# 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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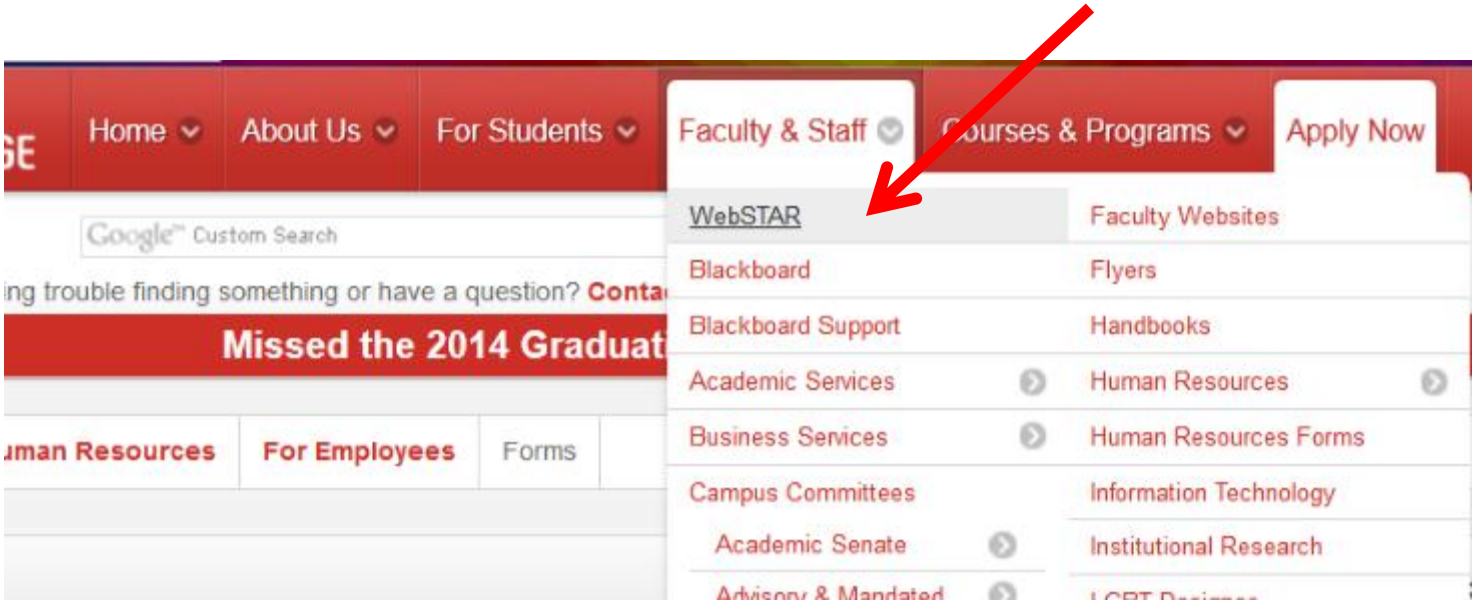
# Who Do I Contact For Help?

- 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.

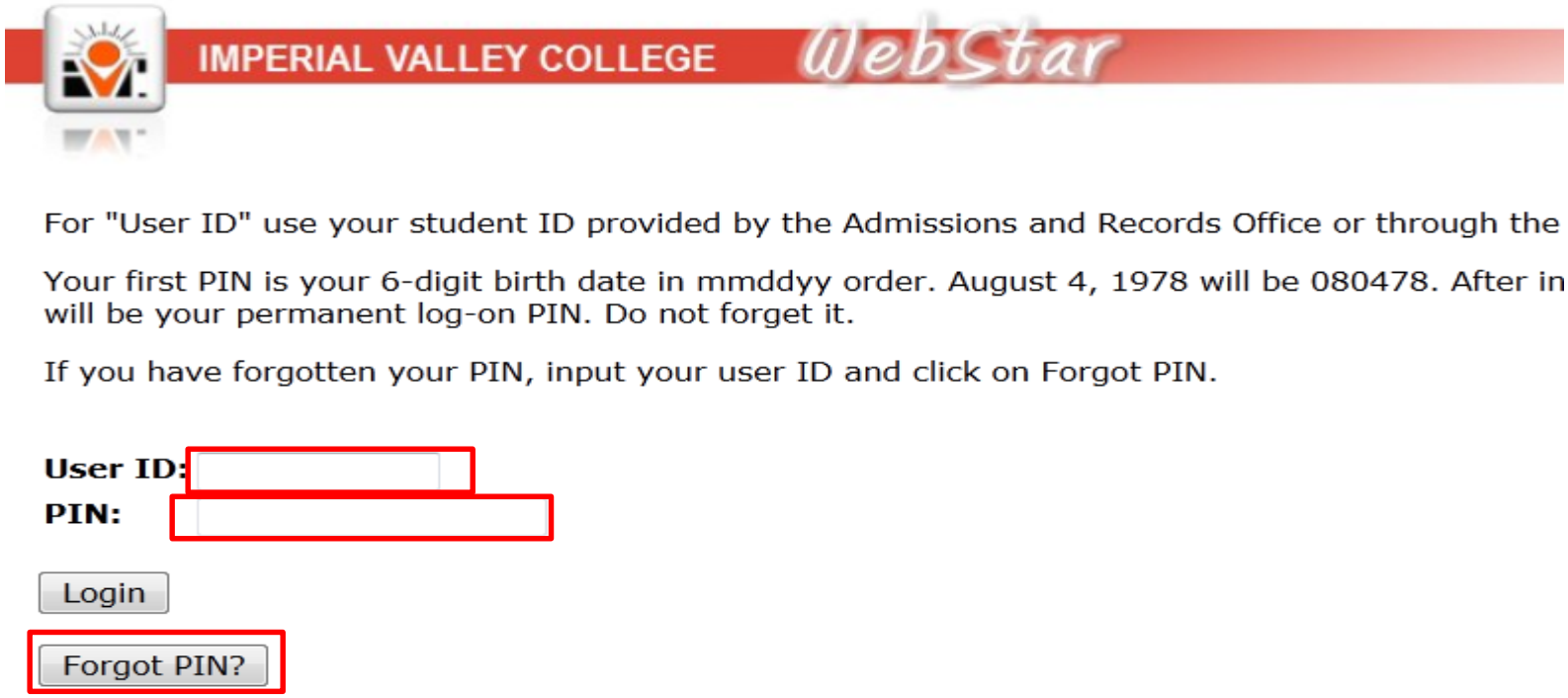
# How Do I Login To Access To My WebSTAR Account?

- 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.



# View Leave Balances

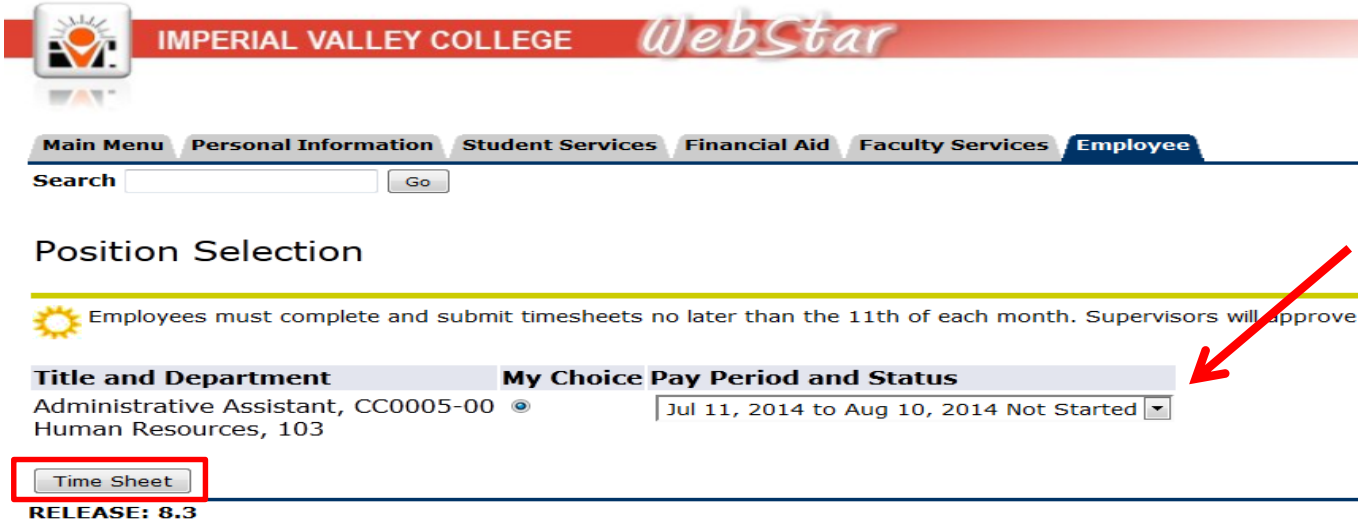
**Prior to entering leave time in WTE it is advisable to verify leave balances**. The following provides information on viewing leave balances:

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

# How Do I Access My Timesheet Online?

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

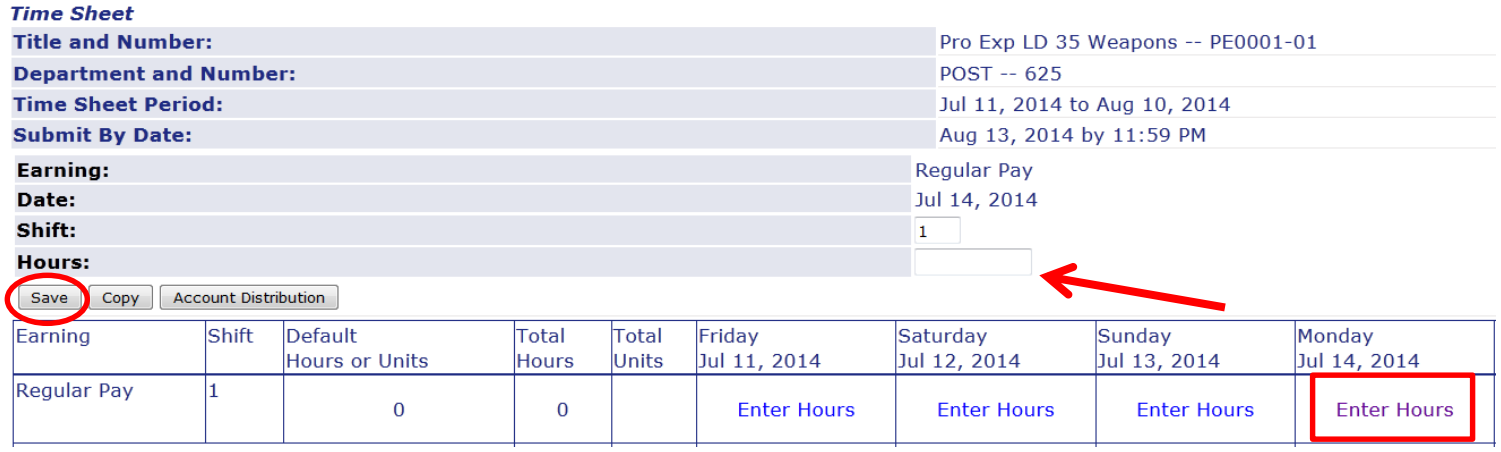
- In the next screen you will then select the appropriate pay period from the drop down menu under **"My Choice Pay Period and Status".** For example: **July 11, 2014 to Aug 10, 2014 Not started.** Then hit the **Timesheet** button at the bottom.



