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.

**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 proxing 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**.

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 irretrievable 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.

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.

   ![Proxy Set Up Screen](Image)

**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.

![Proxy Set Up Table](Image)