

Timesheet X – Getting Started! (Logging In, Adding Hours, and Submitting Your Timesheet)

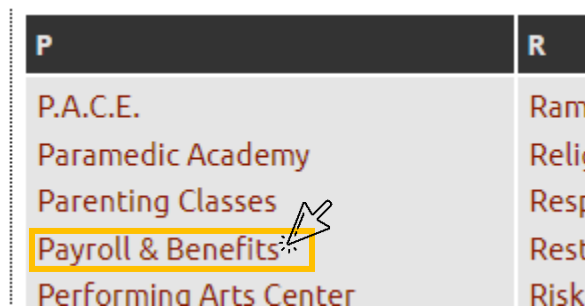
To get to Victor Valley College's TimesheetX:

Go to the VVC website: <http://www.vvc.edu/>

Click "Departments" in the top right-hand corner:

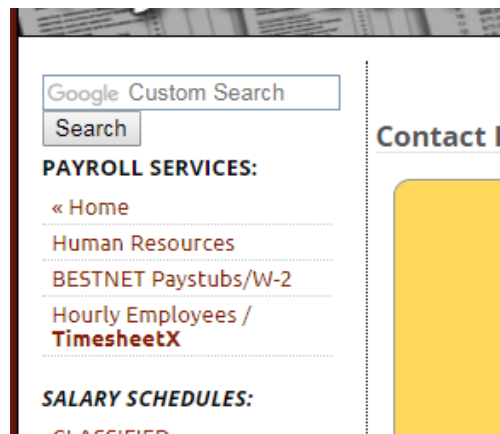


Scroll down to "Payroll & Benefits" and click it:



Now, select "Hourly Employees / TimesheetX":

*This title is subject to change; look for the key word "TimesheetX".



This will take you to the TimesheetX accessing page. It is important to go through VVC's website in order to be in the correct domain for our school.

*Please Note: On this page, you will find more notes for your specific job title. Refer to these notes as needed. [These notes](#) will continue as for an **hourly employee** but there are notes for **Supervisors and Reviewers**, as well as **SUBS** on the website linked below.

http://www.vvc.edu/offices/human_resources/payroll-benefits/timesheetx.shtml

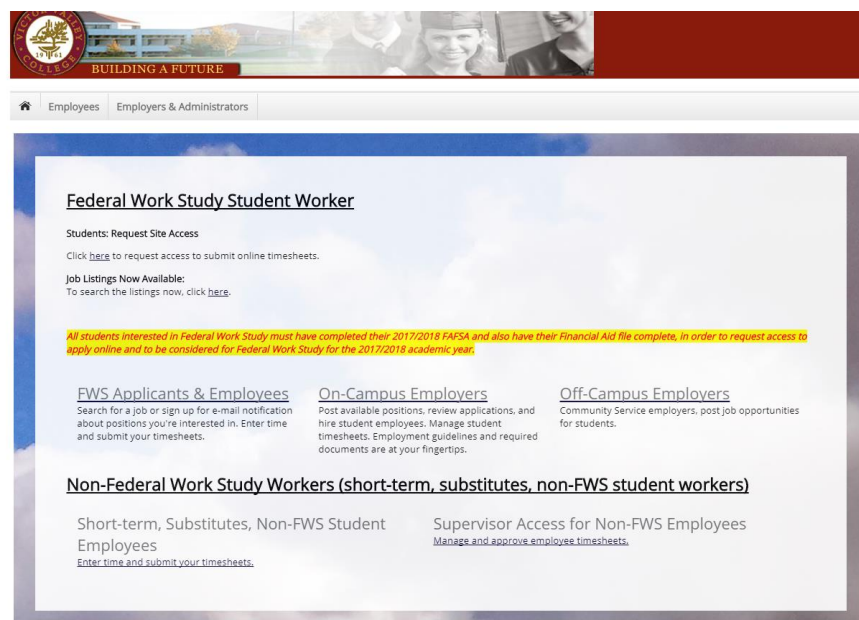
Scroll down on the page you landed on after clicking “Hourly Employees / Timesheet X”.

