: Sep 14, 2007", and "Enter or Edit Comment: This is a test|". The text "This is a test|" is inside a text input field with a vertical scrollbar on the right. At the bottom of the form, there are two buttons: "Save" and "Previous Menu". A blue arrow points to the "Save" button.

NOTE: Your comments may be entered / edited up to the time the record is submitted for approval

- Click Save after you have finished entering your comments
- Click Previous Menu to return to your time sheet



Completing a Web Time Sheet

Previewing Your Time Sheet

You can preview your time sheet, as well as print it.

- Click Preview on the Time Sheet

Total Hours:	24	8	8	8	0
Total Units:	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Completing a Web Time Sheet

Previewing Your Time Sheet (cont'd)

- You can print a copy of the time sheet by selecting File -> Print from the menu bar. Make sure the Page Setup is set to Landscape.

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday , Sep 10, 2007	Tuesday , Sep 11, 2007	Wednesday, Sep 12, 2007	Thursday Sep 13, 2007
Annual Leave Taken	1	24		8	8		8
Total Hours:		24		8	8		8
Total Units:			0				

Comments

Date
Sep 14, 2007 04:42 pm

- Click the Previous Menu button to return to your time sheet



Completing a Web Time Sheet

Changing Hours Entered and Saved but NOT Submitted

You may edit hours entered on any "In Progress" time sheet.

1. Click the desired "Pay Period" and "Position" from the Time Sheet Selection menu that needs editing
2. Click on the number of hours entered for the date and earning you want to change

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Sep 10, 2007	Tuesday Sep 11, 2007
Annual Leave Taken	1	0	24		8	8
SICK LEAVE - GENERAL	1	0	0		Enter Hours	Enter Hours

3. Enter the new value and click Save
4. To remove the value completely, highlight the existing value and press "Backspace" then click save

NOTE: If you need to edit hours after your time sheet has been processed, you will need to submit a manual time sheet






Completing a Web Time Sheet

Time Sheet Returned for Correction

- If a time sheet needs correction, your supervisor will return it to you electronically using the **Returned for Correction** feature. Your supervisor should verbally tell you the time sheet is being returned; there is no online notification within the Employee Self Service at the present time.
- Your time sheet will be in the Returned for Correction status.

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
FINANCIAL SVCS MANAGER I, TEST02-00 FINANCE OFFICE, 1CL00		Sep 10, 2007 to Sep 24, 2007 Return for Correction 

Time Sheet

Completing a Web Time Sheet

Time Sheet Returned for Correction (cont'd)

1. To select the time sheet, click Time Sheet. The Time Sheet page displays
2. Make the correction to your time sheet as discussed with the FWS Office
3. Click Submit for Approval to submit your time sheet to the FWS Office
4. The time sheet will now be in a pending status

NOTE: Your time sheet corrections must be completed and approved prior to the Submit by Date or a date identified by your campus



Completing a Web Time Sheet

Submitting Time Sheet for Approval

Once your time sheet is completed and you are satisfied you have entered all hours correctly, your time sheet is ready to be submitted for approval

NOTE: Only submit the time sheet for approval at the end of the pay period.

- Click on Submit for Approval at the bottom of the Time Sheet Screen

Submit By Date: Sep 16, 2007 by 12:00 P.M.

Earning: Regular Pay
Date: Sep 04, 2007
Shift: 1
Hours: 5

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Sep 01, 2007	Sunday Sep 02, 2007	Monday Sep 03, 2007	Tuesday Sep 04, 2007	Wednesday Sep 05, 2007
Regular Pay	1	0	27		8	8	6	5	Enter Hours
Total Hours:			27		8	8	6	5	
Total Units:				0	0	0	0	0	


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

Completing a Web Time Sheet

Submission Certification

Next you will be prompted to enter your PIN number on the Certification Screen to certify time

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.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:


After you enter your PIN, click Submit. This is your electronic signature


Completing a Web Time Sheet

Time Sheet Submission Confirmation

A message stating “Your time sheet was submitted successfully” displays. This places your time sheet in the “Pending” status for the approver to review and approve

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.

 **Your time sheet was submitted successfully.**

NOTE: A time sheet in “Pending” status can no longer be edited by the FWS Student employee who submitted it

Completing a Web Time Sheet

Exit Web Gate

To exit the system click on EXIT in the upper right corner of the screen

