



WebTime Entry: A Step-by-Step Manual for Supervisors

Overview



How does Web Time Entry Work?

- Employees enter their hours worked and any paid leave time used in a Web Time Card, then submit the completed Web Time Card to their Supervisor for approval.
- Supervisors are notified by email when an Employee submits their completed Web Time Card for approval.
 - **Due before midnight Saturday at close of the 2-week pay period.**
- Supervisors review submitted Web Time Cards for each employee.
- Employees are notified by email when their Supervisors have completed their review.

Overview



What is the responsibility of the Supervisor?

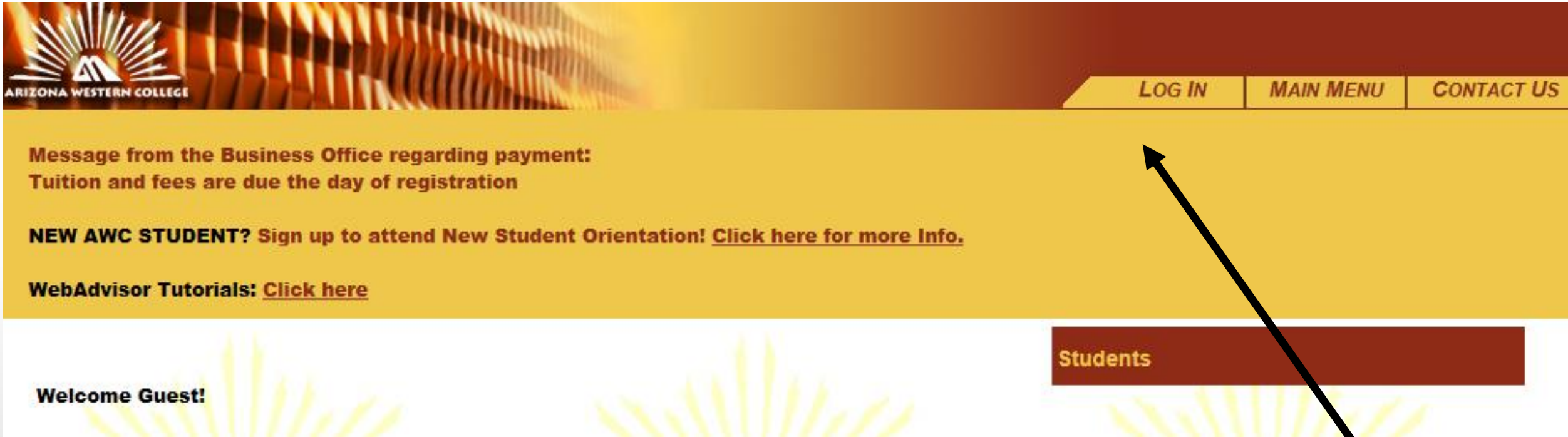
- Supervisors will receive an email when a Time Card has been submitted for approval by their employee(s).
- **Supervisors have until Monday at 12:00 PM (noon), following the end of the pay period to approve their employee's time card.**
 - Do not reject the time card as the employee will not be able to see it. Work with the employee to make appropriate changes.
- ***There is no additional time allowed for the corrections.*** The entire process must be completed by Monday at 12:00 PM following the end of the pay period.

Step by Step Instructions

1. To access WebTime Entry, go to the AWC website. Click on **WebAdvisor/ Register**

The screenshot shows the Arizona Western College website. At the top left is the college logo with the tagline "Your Community. Your College. Your Future." To the right is an "AWC INDEX" with a grid of letters and a search bar labeled "Search AWC...". Below these are two rows of navigation tabs: "Future Students", "Current Students", "Distance Education", "Continuing Education", "AWC Foundation" in the first row; and "About AWC", "Admissions", "Financial Aid", "Online Services", "Athletics", "Campus Life", "Employment" in the second row. The main content area features a "Solar Array Installation" banner on the left, a "Program Finder" sidebar with links like "View all Programs", "Transfer Degrees", "Occupational Degrees", "General Studies", "AGEC Certificates", and "Occupational Certificates", and a large background image of sand dunes. Below the banner is an "AWC SPOTLIGHT" section with the text "Learn more about the variety of programs offered here at the Majors Fair in November...". At the bottom left is a "QUICK LINKS" section with a "Webadvisor/Register" link, which is pointed to by a black arrow. To the right of this is an "AWC EVENTS" section with a "Soccer Game" link. Further right are social media icons for Facebook, Twitter, and YouTube, along with a "SIGN UP FOR AWC ALERTS!" button and an "Apply Now" button.