Click the button on the bottom of the page:



This will direct you to Victor Valley College’s TimesheetX.

LOGGING IN:



As an **hourly employee**, click “Employees” then “My Timesheets” on the top left-hand corner.

*If you are a **supervisor or reviewer**, refer to the asterisk on Page 1.



Log-in using the email VVC most likely has on file. If you originally received an approval email, use that one.

Your **password** will be your first name (all lowercase), followed by the number one.

Example: firstname1

To **change your password** to something you prefer, simply click "[Forgot Password?](#)" and follow the prompted steps.

You are now logged-in to TimesheetX!

Your page will look different depending on how long you have been working at VVC, how many "titles" you have, and how many "awards" you have (funds).

Welcome [REDACTED] | [Logout](#)

Home Employees Help

My Timesheets

Welcome, [REDACTED] Below you will find your jobs.

Current Hires & Awards (6) Upcoming Hires & Awards (0) Old Hires & Awards (12)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
FWS Worker	PAYROLL & BENEFITS (FWS)	\$10.50	08/14/2017	06/30/2018	Raina Bustillos
TUTOR	WRITING CENTER - ENGLISH (01.00.32.4936.0000.248800.0000) STU TUTOR	\$10.50	08/28/2017	12/16/2017	Amy Azul

= Active = Inactive = Closed = Pending = Rejected

Accrual Type	Carried Over	Earned	Taken	Remaining
Paid Sick Leave	14.96	15.76	8.75	21.97
FWS Sick Leave	0.00	4.06	0.00	4.06

Account Name	Amount	Balance	Term
FWS On-Campus (WSFOC)	\$5,500.00	\$4,208.50	Academic Year 2017-2018 (07/01/2017 - 06/30/2018)
PAYROLL & BENEFITS (01.00.20.6727.0000.239000.0000)	\$3,226.12	\$10.50	Academic Year 2017-2018 (07/01/2017 - 06/30/2018)

ADDING HOURS:

Click on the "Title" of the job you are adding hours for.

Hire Time Sheets

Job Title TUTOR
 Supervisor Amy Azul
 Wage \$10.50
 Start Date August 28, 2017
 End Date December 16, 2017
 Status Active

Time Sheets for Job: TUTOR

Status	Pay Period	Actual Earnings	Accruals	Time Sheet
	October 24, 2017 - November 23, 2017 Tuesday, October 24 - Wednesday, November 22, 2017			Start time sheet

There may be one timesheet or more, depending on how long ago you were officially hired. If you do not see a timesheet, scroll down in these notes and find "[MISSING TIMESHEET\(S\)?](#):" (page 6)


Click "Start Timesheet".

A pop-up will come up. Simply select "OK":

x

vvc.studentemployment.ngwebsolutions.com says:

You are about to start a new time sheet for the pay period starting Tuesday, October 24. It will be due: Wednesday, November 22

 [OK](#) [Cancel](#)

Your screen should look something like this:

Job Title TUTOR
 Status Incomplete
 Pay Period October 24, 2017 - November 23, 2017
 Deadline November 22, 2017 12:00 PM

Time Sheet Entries							
Date	Pay Code	Start	End	Break	Total	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							

Pay Period Info	Accruals	Hire Details	Awards	Supervisors	Accounts	Notes
October 24, 2017 - November 23, 2017						
Start - Tuesday, October 24, 2017						
End - Wednesday, November 22, 2017						
Employee Deadline - Wednesday, November 22, 2017 (12:00PM)						
Supervisor Deadline - Wednesday, November 22, 2017 (5:00PM)						
Pay Date - Monday, December 11, 2017						

To Add Hours, click “Add New Entry”.

Use the drop-down menus to select **date, start and end time**, and “**break**” (if you took one).

