



WEB TIME ENTRY FOR FULL TIME NON-EXEMPT EMPLOYEES

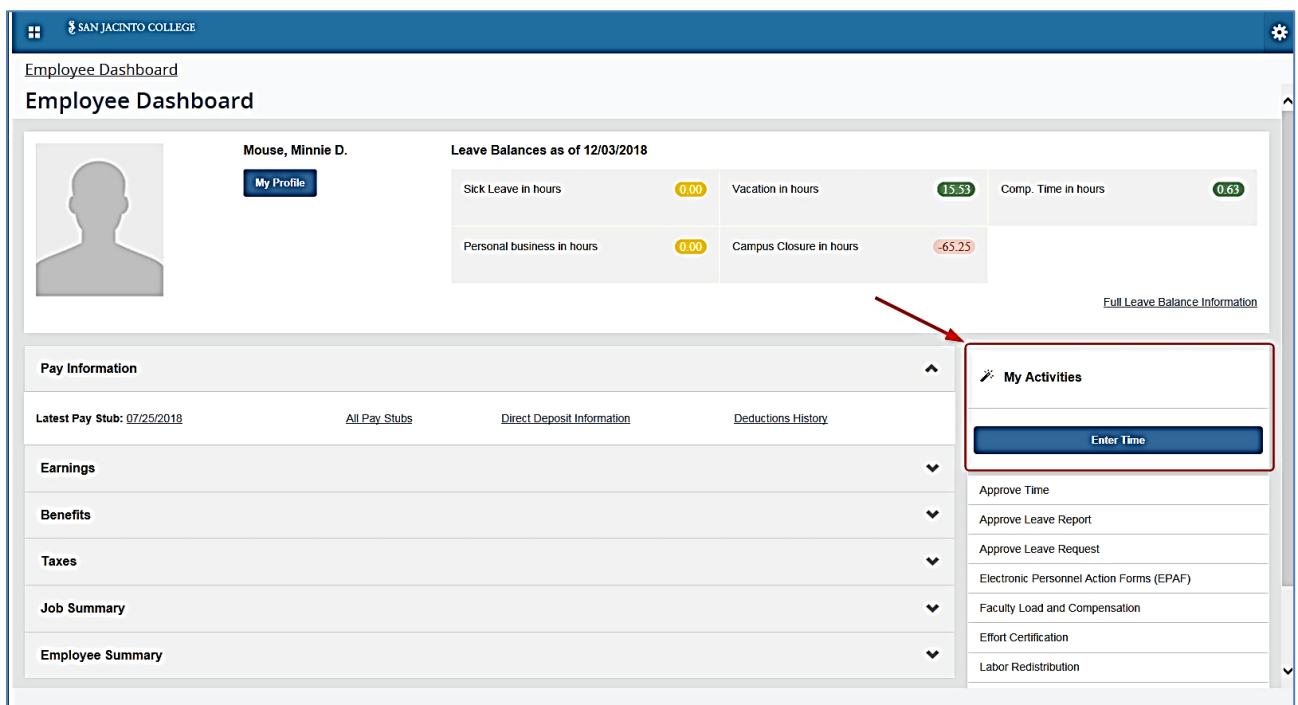
Payroll Instructional Guide

Section I: Web Time Entry – Clocking In and Out

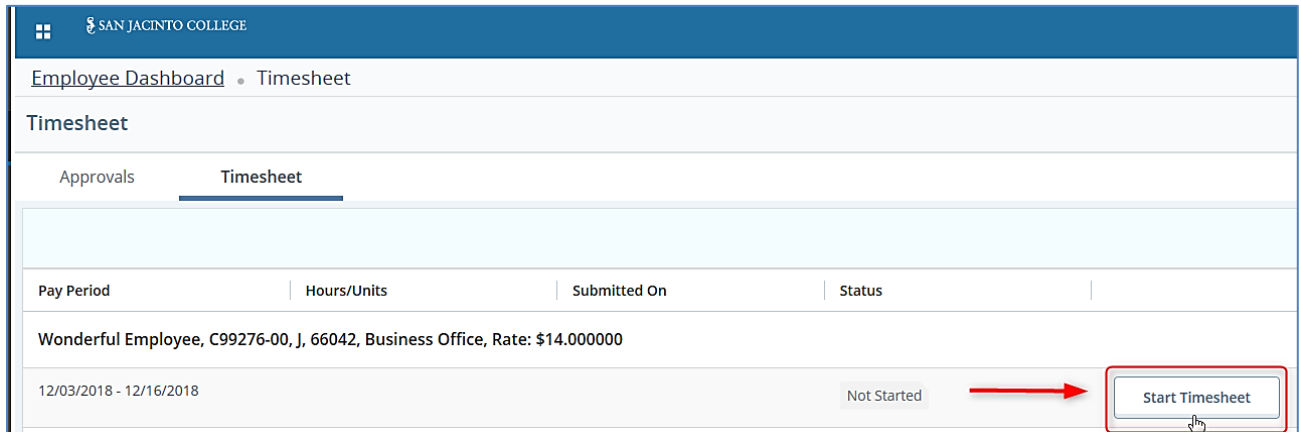
1. Log into SOS.
2. Navigate to the **Employees** section and then select the **Employee Dashboard** or the **Time Entry** tab.



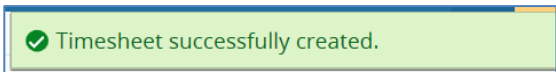
3. On the Employee Dashboard select the **Enter Time** button.



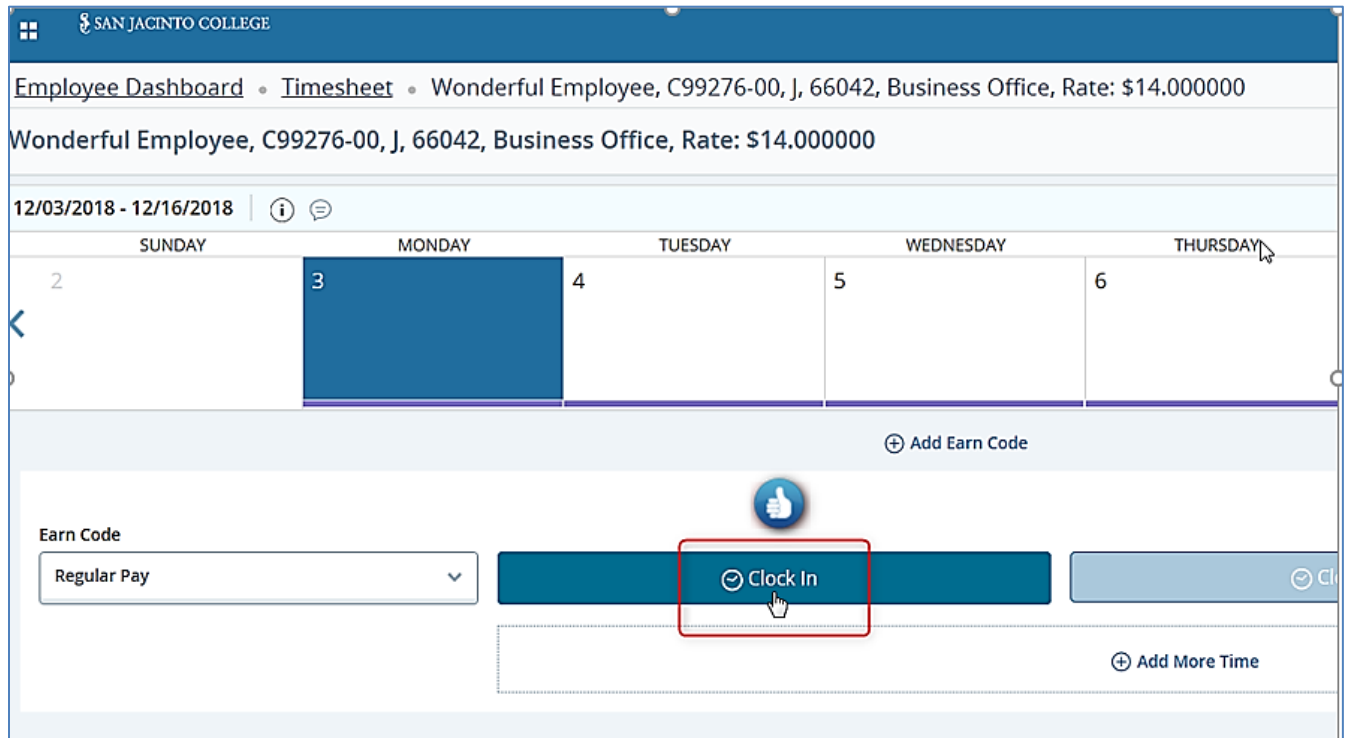
4. If you have not started the timesheet the screen will have a **Start Timesheet** button.



