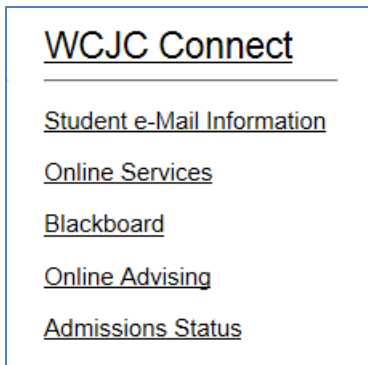


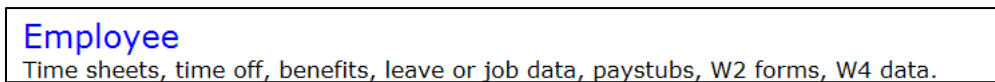
## STUDENT WORKER HOW TO ENTER TIME IN ONLINE SERVICES

**Step 1:** Go to **Online Services** under WCJC Connect on the [www.wcjc.edu](http://www.wcjc.edu) homepage

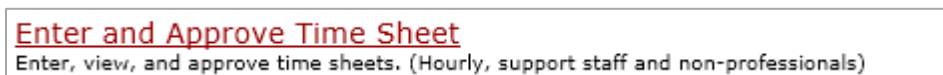


**Step 2:** Log in to Online Services (See "[How to Log in to Online Services](#)" for additional information)

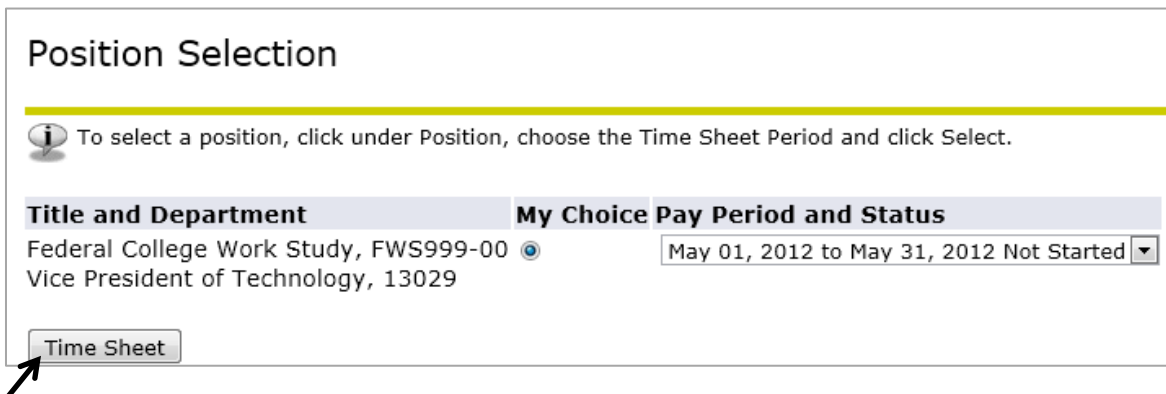
**Step 3:** Click "**Employee Services**"



**Step 4:** Click "**Enter and Approve Time Sheet**"



**Note:** (If you have multiple positions, you will see multiple choices)




**Step 5:** Click "**Time Sheet**" to enter time

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

**Submit By Date:**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday May 01, 2012
Regular Pay	1		0	0	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0		0
<b>Total Units:</b>				0	0

**Note:** time entry format instructions; must be to the *nearest quarter hour*

 Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

**Step 7:** Enter Time In/Out

**Date:** Tuesday, May 01, 2012  
**Earnings Code:** Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	0
1	01:00 AM		0
1			0
1			0
1			0
1			0

**Note:** Failure to submit in the proper format (nearest quarter hour) will result in the following error:

### Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

**Time In and Time Out must be entered in 15 minute intervals. Valid values are :00, :15, :30, and :45.**

**Date:** Wednesday, May 02, 2012

**Earnings Code:** Regular Pay

Shift	Time In	Time Out	Total Hours
1	09:02 AM	11:29 AM	

**Step 8:** Either click “next day” or “timesheet” to back to the calendar

[Time Sheet](#) [Next Day](#)

**Copy Shortcut:**

1. To copy your hours, click “Copy”

[Time Sheet](#) [Next Day](#)  
[Add New Line](#) [Save](#) [Copy](#) [Delete](#)

2. Click the days you wish to have these hours copied to. (Note the day being copied at the top)

### Copy

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 Warning: If you select the same date that you are copying from, your hours will be deleted.

