

Time Entry Instructions

Time Entry is used to enter work time for hourly employees and student workers. Hours paid to you are calculated by the system based on the start and end times you record. It is incumbent upon each employee to accurately enter and properly submit their work time by the established deadline each month (pay period). Work time can be entered via a computer, tablet or smart phone. The examples in this document show the computer layout and in many cases smart phone views.

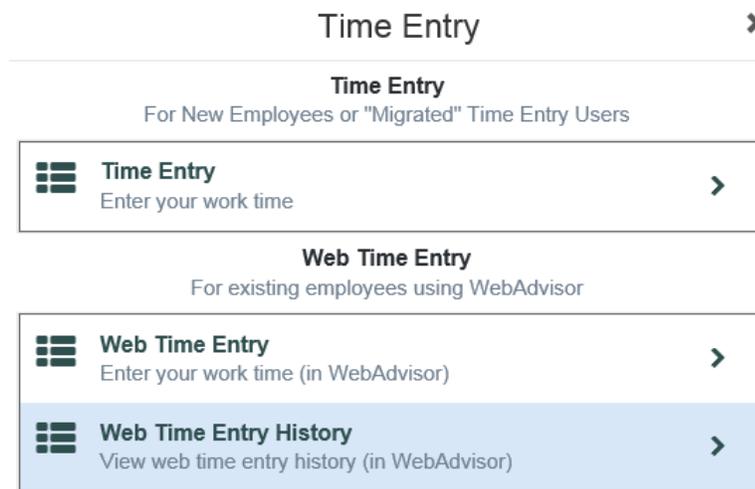
STEP 1: Log In to Insite and Select Time Entry Option

- A. Log in to the new portal at m.4cd.edu and select the correct profile (Student or Employee).

- B. Click on the Time Entry tile.

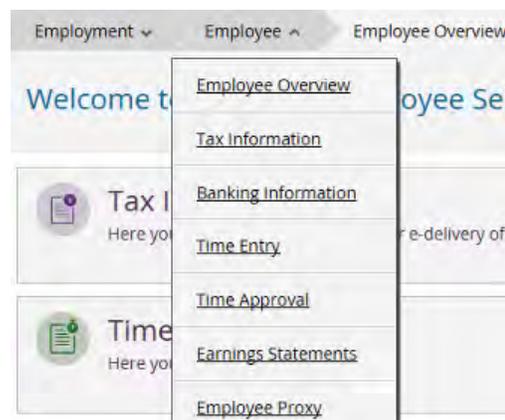


- C. Select the Time Entry option at the top of window that appears.



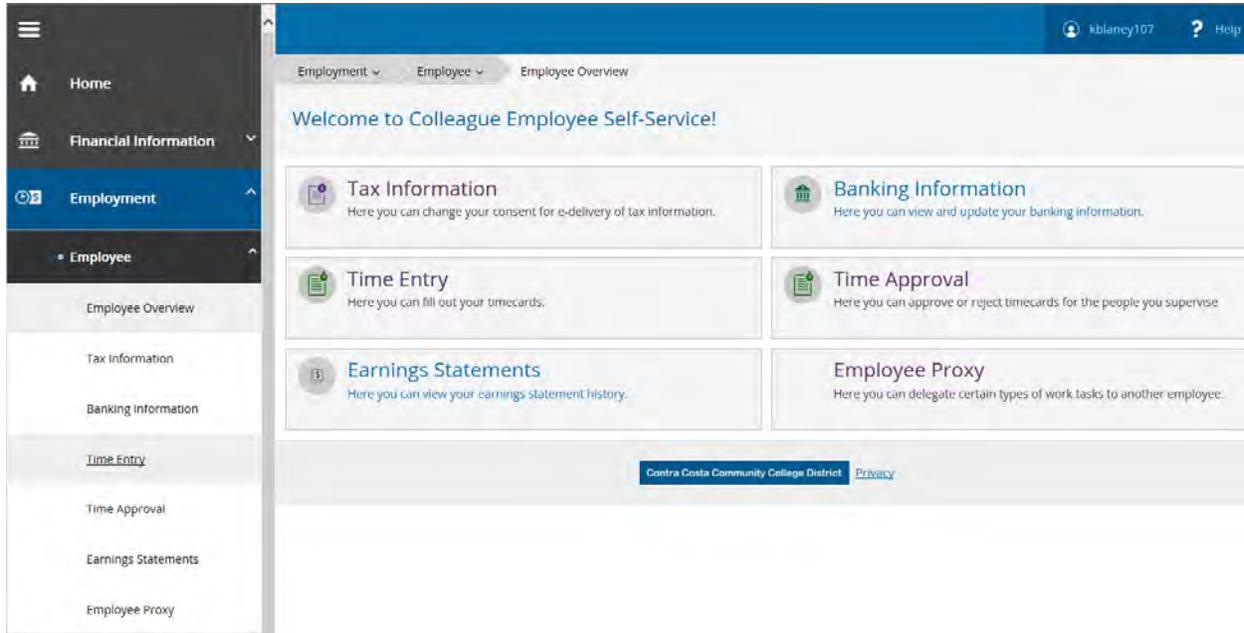
- D. An alternative if you are already logged in and using other options is to select Time Entry from one of three places.

- 1) Options list on the left side of window
- 2) Employee menu
- 3) In drop down list under the Employee tab as seen to the right.



Time Entry Instructions

Here is an example of a menu showing the first two options:



STEP 2: Select Week and Position to Enter Work Time

- A. All work time is organized in weeks with a pay period. Select the week to update.

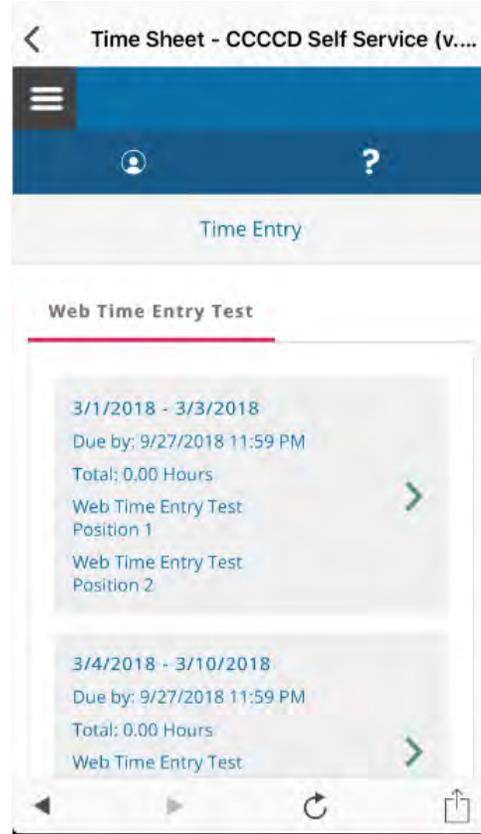


Key Information:

- You may have active positions in one or more Pay Cycles. Pay Cycles are listed across the top of the weeks.
- A Pay Period for 4CD is defined as the first day of the calendar month through the last day of the calendar month. Thus you will see four or more weeks for each month depending on which day of the week the month begins.

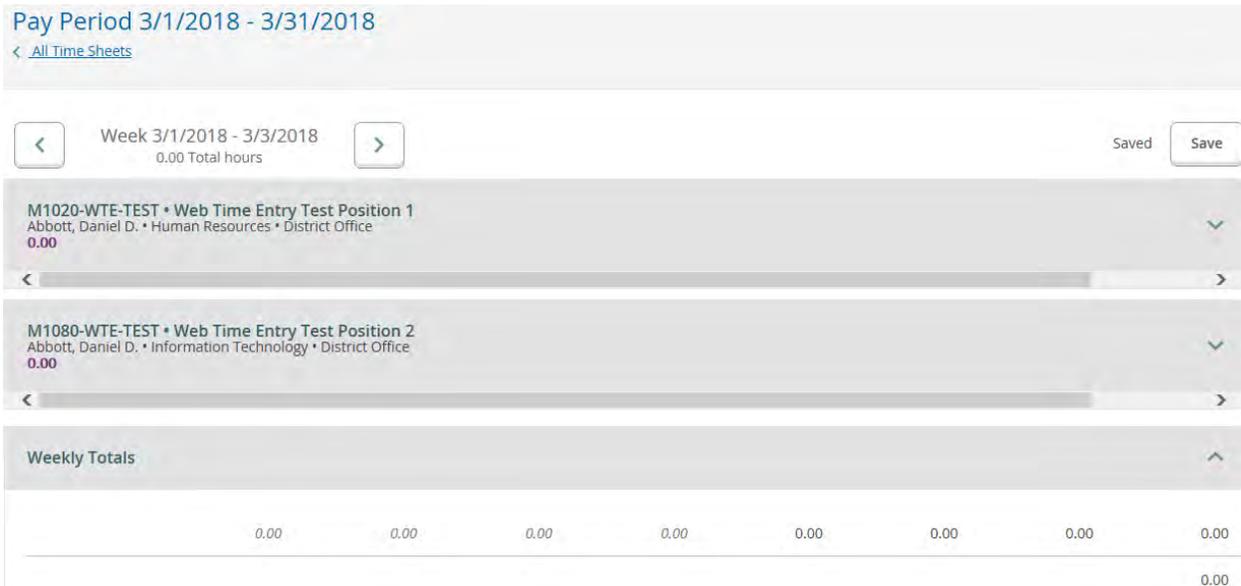
Time Entry Instructions

- A work week always starts on Sunday.
- The date and time when your work time must be submitted is shown on each week.
- All active positions for the week are shown to the right.
- You may see weeks that are no longer updateable. They will continue to appear until paychecks have been generated.
- The status of any weeks submitted is also shown (examples available later in the document).



Here is the view of the same selection shown above from a smart phone:

B. Select the Position to enter work time.



Time Entry Instructions

Key Information:

- You must click on a position to open up the time entry portion.
- Each position’s information includes the Position ID, Position Title, Supervisor, Department and Location.
- You may scroll from one week to the next (or previous) without having to return to the menu.
- Weekly Totals are for each day of the week for all positions.
- Once work time is entered the total hours for each day, position and week populate this view.
- The **[Save]** button should never be necessary. Entries are saved immediately as shown by the status to the left of the **[Save]** button.

Note: The smart phone view of this data will be shown in Step 3.

STEP 3: Enter Work Time for the Week Selected

- A. When a position is selected the view is expanded so time worked can be entered.

Pay Period 3/1/2018 - 3/31/2018
[All Time Sheets](#)

Week 3/1/2018 - 3/3/2018
 0.00 Total hours Saved

M1020-WTE-TEST • Web Time Entry Test Position 1
 Abbott, Daniel D. • Human Resources • District Office
 0.00

Earn Type	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/1	Fri 3/2	Sat 3/3	Total
Regular Earnings	<input type="text" value="00:00 AM"/>	0.00						
	<input type="text" value="00:00 AM"/>							
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Key Information:

- Time can only be entered on days within the Pay Period. In the example above Sunday through Wednesday are in a prior Pay Period and would need to be entered in the appropriate week for that month. If work time had been entered on those days it will appear here for reference and overtime calculations.
- Overtime is not automatically calculated at this time. More information to follow.
- Entries are saved immediately.
- Each week must be submitted for approval. Do not submit until all work time for the week has been entered.
- You can scroll forward and backwards to other weeks from this view.

Time Entry Instructions

B. Enter your Start and End Time for each position and work day

Key information:

- Click in an editable time and a drop down list of times in 15 minute increments appears.
- You can select a time from the drop down list or type the time yourself.
- You do not need to enter time in 15 minute increments. Follow whatever procedures have been established by your manager.
- Time can be entered in a number of different formats and the system will attempt to resolve it. Examples:

Entry	Resolved
725, 0725, 07:25 7:25a	7:25 AM
1230, 12:30, 12:30p	12:30 PM
0030, 00:30, 12:30 AM	12:30 AM
1700, 5pm, 5:00p	5:00 PM

- The system will remind you that you have an entry to complete with an exclamation point in the End Time field. It will not force you to complete this entry before exiting.
- A nice feature of the drop down list for End Time is that it shows you the elapsed hours and minutes for each potential selection.

Note: We have discovered that the use of the **[Enter]** key in a time field causes the entry to round to the nearest 15 minute increment. The **[Tab]** key **does not round** the time entry. It has also been reported that this may operate differently with various browsers. Please make sure to pay attention to the results based on the action taken to ensure your time is reported correctly.

