Web Time Entry is the online process for employees to submit their electronic timecards for each pay period to be paid on the 10th of the month. Payroll would like all timecards approved by the last day of the month. Once the employee has electronically signed and submits their timecard, a system generated email notifies the supervisor that the employee's timecard is ready to be approved on MyWeb for the students.

- Here's an example of an email notification from employee to supervisor to approve timecard:
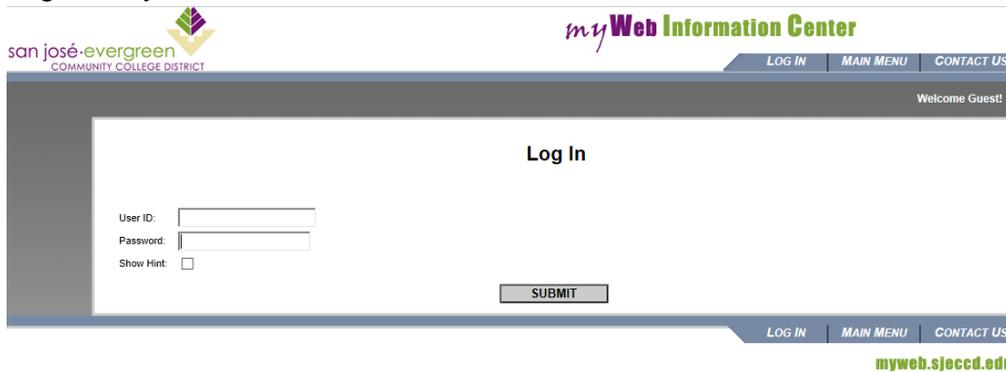
From: John.Anderson@evc.edu
Sent: Thursday, August 13, 2015 10:11 AM
To: Smith, Lisa
Subject: John B. Anderson has completed the time entry task

John B. Anderson has completed the time entry task. Please review the time entry to verify that it is correct.
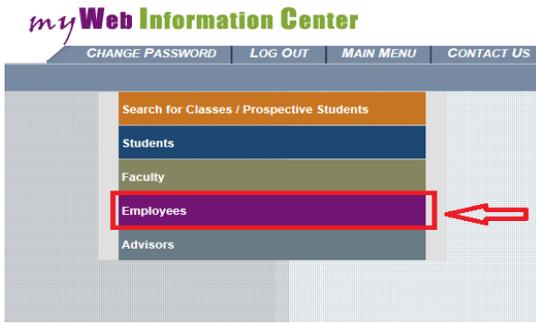
1. To access Web Time Entry and Approval, go to SJECCD Homepage www.sjeccd.edu and select MyWeb.

2. Log into MyWeb

3. Click on Employees

4. Under the Web Time Entry and Approval, click on Time Approval (for supervisors) to access employee timecards.

5. Time Approval (for supervisor) will display all employees that report to you.

- The Review Entry box is used to select the time entry you'd like to review and click Submit to access the employee's timecard.

- The "Review Entry" column will automatically be checked for employees that have signed their timecards for the pay period. Click Submit to access their timecards.

- You may review your employee's time entry at any time during pay period.

6. Once you access the student's timecard, the top of the "Time Entry" displays the Employee's name, Position Title, Pay Period End Date, Pay Cycle, Department, Location, and Approve by Date following below are the total hours entered each day by the employee.

7. Supervisor should review their employees' time in and out by clicking the check box below that says "The employee has time in/out data. To review it, check the box" and then click the Submit button at the bottom of the screen.

The following displays the detailed time in and out for the employee.

Date	Day	Time In	Time Out	Insert Line
05/26/12	Saturday			
05/27/12	Sunday			
05/28/12	Monday	08:00AM	04:00PM	
05/29/12	Tuesday	08:30AM	02:00PM	
05/29/12	Tuesday	03:00PM	05:30PM	
05/30/12	Wednesday			
05/31/12	Thursday	10:00AM	06:00PM	

8. Approve or reject your employee's timecard by using the Supervisor Decision drop down box.
   - If the supervisor approves the timecard then select Approve followed by clicking the Submit button.
   - If the supervisor rejects the timecard select Reject and then send an email stating the reasons in the comment box for the rejection followed by clicking the Submit button. Below is an example of the email sent to the employee:

> From: Smith, Lisa
> Sent: Tuesday, August 28, 2015 11:20 AM
> To: John.Anderson@evc.edu
> Subject: Please delete 8/7/15 from your time card
>
> Your supervisor has rejected your timecard for Student Asst. II, Math Lab with period ending on 08/31/15.
>
> Below are comments entered by your supervisor:
>
> You did not work on 8/7/15. Please remove it.
> Thank you.

   - The employee will then have the opportunity to go back to their timecard and make corrections suggested by the supervisor and resubmit it for approval.
   - Once you have approved the timecard, it can be modified by contacting DO Payroll.

9. On the confirmation screen, click OK button.

10. Please log out when finished.