

# Student WebTime Entry

A Step-by-Step Guide for Budget  
Managers



## Budget Manager Approval

- Via your StaffNet Account, Click "Employee Services" to proceed.

### DEADLINE:

- Budget Managers must complete electronic approval process by the 21<sup>st</sup> at midnight of each month

**NO PAYMENT WILL BE AUTHORIZED WITHOUT ELECTRONIC APPROVAL.**

The screenshot shows the YCCD StaffNet website. At the top left is the YCCD logo and the text "STAFFNET". On the right side of the top navigation bar are links for "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", and "CONTACT US". Below this bar are links for "First Time User Information" and "Whats My Password?". A large blue arrow points from the left towards a green button labeled "Employee Services", which is circled in red. On the left side of the main content area, there is a section titled "Welcome Supervisor-A Test!" which is also circled in red. Below this title is a paragraph of text: "Welcome to Staffnet. Employees of the District are able to use this site for informational purposes related to employment. If you are an employee of the District and do not have access you can complete the StaffNet training available at <http://www.yosemite.edu/helpdesk/staffnet>." Below the text are "StaffNet Hours: 6AM to 11PM Daily" and a "COMODO SECURED" logo with the text "Instant SSL Certificate Secured". At the bottom of the page, there is another navigation bar with links for "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", and "CONTACT US", and the YCCD logo in the bottom right corner.



## Employee Services Menu

- Select "Time Entry".



**YCCCD STAFFNET**

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### Employee Services Menu

Welcome Supervisor-A Test!

The following links may display confidential information.

**User Account**

- [Change Password](#)

**Employee Profile**

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)
- [Total Compensation](#)
- [W-2 Statements - 2009 & Earlier](#)
- [W-2 Statements - 2010](#)
- [W-2 Electronic Consent](#)
- [Pay Advices](#)
- [Time approval \(for budget managers\)](#)
- [Employee history \(for budget managers\)](#)

**Communication**

- [CALSTRS](#)
- [CALPERS](#)
- [Forms & Publications](#)

**Financial Information**

- [Budget Information](#)

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## Time Approval

- Review all entries with time in “Total Hours” column.
- Select by “✓” in the “Approve” or “Review” column.
- Submit

### Options:

- Approve w/review of Detail – “✓” entries to be reviewed; click “Submit” to review all
- Approve w/o review of Detail – “✓” entries to approve w/o detail review, then “Submit”

Welcome Supervisor A

### Time approval (for budget managers)

Approve	Review Entry	Total Hours	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Id/Position Title	Department	Location
<input type="checkbox"/>	<input type="checkbox"/>	64.00	05/21/11	06/20/11	07/02/11 11:59PM	Student B Test		REGY-STU-917AS - Regular Student Worker, Chancellor's Office, YCCD	DA Chancellor	Yosemite Com. College Dis
<input type="checkbox"/>	<input type="checkbox"/>	3.00	05/21/11	06/20/11	07/02/11 11:59PM	Student A Test		REGY-STU-917AS - Regular Student Worker, Chancellor's Office, YCCD	DA Chancellor	Yosemite Com. College Dis
<input type="checkbox"/>	<input checked="" type="checkbox"/>	58.75	05/21/11	06/20/11	07/02/11 11:59PM	Student C Test		REGY-STU-917AS - Regular Student Worker, Chancellor's Office, YCCD	DA Chancellor	Yosemite Com. College Dis
<input type="checkbox"/>	<input type="checkbox"/>	0.00	06/21/11	07/20/11	08/01/11 11:59PM	Student B Test		REGY-STU-917AS - Regular Student Worker, Chancellor's Office, YCCD	DA Chancellor	Yosemite Com. College Dis
<input type="checkbox"/>	<input type="checkbox"/>	2.00	06/21/11	07/20/11	08/01/11 11:59PM	Student A Test		REGY-STU-917AS - Regular Student Worker, Chancellor's Office, YCCD	DA Chancellor	Yosemite Com. College Dis
<input type="checkbox"/>	<input type="checkbox"/>	3.50	06/21/11	07/20/11	08/01/11 11:59PM	Student C Test		REGY-STU-917AS - Regular Student Worker, Chancellor's Office, YCCD	DA Chancellor	Yosemite Com. College Dis

#### Security Access Messages

None

Approve time entries on behalf of

**To be used for approval of time entries as the Alternate Budget Manager**  
- as defined per on Student Employment Confirmation Form.

**SUBMIT**



## Time Entry Page

- Budget Managers may **Review, Modify** or **Reject** time entry in this screen.

