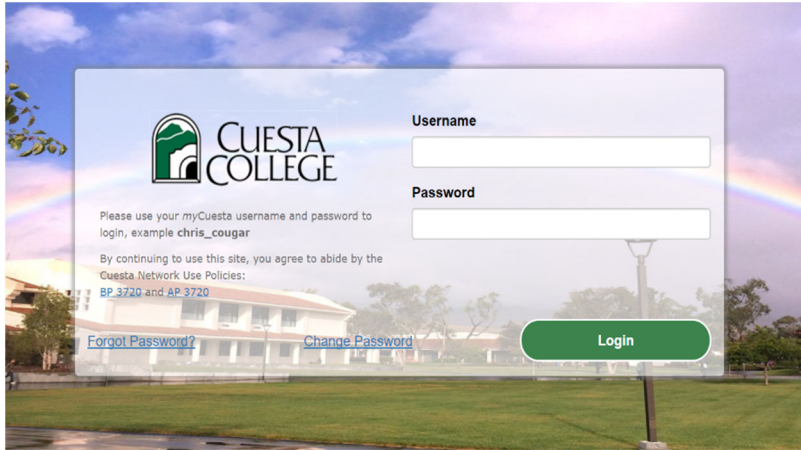
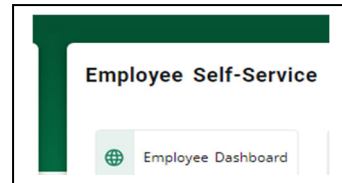


## Webtime Entry Guide



For an employee to enter time using Webtime, the employee must first log on to their myCuesta account at my.cuesta.edu.

Once logged in, click on “Employee Dashboard”, explained below. See “My Activities” below for Webtime entry instructions.

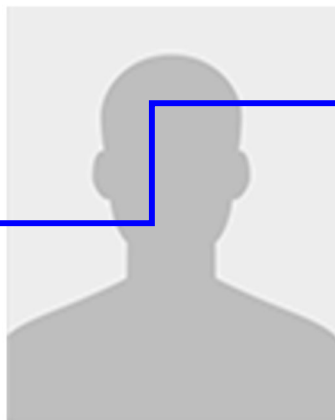


## Breakdown of Your Employee Dashboard

### 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 accrue sick leave; if you would like more information on how that works, please see the informational packet provided in your onboarding email.

Leave Balances as of 06/30/2020

Sick in hours

41.10

## Pay Information

You can view your prior paystubs, direct deposit information, and deductions under the “Pay Information” tab on your dashboard. Direct deposit can be seen here but only updated through the payroll department.

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.'. Below that, the job title 'Human Res Hrly N-Instruct, HR0100-00, 1, 2002, Human Resources Administration, Rate: \$11.000000' is displayed. A green notification banner says 'Timesheet successfully created.' Below the notification, there are buttons for 'Restart Time' and 'Leave Balances'. The main area shows a calendar for the week of 06/01/2020 to 06/30/2020. The days are Sunday (14), Monday (15), Tuesday (16), Wednesday (17), Thursday (18), Friday (19), and Saturday (20). A blue bar highlights Thursday (18). Below the calendar, there's a section for 'Earn Code' with 'Regular Pay' selected. A callout box points to the left and right navigation arrows, stating: 'You can navigate between weeks by using the arrows on the left and right sides of the screen'. Another callout box points to a comment icon, stating: 'Add a comment to your timesheet by clicking here – it leads you to this comment box'. A third callout box points to the 'In Progress' status and the 'Submit By 07/01/2020, 11:00 PM' deadline, stating: 'You can view the status of your timesheet and when it is due here'. A fourth callout box points to a 'Comments' dialog box, which has a text input field for 'Add Comment', a '2000 characters remaining' indicator, and 'Cancel' and 'Save' buttons.

## 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.

The screenshot shows the timesheet interface with the 'Add Earn Code' button highlighted. Below the calendar, the 'Earn Code' dropdown is set to 'Regular Pay' and the 'Hours' field is set to '8.0'. A 'Preview' dialog box is open, showing a 'Weekly Summary' table with columns for 'Week' and 'Total Hours'. The table lists weeks 1 through 5 with total hours of 16.00, 20.70, 24.00, 14.80, and an empty row for Week 5. Below the table is a 'Comment (Optional):' section with an 'Add Comment' text input field and a '2000 characters remaining' indicator. At the bottom of the dialog are 'Cancel' and 'Submit' buttons.

## Additional Information

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

[Recall Timesheet](#)

[Preview](#)