You will not need to change the **paycode** UNLESS you are using **Sick Leave**. Make sure your supervisor is aware that you will be out and using what has been accrued to get paid. You will find your Sick Leave balance on the home page.

*If you receive any errors while doing this step and you are not sure why, feel free to contact one of the Payroll Technicians using their extension listed on the Payroll website found here:

http://www.vvc.edu/offices/human_resources/payroll-benefits/

Your entry will look similar to this:

Time Sheet Entries							
Date	Pay Code	Start	End	Break	Total	Edit	Delete
Tuesday, November 21	HRS	8:30 AM	1:00 PM	45 mins	3 hrs 45 mins	Edit	Delete
» Add New Entry							
Total:					HRS	3 hrs 45 mins	

Pay Period Info	Accruals	Hire Details	Awards	Supervisors	Accounts	Notes
October 24, 2017 - November 23, 2017						
Start - Tuesday, October 24, 2017						
End - Wednesday, November 22, 2017						
Employee Deadline - Wednesday, November 22, 2017 (12:00PM)						

Now, you are ready to complete your timesheet by adding every date which you worked.

***Please Note: Every timesheet is due on the 23rd of every month. You MUST submit your timesheet by then in order to be paid on-time.**

USING SICK LEAVE:

To add Sick Leave (make sure you have some available to use), simply go to “Add New Entry” (as shown above) and select the drop down menu called **Pay Code**. If you are a FWS student, use the FWS Sick Leave paycode. If you are not FWS, use the Paid Sick Leave paycode.

Pay Period October 24, 2017 - November 23, 2017
Deadline November 22, 2017 12:00 PM

Time Sheet Entries						
Date	Pay Code	Start	End	Break	Total	
There are no entries to display.						
» Click to dismiss time sheet if no hours will be worked for this pay period.						
Tuesday, October 24, 2017	HRS - Regular Hours	8:00AM	8:15AM	No Break	N/A	Add Cancel
	HRS - Regular Hours					
	Paid Sick Leave					
	FWS Sick Leave					

Pay Period Info Accruals Hire Details Accounts Notes
October 24, 2017 - November 23, 2017

Once that is selected, add the **total** hours of Sick Leave into the new set of columns. Click “Add”.

Time Sheet Entries						
Date	Pay Code	Start	End	Break	Total	
There are no entries to display.						
» Click to dismiss time sheet if no hours will be worked for this pay period.						
Tuesday, October 24, 2017	Paid Sick Leave	N/A	N/A	N/A	4.5	Add Cancel

*You must use no less than 2 hours of Paid Sick Leave at a time, and can only use a total of 24 hours of Paid Sick Leave per Fiscal Year (July 1st of one year until June 30th of the next year is one Fiscal Year).

SUBMITTING YOUR TIMESHEET:

Once all your entries are completed, you can click “Submit time sheet” in the top right-hand corner.

If you work on the 23rd, you must enter that time day-of, and then submit your timesheet.

Your timesheet is your responsibility! You must submit it in a timely manner with accurate entries. Otherwise, your pay can and will be affected!

Actions
Submit time sheet »
Return to hire »

MISSING YOUR TIMESHEET(S)?:

If you cannot see your job and/or cannot see your timesheets listed on your homepage, then follow the instructions below:

Welcome, [REDACTED] | [Logout](#)

Employees Help

My Timesheets

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Instead of clicking into a "Title", click "**Old Hires & Awards**". You may see your timesheets in there, simply because your submission date may have passed. Your supervisor is most likely aware of this. Simply add your time like you normally would.

If your timesheets are not there, click "**Upcoming Hires & Awards**". If your timesheets are in there, it may be because you are not authorized to work until a certain date. If you have worked already, talk to your supervisor and then call the Payroll Technician in charge of your payroll. *Use the link on page 4.

If you have any questions, check the other notes listed on the Payroll website. If your questions are not answered there, feel free to contact the Payroll department or come in. Thanks!