- C. You can make as many entries as needed for each day and position. After you've completed your start and end time a plus sign appears below the time entries for the day.
- D. After making two or more entries for a day a plus and minus sign appear. If you need to add another entry for the day press the plus sign again. If you erroneously added an entry and wish to delete it, press the minus sign.



Time Entry Instructions

- E. As you make time entries for the week the total hours for each day and the week are accumulated. Here is a view of a week with several entries for one position.

Pay Period 3/1/2018 - 3/31/2018
[All Time Sheets](#)

Week 3/1/2018 - 3/3/2018
 16.50 Total hours

Saved at 9:43 PM Save

M1020-WTE-TEST • Web Time Entry Test Position 1
 Abbott, Daniel D. • Human Resources • District Office
 16.50

Earn Type	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/1	Fri 3/2	Sat 3/3	Total
Regular Earnings	00:00 AM	00:00 AM	00:00 AM	00:00 AM	7:25 AM	8:45 AM	00:00 AM	16.50
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	12:30 PM	5:00 PM	00:00 AM	
					1:00 PM	+		
					4:10 PM			
					-	+		
Position Total Hours:	0.00	0.00	0.00	0.00	8.25	8.25	0.00	16.50

Comments Submit for Approval

- F. Here is a view of the same data on a smart phone.

Time Sheet - CCCCD Self Service (v...)

Week of 3/1/2018 - 3/3/2018

Saved Save

Select Day:
 Thursday 3/1

M1020-WTE-TEST • Web Time Entry
 Test Position 1
 Abbott, Daniel D. • Human Resources •
 District Office
 16.50

Regular Earnings

Start Time: 7:25 AM End Time: 12:30 PM

M1080-WTE-TEST • Web Time Entry
 Test Position 2
 Abbott, Daniel D. • Information Technology •
 District Office
 0.00

Start Time: 1:00 PM End Time: 4:10 PM

Comments

Submit for Approval

Thursday Total Hours: 8.25

Weekly Totals

Daily Total Hours:

Sunday 2/25	0.00
Monday 2/26	0.00
Tuesday 2/27	0.00
Wednesday 2/28	0.00
Thursday 3/1	8.25
Friday 3/2	8.25
Saturday 3/3	0.00
Total:	16.50

Regular Hours:

Total:	16.50
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Time Entry Instructions

G. If you make an entry that overlaps with another in the same Pay Cycle the system will identify the conflict on both positions as shown below (the top entry is from the entry shown above):

Week 3/1/2018 - 3/3/2018
19.50 Total hours

Saved at 9:48 PM Save

! Thursday - Time entries cannot overlap. Correct the start or end time.

					1:00 PM !				
					4:10 PM !				
Position Total Hours:	0.00	0.00	0.00	0.00	8.25	8.25	0.00	16.50	

Comments Submit for Approval

M1080-WTE-TEST • Web Time Entry Test Position 2
Abbott, Daniel D. • Information Technology • District Office
3.00

Earn Type	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/1	Fri 3/2	Sat 3/3	Total
Regular Earnings	00:00 AM	00:00 AM	00:00 AM	00:00 AM	2:00 PM !	00:00 AM	00:00 AM	3.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	5:00 PM !	00:00 AM	00:00 AM	

H. When you click in a field to make corrections you can either manually type the correction or select from the drop down list. Below is an example of a completed correction:

Pay Period 3/1/2018 - 3/31/2018
[All Time Sheets](#)

Week 3/1/2018 - 3/3/2018
18.00 Total hours

Saved at 9:51 PM Save

M1020-WTE-TEST • Web Time Entry Test Position 1
Abbott, Daniel D. • Human Resources • District Office
16.50

M1080-WTE-TEST • Web Time Entry Test Position 2
Abbott, Daniel D. • Information Technology • District Office
1.50

Earn Type	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/1	Fri 3/2	Sat 3/3	Total
Regular Earnings	00:00 AM	00:00 AM	00:00 AM	00:00 AM	5:00 PM	00:00 AM	00:00 AM	1.50
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	6:30 PM	00:00 AM	00:00 AM	

