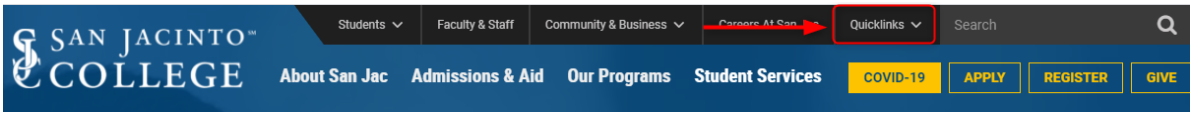
SAN JACINTO COLLEGE

WEB TIME ENTRY FOR PART TIME NON-EXEMPT EMPLOYEES

Payroll Instructional Guide

Section I: Web Time Entry – Clocking In and Out

1. Go to the college website: http://www.sanjac.edu/.
2. Locate the Quicklinks icon at the top of the screen and select SOS from the drop down menu.



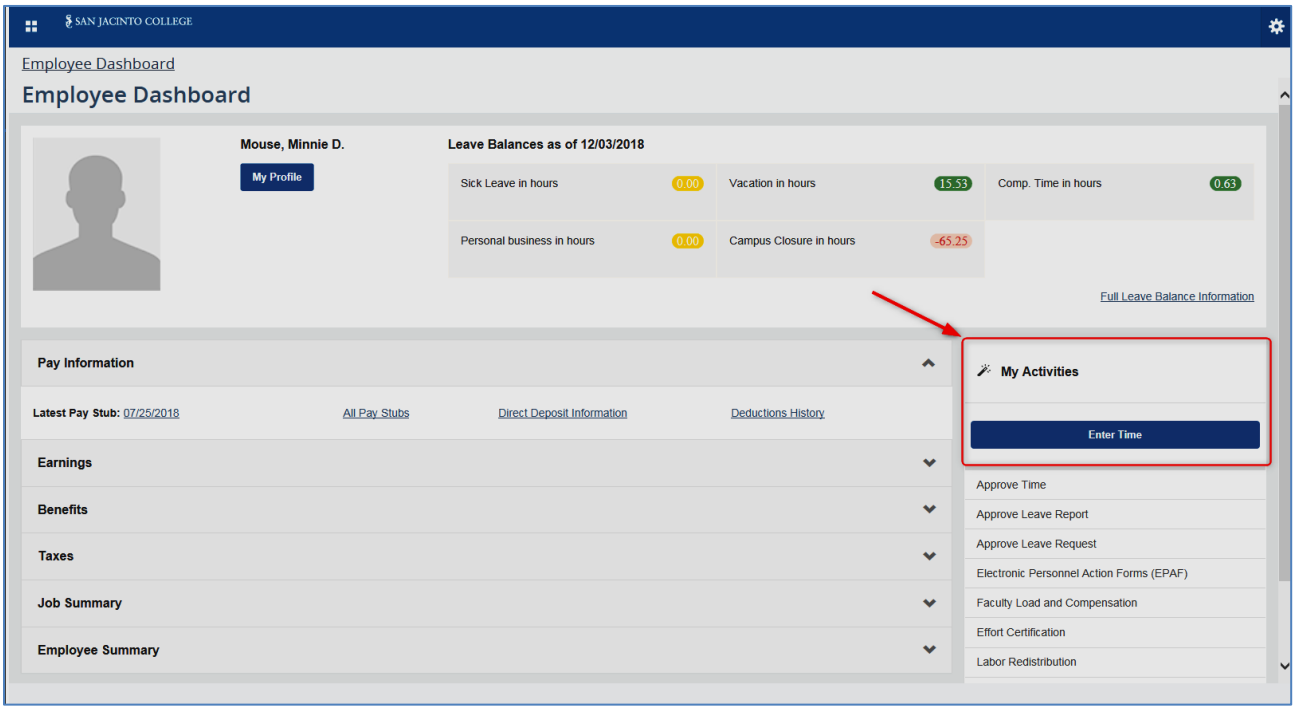
3. Log into SOS. Using your network ID and password to login. SOS LOGIN

