## SAN JACINTO COLLEGE

# WEB TIME ENTRY FOR PART TIME NON-EXEMPT EMPLOYEES

Payroll Instructional Guide



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

<b>G</b> SAN JACINTO™	Students N	Faculty & Staff	Community & Business 🗸	Caroors At San	Quicklinks 🗸	Search		Q
COLLEGE	About San Jac	Admissions & A	id Our Programs	Student Services	COVID-19	APPLY	REGISTER	GIVE

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

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

SOS LOGIN

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

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WEL	COM	E TO	<b>S.O.S</b>			
All Users Employees Finance	inancial Aid Students					
Employees						~
Disability Status Voluntary Self-Identification of Disability	Employee Confidentiality View or Update Employee Confidentiality Agreement:	Employee Dashboard Pay information, benefits, leave information, ecc.	Foundation Payroll Deduction Authorization Form Authorize donations to the Foundation through payroll deduction.	Salary Statement View Current Annual Salary Statement.	Enter time, enter in events, time entry approvals, etc.	
Veteran Survey Update Federal and State Veteran Classification						

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.)

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§ SAN JACINTO COLLEGE							
Employee Dashboard Employee Dashbo	ard						
	Mouse, Minnie D.	Leave Balances as of 12/03/2018					
	My Profile	Sick Leave in hours	0.00	Vacation in hours	15.53	Comp. Time in hours	0.63
		Personal business in hours	0.00	Campus Closure in hours	-65.25		
_						Full Leave Bal	ance Information
Pay Information					^	My Activities	
Latest Pay Stub: 07/25/2018	All Pay Stubs	Direct Deposit Information		Deductions History			
Earnings					v L	Enter Time	
						Approve Time	
Benefits					*	Approve Leave Report	
Taxes					~	Approve Leave Request	
laxes						Electronic Personnel Action Forms (EPA	AF)
Job Summary					*	Faculty Load and Compensation	
						Effort Certification	
Employee Summary					*	Labor Redistribution	

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

SAN JACINTO CO	LLEGE	
<u>Employee Dashboa</u>	rd • Timesheet	
Timesheet		
Approvals	My Activities	
		_
Pay Period	Enter Time	ls
Wonderful Employee,		
12/03/2018 - 12/16/2018		Not Started

**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.

Timesheet successfully created.

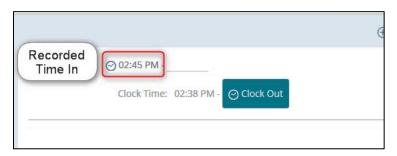
8. Select *Clock In* button to record your time entry. Follow steps 1 – 3 above and select "*In Progress*"

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.

Vonderful Employee, C992	276-00, J, 66042, Bu	siness Office, Rate: \$14	1.000000	
12/03/2018 - 12/16/2018 i	9			
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
2	3	4	5	6
			① Add Earn Code	
Earn Code				
Regular Pay	*		k In	Θ
				(+) Add More 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.

Timesheet data successfully saved.

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

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In Progre	ss Submit By 1	12/17/2018, 11:59 PM
FRIDAY	Si	ATURDAY
	8	>
		Θ

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

In Progres	-	/17/2018, 11:59 PM
THEAT	8	
		Θ

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

Status
In Progress

### 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.

Cancel	Save	Preview

Items that can be viewed on the Preview Screen

- 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.*)



Preview			
Payroll Specialist,	C99276-00, J, 66042,	Business Office	
Pay Period: 11/19/	2018 - 12/02/2018	80.00 Hours	
Submit By: 12/03/2	2018, 11:59 PM		
Submit By: 12/03/2			

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

Weekly Summary	
Week	Total Hours
Week 1	40.00
Week 2	40.00
Week 3	
mment (Optional):	
Testing the commer	
Testing the commer	s time entered represents a true and of my time. I am responsible for any

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 <u>In</u> or <u>Out</u> buttons. Due to the additional steps, we strongly recommend using the clock buttons to record your time.

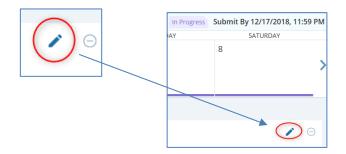
NOTE: Manual time adjustments are completed due to unforeseen circumstances. You are expected to utilize the clock buttons to clock *in* and *out*. This should be used when you arrive and at the end of your day. This will eliminate the need for entering a comment on your timesheet and the need to manually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

# Web Time Entry for Part Time Non-Exempt

V View messages by selecting the icon Timesheet Messages 1	6-00, J, 66042, Bus 4 commer recorded timesh	on the		
1/19/2018 - 12/02/2018 56.00 H	lours (i) 🕬			
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Use the arrow to sele the previous week of t pay period		27 8.00 Hours	28	29
			🕀 Add Earn Code	
Earn Code		В		
Regular Pay	~	⊘ Cloc		QC
				Add More 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 <u>In Time</u> box.

Select the time by entering the time manually or using the clock icon to select the hour and minute. **<u>Reminder</u>**: 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.



			⊕ Add	Earn Code			(-
Earn Code		In Time	Comment			Hours	G
Regular Pay	~	08:00 AM	0		🔿 Clock Out	0.00	
				⊕ Ad	dd More Time		
						Total: 0.00	

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

on.
Confirm

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

	~//	
Cancel	Save	Preview
		€ 100%

Timesheet data successfully saved.

**NOTE:** When you are adjusting time or entering time after the date of hours worked a *Comment* explaining the adjustment is <u>required</u>. The comment must explain <u>why</u> 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.* 

#### **ADDITIONAL NOTES:**

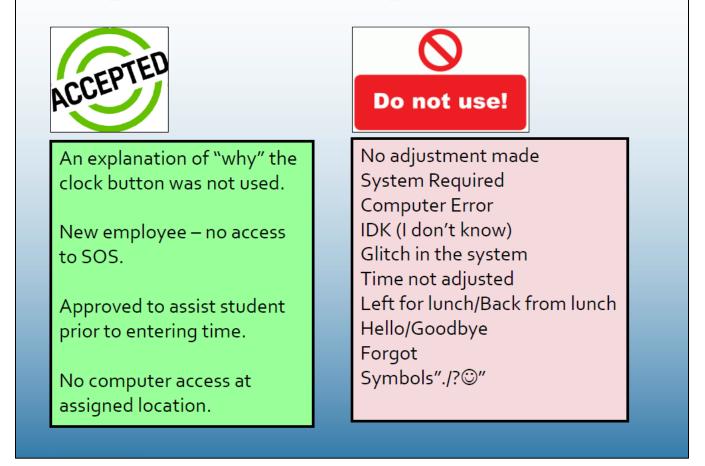
When you manually enter or adjust time, the system will <u>require</u> a **Comment**.

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.

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

# **Acceptable & Unacceptable Comments**



\*As of 9/1/2018, <u>the system required comment is no longer acceptable</u>. 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.

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### **Need Assistance with entering comments in SOS:**

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