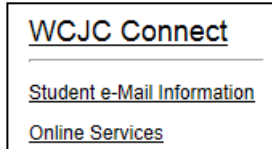


PART-TIME ONLINE SERVICES TIME ENTRY

Note: Time can be entered at your convenience, but must be submitted no later than the first day of the following month. Contact the IT Help Desk at ext. 6568 if you need assistance.

Step 1: Go to Online Services located on the WCJC Homepage www.wcjc.edu

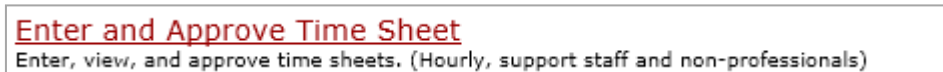


Step 2: For assistance in Logging into Online Services, follow the steps outlined in the tutorial "[How to Log in to Online Services](#)"

Step 3: Click the "Employee" tab at the top




Step 4: Click "Enter and Approve Time Sheet"



Step 5: Click the "Time Sheet" button to enter time

Note: (If you have multiple positions, you will see multiple choices. Click the radio button by the position you wish to enter time for.)

Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
PT Administration - Wharton, PTAW99-00 <input checked="" type="radio"/>	Open Lab Ft Bend Tech Center, 1494	May 01, 2012 to May 31, 2012 Not Started <input type="button" value="v"/>

RELEASE: 8.3

Step 6: Click the blue link “Enter Hours” on the “Regular Pay” line to enter your time for that day

Time Sheet
Title and Number: PT Administration - Wharton -- PTAW99-00
Department and Number: Open Lab Ft Bend Tech Center -- 1494
Time Sheet Period: May 01, 2012 to May 31, 2012
Submit By Date: Jun 05, 2012 by 05:00 PM

Earning	Shift Default Hours or Units	Total Hours	Total Units	Tuesday May 01, 2012	Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012	Saturday May 05, 2012	Sunday May 06, 2012	Monday May 07, 2012
Regular Pay 1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay 1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0		0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:

Note: Enter **Overtime ONLY IF** you physically work **more than 40 hours** in a work week. Enter all hours in excess of 40 per week in Overtime.

Earning	Monday May 07, 2012	Tuesday May 08, 2012	Wednesday May 09, 2012	Thursday May 10, 2012	Friday May 11, 2012
Regular Pay		8	8	8	8
Overtime Pay	Enter Hours	Enter Hours	Enter Hours	Enter Hours	2
Total Hours		8	8	8	10
Total Units:		0	0	0	0

Step 7: Click “Save”

Step 8: (Optional) Click “Copy” to enter same hours on different days during same pay period

Click the days you would like these hours copied to.

Copy by date:

Tuesday May 01, 2012	Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012	Saturday May 05, 2012	Sunday May 06, 2012	Monday May 07, 2012
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday May 08, 2012	Wednesday May 09, 2012	Thursday May 10, 2012	Friday May 11, 2012	Saturday May 12, 2012	Sunday May 13, 2012	Monday May 14, 2012
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday May 15, 2012	Wednesday May 16, 2012	Thursday May 17, 2012	Friday May 18, 2012	Saturday May 19, 2012	Sunday May 20, 2012	Monday May 21, 2012
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday May 22, 2012	Wednesday May 23, 2012	Thursday May 24, 2012	Friday May 25, 2012	Saturday May 26, 2012	Sunday May 27, 2012	Monday May 28, 2012
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click "Copy"

This message should appear at the top.

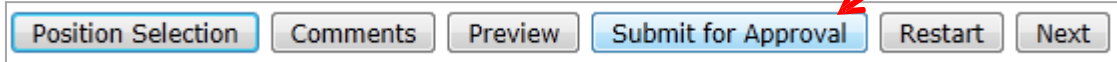
 **Your hours have been copied successfully.**

Click **Time Sheet** to return to your timesheet.

Earning: Regular Pay
 Date: May 01, 2012
 Shift: 1
 Hours: 4

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday May 01, 2012	Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012	Saturday May 05, 2012	Sunday May 06, 2012	Monday May 07, 2012
Regular Pay	1	0	56		4	4	Enter Hours	4	Enter Hours	Enter Hours	4
Overtime Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			56		4	4	0	4	0	0	4
Total Units:				0	0	0	0	0	0	0	0

Step 9: When complete, click “Submit for Approval”



Position Selection Comments Preview **Submit for Approval** Restart Next

Note: Submit for Approval – ONLY click when you have **completely entered time for entire pay period**.

Note: “**Submit By Date:**” at the top. This is when your timesheet is due.

Time Sheet	
Title and Number:	PT Administration - Wharton -- PTAW99-00
Department and Number:	Open Lab Ft Bend Tech Center -- 1494
Time Sheet Period:	May 01, 2012 to May 31, 2012
Submit By Date:	

Step 10: Enter your PIN for certification & click “Submit”. Your PIN will be the same PIN you used to login to Online Services.

Certification


I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

PIN:

You should see the following note:

 **Your time sheet was submitted successfully.**

Step 11: (Conditional) If you have **multiple positions**, click “Position Selection” to enter your time for the next position:



Position Selection Comments Preview Submit for Approval Restart Next

Click the radio button by the position you wish to enter time for (begin at **Step 6**).


Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
PT Administration - Wharton, PTAW99-00 Open Lab Ft Bend Tech Center, 1494	<input checked="" type="radio"/>	May 01, 2012 to May 31, 2012 In Progress ▾
PT Administration - Sugar Land, PTAS99-00 Open Lab Ft Bend Tech Center, 1494	<input type="radio"/>	May 01, 2012 to May 31, 2012 Not Started ▾

Comments – You may enter notes/explanation for your supervisor by using the Comments button.

Comments

 To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You
Comment Date: May 03, 2012
Enter or Edit Comment:

Preview – The Preview button allows you to preview the information you entered.

Barney Rubble
PT Administration - Wharton, PTAW99-00 Open Lab Ft Bend Tech Center, 1494

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Tuesday May 01, 2012	Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012	Saturday May 05, 2012	Sunday May 06, 2012	Monday May 07, 2012	Tuesday May 08, 2012	Wednesday May 09, 2012	Thursday May 10, 2012	Friday May 11, 2012
Regular Pay	1	56		4	4		4				4		4	
Total Hours:		56		4	4		4				4		4	
Total Units:			0											

Submit for Approval – The Submit for Approval button submits your timesheet to your supervisor. Once the timesheet is submitted, you will no longer have access to it. **ONLY** click when you have **completely entered time for entire pay period**.

Restart – The Restart button *deletes* all entries allowing you to start over.

Next/Previous - The Next and Previous buttons are used to toggle between weeks in the pay period.

Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday May 08, 2012	Wednesday May 09, 2012	Thursday May 10, 2012	Friday May 11, 2012	Saturday May 12, 2012	Sunday May 13, 2012	Monday May 14, 2012
Regular Pay	1		0	56	Enter Hours		4	Enter Hours	4	Enter Hours	Enter Hours
Overtime Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				56		0	4	0	4	0	0
Total Units:					0	0	0	0	0	0	0

Submitted for Approval By: