



# WEB TIME ENTRY FOR FULL TIME NON-EXEMPT EMPLOYEES

Payroll Instructional Guide

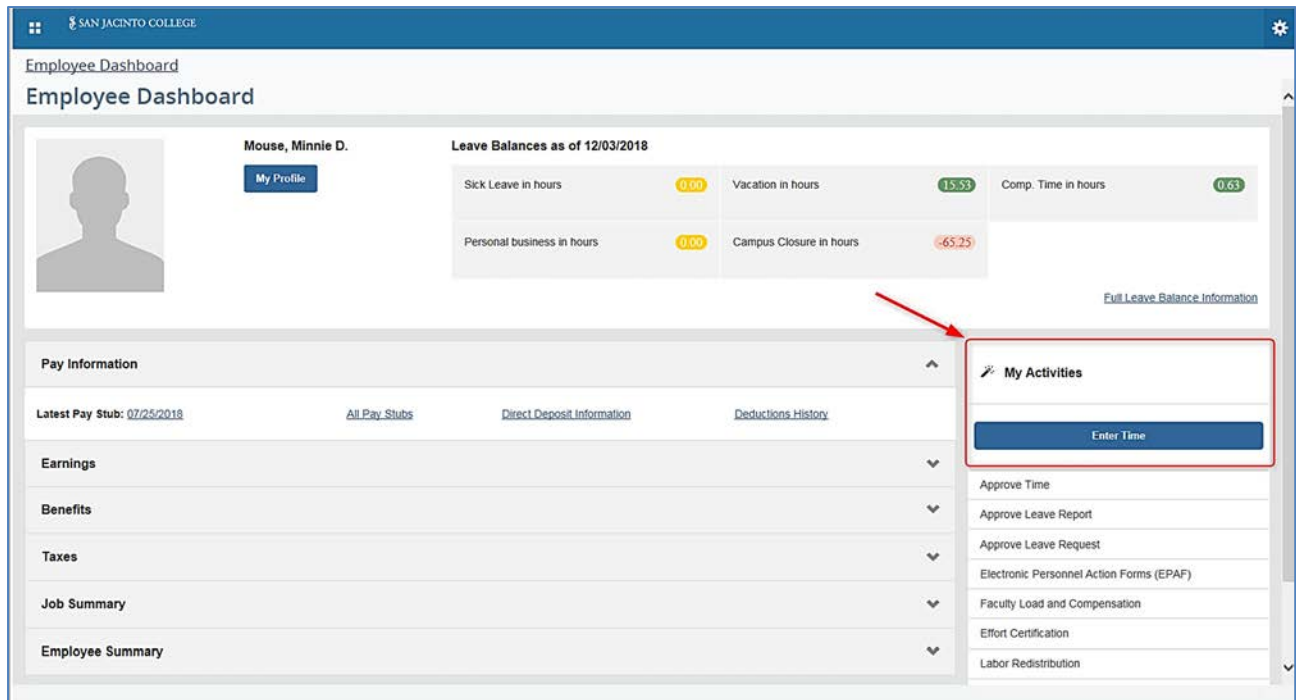
# Web Time Entry | FT Non-Exempt Employees

## Section I: Web Time Entry – Clocking In and Out

1. Log into SOS.
2. Navigate to the **Employees** section and select the **Employee Dashboard** or the **Time Entry** tile.  
*(The Time Entry tile take you directly to step 4 of this handout.)*