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

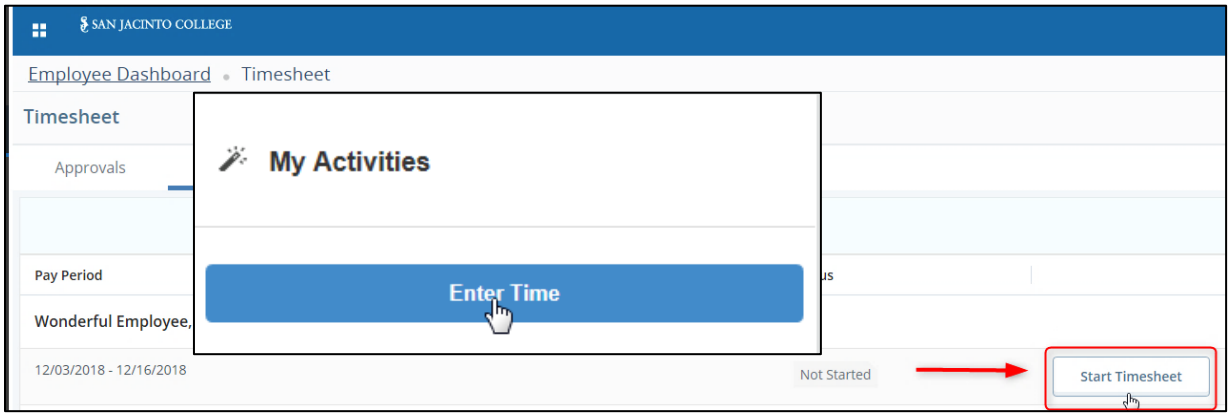
4. Click on the ***Employees*** tab.
5. Click on ***Employee Dashboard*** link.

6. On the ***Employee Dashboard*** select the ***Enter Time*** button located under the ***My Activities*** section.

   (The past and current pay periods will also be available for selection.)

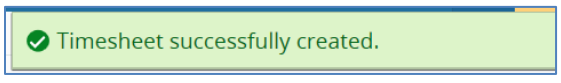


7. Then click the ***Start Time Sheet*** button.



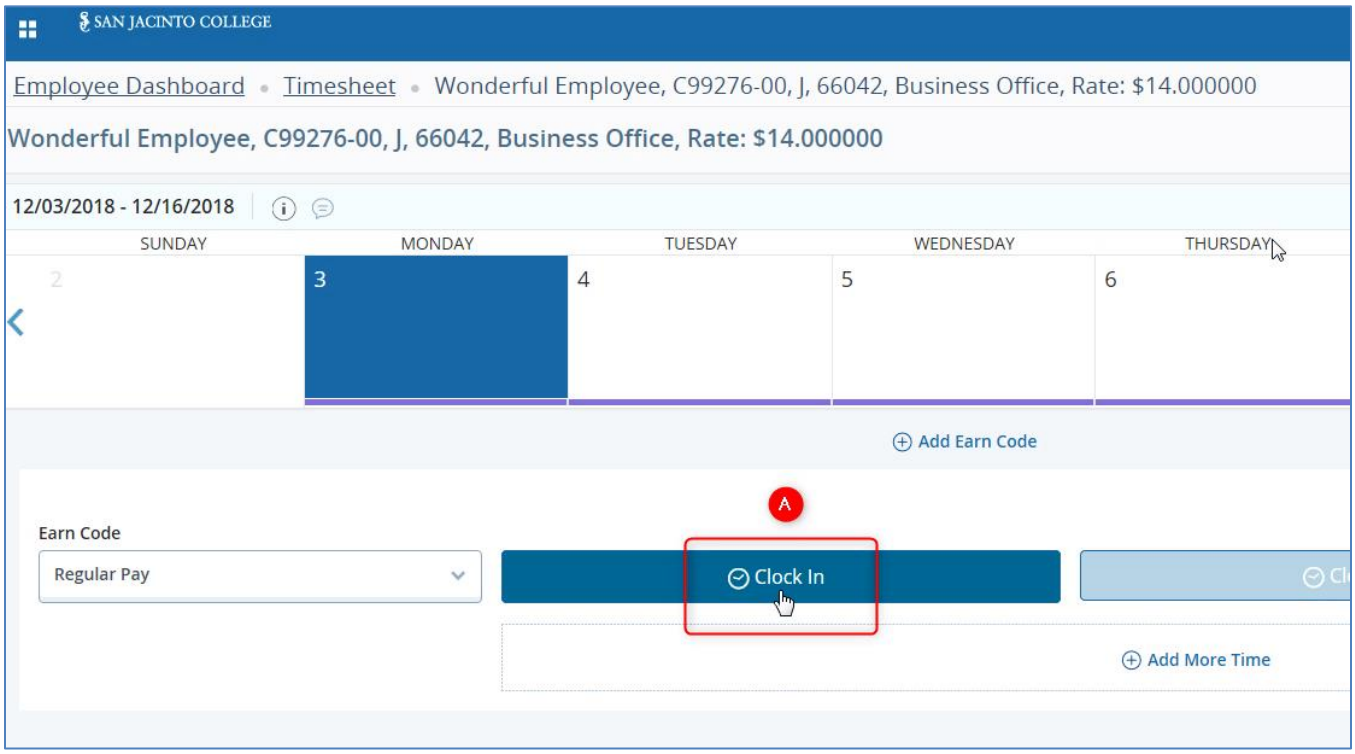
NOTE: If you work in multiple areas, you will need to ***Clock In or Out*** for each specific position code. ***Clock In or Out*** can only be recorded for one position code at a time and is designated by the ***Title and Department*** section.