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.

SAN JACINTO COLLEGE 1

[Employee Dashboard](#) • [Timesheet](#) • Wonderful Employee, C99276-00, J, 66042, Business Office, Rate: \$14.000000 A ✔ Timesheet data successfully saved.

Wonderful Employee, C99276-00, J, 66042, Business Office, Rate: \$14.000000 B Restart Time Leave Balances

12/03/2018 - 12/16/2018 In Progress C Submit By 12/17/2018, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8

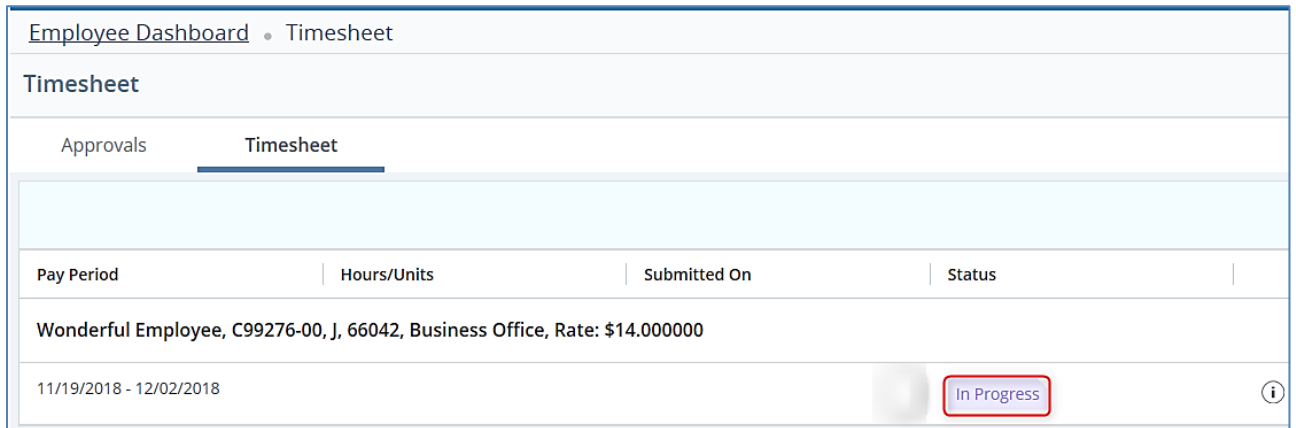
+ Add Earn Code

Regular Pay 08:00 AM - D ✎

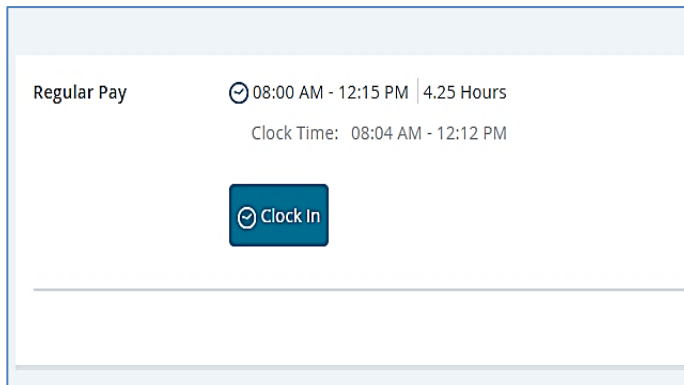
Clock Time: 08:07 AM Clock Out

Total: 0.00 Hours

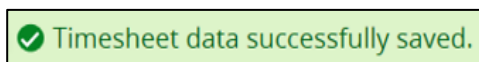
Lunch Entries: When entering more time in the same day (ex. returning from lunch) repeat steps 1 through 3 above then select the ***In Progress*** link.



