

PROCEDURE

Entering/Submitting your online timesheet

1. After you have received your approval email, you are able to access and enter your online timesheets. To get to your timesheets you will first go on to the vvc.edu website. At the top of the webpage click on the DEPARTMENTS link.



2. From there you will see that each department is alphabetized. Scroll down to **'Payroll and Benefits'** and click on the link.

Music

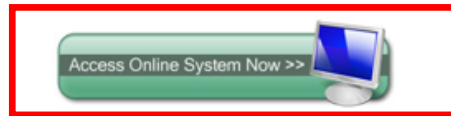
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P	R	S
P.A.C.E.	RamPage	Spanish
Paramedic Academy	Religious Study	Sociology
Parenting Classes	Respiratory Therapy	Student Services
Payroll & Benefits	Restaurant Management	Student Employment
Performing Arts Center	Risk Management	Study Abroad
Phi Theta Kappa		
Philosophy		
Photography		
P.E./Kinesiology		
Physical Sciences		

3. After you click that link, you will be brought to a page which looks like this. From here you will click on **'Access Online System Now'** button with the computer on it.

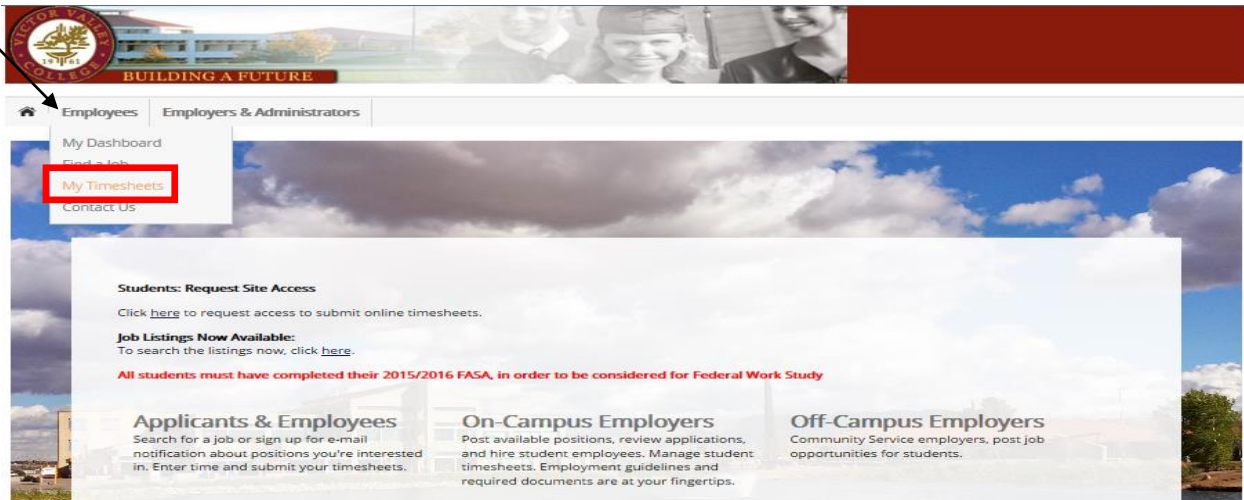
and the time you ended your day. There is no longer a check in and out for break/lunch times. You will just need to put how long your break/lunch was in the **'Break'** drop down area. Then hit **'Add'** and your day is added to your timesheet.

7. **SUBSTITUTE WORKERS** – You will need to add who you are subbing for in the **'Notes'** tab which is found under your timesheet. Click on **'Add Note'** link inside of the Notes tab and indicate the day and who you are subbing for, if it is Vacant just put Vacant. If you are subbing for one person the entire timesheet just put "All days subbed for (name of employee)".
8. After all of your entries are made for that pay period, you will click on the **'Submit time sheet'** link on the far right-hand corner of the timesheet page. It will let you review your entries one last time to verify, and then click **'Submit Time Sheet'** box at the bottom of your time sheet.
Once your time sheet is submitted you CANNOT go back to adjust hours, unless your supervisor rejects your time sheet due to a problem.



Last Updated 7/14/2016

4. That link will direct you to this webpage here. Here you will see two tabs to choose from Employees and Employers & Administrator. Scroll over the **Employees** area and from those options click on **'My Timesheets'**.



