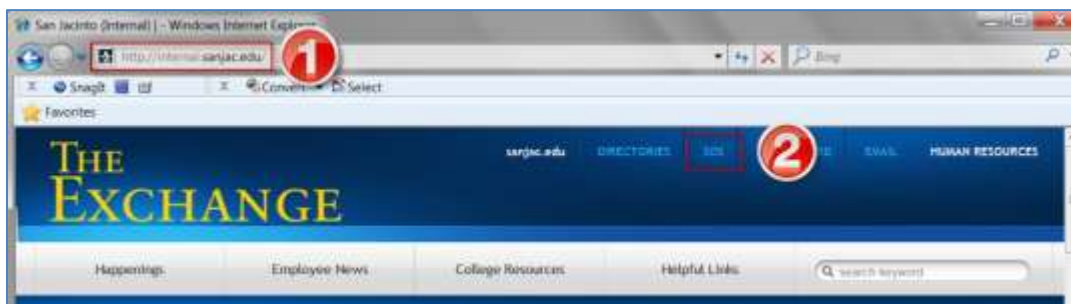


## Accessing SOS for Web Time Entry Approval:

1. Go to the San Jacinto College Internal home page: <http://internal.sanjac.edu/>.
2. Click on the **SOS** link.



3. User ID: **firstname.lastname** and **Password:** network password to login.

**NOTE:** SOS will time out after 60 minutes of inactivity, causing a loss of unsaved data and require system login.

## Processing Part Time Employee Time Entry with SOS Web Time Entry:

4. Click on the **My Employee Information** tab.



5. Click on **Time Sheet** link.

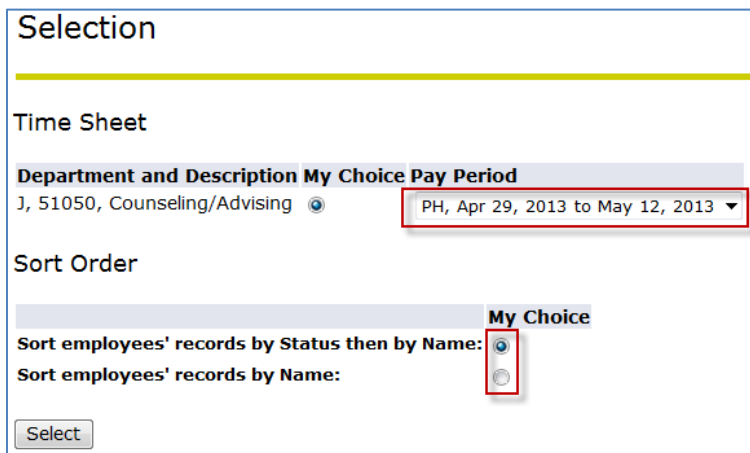


6. In the **Time Sheet/Leave Request/Proxy** screen, select the **Approve or Acknowledge Time** selection box. Then click the **Select** button.

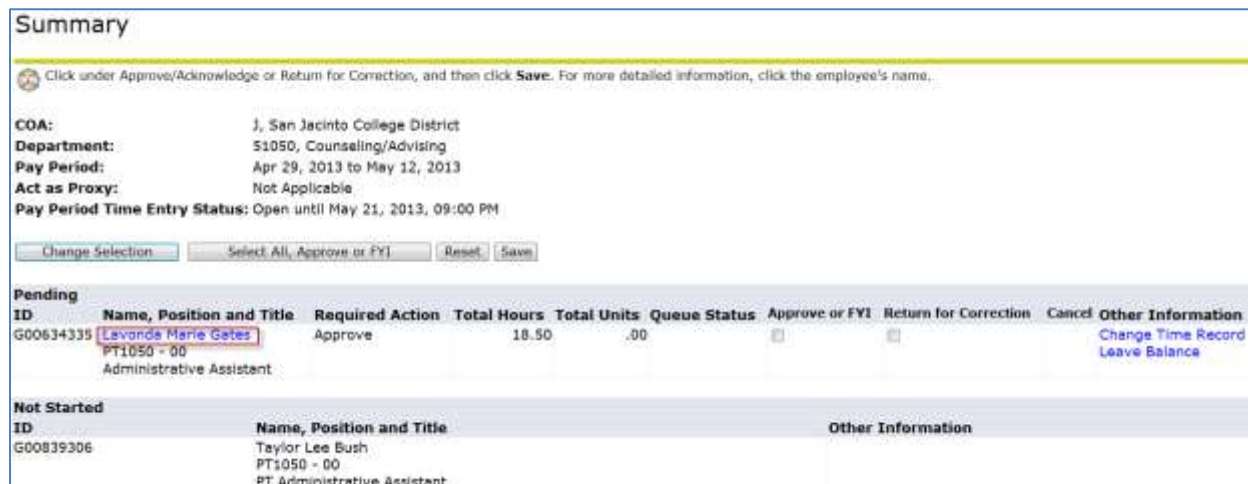
**NOTE:** If you are approving as a proxy, you will have to select who you are proxying for in the **Act as Proxy** list box. If you have the rights established to **Act as Superuser**, this check box can be designated.



7. In the **Selection** screen, select the appropriate **Department and Description** selection box and **My Choice Pay Period** list box. The **Sort Order** can be designated by **Status then By Name** or simply by **Name**. Then click the **Select** button.