Select the **Clock In** button.

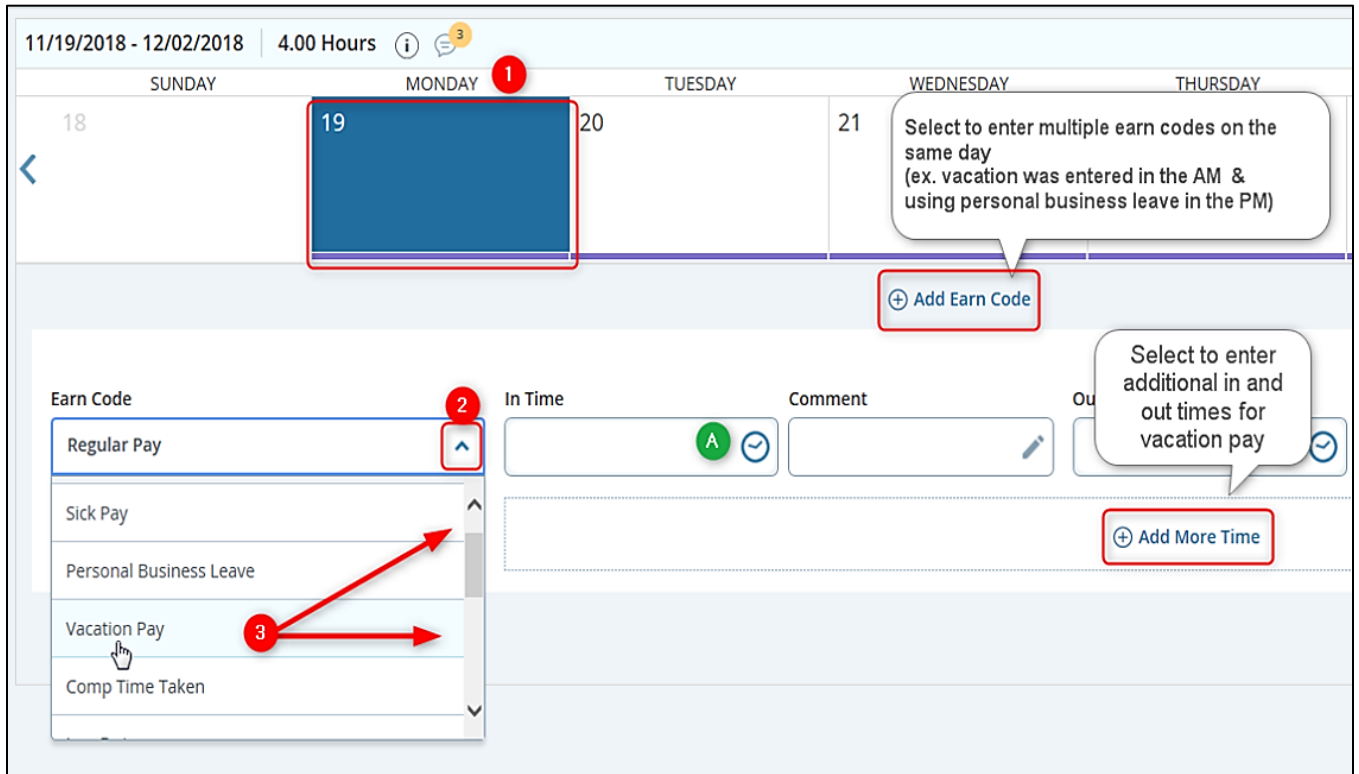


The time is successfully saved when the green message is received.