- After you click that link you will be brought to the login page to get access to your online timesheets. The email address will be the one that you had used to apply for this job and the one that had the approval email sent to. For your first login you will click on the **'Forgot Password'** link down at the bottom. Enter the email address you entered when you requested login access to the site. You will receive an email. Click the link in the email which will allow you to create a password. Be sure to use the email address and password you created for future log-ins.

Help

You are required to log-in to use the system. Enter your username (email address) and password.

STUDENTS WHO HAVE ALREADY REQUESTED ACCESS TO THE SYSTEM

If you have previously requested access to this system and this is the first time you are attempting to access the system, please click [here](#) to reset the password established by the Student Employment Office to a password you will remember.

STUDENTS WHO HAVE NOT ALREADY REQUESTED ACCESS TO THE SYSTEM

If you have NOT previously requested access to this system, please click [here](#) to have your Student Employment office grant you access to the system.

By logging-in I understand and acknowledge:

- any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use only information that I need in the performance of my employment duties.
- any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Employers. don't have a password? Request permission to post jobs by clicking [here](#).

Please Log In!

Email Address:

Password:

[Forgot Password?](#) [Employer Request Signup](#)

- After you are logged in you will be brought to a page with the department you are working in. If you are hired in multiple departments there will be different lines for each one, so each will have an independent timesheet for that specified department. To get where you submit the hours you will click the link underneath the **Title** column.

My Timesheets

Welcome, Hailey Teeter. Below you will find your jobs.

Current Hires & Awards (3) | Upcoming Hires & Awards (0) | Old Hires & Awards (6)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
OFFICE WORKER	PAYROLL & BENEFITS (01.00.20.6727.0000.239000.0000)	\$10.00	04/13/2016	06/30/2016	Raina Bustillos

= Closed = Pending = Rejected

Account Name	Amount	Balance	Term
FWS On-Campus (WSFOC)	\$1,642.50	\$0.00	Academic Year 2015-2016 (07/01/2015 - 06/30/2016)
PAYROLL & BENEFITS (01.00.20.6727.0000.239000.0000)	\$900.00	\$900.00	Academic Year 2015-2016 (07/01/2015 - 06/30/2016)

- You will then be brought to a timesheet pay period list, which will have all the timesheets that you are approved to work for. To begin submitting hours for the proper pay period you will need to click the **'Go to time sheet'** link under the Time Sheet column.

[Home](#) | [Employees](#) | [Help](#)

Hire Time Sheets

Job Title OFFICE WORKER
Supervisor Raina Bustillos
Wage \$10.00
Start Date April 13, 2016
End Date June 30, 2016
Status Active

Time Sheets for Job: OFFICE WORKER

Status	Pay Period	Start Date	End Date	Time Sheet
	May 24, 2016 - June 23, 2016	Tuesday, May 24, 2016	Thursday, June 23, 2016	Go to time sheet

- You are now on the actual timesheet to enter your hours worked each day. To begin entering hours you will click the **'Add New Entry'** link at the bottom of the Time Sheet Entries box.

Manage Time Sheet

Employee [Hailey Teeter](#)
Job Title OFFICE WORKER
Status Incomplete
Pay Period May 24, 2016 - June 23, 2016
Deadline June 24, 2016 12:00 PM

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
There are no entries to display.						
» Click to dismiss time sheet if no hours will be worked for this pay period.						
» Add New Entry						

- Once you do that four drop down boxes will appear for entry. The first available date will automatically come up when you first add your entry, to change the date (and hours worked) you will hit the arrow, then you will be able to see the dates available. Days will not be shown if they have not yet occurred.

Tuesday, May 24, 2016 ▼ 8:00AM ▼ 8:15AM ▼ No Break ▼ Add Cancel

Manage Time Sheet

Employee Hailey Teeter
 Job Title OFFICE WORKER

Tuesday, May 24, 2016
 Wednesday, May 25, 2016
 Thursday, May 26, 2016
 Friday, May 27, 2016
 Saturday, May 28, 2016
 Sunday, May 29, 2016
 Monday, May 30, 2016
 Tuesday, May 31, 2016
 Wednesday, June 1, 2016
 Thursday, June 2, 2016
 Friday, June 3, 2016
 Saturday, June 4, 2016
 Sunday, June 5, 2016
 Monday, June 6, 2016
 Tuesday, June 7, 2016
 Wednesday, June 8, 2016
 Thursday, June 9, 2016
 Friday, June 10, 2016
 Saturday, June 11, 2016
 Sunday, June 12, 2016
 Monday, June 13, 2016
 Tuesday, June 14, 2016
 Wednesday, June 15, 2016
 Thursday, June 16, 2016
 Friday, June 17, 2016
 Saturday, June 18, 2016
 Sunday, June 19, 2016
 Monday, June 20, 2016
 Tuesday, June 21, 2016

