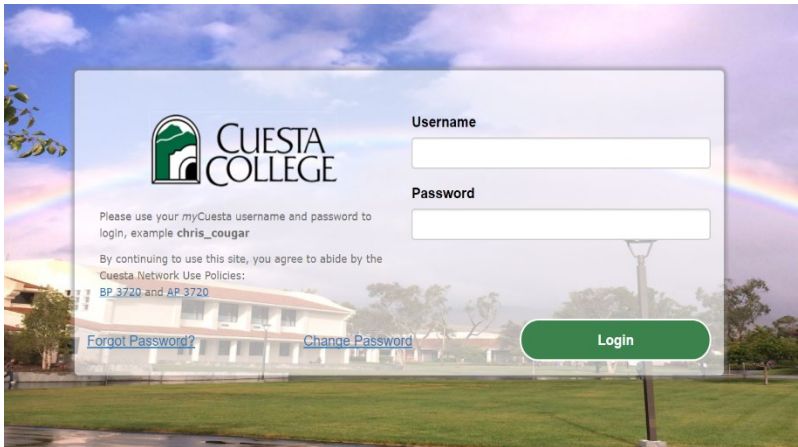


## Webtime Entry Guide



For an employee to enter time using webtime, the employee must first log on to their myCuesta account.

Once logged in, click on "Employee Dashboard"



Employee Dashboard

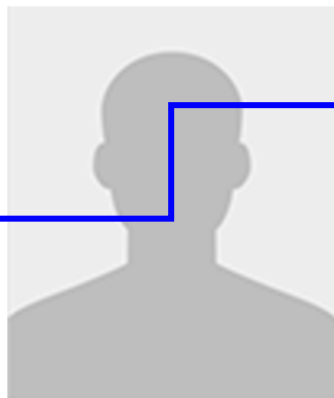
**Hint** – if you click the star, it adds it to your favorites and will appear at the top of your screen

## Breakdown of Your Employee Dashboard

## Employee Profile

In order to make changes to your profile information (address, email, phone number, emergency contacts, etc.) click the "My Profile" button underneath your name.

From there click the pencil on the far right next to the section you would like to edit. This will then take you to the screen where you can edit your information.



**Your Name**

**My Profile**

## Leave Balances

Your employee dashboard will also show your leave balances. You can accrue sick leave and if you would like more information on how that works, please see the informational packet [here](#).

## Leave Balances as of 06/30/2020

Sick in hours

41.10

## Pay Information

You can view your prior paystubs, your direct deposit information, and your deductions under the “Pay Information” tab on your dashboard.

Pay Information

Latest Pay Stub: [05/29/2020](#)

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

## My Activities

Under “My Activities” you will find the option to enter time on your timesheet. Once you click “Enter Time”, you will be taken to a list of your jobs. It will show your job title(s), rate(s) of pay, and the pay period.

 My Activities

Enter Time

## Timesheet

Approvals

Timesheet

Pay Period

Hours/Units

Submitted On

Status

Human Res Hrly N-Instruct, HR0100-00, 1, 2002, Human Resources Administration, Rate: \$11.000000

06/01/2020 - 06/30/2020

Not Started

Start Timesheet

Select the job you would like to enter time on by choosing “Start Timesheet”

Once you start your timesheet, it will see a green box in the top right that says “Timesheet Successfully Created”

**The next screen will be where you enter your time**

## About This Screen

The screenshot shows the myCuesta interface for a timesheet. At the top, there's a navigation bar with 'Employee Dashboard', 'Timesheet', and the employee's name 'Whitmore, Brianna E.'. A green notification banner says 'Timesheet successfully created.'. Below that, the employee's name and rate are displayed. The main area is a calendar for the week of 06/01/2020 to 06/30/2020. The calendar shows days from Sunday (14) to Saturday (20). A blue bar is present on Thursday (18). Below the calendar, there's a section for 'Earn Code' with 'Regular Pay' selected. A 'Submit By 07/01/2020, 11:00 PM' button is visible. Three callout boxes provide instructions: one on the left side of the calendar with left and right arrows, one pointing to a comment icon above the calendar, and one pointing to the 'Submit By' button. A 'Comments' dialog box is shown below the main screen, featuring a text input field, a '2000 characters remaining' indicator, and 'Cancel' and 'Save' buttons.

You can navigate between weeks by using the arrows on the left and right sides of the screen

Add a comment to your timesheet by clicking here – it leads you to this comment box

You can view the status of your timesheet and when it is due here

## Entering Time

To enter time on a day, click the day on the calendar – you will then select the correct earn code and enter the number of hours

To add multiple earn codes to one day (i.e. you went home half way through your shift due to illness), you will enter your first earn code and hour combo and then click “add earn code” to enter the second entry

Do not forget to save after every entry! It is at the bottom of the screen 😊

When you are ready to submit, click the “preview” button next to the “save” button – once you review your time (you can add comments as well) you are welcome to submit.

This screenshot shows the 'Add Earn Code' button and a 'Preview' dialog box. The 'Add Earn Code' button is a light blue button with a plus sign and the text '+ Add Earn Code'. The 'Preview' dialog box shows a 'Weekly Summary' table with columns for 'Week' and 'Total Hours'. The table lists five weeks with total hours: Week 1 (16.00), Week 2 (20.70), Week 3 (24.00), Week 4 (14.80), and Week 5. Below the table is a 'Comment (Optional):' section with a text input field and a '2000 characters remaining' indicator. At the bottom of the dialog are 'Cancel' and 'Submit' buttons. The background shows the calendar with Monday (1) selected and a 'Regular Pay' entry with 8.0 hours.

## Additional Information

If you make a mistake on your time card, you can recall your timesheet to make changes

[Recall Timesheet](#)

[Preview](#)