# 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

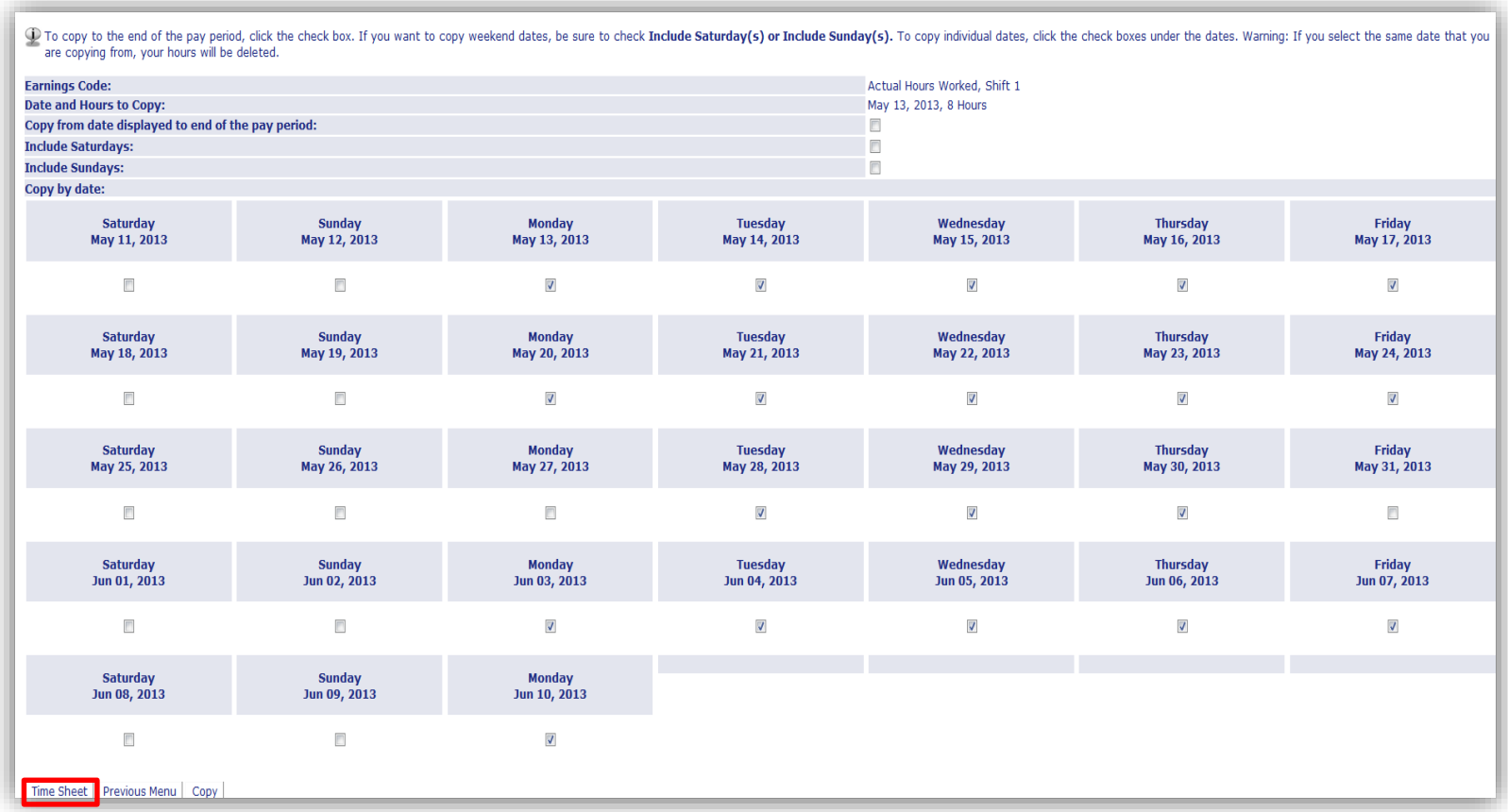
**Submitted for Approval By:**

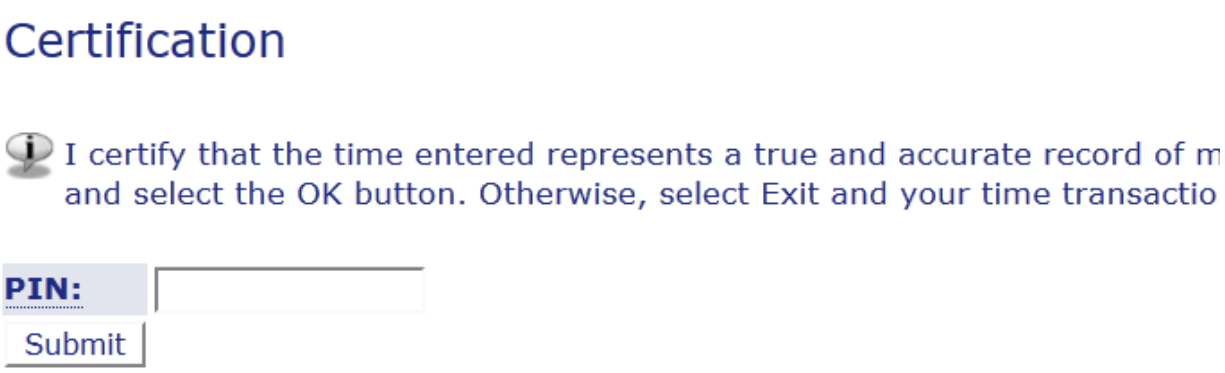
**Approved By:**

**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.



# 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.