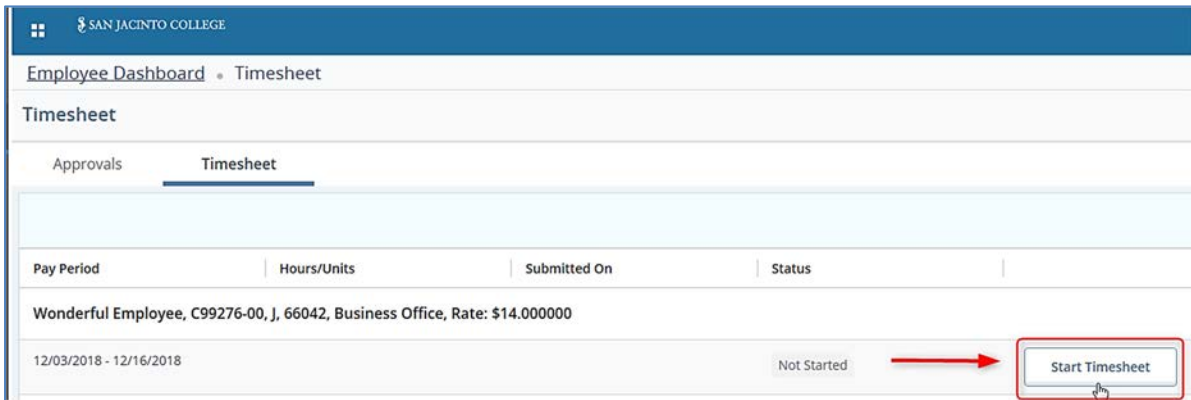


3. On the Employee Dashboard select the **Enter Time** button.



# Web Time Entry | FT Non-Exempt Employees

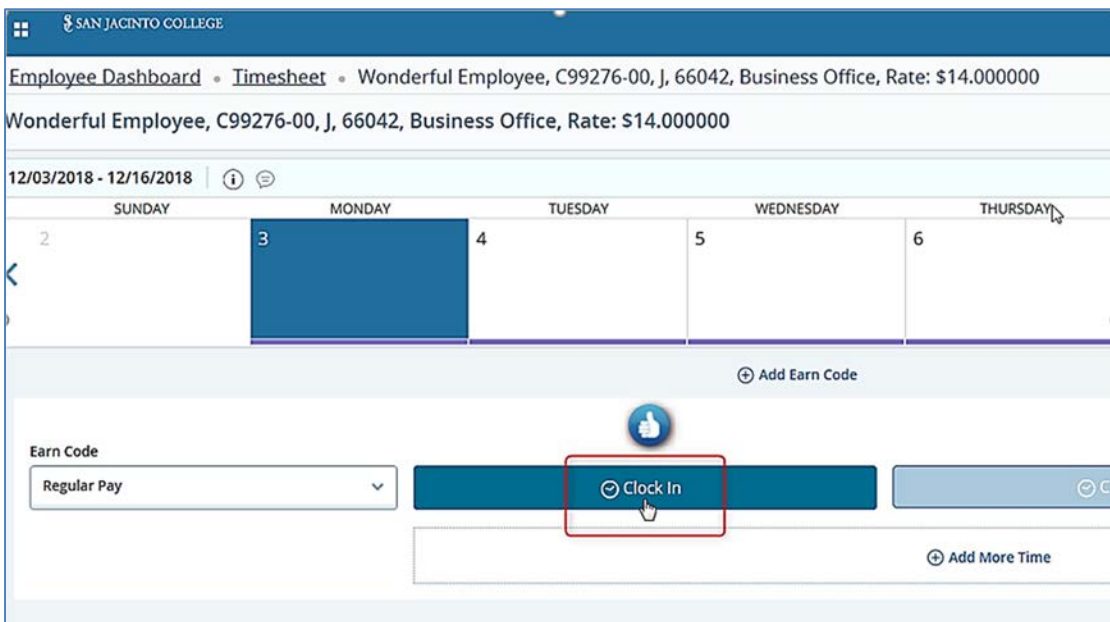
- 4. If you have not started the timesheet the screen will have a **Start Timesheet** button. If you have started, the timesheet will be in an “In Progress” status.



- 5. You will receive a message in the top right corner when the timesheet has been created successfully.



- 6. Select **Clock In** to record your time entry.



## Reviewing your timesheet:

- A. The **Timesheet data successfully saved** message will populate when your time has been saved.
- B. The timesheet status and the submission deadline date will populate in the top right corner of the timesheet. In addition, a leave balance link navigates you to your available leave.
- C. Arrows on each side of the calendar will allow you to view the previous or next week of the pay period.
- D. Follow steps 1 – 3 above and select “**In Progress**” timesheet to use the **clock out** button.

# Web Time Entry | FT Non-Exempt Employees

Employee Dashboard • Timesheet • Wonderful Employee, C99276-00, J, 66042, Business Office, Rate: \$14.000000

Timesheet data successfully saved.

Wonderful Employee, C99276-00, J, 66042, Business Office, Rate: \$14.000000

12/03/2018 - 12/16/2018

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Regular Pay 08:00 AM -

Clock Time: 08:07 AM -

Clock Out

Total: 0.00 Hours

*Lunch Entries: When entering more time in the same day (ex. returning from lunch) repeat steps 1 through 3 above then select the **In Progress** link to clock in. The button to clock in or out will automatically populate based on your last clock entry.*

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

| Pay Period  | Hours/Units | Submitted On | Status      |
|---|-------------|--------------|-------------|
| Wonderful Employee, C99276-00, J, 66042, Business Office, Rate: \$14.000000 |             |              |             |
| 11/19/2018 - 12/02/2018   |             |              | In Progress |

Select the **Click In** button.

Regular Pay 08:00 AM - 12:15 PM | 4.25 Hours

Clock Time: 08:04 AM - 12:12 PM

Click In

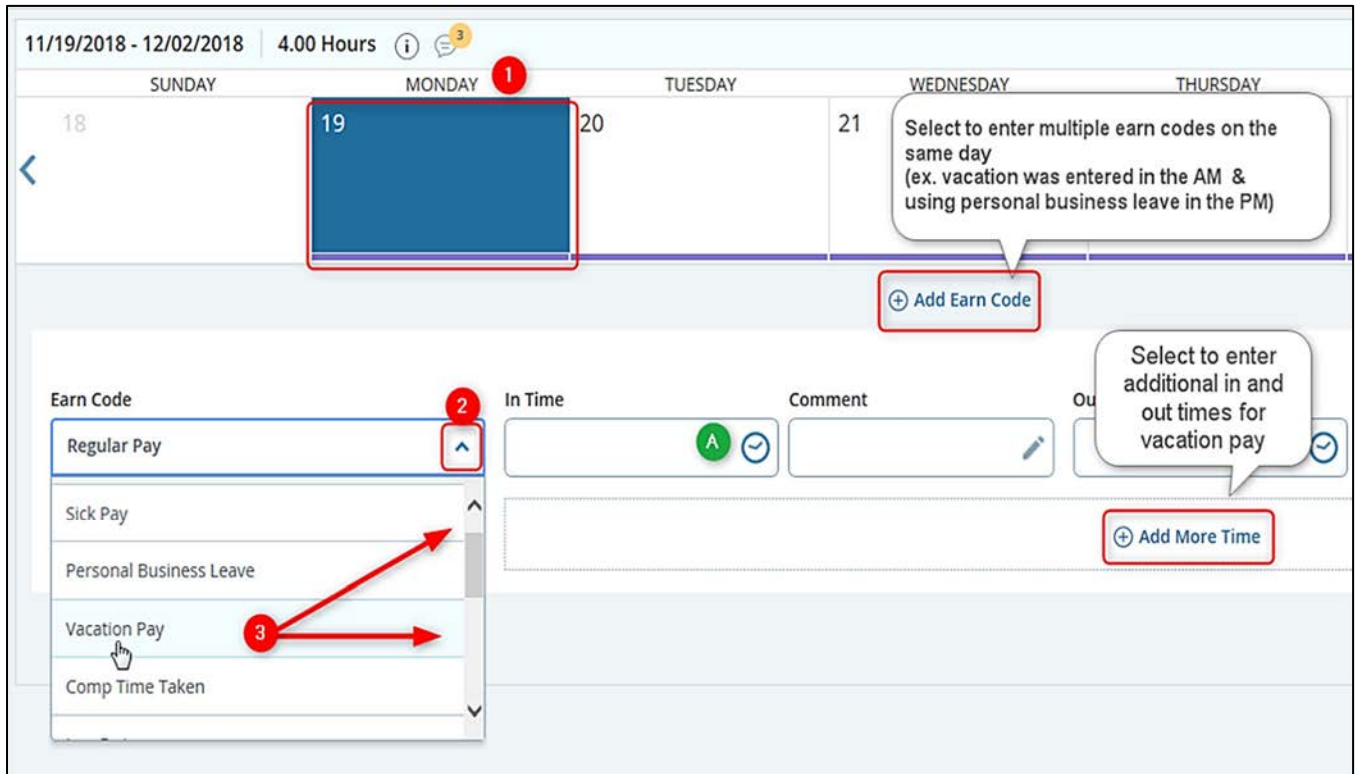
The time is successfully saved when the green message is received.