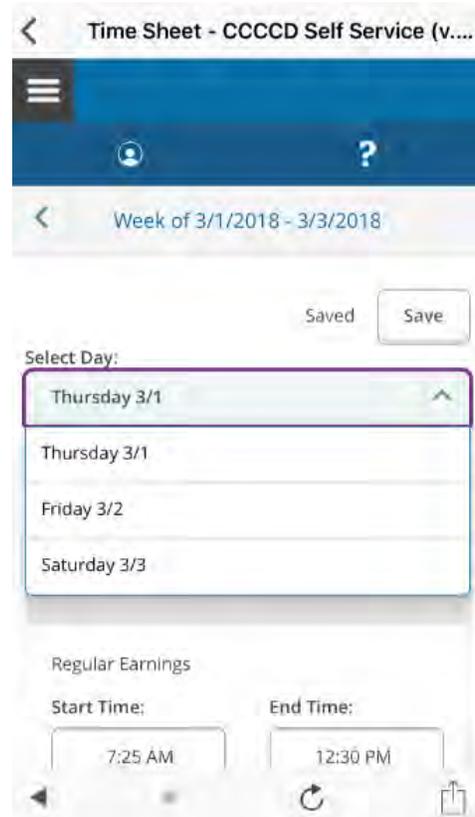
Position Total Hours: 0.00 0.00 0.00 0.00 1.50 0.00 0.00 1.50

Time Entry Instructions

STEP 4: Smart Phone Navigation

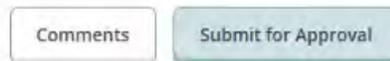
The biggest difference between using a computer and a smart phone is the real estate available. Rather than designing the same view that is miniaturized and forces you to constantly scroll right to left and up and down, the views are designed with the smart phone user in mind. Because of these factors a decision was made to present one day at a time on the smart phone.

So in addition to selecting the work week and position, smart phone users must also select the day of the week before you can enter your work time. The example to the right shows this functionality.



STEP 5: Submit Time for Approval

- A. You must submit your work time for approval once you have completed all entries for a position within a week. This can be done at any time during the month, but must be done by the deadline shown on the screen shown in Step 2. When you are ready click on the **[Submit for Approval]** button.



- B. If there are errors or incomplete entries in your work time entries then you will not be able to submit your hours for approval. Here's an example of a partial form where the End Time has not been entered, thus making the entry ineligible for submission.

	Tue 3/6	Wed 3/7	Thu 3/8	Fri 3/9	Sat 3/10	Total
Start Time	8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	8.00
End Time	00:00 AM ⚠	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
Hours	0.00	0.00	0.00	0.00	0.00	8.00

Time Entry Instructions

- C. Once you have submitted your work time for a week you cannot undo or make further changes without first contacting your supervisor. Your supervisor will need to “Unsubmit” your entry so that you can make additional changes.

STEP 6: Time Entry Statuses

The status on the work week selection screen changes when actions are taken by the employee or supervisor. Although the examples below show the same status for both positions in each occurrence the status will not necessarily be the same for all positions.

- A. After you submit your hours for approval the status changes to Submitted.

Time Entry

Web Time Entry Test

<p>3/1/2018 - 3/3/2018 Due by: 9/27/2018 11:59 PM Total: 18.00 Hours</p>	<p>Submitted Submitted</p>	<p>Web Time Entry Test Position 1 Web Time Entry Test Position 2</p>	<p>></p>
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- B. Once your supervisor approves your hours the status changes to Approved. You will also receive an email for each week and position letting you know the hours have been approved.

Time Entry

Web Time Entry Test

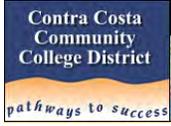
<p>3/1/2018 - 3/3/2018 Due by: 9/27/2018 11:59 PM Total: 18.00 Hours</p>	<p>Approved Approved</p>	<p>Web Time Entry Test Position 1 Web Time Entry Test Position 2</p>	<p>></p>
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- C. If your supervisor rejects your submitted hours the status changes to Rejected. You will also receive an email for each week and position letting you know the hours have been rejected.

Web Time Entry Test

<p>3/1/2018 - 3/3/2018 Due by: 9/27/2018 11:59 PM Total: 18.00 Hours</p>	<p>Rejected Rejected</p>	<p>Web Time Entry Test Position 1 Web Time Entry Test Position 2</p>	<p>></p>
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- D. If your supervisor makes changes to your time worked entries after approving said hours you will receive an email for each week and position letting you know this action has been taken.



Time Entry Instructions

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