2. Select **LOG IN**



The screenshot shows the top portion of the Arizona Western College website. On the left is the college's logo, which features a stylized sunburst above a mountain range, with the text "ARIZONA WESTERN COLLEGE" below it. To the right of the logo is a dark red navigation bar containing three buttons: "LOG IN", "MAIN MENU", and "CONTACT US". Below the navigation bar is a yellow banner with the following text: "Message from the Business Office regarding payment: Tuition and fees are due the day of registration", "NEW AWC STUDENT? Sign up to attend New Student Orientation! [Click here for more Info.](#)", and "WebAdvisor Tutorials: [Click here](#)". In the bottom left corner, there is a "Welcome Guest!" message. In the bottom right corner, there is a dark red button labeled "Students". A black arrow points from the bottom right towards the "LOG IN" button in the navigation bar.

ARIZONA WESTERN COLLEGE

LOG IN | MAIN MENU | CONTACT US

Message from the Business Office regarding payment:
Tuition and fees are due the day of registration

NEW AWC STUDENT? Sign up to attend New Student Orientation! [Click here for more Info.](#)

WebAdvisor Tutorials: [Click here](#)

Welcome Guest!

Students

3. Log in with your **User ID** and **Password**.

Welcome Guest!

Log In

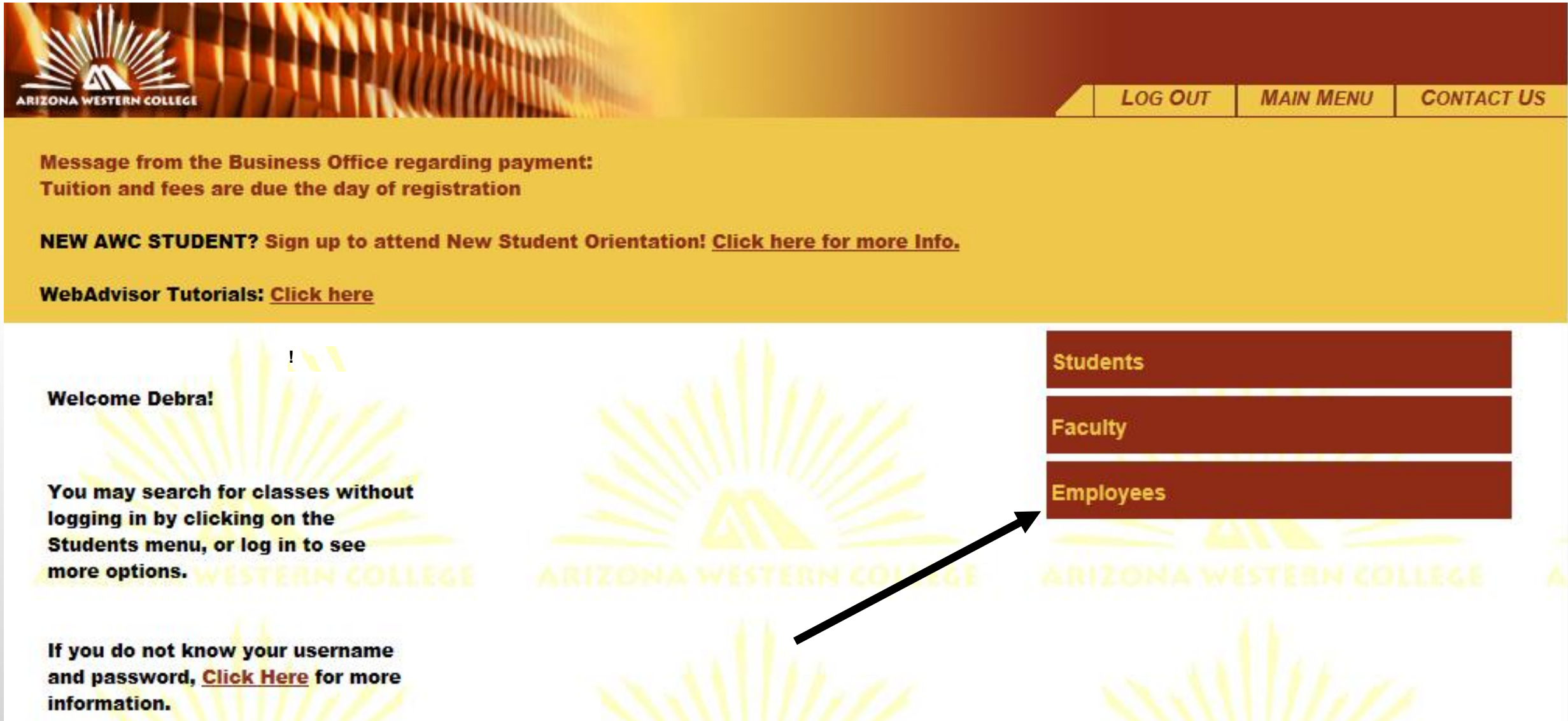
User ID:

