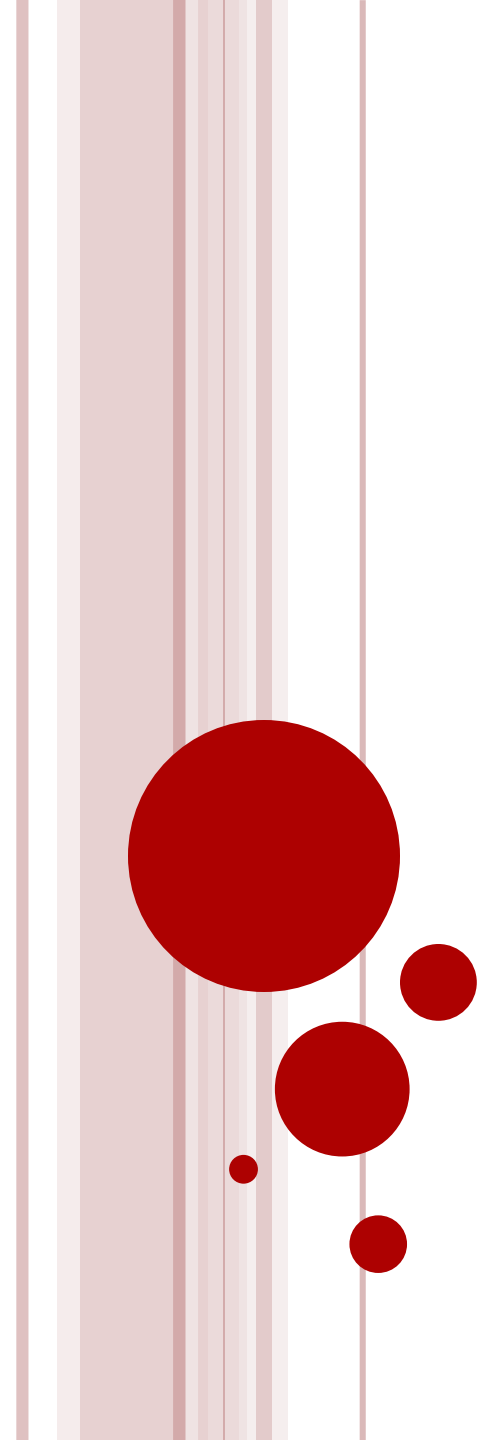




IMPERIAL VALLEY COLLEGE

WEB TIME ENTRY (WTE)

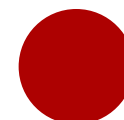
USER'S GUIDE

*Handout Instructions for Classified Employees,
Apprentice Tutors, Outreach Counselors, Short-
Term/Substitutes*

WEB TIME ENTRY USER'S GUIDE

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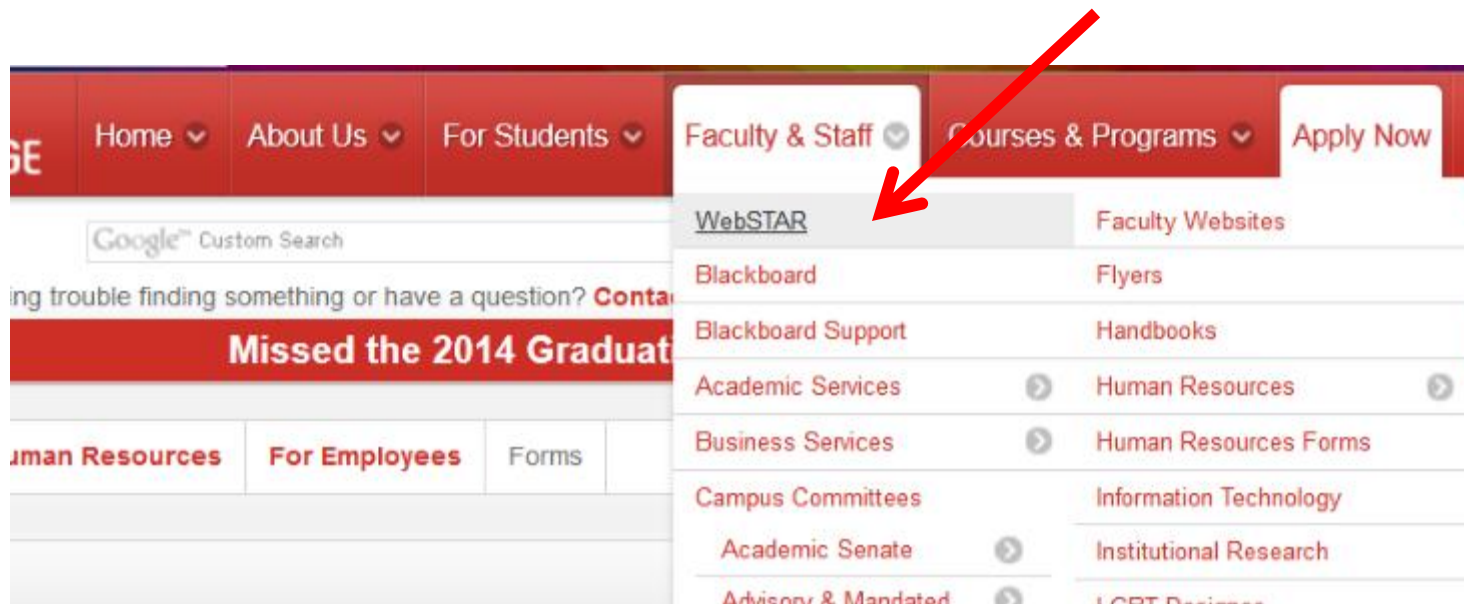