**Earnings Code:** Regular Pay  
**Date and Hours to Copy:** May 01, 2012, 5 Hours

**Copy from date displayed to end of the pay period:**

**Include Saturdays:**

**Include Sundays:**

**Copy by date:**

Tuesday May 01, 2012	Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012	Saturday May 05, 2012
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click "Copy" at the bottom of the page

- The message will appear confirming the copy is complete

- Click "Timesheet" to return to the timesheet

The copied hours...

<b>Title and Number:</b>					Federal College Work Study -- FWS999-00				
<b>Department and Number:</b>					Vice President of Technology -- 13029				
<b>Time Sheet Period:</b>					May 01, 2012 to May 31, 2012				
<b>Submit By Date:</b>					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	
Regular Pay	1		0	50		5	Enter Hours	5	Enter Hours
<b>Total Hours:</b>				50		5	0	5	0
<b>Total Units:</b>					0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

**Step 9:** Hit "Save" to total hours

**Note:** Hours are then totaled for the day

<b>Date:</b> Tuesday, May 01, 2012					
<b>Earnings Code:</b> Regular Pay					
Shift	Time In		Time Out		Total Hours
1	08:00	AM	12:00	PM	4
1	01:00	PM	02:00	PM	1

**Step 10:** When complete, click “**Submit for Approval**”

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

**Step 11: SUBMIT** - Enter your PIN for certification & click “Submit”


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.**

**Note:** If you have *multiple positions*, click “Position Selection” to enter your time for the next position:

<input type="button" value="Position Selection"/>	<input type="button" value="Comments"/>	<input type="button" value="Preview"/>	<input type="button" value="Submit for Approval"/>	<input type="button" value="Restart"/>	<input type="button" value="Next"/>
---	---	--	--	--	-------------------------------------

Click the radio button by the position you wish to enter time for...

Title and Department	My Choice	Pay Period and Status
Federal College Work Study, FWS999-00 Vice President of Technology, 13029	<input type="radio"/>	May 01, 2012 to May 31, 2012 Pending
Federal College Work Study, FWS999-01 Payroll and Benefits, 13021	<input checked="" type="radio"/>	May 01, 2012 to May 31, 2012 Not Started

