SJFC WEB TIME ENTRY (WTE) Quick Guide for Non-Exempt Employees - Full and Part Time Staff

Web Time Entry is a web-based time entry software system that has replaced your paper time sheet with an electronic time sheet. As a non-exempt employee, you record hours worked and eligible leave time such as Vacation, Paid Absence, Holiday, College Holiday, Floating Holiday, etc. It is critical that you submit your electronic time sheet by the submission deadline so you will be paid. Once the deadline for the pay period has passed, the time sheet is no longer available. Employee time sheets must be submitted for approval by 10:00am the Monday after the pay period ends. If your department requires you to complete and submit your time sheet earlier, you need to follow that schedule. Consult your supervisor with any questions you may have. For a Payroll Schedule and more detailed instructions on Web Time Entry refer to the Payroll webpage, https://www.sjfc.edu/services/payroll/web-time-entry/.

Please Note: Do not use the browser Back button to navigate. You may lose any entries you have completed.

Log On and Access Time sheet

- Log onto your mySJFC account using your SJFC Login and Password
- Select FishRNet from the LAUNCHPAD menu on the left.
- Select Employees Enter Secure Area from the FishRNet home page
- Enter your User ID (SJFC student ID#) and PIN
- Select Employee Services
- Select **Time Sheet** on the Employee Main Menu
- On the Time Sheet Selection screen, select the **Position** by clicking in the circle under **My Choice**. Select a time sheet by choosing a Pay Period from drop down menu. Then click the **Time Sheet** button. You may have multiple positions at the College. Each positon will have its own time sheet. Time worked and Leave time for the position should be entered on the position's corresponding time sheet.

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
Asst to Payroll Director, 999735-00 Business Office, 3100	۲	Mar 02, 2019 to Mar 15, 2019 In Progress 🔻

Time Sheet

Enter Time

- You now should see your current **Time and Leave Reporting** time sheet for the position you have selected.
- Look at the **days/dates** of the week along the top and the **Earning** description on the left hand side. Click on **Enter Hours** on the appropriate **Earning** line and under the associated **day/date** to start entering time.

Time and Leave Reporting

Felect the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Title and Number:						Asst to Payroll	Director 999	735-00	/		
Department and Num	ber:					Business Office	3100				
Time Sheet Period:						Mar 02, 2019 t	o Mar 15, 2019)			
Submit By Date:						Mar 18, 2019	oy 10:00 AM		/		
Earning		Default Hours or Units	Total Hours	Total Units		Sunday Mar 03, 2019		Tuesday Mar 05, 20 <u>1</u> 9	Wednesday Mar 06, 2019		Friday Mar 08, 2019
Regular Hourly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Floating Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Paid Absence	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Bereavement/Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
College Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Unpaid Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Additional Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0
Submitted for Approv	ommo al By:		Subm	it for /	Approval Res	start Next					
Approved By:											
Waiting for Approval							•				

- Confirm the Earning and Date selected is correct then click into the empty box next to Hours and enter your hours worked or leave time hours. Record time worked to the minute using decimal conversion of minutes. Examples: 7.25 = 7 hours & 15 minutes, 8.70 = 8 hours & 42 minutes. (See Conversion Table on page 6.)
- Click the **Save** button after each entry.
- Click the Next (or Previous) button to navigate between the 2 weeks of days/dates for the pay period.