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

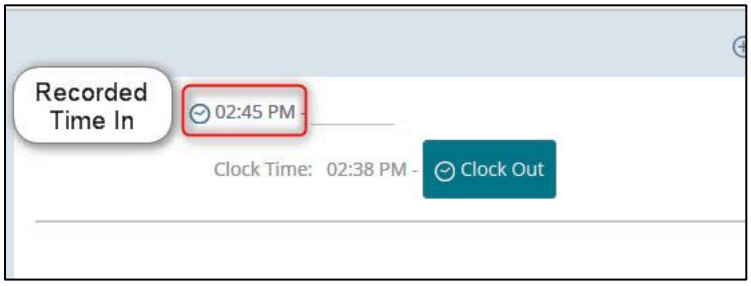


8. Select ***Clock In*** button to record your time entry. Follow steps 1 – 3 above and select "***In Progres***s"

timesheet to utilize the clock out button. You are not required to enter a comment when you clock in/out with the clock in/out button. The clock buttons will **automatically save** your clock time.

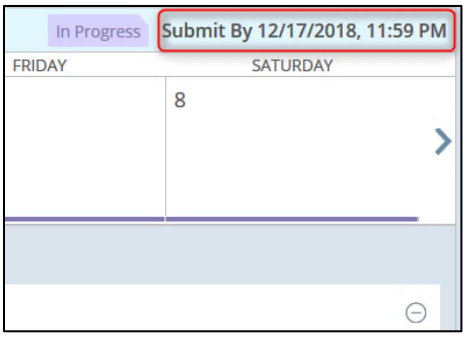


NOTE: The system will automatically populate the "***Time In"*** and the "***Clock Time In"*** fields. The "***Time In"*** field is populated with the time rounded to the nearest quarter hour. The system will record your ***actual*** time rather than your scheduled time.

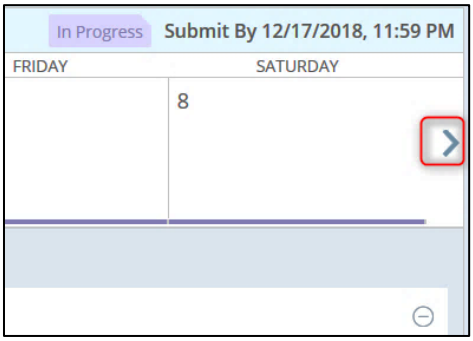


9. The *Timesheet data successfully saved* message will populate when your time has been saved.

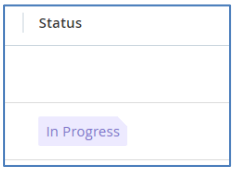
10. The timesheet status and the *submission deadline* will populate in the top right corner of the timesheet.



11. *Arrows* on each side of the calendar will allow you to view the previous or next week of the pay period.

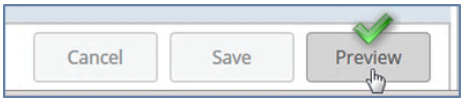


12. Continue to use the **In Progress** timesheet to record your time until the end of the two week pay period.



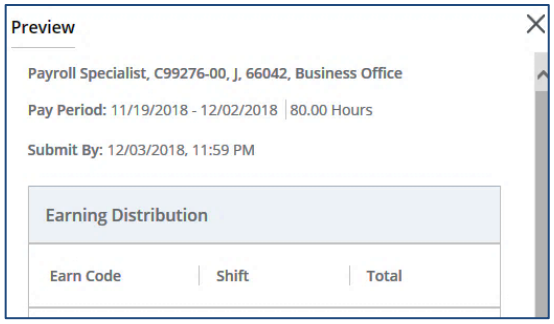
Section II: Previewing and Submitting the Timesheet

