Handout Instructions for Classified Employees, Apprentice Tutors, Outreach Counselors, Short-Term/Substitutes
WEB TIME ENTRY USER’S GUIDE

TABLE OF CONTENTS

- Who do I contact for Help? ................................................................. 3
- How do I login to get access to my WebSTAR account? ......................... 3
- What is my IVC ID and PIN? .................................................................. 4
- View my Leave Balances ..................................................................... 5
- How do I access my timesheet online? .................................................. 6
- How do I enter actual work hours in my timesheets? ............................... 7
- How do I select and copy the date for actual worked hours in my timesheet?.......................... 8
- How do I submit a timesheet for approval? ........................................... 9
**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 Martha Sanchez (Human Resources Specialist) at ext. 6210 or martha.sanchez@imperial.edu.

**How Do I Login To Access To My WebSTAR Account?**

- Go to the IVC website at: [www.imperial.edu](http://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.

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.
**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.
Click on the Employee tab, and then click on Electronic Timesheet (first option).

In the next screen you will then select the appropriate pay period from the drop down menu under “My Choice Pay Period and Status”. For example: July 11, 2014 to Aug 10, 2014 Not started. Then hit the Timesheet button at the bottom.
HOW DO I ENTER ACTUAL HOURS WORKED IN MY TIMESHEET?

- To begin, click on an Enter Hours link under the date where you want to enter time, next to the earning column (actual hours worked).

- Enter the number of hours you wish to apply to that day in the blank hours box above. 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 HOURS WORKED IN MY TIMESHEET

- 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 **Timesheet** button at the bottom to be taken back to the timesheet.
HOW DO I SUBMIT MY TIMESHEET FOR APPROVAL?

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

<table>
<thead>
<tr>
<th>Total Hours:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units:</td>
<td>0</td>
</tr>
</tbody>
</table>

**Certification**

I certify that the time entered represents a true and accurate record of my work and select the OK button. Otherwise, select Exit and your time transaction will be rejected.