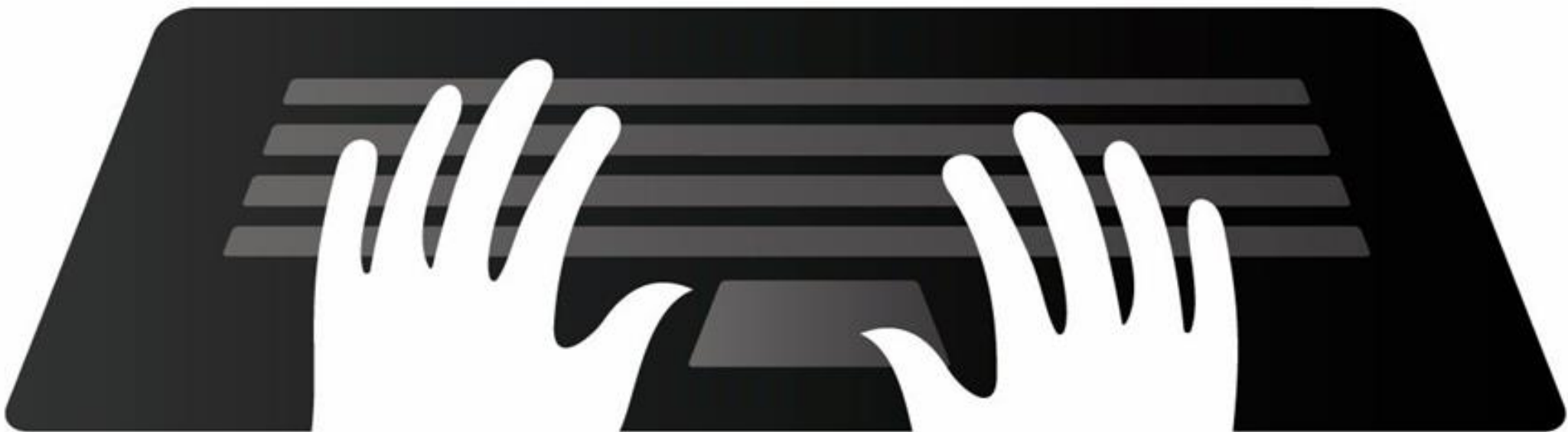


Student WebTime Entry

**A Step-by-Step Guide for the
Student Worker**





Login to Time Entry

- Via your student PiratesNet Account...
Click "Current Students" to proceed.

DEADLINE:

- Students Entering Time will have until the 18th at midnight of each month to enter time.

A screenshot of the PiratesNet website. The header is blue with the 'PiratesNet' logo in white and yellow. Navigation links include 'LOG OUT', 'MAIN MENU', and 'CONTACT US'. Below the header, there are links for 'First-Time User Information', 'What is My User ID?', and 'Whats My Password?'. A large blue arrow points to a dark blue button labeled 'Current Students', which is circled in red. The main content area has a light blue background with a vertical 'main menu' label. It includes a 'Welcome Student-B Test!' message, instructions for users to select their point of entry, and 'PiratesNet Information' such as hours and contact numbers. A 'COMODO SECURED' badge is visible in the bottom left. The footer is blue with navigation links and the MJC Modesto Junior College logo.

PiratesNet

[LOG OUT](#) | [MAIN MENU](#) | [CONTACT US](#)

[First-Time User Information](#) | [What is My User ID?](#) | [Whats My Password?](#)

Current Students

Welcome Student-B Test!

All Users: Select your point of entry to the right.

PiratesNet Information

PiratesNet Hours: 6AM to 11PM Daily

PiratesNet Student Hotline: (209) 575-7900
Spring and Fall semesters: 8:00am to 5:00pm Mon - Fri
Summer semester: 7:30am to 5:30pm Mon - Thur

MJC Admissions: (209) 575-6013
[Admissions Office Hours](#)

COMODO SECURED
Point to Verify™
Instant SSL Certificate Secured

[LOG OUT](#) | [MAIN MENU](#) | [CONTACT US](#)

MJC MODESTO JUNIOR COLLEGE



Student Worker Info Page

- To Enter Time Select “Time Entry”.
- To Print Select “Time Entry Report”.



The time has come!

Set-up your MJC Student Email Account NOW because email is no longer being sent to your personal email account.
To begin activation of your e-mail account login to PiratesNet.

Users must be logged in to view this page

Links on this page may display confidential information.