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



11/19/2018 - 12/02/2018 | 4.00 Hours

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY

18 19 20 21

Select to enter multiple earn codes on the same day (ex. vacation was entered in the AM & using personal business leave in the PM)

+ Add Earn Code

Earn Code In Time Comment Out Time

Regular Pay Sick Pay Personal Business Leave Vacation Pay Comp Time Taken

Select to enter additional in and out times for vacation pay

+ Add More Time

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

✔ Timesheet data successfully saved.

Additional Notes:

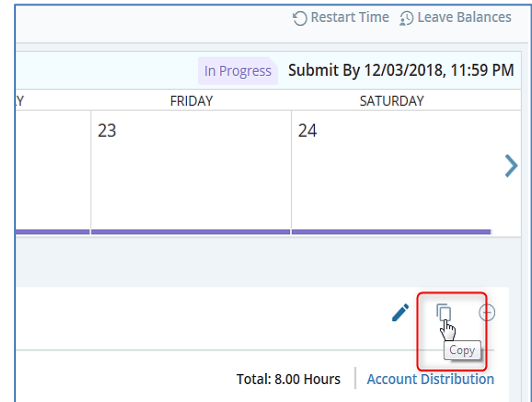
Use the **Add Earn Code** button to add leave to a day with regular time.

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

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.



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board • Timesheet • [Employee Name], 66042, Business Office, Rate: \$ 0000 1

[Employee Name], C99276-00, J, 66042, Business Office, Rate: \$ 0000

018 | 12.00 Hours (i) (3)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19 8.00 Hours	20	21	22	23	24

✓ All entries, including Time In and Out data, hours, and Account Distribution override changes you have made for this earning code will be copied.

Copy Time Entry ✕

2 Vacation Pay : 8.00 Hours (11/19/2018, MONDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

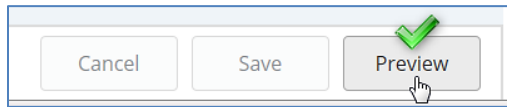
SUN	MON	TUE	WED	THU	FRI	SAT
18	19 8.00 Hours	20 3	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

4 Save

✓ The entry has been successfully copied.