Password:

Show Hint:

SUBMIT

4. Select **Employees** as your point of entry.



The screenshot shows the Arizona Western College website interface. At the top left is the college logo with the text "ARIZONA WESTERN COLLEGE". To the right of the logo are three navigation buttons: "LOG OUT", "MAIN MENU", and "CONTACT US". Below the navigation bar is a yellow banner with the following text:

**Message from the Business Office regarding payment:
Tuition and fees are due the day of registration**

NEW AWC STUDENT? Sign up to attend New Student Orientation! [Click here for more Info.](#)

WebAdvisor Tutorials: [Click here](#)

Below the banner, the main content area is white with a large, faint watermark of the college logo. On the right side, there is a vertical navigation menu with three dark red buttons: "Students", "Faculty", and "Employees". A black arrow points from the "Employees" button towards the center of the page. On the left side of the main content area, there is a personalized welcome message:

Welcome Debra!

You may search for classes without logging in by clicking on the Students menu, or log in to see more options.

If you do not know your username and password, [Click Here](#) for more information.

5. Under the **Time Entry and Approval** header, click on **Time approval (for supervisors)**.

The following links may display confidential information.

User Account

[What's my User ID?](#)
[Address Change](#)

Employee Profile

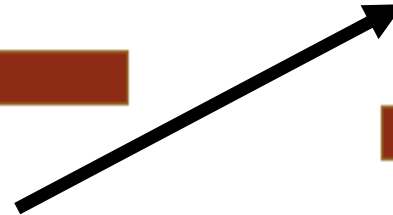
[Position Summary](#)
[Leave Plan Summary](#)
[My Stipends](#)
[Pay Advices](#)
[W-2 Electronic Consent](#)
[W-2 Statements](#)

Time Entry and Approval

[Time Entry](#)
[Time History](#)
[Time approval \(for supervisors\)](#)
[Employee History \(for supervisors\)](#)

Financial Information

[Budget Selection](#)
[Budget Summary](#)
[Bank Information \(U.S.\)](#)



6. Check the **Review Entry** box of the time entry you'd like to review and click **Submit**.

Time approval (for supervisors)

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01/10/16	01/23/16	01/25/16 12:00 PM	Andale		Human Resources-	Personnel Services	Main Campus-Yuma	18.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01/24/16	02/06/16	02/08/16 12:00 PM	Andale		Human Resources-	Personnel Services	Main Campus-Yuma	5.08

Security Access Messages
None

Approve time entries on behalf of

SUBMIT

Make sure the **Approve** box is **not** checked on this screen. This will automatically **Approve** time without reviewing for accuracy. *Once time is approved and submitted to Payroll the **Approved** box will be automatically checked.*

SPECIAL NOTE: Employees can have an Alternative Supervisor assigned to them.

- It is the responsibility of the supervisor to notify the HR/Payroll Office if an Alternative Supervisor should be assigned for approving Web Time Cards.
- If you are the **alternate** supervisor, you may approve time “on behalf” of the designed supervisor.
- In step #6 indicated above, populate the drop-down box on the Time Approval (for Supervisors) screen to indicate the supervisor for which you are approving time on behalf of. Follow steps 6-9 to complete approval or rejection process.