WHO DO I CONTACT FOR **HELP**?

- Once the approval window has closed, Payroll will electronically process timesheets and generate paychecks. If you have any questions, please contact Martha Sanchez (Human Resources Specialist) at ext. 6210 or martha.sanchez@imperial.edu.

HOW DO I LOGIN TO ACCESS TO MY WEBSTAR ACCOUNT?

- Go to the IVC website at: www.imperial.edu. Click on the **Faculty & Staff** tab at the top, then select **WebSTAR**.



WHAT IS MY IVC ID AND PIN?

- In the **User ID** text box, type in your G# for example: G00348584 or your SSN#. In the PIN text box, [type pin number](#), then click **Login**.
- If you forgot your PIN, click on the **Forgot Pin button** and follow the instructions to recover your PIN.



For "User ID" use your student ID provided by the Admissions and Records Office or through the
Your first PIN is your 6-digit birth date in mmddyy order. August 4, 1978 will be 080478. After in
will be your permanent log-on PIN. Do not forget it.

If you have forgotten your PIN, input your user ID and click on Forgot PIN.

User ID:

PIN:

Login

Forgot PIN?

VIEW LEAVE BALANCES

Prior to entering leave time in WTE it is advisable to verify leave balances. The following provides information on viewing leave balances:

- From the WTE portal main page, click on the Employee tab. Then, click on the Time Off Current Balances and History link.

IMPERIAL VALLEY COLLEGE *WebStar*

Main Menu Personal Information Student Services Financial Aid Faculty Services

Search Go

- Electronic Time Sheet
- Leave Report
- Benefits and Deductions
Update or view your retirement plans, Health insurance information, Flex spending account
- Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your
- Tax Forms
Change W-4 information; View your W-2 Form or T4 Form.
- Jobs and Certifications
- Time Off Current Balances and History**
View/Print class schedule and bill.

View Leave Balances

Click on the link below to get your Leave Balances Argos report

PREVIEW YOUR LEAVE BALANCES

==> [CLICK HERE](#) <==

How Do I ACCESS MY TIMESHEET ONLINE?

- Click on the **Employee** tab, and then click on **Electronic Timesheet** (first option).



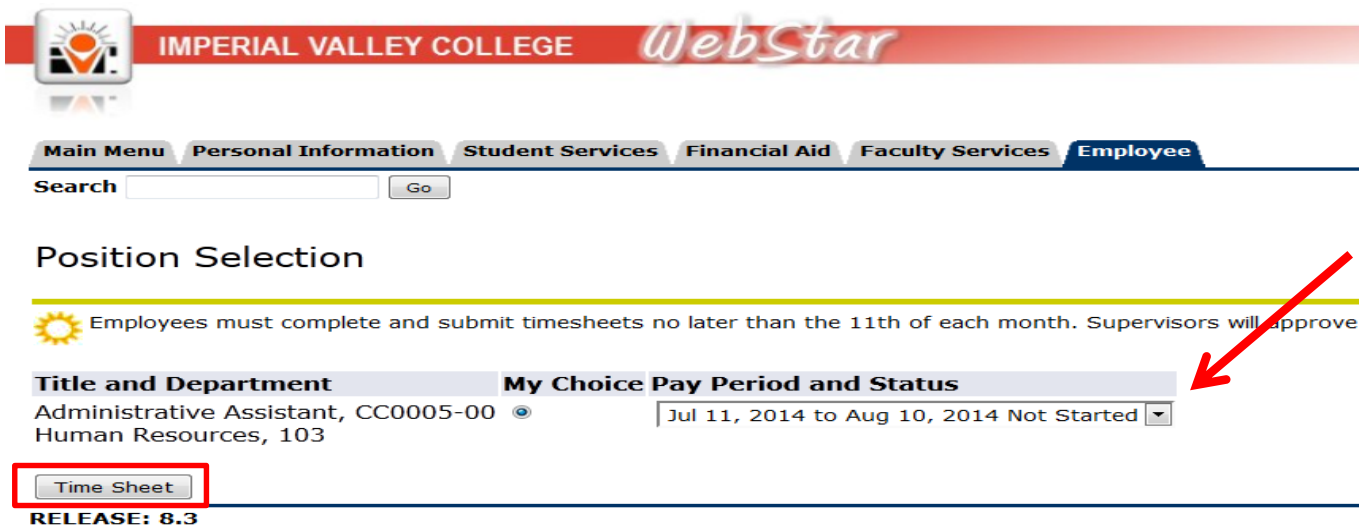
IMPERIAL VALLEY COLLEGE *WebStar*

Main Menu Personal Information Student Services Financial Aid Faculty Services **Employee**