8. The **Summary** screen displays the listing of Part Time Employees in the system for the Department you selected in the previous screen. Click on the Part Time Employee's name in the **Pending** section to view Time Entry detailed information for review. Click on the **Other Information** section to view **Change Time Record** and associated **Comments**.



Summary									
Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.									
COA:	J, San Jacinto College District								
Department:	51050, Counseling/Advising								
Pay Period:	Apr 29, 2013 to May 12, 2013								
Act as Proxy:	Not Applicable								
Pay Period Time Entry Status:	Open until May 21, 2013, 09:00 PM								
<input type="button" value="Change Selection"/> <input type="button" value="Select All, Approve or FYI"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>									
Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
G00634335	Lavonda Marie Gates PT1050 - 00 Administrative Assistant	Approve	18.50	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
Not Started									
ID	Name, Position and Title	Other Information							
G00839306	Taylor Lee Bush PT1050 - 00 PT Administrative Assistant								

Once an Employee timesheet has been submitted, APPROVERS are able to perform the following actions:

- **Approve:** Approve the time
- **Return for Correction:** Return if you want corrections to be made.
- **Change Record:** If necessary, you as the approver can change the time that has been entered by the employee, before approving it. You must notify the employee if you do this.
- **Add Comment:** The approver can add a comment to the record. This comment can be viewed by you and the employee. It will not be viewed by Human Resources/Payroll
- **Delete:** Pressing this button will irremovably delete the timesheet and it cannot be recreated. If you accidentally press this button, a box will pop up asking you to confirm you want to delete the transaction.

- **Routing Queue:** shows dates originated, submitted and approved.
- **Account Distribution:** shows general account information.
- **Next:** Goes to next employee whose time is awaiting approval.
- **Previous:** Goes to the previous employee in the sort order.

9. If no changes are needed, click the **Approve** button.

If changes are needed, do the following:

- Click the **Return for Correction** button, or

**NOTE:** This will return the timesheet to the employee/student to be corrected. Approver must indicate the reason the timesheet is being returned for correction in the **Comments** field. Also, The Approver must notify the employee when a timesheet is returned for corrections.

- Click the **Change Record** button.
- Click the **Enter Hours** link on the day that needs correcting.
- Adjust the times entered by the employee.
- Click the **Approve** button when finished.

### Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

**Employee ID and Name:** 00604335 Lavonda Marie Gates  
**Title:** FT1050-00 Administrative Assistant  
**Department and Description:** J 51050 Counseling/Advising  
**Transaction Status:** Pending

Routing Queue | Account Distribution

Time Sheet		Total Hours	Total Units	Monday, Apr 29, 2013	Tuesday, Apr 30, 2013	Wednesday, May 01, 2013	Thursday, May 02, 2013	Friday, May 03, 2013	Saturday, May 04, 2013	Sunday, May 05, 2013	Monday, May 06, 2013	Tuesday, May 07, 2013	Wednesday, May 08, 2013	Thursday, May 09, 2013	Friday, May 10, 2013	Saturday, May 11, 2013	Sunday, May 12, 2013
Hourly	1	18.5	0	3	3					3		3	3				3.5
Pay																	
<b>Total Hours:</b>		18.5	0	3	3					3		3	3				3.5
<b>Total Units:</b>		0															

Time In and Out		Monday, Apr 29, 2013	Tuesday, Apr 30, 2013	Wednesday, May 01, 2013	Thursday, May 02, 2013	Friday, May 03, 2013	Saturday, May 04, 2013	Sunday, May 05, 2013	Monday, May 06, 2013	Tuesday, May 07, 2013	Wednesday, May 08, 2013	Thursday, May 09, 2013	Friday, May 10, 2013	Saturday, May 11, 2013	Sunday, May 12, 2013
Hourly Pay		08:00 AM 11:00 AM	08:00 AM 11:30 AM				08:00 AM 11:00 AM		08:00 AM 11:00 AM	08:00 AM 11:00 AM					08:00 AM 11:30 AM

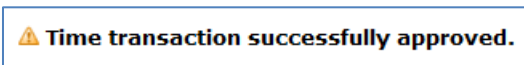
  

Routing Queue		Name	Action and Date
		Lavonda Marie Gates	Originated May 03, 2013 06:02 pm
		Lavonda Marie Gates	Submitted May 16, 2013 06:09 pm
		Daniel 2 Neals (Mandatory)	Pending

Account Distribution Default Data										
Pay Period Effective Date	Percent	Dedex	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Apr 29, 2013	100.00		536100	51050	614100	620500				

10. Once you click **Approval**, you will receive the confirmation message below in SOS. The time sheet is routed to the Payroll Department for processing.



## Assigning/Editing Proxy Information with SOS Web Time Entry:

1. In the **Time Sheet/Leave Request/Proxy** screen, select the **Proxy Set Up** link. Then click the **Select** button.



**NOTE:** The secondary or back-up approver (Proxy) has to be established and edited by the primary approver in SOS Web Time Entry. Multiple proxies can be identified in this system.

- a. To remove an existing proxy, designate the **Remove** check box and click the **Save** button.
- b. To add a proxy, select the appropriate employee from the **Name** selection list, designate the **Add** check box, and click the **Save** button.

**NOTE:** Proxies that are available in the **Name** selection list are populated by the process completion of the Banner Access Request form, Human Resources section. Although, this selection list contains all current Approvers and Proxies, each Approver or Proxy has to have the appropriate Organization rights established prior to approving time entry.

