IMPERIAL VALLEY COLLEGE
WEB TIME ENTRY (WTE) USER'S GUIDE

Handout Instructions for Leave Reporting

Full-Time Faculty, Part-Time Faculty (contract), Administrators, and Classified Managers

WEB TIME ENTRY USER'S GUIDE
(EXCEPTION TIME REPORTING INSTRUCTIONS HANDOUT)

WHO DO I CONTACT FOR HELP?

- Once the approval window has closed, Payroll will electronically process timesheets and generate paychecks. If you have any questions, please contact Sheila Dorsey-Freeman (Human Resources Analyst) at ext. 6413 or sheila.freeman@imperial.edu.

HOW DO I LOGIN TO ACCESS TO MY WEBSTAR ACCOUNT?

- Go to the IVC website at: www.imperial.edu. Click on the **Faculty & Staff** tab at the top, then select **WebSTAR.**

WHAT IS MY IVC ID AND PIN?

- In the **User ID** text box, type in your G# for example: G00348584 or your SSN#. In the PIN text box, type pin number, then click **Login.**

- If you forgot your PIN, click on the **Forgot Pin** button and follow the instructions to recover your PIN.

IMPERIAL VALLEY COLLEGE WebStar

For "User ID" use your student ID provided by the Admissions and Records Office or through the

Your first PIN is your 6-digit birth date in mmddyy order. August 4, 1978 will be 080478. After in will be your permanent log-on PIN. Do not forget it.

If you have forgotten your PIN, input your user ID and click on Forgot PIN.

User ID: [   ]
PIN: [   ]

[Login]

[Forgot PIN?]

4

VIEW LEAVE BALANCES

Prior to entering leave time in WTE it is advisable to verify leave balances. The following provides information on viewing leave balances:

From the WTE portal main page, click on the Employee tab. Then, click on the Time Off Current Balances and History link.

HOW DO I ACCESS MY LEAVE REPORT ONLINE?

- Click on **Employee** at the top, and then click on **Faculty Leave Report** (second option).

- Click on the **My Choice** button next to the appropriate **Title and Department.** Next, select the appropriate pay period from the drop down menu under **Pay Period and Status.** Then hit the **Leave Report** button at the bottom.

HOW DO I ENTER LEAVE HOURS TAKEN IN MY LEAVE REPORT?

○ To begin, click on an **Enter Hours** link under the date where you want to enter time, next to the **earning column** (sick pay or personal necessity) you wish to enter.

○ Enter the number of hours you wish to apply to the earning in the blank hours box above (<u>total regular hours reported during the day should not exceed 8 hours</u>). Click the **Save** button.
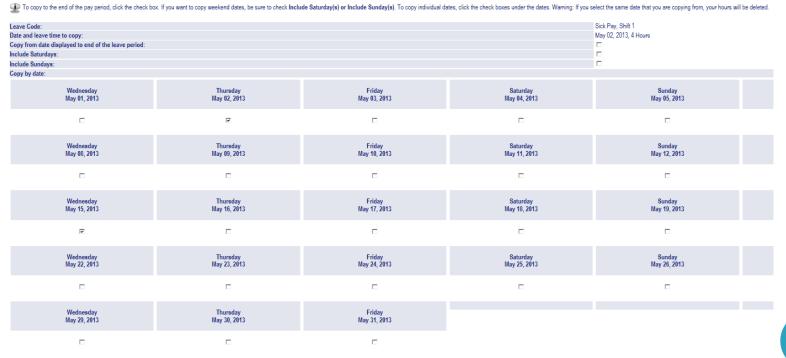

○ Click the **Next** button at the bottom to take you to the **next week** of the pay period.

HOW DO I SELECT AND COPY THE DATE FOR ACTUAL LEAVE HOURS TAKEN IN MY LEAVE REPORT

- To begin, click an **Enter Hours** link under the date where you want to enter time, next to the **Earning Column** (actual hours worked, sick pay, vacation pay, personal necessity, furlough, comp time used, etc.) you wish to enter (same as entering daily).
- Enter the number of hours you wish to apply to the earning in the blank hours box above. Click the **Copy** button.
- When next screen opens you will then place a check mark on the dates that you would like those hours applied. After all dates necessary have been selected, click the **Leave Report** button at the bottom to be taken back to the leave report.

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Leave Code:				Sick Pay, Shift 1
Date and leave time to copy:				May 02, 2013, 4 Hours
Copy from date displayed to end of the leave period:				☐
Include Saturdays:				☐
Include Sundays:				☐
Copy by date:				

Wednesday May 01, 2013	Thursday May 02, 2013	Friday May 03, 2013	Saturday May 04, 2013	Sunday May 05, 2013	
☐	☑	☐	☐	☐	
Wednesday May 08, 2013	Thursday May 09, 2013	Friday May 10, 2013	Saturday May 11, 2013	Sunday May 12, 2013	
☐	☐	☐	☐	☐	
Wednesday May 15, 2013	Thursday May 16, 2013	Friday May 17, 2013	Saturday May 18, 2013	Sunday May 19, 2013	
☑	☐	☐	☐	☐	
Wednesday May 22, 2013	Thursday May 23, 2013	Friday May 24, 2013	Saturday May 25, 2013	Sunday May 26, 2013	
☐	☐	☐	☐	☐	
Wednesday May 29, 2013	Thursday May 30, 2013	Friday May 31, 2013			
☐	☐	☐			

Leave Report   Copy

HOW DO I SUBMIT MY LEAVE REPORT FOR APPROVAL?

- After you have completed your leave report, click on **Submit for Approval.** After this, you will be prompted to enter your PIN.

Total Hours:	160
Total Units:	

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Certification

I certify that the time entered represents a true and accurate record of m
and select the OK button. Otherwise, select Exit and your time transactio

PIN: [   ]

Submit