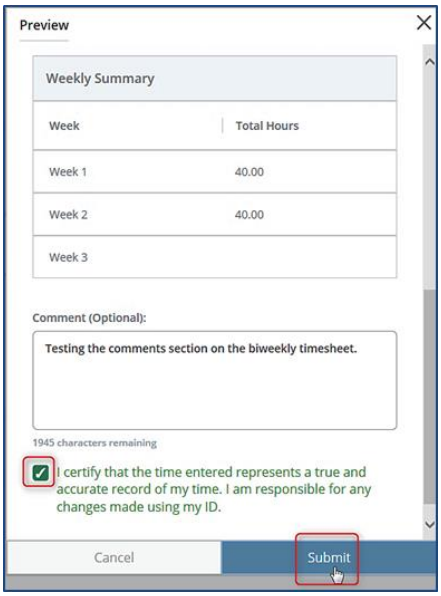
1. After you have completed your day for the entire **<u>two-week pay period</u>**, open the **In Progress** timesheet and select the **Preview** button in the bottom right corner.



<u>Items that can be viewed on the Preview Screen</u>

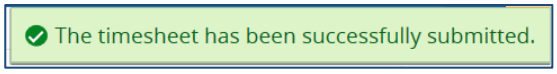
a. The earning distribution in the top section will show the position and department information.
b. The pay period begin and end dates and the total hours for the timesheet.
c. The submission deadline date and time.
d. The total hours for the hourly earnings code.
e. The weekly summary section displays the total hours for each week of the pay period.
f. The comments box to enter relevant comments for the pay period (professional *comments that pertain to the work week or recommended.*)





2. Check the box to certify the hours on the timesheet are accurate.

3. Then select ***Submit*** button to submit your hours for approval. You will receive a message that your timesheet was successfully submitted for approval.