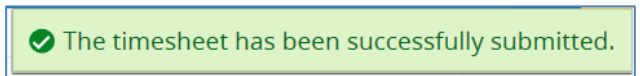
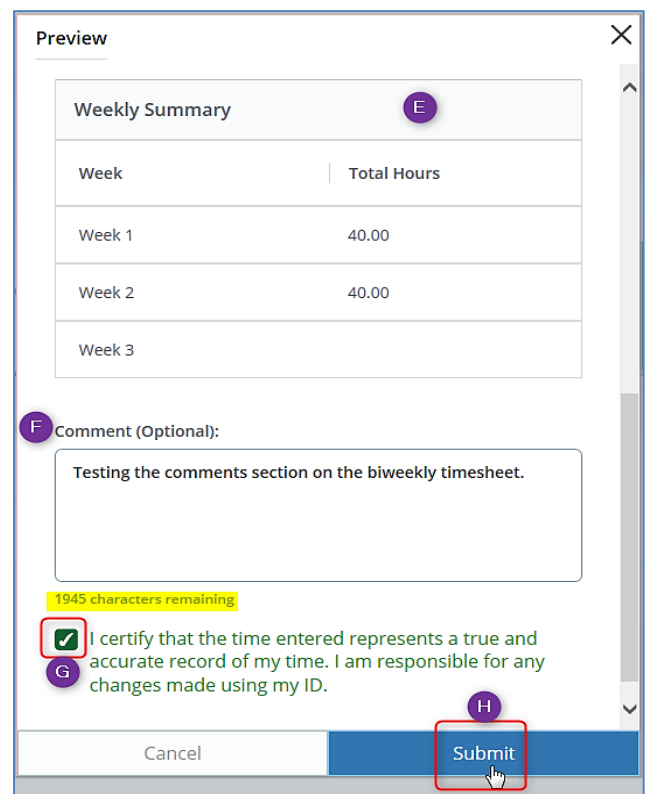
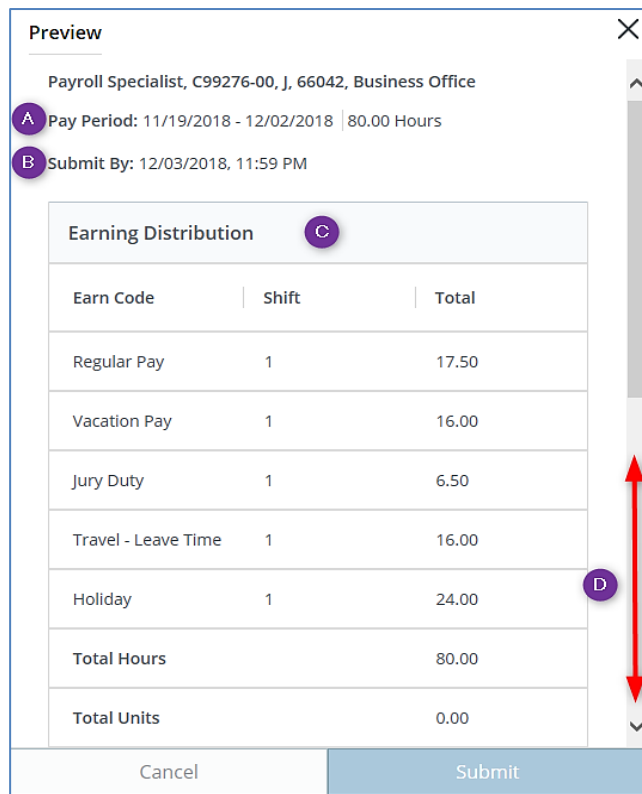
Section III: Previewing and Submitting the Timesheet

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.