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 Nun	ıber:						Asst to Payroll	Director 999	735-00			
Department a	nd Numb	ber:					Business Office	e 3100				
Time Sheet P	eriod:						Mar 02, 2019	to Mar 15, 2019				
Submit By Da	te:						Mar 18, 2019	by 10:00 AM				
Earning:							Hourly					
Date:						Mar 04,						
Shift:						1						
Hours:							*					
Save Copy	/ Accou	int Di	stribution									
Earning	:	Shift	Default Hours or Units				Sunday Mar 03, 2019					Friday Mar 08, 2019
Regular Hourly		1	C	0 0		Enter Hours				Enter Hours	Enter Hours	Enter Hour
Floating Holida	v	1	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Vacation		1	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Paid Absence		1	0	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Bereavement/3	ury Duty	1	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Holiday		1	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
College Holiday		1	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Unpaid Leave		1	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Additional Hou	rs	1	0	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Overtime		1	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Total Hours:				0		0	0	0	0	0	0	0
Total Units:					0	0	0	0	0	0	0	0
Position Selection Selection		omm al By:		Subn	nit for a	Approval Re	start Next					

Copy function: If this same **Earning** and number applies to multiple days, click on the **Copy** button.

Сору

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check Include Saturday(s) or Include Sunday(s). To copy individual dates, click the check boxes under you select the same date that you are copying from, your hours will be deleted.

			Regular Hourly, Shift 1		
			Mar 04, 2019, 8 Hours		
nd of the pay period:					
Sunday Mar 03, 2019	Monday Mar 04, 2019	Tuesday Mar 05, 2019	Wednesday Mar 06, 2019	Thursday Mar 07, 2019	м
Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019 🕑	Thursday Mar 14, 2019 @	M
	Sunday Mar 03, 2019	Sunday Monday Mar 03, 2019 Mar 04, 2019	Sunday Mar 03, 2019Monday Mar 04, 2019Tuesday Mar 05, 2019Sunday Mar 10, 2019Monday Mar 11, 2019Tuesday Mar 12, 2019	Mar 04, 2019, 8 Hours ad of the pay period:	Mar 04, 2019, 8 Hours and of the pay period:

Time Sheet Previous Menu Copy

• If this number should be copied for all days, simply click on "Copy from date displayed to end of the pay period". OR

- Select the days that you want this number copied to for the **Earning** that was selected by <u>clicking the box</u> under the date.
- Click on the **Copy** button to save Hours to the selected Earning & Date(s). NEXT
- Click on the **Time Sheet** button to return to the time sheet.
- Continue this process until you have completed entering your time. Don't forget to click the **Save** button with each entry.

Enter a Comment

Total H Total U Positio

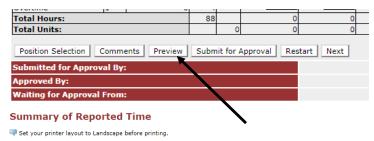
Comments

~	To edit a comment, ju	ist type over the information previously entered. Your comments may be entered/ed
BS O O nits: 0 0 0	Made By:	You
	Comment Date:	Mar 13, 2019
n Selection Comments Preview Submit for Approval Restart Next	Enter or Edit Comment:	Fill 7, 2015 1 was not able to take a one noar anpala lanen break ade to a
ted for Approval By:		payroll processing emergency which kept the payroll department working late
ed By:		
for Approval From:	Save Previous Menu	

- Comments to your supervisor may be submitted by clicking on the **Comments** button. A box will appear to enter your comment into. Please include the date of the item you are commenting on. Click **Save** when comment is complete. Your supervisor will see these comments once your time sheet has been submitted but not before. **Previous Menu** will bring you back to the time sheet.
- If you were eligible for an unpaid meal period but due to an unusual circumstance did not take the meal period, the minutes should be included as time worked and you are required to record the event by using the Comment feature. Please note the date that you were unable to take a meal period and the number of minutes that have been included.