✓ Timesheet data successfully saved.

# Web Time Entry | FT Non-Exempt Employees

## Section II: Leave Entry

1. Select the day to use leave
2. Use the drop arrow to select the leave category
3. Use the scroll bar if the leave type is not visible on the screen.
  - A. Enter the **in** time and enter the **out** time



Verify the leave type and total hours are correct then select **Save** to save your entries.

✔ Timesheet data successfully saved.

Additional Notes:

Use the **Add Earn Code** button to add leave to a day with regular time.

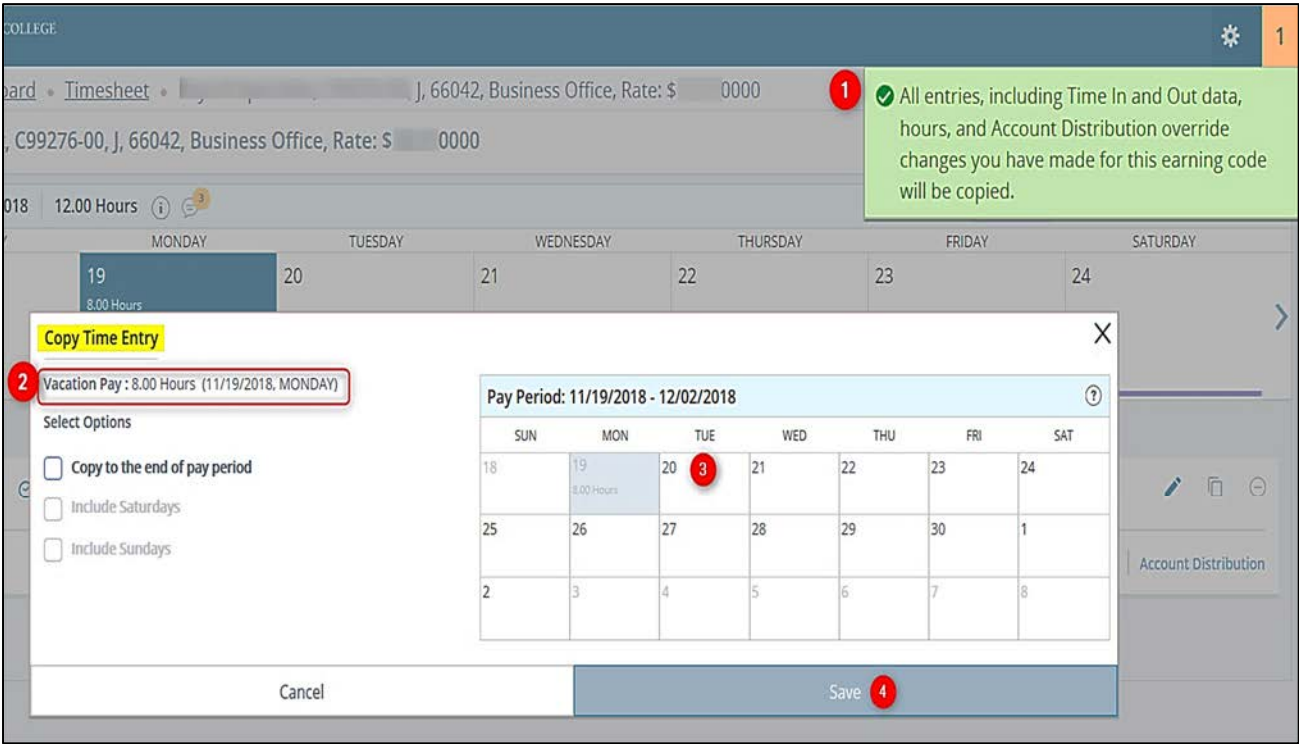
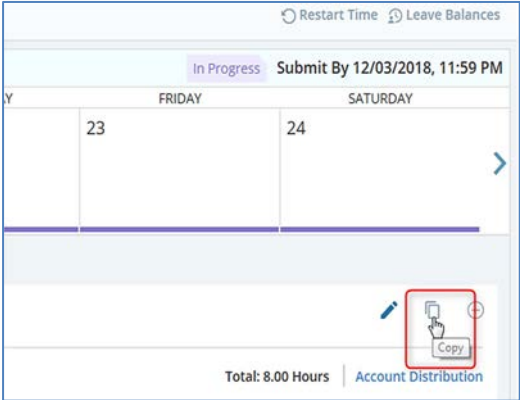
Use the **Add More Time** button to add the same type of leave within the same day

# Web Time Entry | FT Non-Exempt Employees

**Additional Notes:**

Select the **Copy** icon to enter the same type of leave and the same number of hours for multiple days.