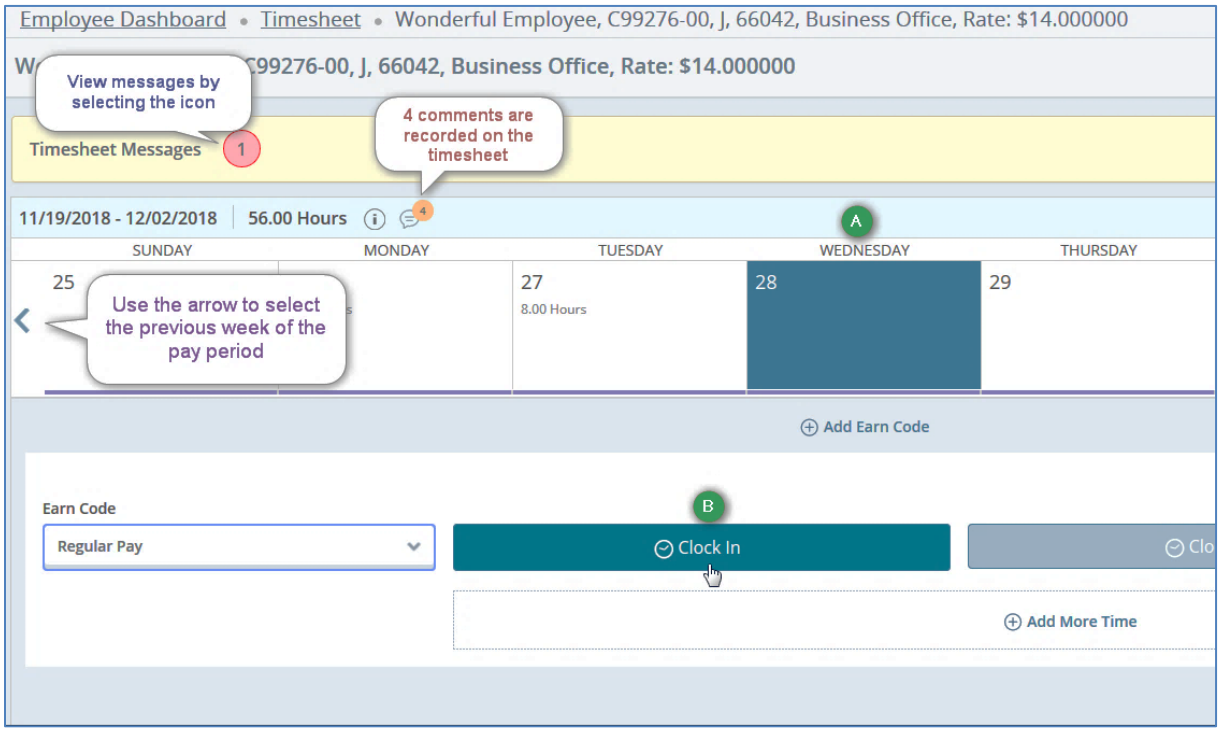


Section III: Manual Time Adjustment

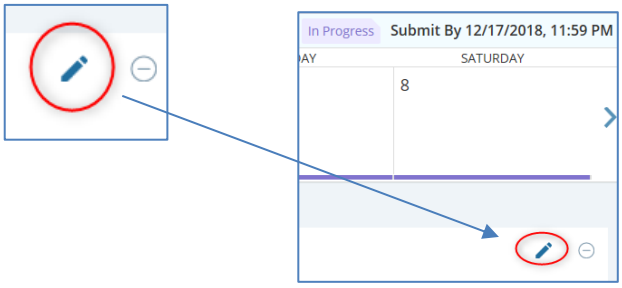
The option below is only utilized when time is not recorded with the Clock In or Out buttons. Due to the additional steps, we strongly recommend using the clock buttons to record your time.

NOTE: Manual time adjustments are completed due to unforeseen circumstances. You are expected to utilize the clock buttons to clock *in* and *out*. This should be used when you arrive and at the end of your day. This will eliminate the need for entering a comment on your timesheet and the need to manually enter your time.

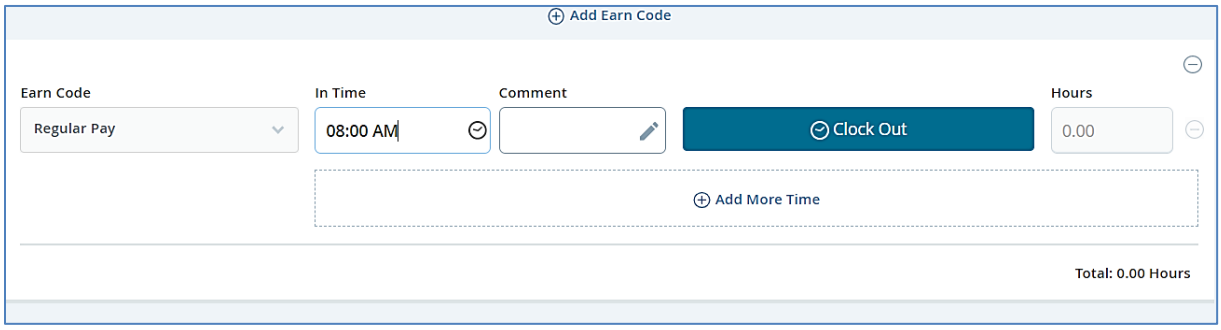
1. Select the **date** to enter time on the timesheet screen (A). Then select the **clock in** button (B). The time will automatically save, but you will use the **edit icon** to change the time.



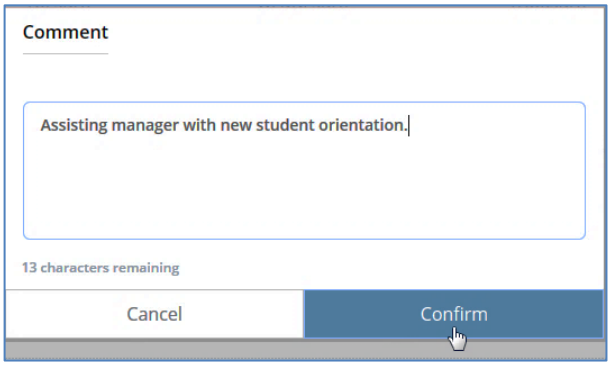
2. Adjusting time on the same day can be completed by using the **Edit** icon on the left side of the timesheet.



3. **Caution: The cursor will default to the In Time box.**
   Select the time by entering the time manually or using the clock icon to select the hour and minute.
   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.



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

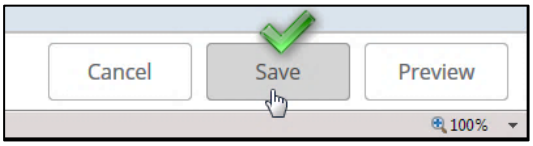


ADDITIONAL NOTES:
When you manually enter or adjust time, the system will require a ***Comment***.

