WebTime
training for COTC-paid
Clinical Teaching Assistants

You will need to log-in to MyCOTC for this training
Find a Computer

- WebTime can be accessed by any computer with an internet connection.
- If you do not have access to a computer at home or where you instruct, there are available computers on campus.
  - The Tel-Center (Founders room 169) is available Monday – Thursday 8am to 8pm and Friday 8am to 5pm.
  - There is a public computer in the student lounge area in front of Founders Hall main floor.
  - There is a public computer in the Gateway area of Hopewell Hall.
  - There are public computers available in Mt. Vernon, Coshocton and Pataskala campuses, just check with the front desk.
Basics

• Pay periods run from Sunday through Saturday of the following week. Example: Sunday, May 4 – Sat. May 17 is paid on Friday, May 30

• WebTime timesheets are due to your supervisor BEFORE 10:00AM Monday to be paid on the following pay day. Example: The above pay period deadline must be submitted BEFORE Mon. May 19
# Basics

<table>
<thead>
<tr>
<th>MAY 2014</th>
<th></th>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
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<td>9</td>
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<td>Pay Period 24</td>
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<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
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<tr>
<td></td>
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<td>Pay Period 24</td>
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<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
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<tr>
<td></td>
<td></td>
<td>WebTime submit by 10AM</td>
<td>WebTime approval by 10AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td></td>
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<td>30</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>PAY DAY</td>
</tr>
</tbody>
</table>
Basics

- Supervisors must review WebTime and approve each timesheet no later than Tuesday before 10:00AM.
- Any late submissions/approvals will result in an additional 2 week delay with payroll.
- Deadlines are visible in WebTime.
- WebTime will provide confirmations and keep history for your review.
Basics

• You no longer need to submit any paper timesheets if WebTime is used before deadlines.

• Prior pay periods cannot be submitted electronically in COTCconnect, so be sure to completely submit your WebTime timesheet before the deadline.

• You can update your WebTime timesheet as often as you wish UNTIL you check the electronic signature box.
Access WebTime

• How to access WebTime? Via my cotc
Access WebTime

Once inside, choose Employees under COTCconnect
Access WebTime

- Under Employees, select **Time Entry**
Under Time Entry, select **only one position at a time**.

If you have more than one position, look at the Position Title field to be sure to choose correctly.

Then click **SUBMIT**.
Access WebTime

- Key **Time In** and **Time Out** for each day worked.
- Be sure to **Time Out** and **Time In** on the next row for lunch breaks, especially whenever your daily hours exceed 6 hours.
You must key each pay period before it ends, do NOT wait until after the deadline. (once a pay period is processed in Payroll even if you have zero hours, those weeks will no longer be accessible in WebTime).

If you miss a pay period deadline, you must work with your supervisor to submit a paper timesheet. Late timesheets will result in no check being cut.
When keying **Time In** and **Time Out**, use AM or PM.

Review your timesheet thoroughly. **WebTime** timesheets cannot be easily edited after you check the electronic signature acknowledgment.

Check the electronic signature box once you are sure that everything is correct. Then click **Submit**.
Access WebTime

• After submitting your timesheet, you will receive a confirmation. An email will be automatically generated to your supervisor.

• Then click OK. You can now log out or review WebTime history.
Basics

• **An email will be automatically generated**, notifying your supervisor that you submitted your WebTime timesheet.

• Although you cannot edit at this point, you can review what you have submitted anytime.

• If you need to change your WebTime timesheet, contact your supervisor immediately and review the Troubleshooting instructions toward the end of this presentation.
Access WebTime history

- Under Employees, select **Time History**
Access WebTime history

- Choose a calendar year, then select **SUBMIT**
Access WebTime history

- Choose a pay period, then select **SUBMIT**.
Access WebTime history

### Time History

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Pay Period End Date</th>
<th>Pay Cycle</th>
<th>Department</th>
<th>Location</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>05/15/13</td>
<td>Bi-Weekly Hourly</td>
<td>Financial Aid</td>
<td>Office</td>
<td>Draft Record</td>
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</table>

Employee has completed the electronic signature: [✓]
Employee Complete Date: 05/07/13
Employee Complete Time: 01:47PM

### Supervisor Decision

<table>
<thead>
<tr>
<th>Supervisor Decision</th>
<th>Supervisor Decision Date</th>
<th>Supervisor Decision Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Date

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Regular Hours</th>
<th>Overtime Hours</th>
<th>Annual Leave Hours</th>
<th>Sick Hours</th>
<th>Other Time Hours</th>
<th>Other Time Types</th>
<th>Shift Hours</th>
<th>Shift Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/06/2013</td>
<td>Monday</td>
<td>4.00</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>05/07/2013</td>
<td>Wednesday</td>
<td>4.00</td>
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</tr>
<tr>
<td>05/09/2013</td>
<td>Friday</td>
<td>4.00</td>
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<tr>
<td>05/16/2013</td>
<td>Monday</td>
<td>4.00</td>
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<tr>
<td>05/17/2013</td>
<td>Wednesday</td>
<td>4.00</td>
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</tbody>
</table>

#### Date

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/06/2013</td>
<td>Monday</td>
<td>01:00PM</td>
<td>05:00PM</td>
</tr>
<tr>
<td>05/07/2013</td>
<td>Wednesday</td>
<td>01:00PM</td>
<td>05:00PM</td>
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<tr>
<td>05/09/2013</td>
<td>Friday</td>
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<td>05:00PM</td>
</tr>
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<td>05:00PM</td>
</tr>
<tr>
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<td>Wednesday</td>
<td>01:00PM</td>
<td>05:00PM</td>
</tr>
</tbody>
</table>

Action to take: [ ]

Submit
Corrections in WebTime

• If you need to edit your WebTime timesheet, contact your supervisor immediately.
• If the supervisor has not approved the timesheet, please follow the instructions on the next slide.
• If the supervisor has approved the timesheet and the deadline has not passed, please follow the instructions on page 22.
Corrections in WebTime: 
If supervisor has not approved

- Supervisors have the authority to “approve” or “reject” WebTime timesheets. If there is an error and the WebTime timesheet has not yet been approved, the supervisor can simply “reject” it.
- After the supervisor rejects it, then it re-appears in the employee’s WebTime Time Entry section of COTCconnect again. (Supervisors cannot make any changes to timesheets on their own.)
- At this time, the employee can make any changes and then submit again for supervisory approval.
Corrections in WebTime:

If supervisor has approved timesheet

• The supervisor should contact Payroll immediately so Payroll can reject the timesheet from Datatel.

• After Payroll has performed that function, then the employee will be able to see the WebTime timesheet in Time Entry and make changes.

• After the employee has made changes and submitted to the supervisor, then it can be approved and processed.

• If the deadline has come and gone, punt!
• Be sure to submit timesheet via WebTime each pay period before the deadline.
• You can edit your WebTime timesheet until you check the supervisor approval box.
• Contact your supervisor if you need to make a change after submitting for approval and before the deadline.
• Review the Confirmation page for accuracy.
• Contact Payroll with questions: John Roberts jroberts2 @ cotc.edu x69140