Time Sheet Entries

Start	End	Break	Hours
no hours will be worked for this pay period.			
8:00AM ▼	8:15AM ▼	No Break ▼	Add Cancel

Awards Supervisors Accounts Notes

- Once you have the correct date you will then be able to adjust your hours to the hours you had worked for the day. You will do the same as changing the date by hitting the drop down arrow and choosing the appropriate time listed. Unlike the paper timesheets, where you would originally clock in and out the times for your break, all you need to do for this system is add how long your break in the 'Break' area. After you have entered the correct hour you will hit 'Add'.

Time Sheet Entries

Date	Start	End	Break	Hours
There are no entries to display.				
» Click to dismiss time sheet if no hours will be worked for this pay period.				
Wednesday, May 25, 2016 ▼	8:30AM ▼	4:00PM ▼	30 mins ▼	Add Cancel

11. Once you have entered all the hours for each day worked, it will show you the total hours at the bottom of your timesheet.

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Wednesday, May 25	8:30 AM	4:00 PM	30 mins	7 hrs	Edit	Delete
Friday, May 27	8:30 AM	3:00 PM	30 mins	6 hrs	Edit	Delete
» Add New Entry						
Total:				13 hrs		

12. If you are a sub worker you will need to identify which person you are subbing for. Underneath your timesheet is a box with a variety of tabs to choose from, you will need to go into the **Notes** tab. When you are in there you will click on the **Add note** link and then identify the day and who you subbed for that day. If you only subbed for one person that entire timesheet you can simply put "All days subbed for (name of person)" If the spot is just vacant simply just put vacant.

The screenshot shows a web interface with several tabs: 'Pay Period Info', 'Hire Details', 'Awards', 'Supervisors', 'Accounts', and 'Notes'. The 'Notes' tab is active. Below the tabs is a section titled 'Time Sheet Notes'. Inside this section, there is a link '[Add Note]' with a small icon. Below the link is a text area containing two lines of text: '5/24 : Carl Durham' and '5/25: Kendra Ullger'. A red rectangular box highlights these two lines of text. At the bottom of the text area are two buttons: 'Add Note' and 'Cancel'. An arrow from the left points to the '[Add Note]' link.

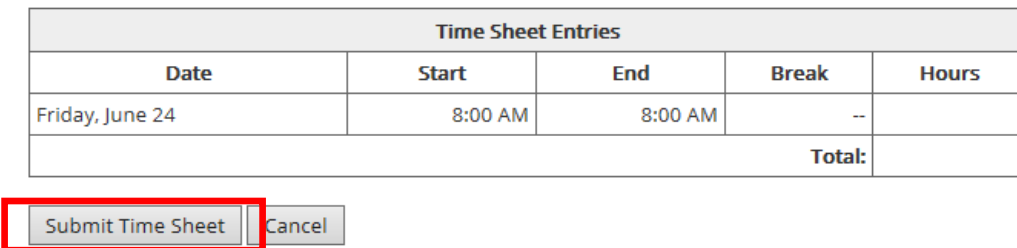
13. If you put more hours than what you are allotted for then you will get an error message at the top of your screen. If you think that this is incorrect and you should be allowed those hours, then you will need to contact your supervisor to see if there is a needed adjustment to your awards.

The Time entry you are submitting will exceed your award / allotment balance.
Please contact your Supervisor about any hours you are unable to enter due to exceeding your award / allotment balance.

14. Once all of your hours have been entered and re-checked you will click the **'Submit time sheet'** link on the far right-hand side in the gray box.



15. Your completed timesheet will then appear on the screen once more. Verify the dates one last time and once you are sure that all has been entered correctly you will hit the **'Submit Time Sheet'** box at the bottom of your timesheet.



16. Your timesheet now has been submitted for your managers review. Once you submit your timesheet you will no longer have access to it to make any changes. If your manager notices anything that seems wrong, they will reject your timesheet and send an email for you to make the needed corrections and re-submit.