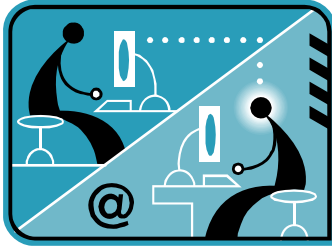


SAN JUAN COLLEGE

Procedures for Web Time Entry
For WebAdvisory

Hourly Employees

WEB TIME ENTRY




Welcome to WebAdvisor Time Entry. You as an employee can use the Time Entry and Approval workflow to enter the hours you worked each pay period. When all of your time has been entered, you check a box to electronically sign the Time Entry Form, which indicates that your time is ready for approval.

Your supervisor will then review your time entry and approve or reject it as appropriate. The following steps below will help assist you in entering your time accurately.

1. Log onto SJC Portal Homepage and Sign-In



2. Click the TAB "WebAdvisor (DAISY)"
3. Click the "WebAdvisor"

Welcome to **MySJC**  Powered by Unicon


[SJC Home](#) | [Help](#) | [Feedback](#) | [Sitemap](#) | [Customize](#)

SJC Info | **Personal** | **WebAdvisor(DAISY)** | **Campus Resources** | **Student Email** | **WebCT** | **Library**

Web Search: [Add Content](#) [Change Layout](#) [Pick Colors](#)

▼ **WebAdvisor**

WebAdvisor Portlet




WebAdvisor

Click above to enter WebAdvisor

[\[Change Credentials\]](#)

4. Click “WebAdvisor for Employees”



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5. Click “Time Entry”

6. Select Pay Period time is being entered for and checkmark the box.



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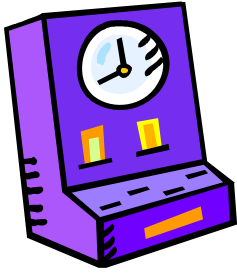
For Employees

The following links may display confidential information.

User Account	Employee Profile
I'm new to WebAdvisor	Position summary
What's my user ID?	Leave plan summary
Time Entry and Approval	My stipends
Time entry	View my employment action history
Time history	Communication
Time approval (for supervisors)	My documents
Employee history (for supervisors)	

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Entering Time

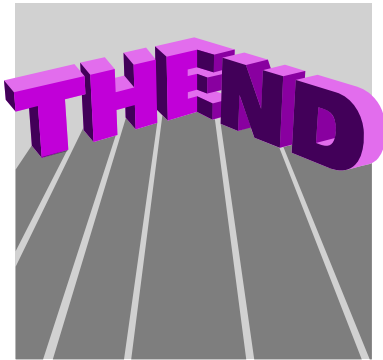


If you as an employee have a work schedule defined by the human resources department, the Hours Worked column displays your scheduled hours for each day in the pay period. These hours can be modified as necessary to make adjustments for any non-work time—such as annual leave, sick leave, and any other time hours (if applicable).

If you as an employee do not have such a work schedule you must enter the number of hours you worked each day in the Hours Worked column. These hours should not include any non-work time—such as annual leave, sick leave, and any other time hours.

Although you can enter more than 24 hours for a single workday, we recommend that, for auditing purposes, you do so only in exceptional cases.

Completing the Time Entry



The form includes a box that you click to electronically sign your Time Entry form. Clicking this box indicated that your time entry is complete and ready for approval.

NOTE: *The date and time displayed at the top of the form “Completed Entry by” represents the deadline for the employee to enter all time worked and electronically sign the Time Entry form.*

After electronically signing the Time Entry form, you can NO LONGER access it. Automatically your supervisor will receive an e-mail notifying him/her that your time entry is completed. Until that point, you can return to the form repeatedly to update or revise their time entry as necessary. However, you can view the signed form by using the Time History workflow.

Time History



As time entries are electronically signed and either approved or rejected, a snapshot is taken of the time entry. A snapshot is also taken whenever the payroll department modifies a time entry. These snapshots are stored as time history records in the employee time history file.

Using WebAdvisor, you can view your time history records that are stored in this file, and electronically sign a history record that did not get signed before the deadline for completing the time entry.

**Supervisors can view the time history records of their employees and approve a time history record that has not been either approved or rejected.*

FORM	PURPOSE	COMMENTS
Time History: Choose Year	Choose the year that contains the Time history to be reviewed	The available years are displayed in a drop down list. The most recent year for which time history is available is displayed first.
Select Pay Period/Position	Choose the pay period and position for which to review time history records.	The list includes the past pay periods for which time history is available and the current pay period only if the employee electronically signed the time entry for or a supervisor approved or rejected it.
Time History	Review time that was entered and, if necessary, electronically sign the final record.	

Time Entry

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Personnel Technician I (Temp/Hrly) - Human Resources	08/15/06	Hourly Payroll	Personnel Office		Debbie L. Serrano	08/16/06 05:00PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
1 08/01/06	Tuesday	8.00							<input type="checkbox"/>
2 08/02/06	Wednesday	8.00							<input type="checkbox"/>
3 08/03/06	Thursday	8.00							<input type="checkbox"/>
4 08/04/06	Friday	8.00							<input type="checkbox"/>
5 08/05/06	Saturday								<input type="checkbox"/>
6 08/06/06	Sunday								<input type="checkbox"/>
7 08/07/06	Monday	8.00							<input type="checkbox"/>
8 08/08/06	Tuesday	8.00							<input type="checkbox"/>
9 08/09/06	Wednesday	8.00							<input type="checkbox"/>
10 08/10/06	Thursday	8.00							<input type="checkbox"/>
11 08/11/06	Friday	8.00							<input type="checkbox"/>
12 08/12/06	Saturday								<input type="checkbox"/>
13 08/13/06	Sunday								<input type="checkbox"/>
14 08/14/06	Monday	8.00							<input type="checkbox"/>
15 08/15/06	Tuesday	8.00							<input type="checkbox"/>

Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address serranod@sanjuancollege.edu

Submit

ATTENTION:

DO NOT check the “checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval” until the **END** of the pay period. If checked before the end of pay period. You will **NOT** be able to enter time again.