- 1. A message will populate indicating the earning code will be copied.
- 2. Verify the type of leave and hours are correct.
- 3. Select each day to copy the leave.
- 4. Select the **Save** button to save your entries.

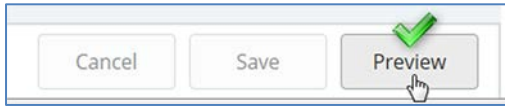


✓ The entry has been successfully copied.

# Web Time Entry | FT Non-Exempt Employees

## Section III: Previewing and Submitting the Timesheet

1. Open the **In Progress** timesheet and select the **Preview** button in the bottom right corner.



2. Items that can be viewed on the Preview Screen

- a. Pay period begin and end dates and the total hours for the timesheet.
- b. The submission deadline (date and time).
- c. The breakdown for regular pay and leave time.
- d. The **scroll bar** will need to be used to view the lower section of the screen.
- e. The weekly summary section will display the total hours for **each** week of the pay period.
- f. The comments box can be used to enter relevant comments for the pay period (ex. details for travel leave, relationship for bereavement leave, and FMLA dates).
- g. Select the **check** box to certify the timesheet.
- h. Select **Submit** to submit the time for approval.

| Earning Distribution |       |       |
|----------------------|-------|-------|
| Earn Code            | Shift | Total |
| Regular Pay          | 1     | 17.50 |
| Vacation Pay         | 1     | 16.00 |
| Jury Duty            | 1     | 6.50  |
| Travel - Leave Time  | 1     | 16.00 |
| Holiday              | 1     | 24.00 |
| <b>Total Hours</b>   |       | 80.00 |
| <b>Total Units</b>   |       | 0.00  |

| Weekly Summary |             |
|----------------|-------------|
| Week           | Total Hours |
| Week 1         | 40.00       |
| Week 2         | 40.00       |
| Week 3         |             |

Comment (Optional):  
Testing the comments section on the biweekly timesheet.

1945 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Cancel Submit

The timesheet has been successfully submitted.