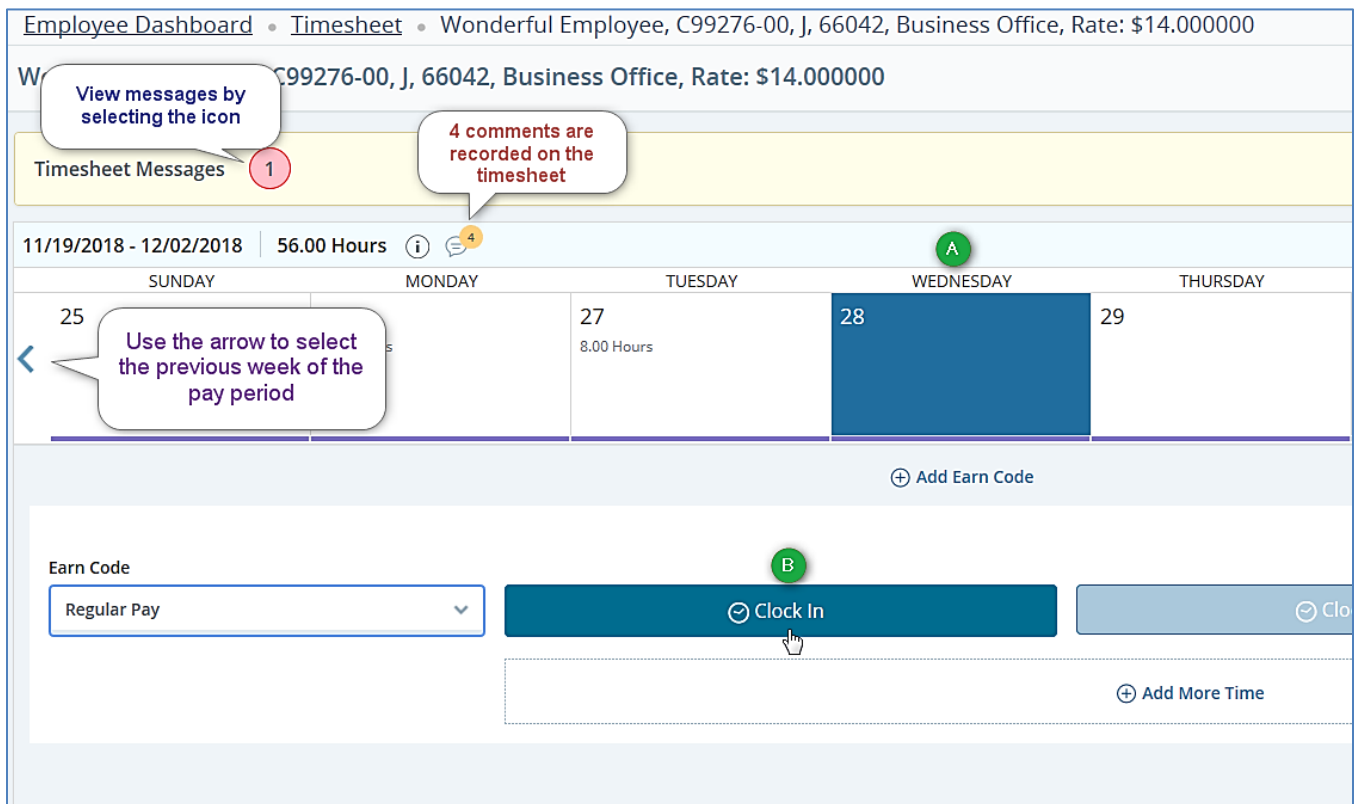


Section IV: Manual Time Adjustments

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.

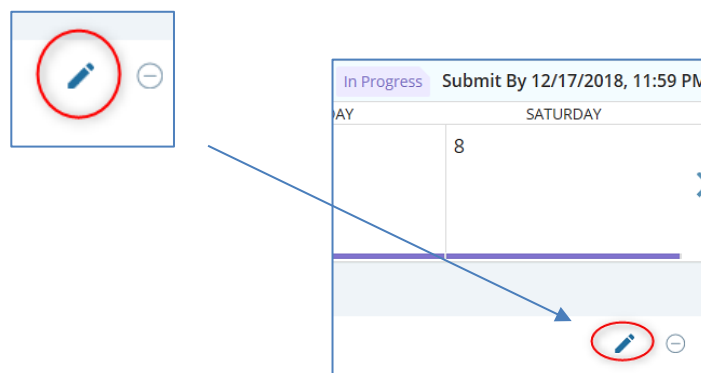
Manual time adjustments are completed due to unforeseen circumstances. You are expected to clock in and out as soon as you arrive and when you leave for the day. This will eliminate the need for entering a comment on your timesheet and the need to manually enter your time.

- 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.



The screenshot shows the 'Employee Dashboard' for 'Wonderful Employee, C99276-00, J, 66042, Business Office, Rate: \$14.000000'. It displays a calendar for the week of 11/19/2018 to 12/02/2018 with 56.00 hours recorded. Callout A points to the date '28' on Wednesday. Callout B points to the 'Clock In' button in the 'Earn Code' section, which is currently set to 'Regular Pay'. Other callouts include 'View messages by selecting the icon' pointing to a message icon, '4 comments are recorded on the timesheet' pointing to a comment icon, and 'Use the arrow to select the previous week of the pay period' pointing to a left arrow.

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



The diagram shows a callout box with a red circle around a pencil icon and a minus sign. An arrow points from this callout to a timesheet entry for 'SATURDAY' with a value of '8'. A second callout box with a red circle around a pencil icon and a minus sign is positioned at the bottom right of the timesheet entry, indicating where to click to edit the time.

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.

