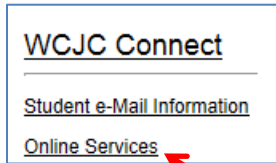




How to Approve Web Time Entry Through Online Services

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

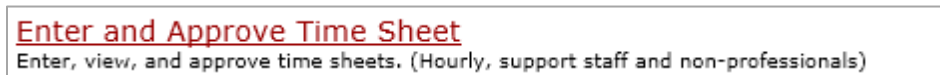


Step 2: Log into Online Services, follow the steps outlined in the tutorial [“How to Log in to Online Services.”](#)

Step 3: Click “Employee Services”



Step 4: Click “Enter and Approve Time Sheet”



Step 5: Click the radio button by “Approve or Acknowledge Time” and click “Select”

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

Step 6: Choose the department and Pay Period you wish to approve. Click the radio button next to the pay period

Time Sheet

Department and Description	My Choice	Pay Period
W, 13021, Payroll and Benefits	<input checked="" type="radio"/>	M3, May 01, 2012 to May 31, 2012 ▼
W, 13029, Vice President of Technology	<input type="radio"/>	M3, May 01, 2012 to May 31, 2012 ▼
W, 1494, Open Lab Ft Bend Tech Center	<input type="radio"/>	M2, May 01, 2012 to May 31, 2012 ▼

Sort Order

My Choice
Sort employees' records by Status then by Name: <input checked="" type="radio"/>
Sort employees' records by Name: <input type="radio"/>

Step 7: Click the radio button by the Sort Order preference. (“by Status and then by name” will show the timesheets waiting for approval at the top.)

Step 8: Click “Select”

Timesheets waiting for approval under “Pending”.

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
@00315020	Barney R Rubble PTAW99 - 00 PT Administration - Wharton	Approve	86.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

In Progress						
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information	
@00315020	Barney R Rubble PTAS99 - 01 PT Administration - Sugar Land	1.00	.00		Leave Balances	

Not Started		
ID	Name, Position and Title	Other Information
@00315020	Barney R Rubble PTAS99 - 00 PT Administration - Sugar Land	

Timesheets that have not been started show under “Not Started”

Timesheets opened but not submitted for approval are “In Progress”.

Step 9: Click employee's name to review time entered

Pending	
ID	Name, Position and Title
@00315020	Barney R Rubble PTAW99 - 00 PT Administration - Wharton

Step 10: Review Time Entered

Time Sheet													
Earnings	Shift	Special Rate	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
Regular Pay	1		84		4	4		4			8	8	8
Overtime Pay	1		2										
Total Hours:			86		4	4		4			8	8	8
Total Units:				0									

Step 11: Are you ready to approve this timesheet?

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment
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Click **Approve** if in agreement to approve the timesheet and submit it to payroll.

“Return for Correction” – do not use

Click **Comment** – if personal documentation is needed (not automatically viewed by Payroll)

Delete – will delete the timesheet! (do **NOT** click DELETE!)

Previous Menu – will return you to the list of timesheets waiting for approval.

CORRECTION

Step 1: Click "Change Record"

JC Online Services

Home | Student and Financial Aid | **Employee**

Go SITE MAP HELP EXIT

Summary

Employee's name to access additional details.

W, Wharton County Junior College
1494, Open Lab Ft Bend Tech Center
Aug 01, 2012 to Aug 31, 2012
Not Applicable
Entry Status: Open until Sep 04, 2012, 05:00 PM

Select All, Approve or FYI, Reset, Save

Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
Barney R Rubble PTAW99 - 00 PT Administration - Wharton	Approve	88.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

Step 2: Click the day the correction is to be made. Enter the correct hours and click "Save"

** Account Distribution adjusted on this day.

Time Sheet

Name: Barney R Rubble
Title and Number: PT Administration - Wharton -- PTAW99-00
Department and Number: Open Lab Ft Bend Tech Center -- 1494
Time Sheet Period: Aug 01, 2012 to Aug 31, 2012
Submit By Date: Sep 04, 2012 by 05:00 PM

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

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Aug 01, 2012	Thursday Aug 02, 2012	Friday Aug 03, 2012	Saturday Aug 04, 2012
Regular Pay	1		0	88		8	8	8
Overtime Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Total Hours:				88		8	8	8

Step 3: When corrections have been made, click "Approve"

Shift: 1
Hours: 4

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Aug 01, 2012	Thursday Aug 02, 2012	Friday Aug 03, 2012	Saturday Aug 04, 2012
Regular Pay	1		0	84		4	8	8
Overtime Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				84		4	8	8
Total Units:				0	0	0	0	0

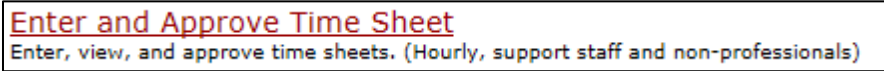
Previous Menu Preview Comments **Approve** Next

Submitted for Approval By: Barney R Rubble on Aug 09, 2012
 Approved By:
 Waiting for Approval From: Anna Kay Gardner

SETUP A PROXY

Log into Online Services

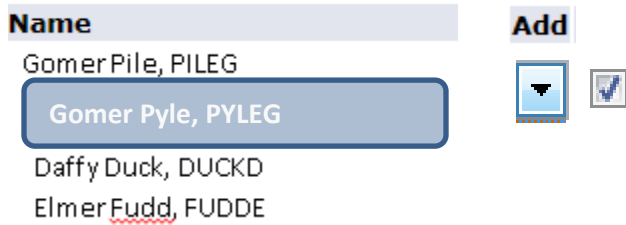
Step 1: Click “Enter and Approve Time Sheet”



Step 2: Click the “Proxy Set Up” in the lower middle of the page



Step 3: Click the down arrow to the right of the names to select your proxy and click the “Add” check box to the right of the down arrow.



Step 4: Click “Save” (The name should now be listed as your proxy).

REMOVE A PROXY

Log into Online Services

Step 1: Click “Enter and Approve Time Sheet”

[Enter and Approve Time Sheet](#)
Enter, view, and approve time sheets. (Hourly, support staff and non-professionals)

Step 2: Click the “Proxy Set Up” in the lower middle of the page

Act as Proxy:
Act as Superuser:

[Proxy Set Up](#)

Step 3: Click the check box under “Remove” beside the name of the Proxy you wish to remove.

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ACT AS PROXY

Log into Online Services

Step 1: Click “Enter and Approve Time Sheet”

[Enter and Approve Time Sheet](#)
Enter, view, and approve time sheets. (Hourly, support staff and non-professionals)

Step 2: Click the down arrow to the right of “Self” by “Act as Proxy”

Act as Proxy:
Act as Superuser:

Step 3: Click the name of the individual you will be acting as Proxy for:

Act as Proxy:
Act as Superuser:

Self
George Jetson JETSONG
Self

Step 4: Click “Select”

Step 5: Return to “Step 6” at the top of Page 2 of this document.