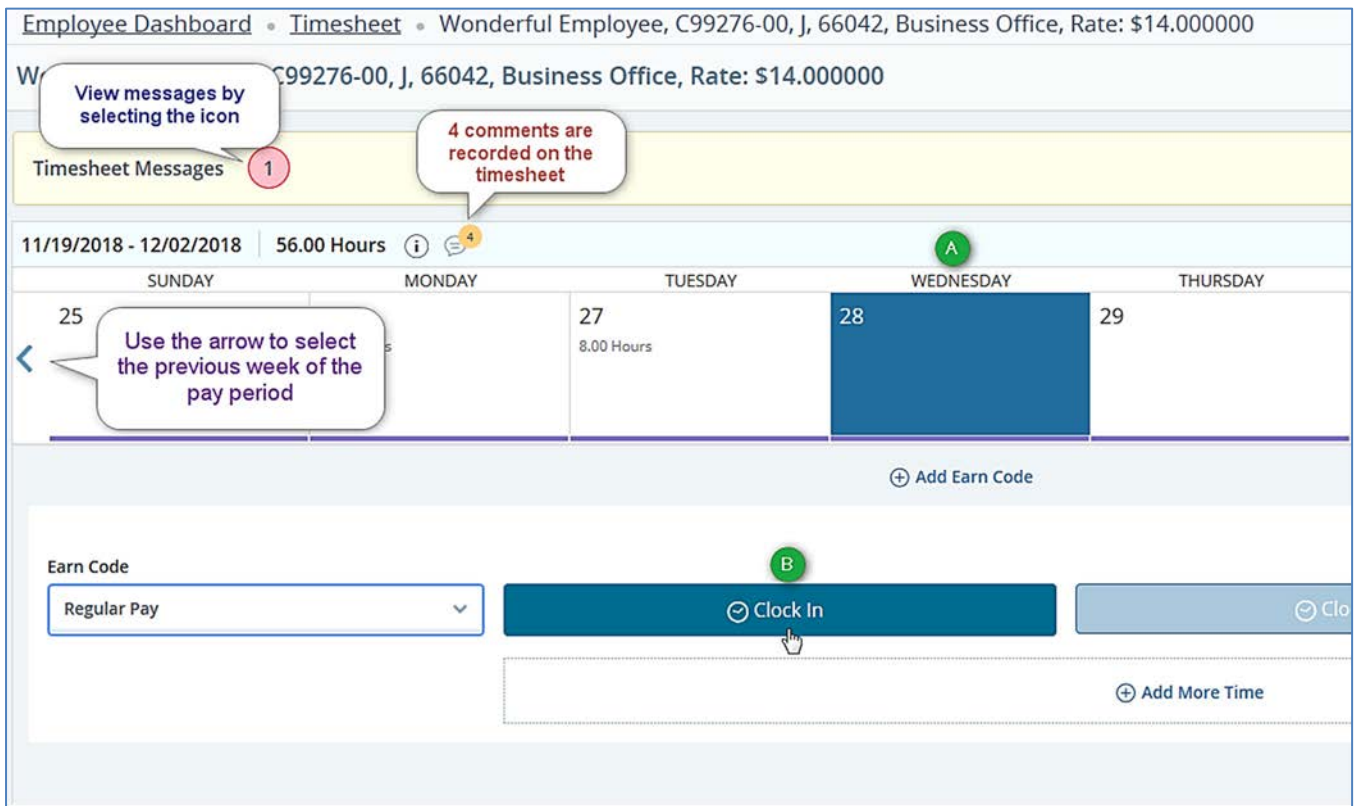
# Web Time Entry | FT Non-Exempt Employees

## Section IV: Manual Time Adjustments

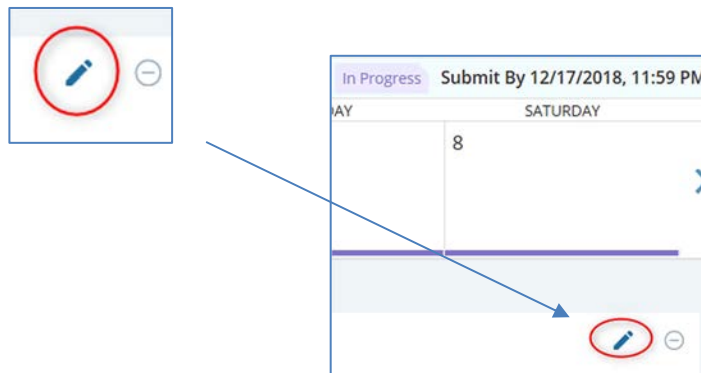
The steps to manually enter time should only be taken when time is not recorded at the time you arrived or at the end of your day. For example, if the EPAF for your position was not applied prior to your start date.

Manual time adjustments are completed due to unforeseen circumstances. You are expected to **clock in** and **out** as soon as you arrive and when you leave for the day. This will eliminate the need for entering a comment on your timesheet and the need to manually enter your time.

- A. Select the **date** to enter time on the timesheet screen.
- B. Then select the **clock in** button the time will automatically save. Use the **edit icon** to change the time.



- C. Adjusting time on the same day can be completed by using the **Edit** icon on the left side of the timesheet.






