You will need to log-in to MyCOTC for this training
Basics

- Pay periods run from Sunday through Saturday of the following week. Example: Sunday, May 5 – Sat. May 18 is paid on Friday, May 31
- WebTime timesheets are due to your supervisor before 10:00AM Monday to be paid on the following pay day. Example: The pay period above must be submitted to supervisor on Mon. May 20
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 timesheets to Financial Aid.
• Prior pay periods cannot be submitted electronically in COTCconnect, so be sure to completely submit your 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**
Access WebTime

- 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.
Basics

• **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.
Access WebTime

- 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**.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time In</th>
<th>Time Out</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/08/13</td>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/08/13</td>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/01/13</td>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/01/13</td>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/02/13</td>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/02/13</td>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/03/13</td>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/03/13</td>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/04/13</td>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/04/13</td>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Time (Prior Period):**

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.

** Supervisor Decision:** Pending Approval

** Supervisor Comments:**

** Supervisor’s E-mail Address:** joberts2@colc.edu

**Submit**
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**.
### Time History

<table>
<thead>
<tr>
<th>Position</th>
<th>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>05/31/13</td>
<td>Bi-Weekly Hourly</td>
<td>Financial Aid</td>
<td>Draft Record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Employee has completed the electronic signature**: Yes
- **Employee Complete Date**: 05/07/13
- **Employee Complete Time**: 01:47 PM

#### Supervisor Decision

- **Supervisor Decision Date**: 05/07/13
- **Supervisor Decision Time**: 01:47 PM

#### Supervisor Comments

- **None**

<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>05/16/2013</td>
<td>Monday</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/17/2013</td>
<td>Wednesday</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/18/2013</td>
<td>Friday</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<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>01:00 PM</td>
<td>05:00 PM</td>
</tr>
<tr>
<td>05/07/2013</td>
<td>Wednesday</td>
<td>01:00 PM</td>
<td>05:00 PM</td>
</tr>
<tr>
<td>05/10/2013</td>
<td>Friday</td>
<td>01:00 PM</td>
<td>05:00 PM</td>
</tr>
<tr>
<td>05/13/2013</td>
<td>Monday</td>
<td>01:00 PM</td>
<td>05:00 PM</td>
</tr>
<tr>
<td>05/15/2013</td>
<td>Wednesday</td>
<td>01:00 PM</td>
<td>05:00 PM</td>
</tr>
<tr>
<td>05/17/2013</td>
<td>Friday</td>
<td>01:00 PM</td>
<td>05:00 PM</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 21.
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.
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!
Review

- 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