Student WebTime Entry

A Step-by-Step Guide for Budget Managers
Budget Manager Approval (Step 1)

Via your StaffNet Account, Click “Employee Services” to proceed.

DEADLINE:
• Budget Managers must complete electronic approval process within 10 days of the end of each pay period (normally the 30th of every month).

NO PAYMENT WILL BE AUTHORIZED WITHOUT ELECTRONIC APPROVAL.
Employee Services Menu (Step 2)

Select “Time Entry”.

Welcome Supervisor A Test!
### Time Approval (Step 3)

- Review all entries with time in "Total Hours" Column
- Select by "✓" in the "Approve" or "Review" Column
- Submit

Note: check items under Review Entry flags Overtime for review

### 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”

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#### Time approval (for budget managers)

<table>
<thead>
<tr>
<th>Approve</th>
<th>Review Entry</th>
<th>Total Hours</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Approve By Date</th>
<th>Name</th>
<th>Access</th>
<th>Position Id/Position Title</th>
<th>Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>64.00</td>
<td>05/21/11</td>
<td>06/20/11</td>
<td>07/02/11 11:59PM</td>
<td>Student B Test</td>
<td>REGY-STU-817AS - Regular Student Worker, Chancellor's Office, YCCD</td>
<td>DA Chancellor</td>
<td>Yosemite Com. College Dis</td>
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<td>3.00</td>
<td>05/21/11</td>
<td>06/20/11</td>
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<td>DA Chancellor</td>
<td>Yosemite Com. College Dis</td>
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<td>✓</td>
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<td>58.75</td>
<td>05/21/11</td>
<td>06/20/11</td>
<td>07/02/11 11:59PM</td>
<td>Student C Test</td>
<td>REGY-STU-817AS - Regular Student Worker, Chancellor's Office, YCCD</td>
<td>DA Chancellor</td>
<td>Yosemite Com. College Dis</td>
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<td>06/21/11</td>
<td>07/20/11</td>
<td>08/01/11 11:59PM</td>
<td>Student B Test</td>
<td>REGY-STU-817AS - Regular Student Worker, Chancellor's Office, YCCD</td>
<td>DA Chancellor</td>
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<td>06/21/11</td>
<td>07/20/11</td>
<td>08/01/11 11:59PM</td>
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<td>REGY-STU-817AS - Regular Student Worker, Chancellor's Office, YCCD</td>
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<td>08/01/11 11:59PM</td>
<td>Student C Test</td>
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<td>DA Chancellor</td>
<td>Yosemite Com. College Dis</td>
<td></td>
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</tbody>
</table>

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To be used for approval of time entries as the Alternate Budget Manager - as defined per on Student Employment Confirmation Form.
**Time Entry Page (Step 4)**

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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**Time Entry**

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position Id/Position Title</th>
<th>Pay Period End Date</th>
<th>Pay Cycle</th>
<th>Department</th>
<th>Location</th>
<th>Approve By Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student B Test</td>
<td>REGM-STU-804ES - Regular Student Worker, Agriculture; MJC</td>
<td>01/20/11</td>
<td>Student Payroll</td>
<td>MJC Ag Env Sci Support Service</td>
<td>MJC - Distance Education</td>
<td>01/20/11 05:00PM</td>
</tr>
</tbody>
</table>

**Leave Type**

- Not Applicable

**Account Number**

XX-XXXX-XXXX-XXXXXX-XXXXX

**Date** | **Day** | **Regular Hours** | **Overtime** | **Annual Leave Hours** | **Sick Hours** | **Other Time Hours** | **Other Time Types** | **Shift Hours** | **Shift Type** | **Insert Line** |
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<tbody>
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<td>12/21/10</td>
<td>Tuesday</td>
<td>2.00</td>
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<td>12/23/10</td>
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<td>12/28/10</td>
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<td>12/29/10</td>
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</tbody>
</table>
**Time Entry Page - Approval** *(Step 5)*

- 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 25th, student may re-enter hours.
- **Emails** are automatically generated for Approvals. You may be prompted to insert explanation for modification/rejection.

**Submit** when your review is complete.
Emails are automatically generated to students when:

- Budget Manager “approves” hours
- Budget Manager “modifies” hours
- Budget Manager “rejests” hours
  - The system will prompt for a comment
- Budget Managers may also send personalized emails
Confirmation Screen (Step 6)

- Approval/Review process is complete
  - Click “ok” to return to StaffNet

Confirmation

Thank you for reviewing the time entries

OK
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 occur within 10 days after close of pay period (normally the 30th of every month).

• AUTHORIZED BUDGET MANAGERS can review time entries at any time, and approve or reject them as appropriate until the deadline date.

• 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**”

NO PAYMENT WILL BE AUTHORIZED WITHOUT ELECTRONIC APPROVAL.
Have Questions or Comments?

Please give us a call or send an email to ......

HR Contacts:

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Shelley Akiona, HR Operations Manager, x6960

Payroll Contact:
Lisa Latt, Payroll Supervisor, x6538