User Account

[Change Password](#)
[Review/Change Personal Information](#)

Financial Information

[My Account Statement](#)
[Pay on My Account](#)
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[View My 1098-T Forms](#)
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[Student Email Sign In - PiratesLink](#)
[Vocational Survey](#)
[Questions & Feedback](#)
[Online Forms](#)

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[Log in to online classes](#)

Registration

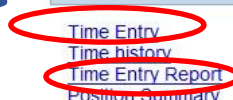
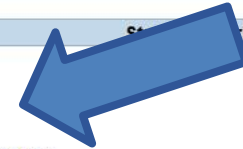
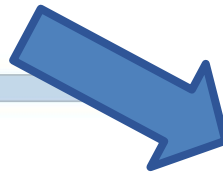
[Apply to MJC](#)
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[Drop Waitlisted Classes](#)
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[W-2 Statements - 2010 & >](#)
[Pay Advices](#)





Time Entry

- Choose **Only One** assigned Position ID & “Submit”.
- “Pay Period” select one.

TIPS:

- Need Position ID? – Contact your hiring department.
- More than one position? – Enter your time for the first position, “submit”, then return to this screen to “choose” another position, enter time, and “submit”.
- *Remember you must “submit” for each position separately.
- Pay Period Dates – Ensure you are selecting the correct position ID within the correct pay period dates.

PiratesNet

LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

CURRENT STUDENTS Welcome Student-B Test!

Time Entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Position Id	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	12/21/10	01/20/11	Regular Student Worker; Agriculture; MJC	REGM-STU-004ES	12/01/10	MJC Ag Env Sci Support Service	Supervisor-A Test	MJC - Distance Education	01/24/11 05:00PM
<input type="checkbox"/>	12/21/10	01/20/11	Regular Student Worker; Admissions	REGM-STU-903AS	12/01/10	MJC Admissions	Supervisor-A Test	MJC - Distance Education	01/24/11 05:00PM

SUBMIT

LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

MJC MODESTO JUNIOR COLLEGE

[illegible]



Sign & Submit

- When all time is entered, click the “check box” this serves as your *electronic signature*.
- **Only “submit” your signature when all time has been entered for the pay period.**

TIPS:

- Once you electronically “sign” your payclaim, you will not be able to re-enter time.
- Time from previous pay periods must be submitted on a paper pay claim.

01/11/11	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/12/11	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/13/11	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/14/11	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/15/11	Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/16/11	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/17/11	Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/18/11	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/19/11	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/20/11	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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

SUBMIT

LOG OUT

MAIN MENU

STUDENTS MENU

HELP

CONTACT US





Print Option (Optional)

- Return to your PiratesNet Page.
- Select “Time Entry Report.”



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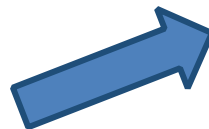
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Print Option @ PiratesNet (Optional)

- "Complete & Submit" Time Entry Report Login.

My Class Schedule - Windows Internet Explorer

https://yes-cprt-01/TimeEntry/TimeEntryLogin.aspx

My Class Schedule

PiratesNet

CLOSE WINDOW

Time Entry Report Login

Enter your last name:*

Enter your 8-digit birthdate (mmddyyyy - ie 01012000):**

Enter last 4 digits of your SSN (#### - ie 0102):**

Report selection:
Student Current Time Entry

Submit Reset

* Denotes required field

Time Entry Detail Report Current Open Payroll

(0779141) STUDENT-B TEST

1/13/2011 - 4:38:44PM

Position ID: REGM-STU-904ES
Position Title: Regular Student Worker; Agriculture; MJC
Supervisor: SUPERVISOR-A TEST

Date:	Hours:	Amount:
12/21/2010	2.00	16.00
12/30/2010	2.00	16.00
01/10/2011	2.00	16.00
01/17/2011	2.00	16.00

Totals: 8.00 \$64.00

Authorization: _____

Sample Report



You will be notified via your student email **when:**

- Your hours are “approved” by the assigned manager
- Your hours are “modified” by the assigned manager
- Your hours are “rejected” by the assigned manager

Step-by-Step Summary of Student WebTime Entry

TIME ENTRY MUST BE COMPLETED BY THE 18th AT MIDNIGHT OF EACH MONTH.

– If time is not submitted prior to this deadline, hours will not be paid until the following pay period.

INSTRUCTIONS

- **Login** to PiratesNet
- **Select** “Current Students”
- **Select** “Only One” Position ID (Position ID is available through your department)
- **Enter** “Hours Worked” each day
 - Time may be entered daily and saved, remember to “submit”
 - Entries should be in .25 hour increments
 - Time may be entered for current pay period only. (Time for a previous pay period must be submitted on a paper pay claim)
- To electronically sign your Time Entry form, you must “**check the box**” provided at the bottom of the form.
 - Clicking this box indicates that your time entry is complete and ready for approval.
 - Once electronically signed and submitted, there is no way to modify hours entered.
- You may “Print” your Time Entry Detail (payclaim) by selecting “Time Entry Report” on your Student Page”.
- An email will be sent to your email account when:
 - Management approval has occurred
 - time is “rejected” or “modified” by the assigned manager
- If Time Entry is “rejected” by the assigned manager, you will have a very short time period to re-enter your time.