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

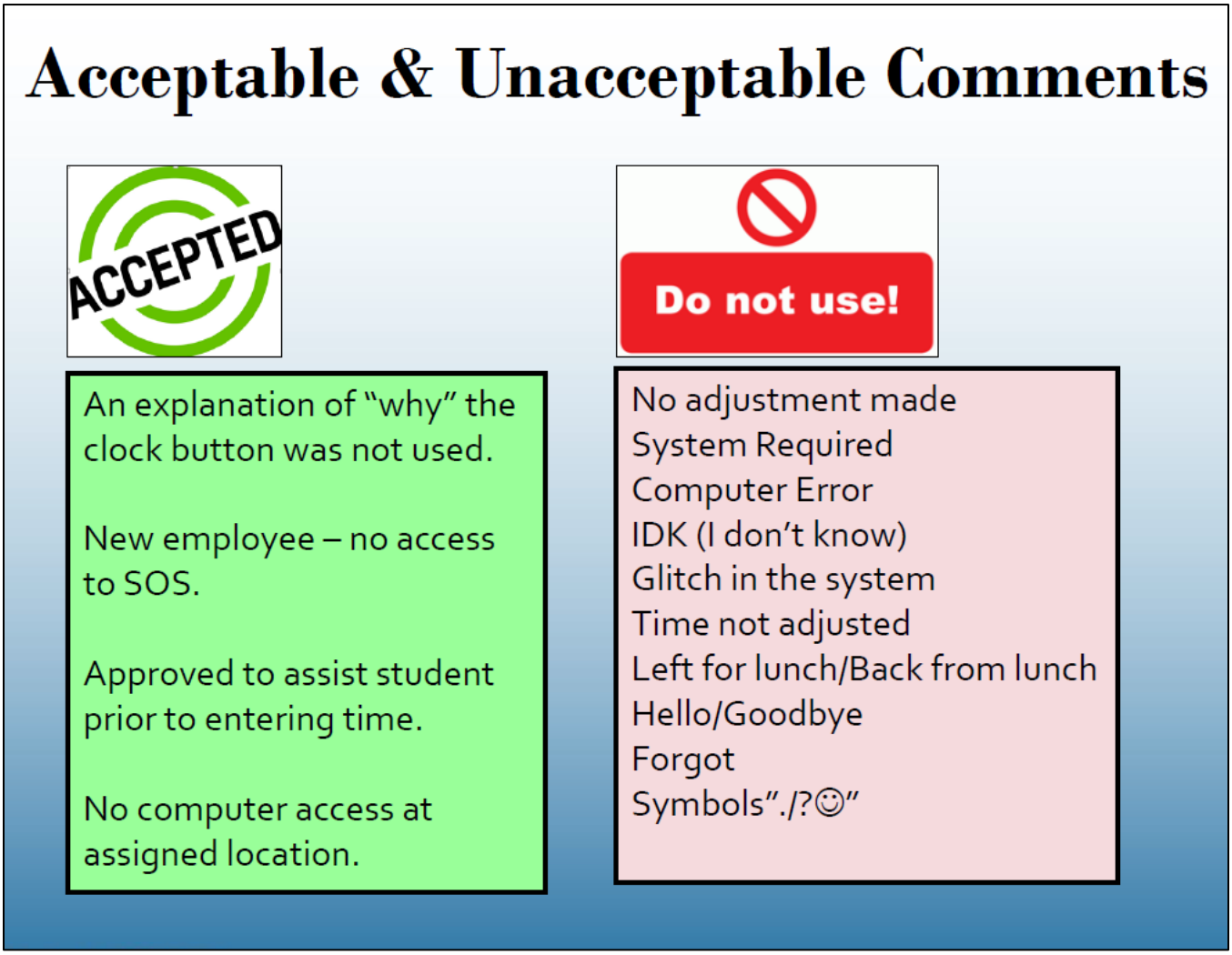
After successfully saving your entries, use the **Preview** button and the calendar screen to verify the time is correct.

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



NOTE: When you are adjusting time or entering time after the date of hours worked a ***Comment*** explaining the adjustment is **required**. The comment must explain why the clock icon was not used. Selecting ***Save*** will store changes. The ***Preview*** button allows you to review your entries and confirm that the entries were accurately recorded. *If you save before entering the required comments, an error will display and the manual time entry will not be saved in the SOS WTE system.*

Comments should be of professional standards as they are periodically reviewed by the Senior Leadership Team.



**As of 9/1/2018, the system required comment is no longer acceptable. The SOS system allows all employees to clock in/out on the exact quarter hour without entering a comment.*

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 (ext. 6309) or email: Payroll@sjcd.edu.