Summary of Reported Time

• Review the 2 week pay period before submitting by clicking the Preview button



Erin O'Connor Business Office, 3100 Asst to Payroll Director, 999735-00

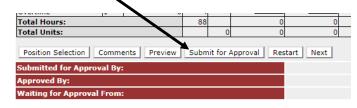
Time Sheet

Earning Code			Units	Mar 02,	Mar 03,	Mar 04,	Mar 05,		Mar 07,	Mar 08,	Mar 09,	Mar 10,	Mar 11,			Mar 14,	Friday , Mar 15, 2019
Regular Hourly	1	72				8	8	8	8	8				8	8	8	8 8
Paid Absence	1	8											8				
Additional Hours	1	4										4					
Overtime	1	4							4								
Total Hours:		88				8	8	8	12	8		4	8	8	8	8	8 8
Total Units:			0														

Previous Menu

Submitting Time Sheet for Approval

When you have completed and reviewed all time entered for the pay period, you must click on the "**Submit for Approva**l" button for your electronic time sheet to become available to your supervisor for approval. Your time sheet will be listed as **Pending** on the **Time Sheet Selection** screen.



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Calculating Hours Worked, Additional Hours and Overtime

- On a daily basis, record time worked to the minute using decimal conversion of minutes. Examples: 5.20 = 5 hours & 12 minutes, 0.70 = 42 minutes. (See Conversion Table on page 6.)
- A **work week** consists of a specified 7 day time frame that starts on a Saturday and ends on a Friday. Recorded time is reviewed & summed for each work week.
- A **pay period** consists of two consecutive work weeks that start on a Saturday and end on a Friday.
- **Overtime** is calculated as hours worked in a **work week** that are greater than 40. Hours worked that qualify as overtime are paid at 1&1/2 times an employee's regular hourly rate.
- Additional Hours are hours worked beyond the employee's regular weekly base hours that do not calculate as overtime.

	yee is	schedul	led to v	vork M	londay	throug	sh Frida	ay, 8an	1-5pn	n, with a one hou	r unpaid lunch break									
	Shi	Total																		
Earning	ft	Hours	SA	SU	MO	TU	WE	TH	FR											
Regular shift - Hours worked	1	32.00	X	X		8.00	8.00	8.00	8.00											
Hours worked beyond Regular shift	1	4.00							4.00											
Holiday	1	0.00	X	X																
Fit Hol	1	0.00																		
Vacation	1	0.00																		
Paid Absence	1	8.00			8.00															
Bereavement/Jury Duty	1	0.00			1.00															
College Holiday	1	0.00			<u> </u>															
Jnpaid Leave		0.00			<u> </u>															
onpaio Leave		0.00																		
T . 111		00.00																		
Total Hours worked		36.00																		
Total Leave Hours		8.00	-														_			
Total		44.00		_	_		_				Example 1:		-							
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Overtime or Additional Hours?											Earning		Hours	SA	SU	MO		WE	TH	FR
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To calculate Overtime hours subtrac	t	(40.00)	-								Holiday	1	0.00	X	X					
Difference = Total Overtime hours		(4.00)									Flt Hol	1	0.00							
											Vacation	1	0.00							
f Total Hours worked are greater	than	40:									Paid Absence	1	8.00			8.00				
the number of hours calculated as I			= Tota	l Ove	rtime	hours	should	dbere	cordeo	as 'Overtime'	Bereavement/Jury Duty	1	0.00							
f Total Hours worked are less that											College Holiday	1	0.00							
the number of hours calculated as l										dditional Hours'	Unpaid Leave	1	0.00				<u> </u>			
the number of nours calculated as	Dine	ience -		i nuu	luona	Tiou	salei	ecola	eu as r	addonan iours.	Additional Hours		4.00							4.00
		4.00									Overtime						<u> </u>			4.00
lours worked beyond Regular shift		4.00									Overtime	<u> </u>	0.00							
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Difference = Total Additional Hours		4.00									Total hours		44.00							
arning		Total Hours		SU	MO	TU	WE	тн												
	1	40.00	X	X	8.00	8.00	8.00	8.00	8.00											
-							2.00		4.00											
-	1	6.00							4.00											
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Calculating Hours Worked, Additional Hours and Overtime (continued)

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Earning	ft	Hours		SU	MO	TU	WE		FR											
Regular shift - Hours worked	1	32.00	X	X	8.00			8.00												
Hours worked beyond Regular shift	1	17.08	X	8.00	4.83	2.00	2.25													
Holiday	1	0.00	X	X																
Flt Hol	1	0.00																		
Vacation	1	8.00							8.00											
Paid Absence	1	0.00																		
Bereavement/Jury Duty	1	0.00																		
College Holiday	1	0.00																		
Unpaid Leave	1	0.00																		
Total Hours worked		49.08																		
Total Leave Hours		8.00																		
Total		57.08								Exa	ample 3:									
										Соп	mpleting your times	heet a	fter cal	culati	ing ad	ditior	nal or	overti	me ho	ours
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Total Hours worked To calculate Overtime hours subtract Difference = Total Overtime hours If Total Hours worked are greater the number of hours calculated as I	than Diffe n or e	(40.00) 9.08 40: rence =	10, no ł	nours a	re reco	rded a	is Over	time ra	ther	Regu Holic Fit Ho Vaca Paid time' Bere Colle	gular Hours iday Hol cation d Absence reavement/Jury Duty	1 1 1 1 1	32.00 0.00 0.00 8.00 0.00 0.00	Х					8.00	
Total Hours worked To calculate Overtime hours subtract Difference = Total Overtime hours If Total Hours worked are greater the number of hours calculated as I If Total Hours worked are less tha	than Diffe n or e	(40.00) 9.08 40: rence =	10, no ł	nours a	re reco	rded a	is Over	time ra	ther	Regu Holic Fit Ho Vaca Paid time' Bere Colle I Hours', Unpa	gular Hours iday Hol cation d Absence reavement/Jury Duty lege Holiday	1 1 1 1 1	32.00 0.00 8.00 0.00 0.00 0.00	Х	8.00				8.00	
Total Hours worked To calculate Overtime hours subtract Difference = Total Overtime hours If Total Hours worked are greater the number of hours calculated as I If Total Hours worked are less tha	than Diffe n or e	(40.00) 9.08 40: rence =	10, no ł	nours a	re reco	rded a	is Over	time ra	ther	Regu Holic Fit H- Vac: Paid time' Bere Colle I Hours'. Unpa Addi	gular Hours iday Hol cation d Absence reavement/Jury Duty lege Holiday paid Leave	1 1 1 1 1	32.00 0.00 8.00 0.00 0.00 0.00 0.00	Х		8.00		8.00	8.00	
Total Hours worked To calculate Overtime hours subtract Difference = Total Overtime hours If Total Hours worked are greater the number of hours calculated as I If Total Hours worked are less tha the number of hours calculated as I	than Diffe n or e	(40.00) 9.08 40: rence = equal to 4 rence =	10, no ł	nours a	re reco	rded a	is Over	time ra	ther	Regu Holic Fit H- Vac: Paid time' Bere Colle I Hours'. Unpa Addi	gular Hours iday Hol cation d Absence reavement/Jury Duty lege Holiday paid Leave ditional Hours	1 1 1 1 1	32.00 0.00 8.00 0.00 0.00 0.00 0.00 8.00	Х		8.00	8.00	8.00	8.00	