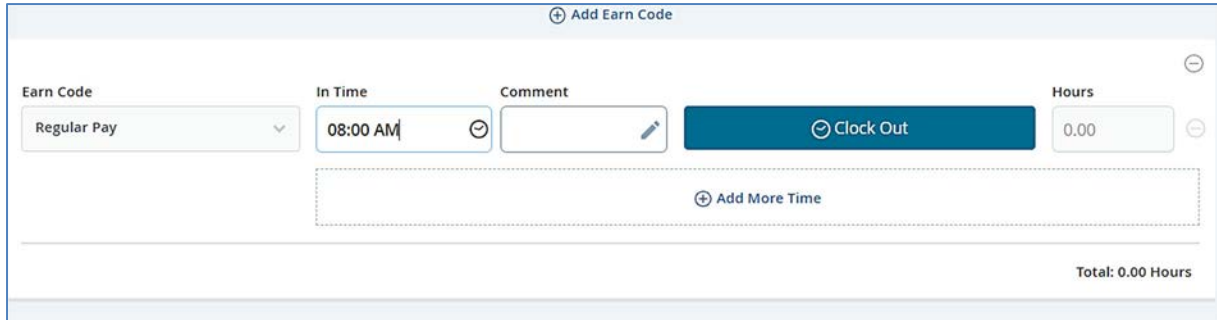
# Web Time Entry | FT Non-Exempt Employees

D. **Caution: The cursor will default to the In Time box.**

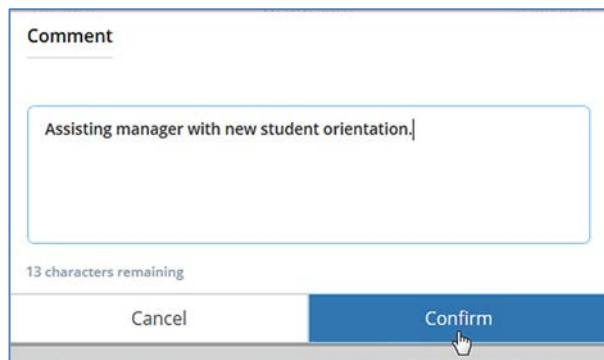
Select the time by scrolling through the selection or manually entering the clock time.

**Reminder:** Time must be entered in intervals of 15 minutes in the 99:99 format. *The time will have to be manually typed when using time increments ending in 15 or 45.*

(Example: 10:00, 10:15, 10:30, and 10:45) If not used, the *error* icon will populate. 



Enter a comment explaining **“why”** the time was not recorded when you arrived (or when you left). Select **Confirm** to save the comment.



**ADDITIONAL NOTES:**

When you manually enter or adjust time, the system will require a **Comment**.

The comment must explain **why** the time was manually entered or adjusted.

After successfully saving your entries, use the **Preview** button and the calendar screen to verify the time is correct.

E. Select **Save** to record the time entry.



 Timesheet data successfully saved.

# Web Time Entry | FT Non-Exempt Employees

## Section V: Comments

Employees have 3 ways to enter a comment:

- (1) Using the **Comments** icon (on the timesheet and directly above the calendar)
- (2) When entering a manual adjustment (required)
- (3) Using the **Preview** button

The screenshot shows the 'Employee Dashboard' for 'Wonderful Employee, C99276-00, J, 66042, Business Office'. It displays a timesheet for the period 11/19/2018 - 12/02/2018 with a total of 64.00 hours. A 'Comments Icon' (1) is shown above the calendar. A 'Comment' button (2) is shown next to a manual adjustment for 'Regular Pay' on Monday, 12/02/2018, with a clock time of 10:06 AM. A message box indicates 'A saved comment for a manual adjustment'.

The 'Preview' dialog box shows a 'Weekly Summary' table and a 'Comment (Optional)' field. The comment text is 'Travel leave taken for College Conference in Orlando, FL.' and there are 1942 characters remaining. A checkbox is checked, indicating the user certifies the time entered is true and accurate. The dialog has 'Cancel' and 'Submit' buttons.

| Week   | Total Hours |
|--------|-------------|
| Week 1 | 40.00       |
| Week 2 | 28.00       |
| Week 3 |             |

### **Reminders:**

*Comments should be clear and professional as they are reviewed by the Strategic Leadership Team.*

*Employees should use the **Comments** icon (option 1 above) or the **Preview** button to enter the details for travel leave, the relationship for bereavement leave or the dates for approved FMLA.*

---

## Need Assistance with accessing the SOS system

Contact TechSupport for assistance at: 281-998-6137 (ext. 6137) or email: [TechSupport@sjcd.edu](mailto:TechSupport@sjcd.edu).

## Need Assistance with entering comments in SOS

Contact the Payroll Department for assistance at: 281-998-6309 or email: [payroll@sjcd.edu](mailto:payroll@sjcd.edu).