Time approval (for supervisors)

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title
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Security Access Messages

None

Approve time entries on behalf of

Patricia O. Jimenez

SUBMIT

Hours will appear as Summary hours

Time Entry

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
	Human Resources-Federal Work Study	01/09/16	Irregular	Personnel Services	Main Campus-Yuma	01/11/16 12:00PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
12/24/15	Thursday									<input type="checkbox"/>
12/25/15	Friday									<input type="checkbox"/>
12/26/15	Saturday									<input type="checkbox"/>
12/27/15	Sunday									<input type="checkbox"/>
12/28/15	Monday	9.50								<input type="checkbox"/>
12/29/15	Tuesday	9.50								<input type="checkbox"/>
12/30/15	Wednesday	9.50								<input type="checkbox"/>
12/31/15	Thursday									<input type="checkbox"/>
01/01/16	Friday									<input type="checkbox"/>
01/02/16	Saturday									<input type="checkbox"/>
01/03/16	Sunday									<input type="checkbox"/>
01/04/16	Monday	9.50								<input type="checkbox"/>
01/05/16	Tuesday	9.50								<input type="checkbox"/>
01/06/16	Wednesday	9.50								<input type="checkbox"/>

7. To view the detail in/out time entered, scroll down and check this box and click Submit.

			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

The employee has time in/out data. To review it, check the box

Non-Exempt Other Position Hours **Exempt Other Position Hours**

0.00	0.00
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Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee Email Address

You can approve time cards in two places, either from this summary page or from the detail page.

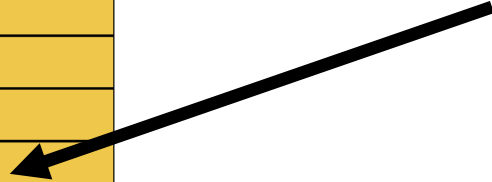


SUBMIT

8. Review employee's in/out times for accuracy

You can edit the time card and even enter an additional line by checking the box, to add time if necessary. Always coordinate with the employee if you make changes.

01/02/16	Saturday			<input type="checkbox"/>
01/03/16	Sunday			<input type="checkbox"/>
01/04/16	Monday	07:00AM	12:00PM	<input type="checkbox"/>
01/04/16	Monday	12:30PM	05:00PM	<input type="checkbox"/>
01/05/16	Tuesday	07:00AM	12:00PM	<input type="checkbox"/>
01/05/16	Tuesday	12:30PM	05:00PM	<input type="checkbox"/>
01/06/16	Wednesday	07:00AM	12:00PM	<input type="checkbox"/>
01/06/16	Wednesday	12:30PM	05:00PM	<input type="checkbox"/>
01/07/16	Thursday	07:00AM	12:00PM	<input type="checkbox"/>
01/07/16	Thursday	12:30PM	05:00PM	<input type="checkbox"/>
01/08/16	Friday			<input type="checkbox"/>
01/09/16	Saturday			<input type="checkbox"/>



Non-Exempt Other Position Hours **Exempt Other Position Hours**

0.00 0.00

Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

9. **Approve** your employee's time entry by using the **Supervisor Decision** drop-down box. Then click submit.

The employee has time in/out data. To review it, check the box

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Employee has electronically signed the time entry as complete Yes

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee Email Address

- Discuss and correct any time entry discrepancies with the employee in person, If possible.
- If you make changes to the time, enter the reason in the **comments box**
- An email will automatically be sent to the employee letting him/her know you have Approved the time entry.

9. Click the OK button on the **Confirmation** screen to confirm your submission.

• Contact the staff in your HR Office.

Confirmation

Thank you for reviewing the time entries

OK



Please take note:

- Employees must submit their time is by 11:59pm on the Saturday following the end of a pay period.
- Supervisors must approve employee's time entry by 12:00pm the Monday following the end of a pay period.
- It is the supervisor's responsibility to ensure time entry is reported accurately according to the law and that the time card is signed and approved by the due date established by the Payroll Office.
- Manual checks will NOT automatically be issued for late timecards.