Earning	ft	Hours	SA	SU	MO	TU	WE	TH	FR										
Regular shift - Hours worked	1	24.00	X			8.00	8.00	8.00											
Hours worked beyond Regular shift	1	20.25		8.00	8.00	2.00	2.25												
*Holiday	1	8.00	X		8.00														
Flt Hol	1	0.00																	
Vacation	1	8.00							8.00										
Paid Absence	1	0.00																	
Bereavement/Jury Duty	1	0.00																	
College Holiday	1	0.00																	
UnpaidLeave	1	0.00																	
Total Hours worked		52.25																	
Total Leave Hours		8.00																	
Total		60.25																	
Please note, if you work on a holiday	i, hou	irs worke	d are r	ecorde	d as O	vertime	on yo	ur time	sheet	Example 4:									
										Completing your	r timesheet		lculat	ing ac	ditio	nal or	overti	me ho	ours
Overtime or Additional Hours?										Earning	Shift	Total t Hours	SA	SU	мо	ти	WE	тн	FR
Total Hours worked		52.25								Regular Hours	1	24.00	X			8.00	8.00	8.00	
To calculate Overtime hours subtract		(40.00)								Holiday	1	8.00	X		8.00				
Difference = Total Overtime hours	-	12.25								Fit Hol	1	0.00							
										Vacation	1	8.00							8.00
If Total Hours worked are greater	than	40:								Paid Absence	1	0.00							
the number of hours calculated as [Diffe	rence =	Tota	l Ove	rtime l	hours	should	bere	corded	ime' Bereavement/Jury [Duty 1	0.00							
If Total Hours worked are less that	n or e	equal to 4	10, no l	hours a	are reco	orded a	as Over	time ra	ather	College Holiday	1	0.00							
the number of hours calculated as [Diffe	rence =	Tota	l Addi	itiona	l Hour	s are r	ecorde	ed as 'A	Hours'. Unpaid Leave	1	0.00							
										Additional Hours	1	8.00		8.00					
Hours worked beyond Regular shift		20.25								Overtime	1	12.25			8.00	2.00	2.25		
r louis worked beyond hegular shirt																			
Less hours calculated as Overtime		(12.25)																	

Time Sheet Status Definitions

- Not Started: The employee has not started to enter time.
- In Progress: The time sheet has been started by the employee but not submitted for approval.
- **Pending**: The time sheet has been completed by the Employee and submitted for approval. The record is waiting for the Supervisor (approver or proxy) to approve the time sheet.
- **Returned for Correction**: Supervisor has returned to employee for updates. Employee needs to make the updates and again submit the time sheet to Supervisor.
- **Approved**: The time sheet has been approved and sent to Payroll.
- **Completed**: Payroll received and processed the time sheet.

Important Notes

- Don't forget to click on the **Save** button after each time entry. Your entry will be lost without clicking **Save**.
- If you are working during the pay period, start your time sheet at the beginning of the pay period.
- Record time worked & Leave time to the minute using the decimal Conversion of Minutes table below.
- A **work week** consists of a specified 7 day time frame that starts on a Saturday and ends on a Friday. A **pay period** consists of two consecutive work weeks that start on a Saturday and end on a Friday.
- **Preview** shows both weeks on one screen.
- Enter leave time for the entire 2 week pay period before submitting to your supervisor for approval.
- It is suggested that time worked & leave time for the pay period is entered on a daily basis. This way if you are out and not able to submit your time sheet for approval, the time sheet is mainly accurate and can be completed and submitted by your supervisor with the help of the Payroll department.
- Need to make an update or a correction to your submitted time sheet?
 If your time sheet status is listed as In Process or Pending you can make changes. Click on the Return Time button, make your updates, Save and Submit. If the time sheet status is listed as Approved or Completed, you will need to contact your supervisor concerning updating the submitted time sheet.

Missed the deadline to submit your time sheet?

The time sheet is the College's record of the dates you worked & dates you were off of work. If you missed completing the time sheet for the pay period, you will need to complete a generic time sheet, signed by you and your supervisor. The completed time sheet should be turned into the Payroll Department.

Holiday, College Holiday and Floating Holiday

System calculated **Holiday** hours may automatically appear on your electronic time sheet. These hours can be changed, if necessary, to reflect your scheduled day. **Holiday** refers to the 9 paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & day after, Christmas Eve and Christmas Day. Eligible Non-Exempt employees should record **College Holiday** and **Floating Holiday** when these categories of leave time are used. Refer to the Employee Handbook for more information.

	Conv	ersion from	m Minutes	to Payrol	Decimal H	lours	
Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.50	45	0.75	60	1.00