### Options:

- **Modifications** can be made in the “Regular Hours” column (by Budget Manager only)
- **Reject** is discussed on the following slide.



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Welcome Supervisor-A Test!

## Time Entry

This screen shot is continued on the next page

Employee	Position Id/Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Student-B Test	REGM-STU-904ES - Regular Student Worker; Agriculture; MJC	01/20/11	Student Payroll	MJC Ag Env Sci Support Service	MJC - Distance Education	01/28/11 05:00PM

Leave Type	Leave Balance
Not Applicable	

Account Number
XX-XXXX-XXXX-XXXXXX-XXXX

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
12/21/10	Tuesday	2.00								<input type="checkbox"/>
12/22/10	Wednesday									<input type="checkbox"/>
12/23/10	Thursday									<input type="checkbox"/>
12/24/10	Friday									<input type="checkbox"/>
12/25/10	Saturday									<input type="checkbox"/>
12/26/10	Sunday									<input type="checkbox"/>
12/27/10	Monday									<input type="checkbox"/>
12/28/10	Tuesday									<input type="checkbox"/>
12/29/10	Wednesday									<input type="checkbox"/>



## Time Entry Page - Approval

- Budget Managers **Review, Modify** or **Reject** time entry in this screen.
- Student Signature is shown here.

### Options:

- **Supervision Decision** – Select “Approve” or “Reject” Here - **Reject** will deny the pay claim in its entirety. If hours are rejected prior to the 18<sup>th</sup>, student may re-enter hours.
- **Emails** are automatically generated for Approvals. You may be prompted to insert explanation for modification/rejection.

01/18/11	Tuesday												
01/19/11	Wednesday												
01/20/11	Thursday												

Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

This screen shot is continued from the previous slide

The employee does not have time in/out data

Non-Exempt Other Position Hours  Exempt Other Position Hours

Employee has electronically signed the time entry as complete Yes

Budget Manager Decision

APP - Approve

Enter E-mail Subject

Budget Manager Comments

Employee Email Address

SUBMIT

**“Submit” when your review is complete**



## Confirmation Screen

- Approval/Review process is complete.
- Click "ok" to return to StaffNet.



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## Confirmation

Thank you for reviewing the time entries

OK

[CHANGE PASSWORD](#)

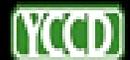
[LOG OUT](#)

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Emails are automatically generated to students **when:**

- Budget Manager “approves” hours
- Budget Manager “modifies” hours
- Budget Manager “rejects” hours
  - The system will prompt for a comment

Budget Managers may also send personalized emails

# Notes & Automatic Emails

## NOTES:

- Only AUTHORIZED BUDGET MANAGERS will be able to make electronic approvals, modifications or rejections of student time entered.
- AUTHORIZED BUDGET MANAGER Review/Approval must be completed by the 21<sup>st</sup> at midnight of each month
- AUTHORIZED BUDGET MANAGERS can review time entries at any time, and approve or reject them as appropriate until the deadline date (21<sup>st</sup> of each month).
- REPORTS have been made available for your use. You may access them through Datatel Reports under “Human Resources” via YCCDnet. Student WebTime Entry Datatel Reports Guide contains summaries of each report, step-by-step access notes, as well as samples for your reference. These reports are available in PDF and Excel versions.

## EMAILS:

*Approved time* – Automatic Email sent to student

*Modified time* – Automatic Email is sent to their student account notifying them of the change.

*Rejected claim* – AUTHORIZED BUDGET MANAGERS will be prompted to insert Comments . These comments will be sent as an email to the students email account, notifying them of the rejection of time entered.

# Step-by-Step Summary

- Login through **StaffNet**
- Select **Time Entry Approval** to access **Time Entry Page**
- **Review** all entries with time in **“TOTAL HOURS”** column
- **Select** by “✓” in the “Approve” or “Review” Column; **Submit**

*Note:* Checked items under **Review Entry** flags Overtime for your review

## **REVIEW OPTIONS:**

Option 1: **Approval without review of detail;** clicking the Approve box for one or more time entries and then clicking the Submit button automatically approves those times entries

Option 2: **Approval with review of detail;** clicking the Review Entry box to review detail of time entered.

Option 3: **Reject or Modify** Time Entry form; you must click the Review Entry box to review the Time Entry Detail form. You may modify hours entered or you may choose to reject the entire Time Entry form by choosing Reject in the Decision drop down.

- **Verify** Student Electronic Signature (screen should display “yes”)
  - Once electronically signed and submitted, students can not modify hours entered.
- **Approve, Modify or Reject** Pay Claim, then “**submit**”