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:



1. To access Web Time Entry and Approval, go to SJECCD Homepage <u>www.sjeccd.edu</u> and select MyWeb.

*	my Web Information Center						
			номе	LOG IN	нош то	FAQ	CONTACT US
Welcome Guest!				Do we hav In order for us effectively, CLI	re your latest e-mai s to communicate CK HERE to login	il address? with you more and update your	
MyWeb Information Center gives guests, students, faculty, and staff, limited access to our system. Please login to begin registration, purchase parking permit, etc					contact information	1.	
Please update Your Contact/Ed Goals prior to registration: <u>Update my Contact/Ed Goals</u> (It will ask you to login first.)							
EVC Home <u>SICC Home</u> <u>Search for Classes</u> Apply for admission Evergneen Valley College <u>San Jose City College</u> Free Application for Federal Student Aid (FAFSA) Student resources							
SJECCD Schedule Planner Video Demo Login to online classes Video Demo Parking Permit Purchase Instructions Tim New to MW/Veb							
5. What is my MWWeb Password? Video Demo 6. MWWeb Technical Support Center 7. How to use MWWeb in English 8. Cómo navegar MWWeb bang Tiéng Viét 9. Cách dùng MWWeb bàng Tiếng Viết							
10. <u>IRS Form 1998-T FAQs</u>							

2. Log into MyWeb

	my Web Information Center
	LOG IN MAIN MENU CONTACT US
	Welcome Guest!
	Log In
User ID: Password:	
	SUBMIT
	LOG IN MAIN MENU CONTACT US
	myweb.sjeccd.edu

3. Click on Employees



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

Time	Entry and Approval
Time entry	
Time approval (for supervisors)	
Employee history (for supervisors	<u>)</u>

- 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.

Approve	Review	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
		11/21/10	12/04/10	12/09/10 05:00PM	Nexempthsk1 Test10		Staff Nonex 8	Buildings & Grounds	Chicago Campus	75.00
		11/21/10	12/04/10	12/09/10 05:00PM	Nexempthsk2 Test11		Staff Nonex 9	Housekeeping	Chicago Campus	0.00
		11/21/10	12/04/10	12/09/10 05:00PM	Nexemptpubsaf1 Test12		Resident Hall Desk Officer	Public Safety	Chicago Campus	0.00
Г		11/21/10	12/04/10	12/09/10 05:00PM	Nexemptpubsaf2 Test13		Staff Nonex 11	Public Safety	Chicago Campus	0.00
	Г	11/21/10	12/04/10	12/09/10 05:00PM	Nexemptadmin1 Test4		Staff Nonex 1	Payroll	Chicago Campus	0.00
		11/21/10	12/04/10	12/09/10 05:00PM	Nexemptadmin2 Testő		Staff Nonex 2	Soc, Anth and Criminal Justice	Chicago Campus	0.00
		11/21/10	12/04/10	12/09/10 05:00PM	Nexemptadmin2 Testő		Staff Nonex 3	History & Political Science	Chicago Campus	0.00
		11/21/10	12/04/10	12/09/10 05:00PM	Nexemptadmin2 Testő		Staff Nonex 4	Soc, Anth and Criminal Justice	Chicago Campus	0.00
		11/21/10	12/04/10	12/09/10 05:00PM	Nexemptmaint1 Test6		Staff Nonex 5	Facilities Management	Chicago Campus	2.00
		11/21/10	12/04/10	12/09/10 05:00PM	Nexemptmaint2 Test7		Staff Nonex 6	Facilities Management	Chicago Campus	0.00

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

 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.

IPLOYEE	S								w	elcome Tara!	
				Time E	ntry (XC	RWBHI	RS007A)				
Employee	e P sk1 Test10 S	taff Nonex 8	Pay Period	End Date 12/04/10	Pay Cycle Non-Exempt Ho	Depart urly Building	ment Location gs & Grounds Chicago Cr	App ampus 12/0	rove By Date	Ą	
Leave Ty Vacation	pe Leav	e Balance									
Sick Floating H	oliday										
Date	Day	Regular Hours	Overtime	Vacation	Sick	Other Time Hours	Other Time Types	Shift Hours	Shift Type		Ins Lin
11/21/10	Sunday										Г
11/22/10	Monday	4.00		[[3.50	Floating Holiday 🔛		-	×	Г
11/23/10	Tuesday	7.50								~	Г
11/24/10	Wednesday	7.50								×	Г
11/25/10	Thursday			7.50							Г
11/26/10	Friday	7.50	[[V	Г
11/27/10	Saturday									~	Г
11.00.110	Sunday									×	Г
11/28/10							and the second se				

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.

11/30/10	Tuesday	7.50							
12/01/10	Wednesday	7.50							
12/02/10	Thursday	7.50							
12/03/10	Friday	7.50							
12/04/10	Saturday								
The e	The employee has time in/out data. To review it, check the box Image: Comparison of the co								
Emplo	oyee has elect	ronically signe	d the time entr	as complete	No				
Supervisor D	Decision								
Enter E-mai	I Subject								
Supervisor Comments									
Employee E	imail Address	comerci@:	sxu.edu						
					SUE	вміт			

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.

EMPLOYEES	
	Confirmation
Thank you for reviewing the time entries	ОК

10. Please log out when finished. Page 4 of 4