Search Go

Electronic Time Sheet

- In the next screen you will then select the appropriate pay period from the drop down menu under “**My Choice Pay Period and Status**”. For example: **July 11, 2014 to Aug 10, 2014 Not started**. Then hit the **Timesheet** button at the bottom.



IMPERIAL VALLEY COLLEGE *WebStar*

Main Menu Personal Information Student Services Financial Aid Faculty Services **Employee**

Search Go

Position Selection

☀ Employees must complete and submit timesheets no later than the 11th of each month. Supervisors will approve

Title and Department	My Choice Pay Period and Status
Administrative Assistant, CC0005-00	Jul 11, 2014 to Aug 10, 2014 Not Started
Human Resources, 103	

Time Sheet

RELEASE: 8.3

HOW DO I ENTER ACTUAL HOURS WORKED IN MY TIMESHEET?

- To begin, click on an **Enter Hours** link under the date where you want to enter time, next to the **earning column (actual hours worked)**.
- Enter the number of hours you wish to apply to that day in the blank hours box above. Click the **Save** button.

Time Sheet

Title and Number:	Pro Exp LD 35 Weapons -- PE0001-01
Department and Number:	POST -- 625
Time Sheet Period:	Jul 11, 2014 to Aug 10, 2014
Submit By Date:	Aug 13, 2014 by 11:59 PM
Earning:	Regular Pay
Date:	Jul 14, 2014
Shift:	1
Hours:	
Save	Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Jul 11, 2014	Saturday Jul 12, 2014	Sunday Jul 13, 2014	Monday Jul 14, 2014
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours

- Click the **Next** button at the bottom to take you to the **next week** of the pay period.

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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

HOW DO I SELECT AND COPY THE DATE FOR ACTUAL HOURS WORKED IN MY TIMESHEET

- To begin, click an **Enter Hours** link under the date where you want to enter time, next to the **earning column** (actual hours worked, sick pay, vacation pay, personal necessity, furlough, comp time used, etc.) you wish to enter (same as entering daily).
- Enter the number of hours you wish to apply to the earning in the blank hours box above. Click the **Copy** button.
- When next screen opens you will then place a check mark on the dates that you would like those hours applied. After all dates necessary have been selected, click the **Timesheet** button at the bottom to be taken back to the timesheet.

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

Earnings Code:				Actual Hours Worked, Shift 1		
Date and Hours to Copy:				May 13, 2013, 8 Hours		
Copy from date displayed to end of the pay period:				☐		
Include Saturdays:				☐		
Include Sundays:				☐		
Copy by date:						
Saturday May 11, 2013	Sunday May 12, 2013	Monday May 13, 2013	Tuesday May 14, 2013	Wednesday May 15, 2013	Thursday May 16, 2013	Friday May 17, 2013
☐	☐	☒	☒	☒	☒	☒
Saturday May 18, 2013	Sunday May 19, 2013	Monday May 20, 2013	Tuesday May 21, 2013	Wednesday May 22, 2013	Thursday May 23, 2013	Friday May 24, 2013
☐	☐	☒	☒	☒	☒	☒
Saturday May 25, 2013	Sunday May 26, 2013	Monday May 27, 2013	Tuesday May 28, 2013	Wednesday May 29, 2013	Thursday May 30, 2013	Friday May 31, 2013
☐	☐	☐	☒	☒	☒	☐
Saturday Jun 01, 2013	Sunday Jun 02, 2013	Monday Jun 03, 2013	Tuesday Jun 04, 2013	Wednesday Jun 05, 2013	Thursday Jun 06, 2013	Friday Jun 07, 2013
☐	☐	☒	☒	☒	☒	☒
Saturday Jun 08, 2013	Sunday Jun 09, 2013	Monday Jun 10, 2013				
☐	☐	☒				

Time Sheet Previous Menu Copy

HOW DO I SUBMIT MY TIMESHEET FOR APPROVAL?

- After you have completed your timesheet, click on **Submit for Approval**. After this, you will be prompted to enter your PIN.

Total Hours:	0		
Total Units:		0	

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

Certification



I certify that the time entered represents a true and accurate record of m
and select the OK button. Otherwise, select Exit and your time transactio

PIN:

Submit