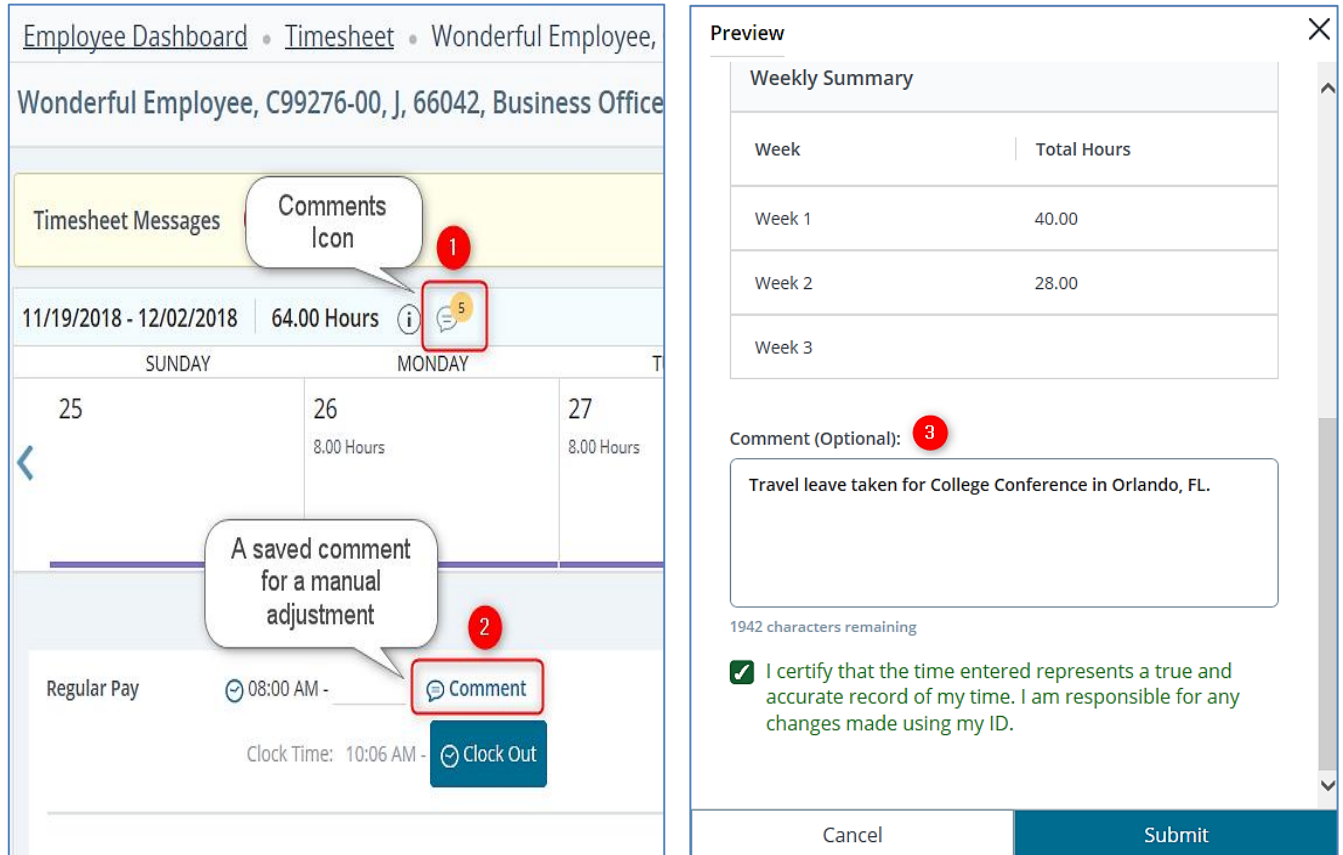
E. Select **Save** to record the time entry.

Timesheet data successfully saved.

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 highlights the 'Comments Icon' (1) and the 'Preview' button (2). A 'Preview' modal window is open, showing a 'Weekly Summary' table and a 'Comment (Optional):' field (3).

Week	Total Hours
Week 1	40.00
Week 2	28.00
Week 3	

Comment (Optional):
Travel leave taken for College Conference in Orlando, FL.

1942 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.

Buttons: Cancel, Submit

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.

Need Assistance with entering comments in SOS

Contact the Payroll Department for assistance at: 281-998-6309 or email: payroll@sjcd.edu.