**Comments – Enter notes/explanation for supervisor - optional**

**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 – shows total at the top; In/Out at the bottom**

Donald Duck Federal College Work Study, FWS999-00															Vice President of Technology, 13029																			
<b>Time Sheet</b>																																		
<b>Earning Shift Code</b>	<b>Total Hours</b>	<b>Total Units</b>	<b>Tuesday May 01, 2012</b>	<b>Wednesday May 02, 2012</b>	<b>Thursday May 03, 2012</b>	<b>Friday May 04, 2012</b>	<b>Saturday May 05, 2012</b>	<b>Sunday May 06, 2012</b>	<b>Monday May 07, 2012</b>	<b>Tuesday May 08, 2012</b>	<b>Wednesday May 09, 2012</b>	<b>Thursday May 10, 2012</b>	<b>Friday May 11, 2012</b>	<b>Saturday May 12, 2012</b>	<b>Sunday May 13, 2012</b>	<b>Monday May 14, 2012</b>	<b>Tuesday May 15, 2012</b>	<b>Wednesday May 16, 2012</b>	<b>Thursday May 17, 2012</b>	<b>Friday May 18, 2012</b>	<b>Saturday May 19, 2012</b>	<b>Sunday May 20, 2012</b>	<b>Monday May 21, 2012</b>	<b>Tuesday May 22, 2012</b>	<b>Wednesday May 23, 2012</b>	<b>Thursday May 24, 2012</b>	<b>Friday May 25, 2012</b>	<b>Saturday May 26, 2012</b>	<b>Sunday May 27, 2012</b>	<b>Monday May 28, 2012</b>	<b>Tuesday May 29, 2012</b>	<b>Wednesday May 30, 2012</b>	<b>Thursday May 31, 2012</b>	
Regular 1 Pay	50		5		5					5		5							5															
<b>Total Hours:</b>	50		5		5					5		5							5															
<b>Total Units:</b>		0																																
<b>Time In and Out, Regular Pay</b>																																		
<b>Tuesday May 01, 2012</b>	<b>Wednesday May 02, 2012</b>	<b>Thursday May 03, 2012</b>	<b>Friday May 04, 2012</b>	<b>Saturday May 05, 2012</b>	<b>Sunday May 06, 2012</b>	<b>Monday May 07, 2012</b>	<b>Tuesday May 08, 2012</b>	<b>Wednesday May 09, 2012</b>	<b>Thursday May 10, 2012</b>	<b>Friday May 11, 2012</b>	<b>Saturday May 12, 2012</b>	<b>Sunday May 13, 2012</b>	<b>Monday May 14, 2012</b>	<b>Tuesday May 15, 2012</b>	<b>Wednesday May 16, 2012</b>	<b>Thursday May 17, 2012</b>	<b>Friday May 18, 2012</b>	<b>Saturday May 19, 2012</b>	<b>Sunday May 20, 2012</b>	<b>Monday May 21, 2012</b>	<b>Tuesday May 22, 2012</b>	<b>Wednesday May 23, 2012</b>	<b>Thursday May 24, 2012</b>	<b>Friday May 25, 2012</b>	<b>Saturday May 26, 2012</b>	<b>Sunday May 27, 2012</b>	<b>Monday May 28, 2012</b>	<b>Tuesday May 29, 2012</b>	<b>Wednesday May 30, 2012</b>	<b>Thursday May 31, 2012</b>				
08:00 AM	08:00 AM	08:00 AM		08:00 AM			08:00 AM		08:00 AM					08:00 AM		08:00 AM																		
12:00 PM	12:00 PM	12:00 PM		12:00 PM			12:00 PM		12:00 PM					12:00 PM		12:00 PM																		
01:00 PM	01:00 PM	01:00 PM		01:00 PM			01:00 PM		01:00 PM					01:00 PM		01:00 PM																		
02:00 PM	02:00 PM	02:00 PM		02:00 PM			02:00 PM		02:00 PM					02:00 PM		02:00 PM																		

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

**Restart – *deletes* entries**

**Next/Previous - used to toggle between weeks in pay period**

<b>Time Sheet</b>											
<b>Title and Number:</b>						Federal College Work Study -- FWS999-01					
<b>Department and Number:</b>						Payroll and Benefits -- 13021					
<b>Time Sheet Period:</b>						May 01, 2012 to May 31, 2012					
<b>Submit By Date:</b>						Jun 05, 2012 by 05:00 PM					
<b>Earning</b>	<b>Shift</b>	<b>Default Hours or Units</b>	<b>Total Hours</b>	<b>Total Units</b>	<b>Tuesday May 08, 2012</b>	<b>Wednesday May 09, 2012</b>	<b>Thursday May 10, 2012</b>	<b>Friday May 11, 2012</b>	<b>Saturday May 12, 2012</b>	<b>Sunday May 13, 2012</b>	<b>Monday May 14, 2012</b>
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0							
<b>Total Units:</b>				0							

**Note:** Contact the IT Help Desk at ext. 6568 if you have questions or need assistance.