Imperial Valley College

Web Time Entry (WTE)
User's Guide

Handout Instructions for Professional Experts

WEB TIME ENTRY USER'S GUIDE

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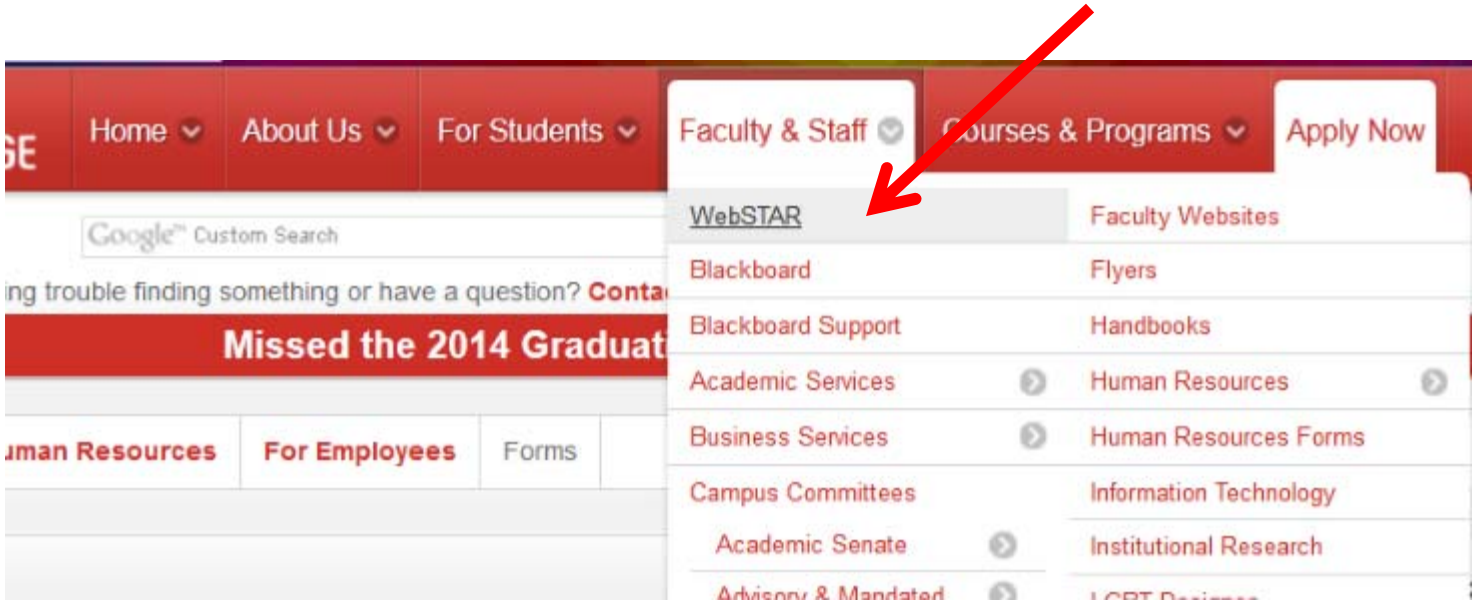
Who Do I Contact For Help?

- 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.

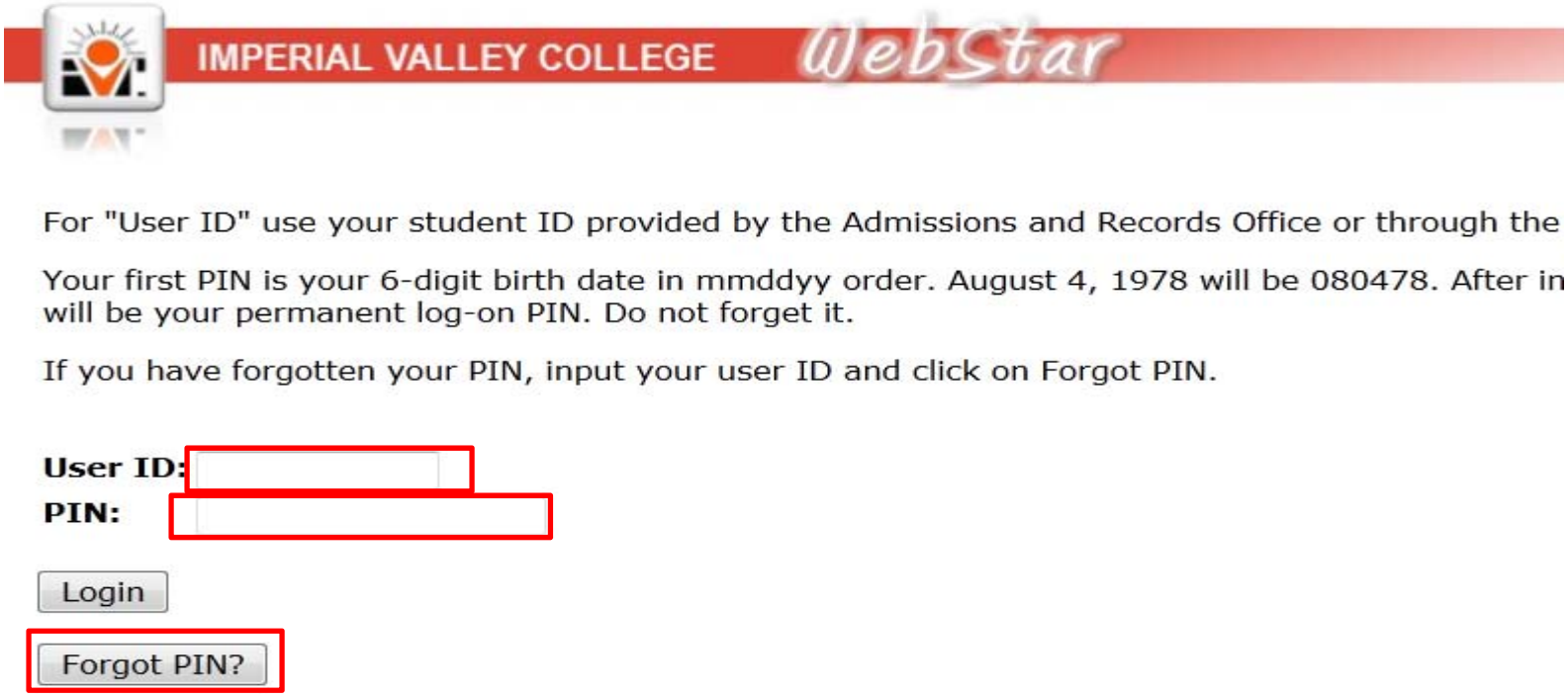
How Do I Login To Access To My WebSTAR Account?

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



What Is My IVC ID and PIN?

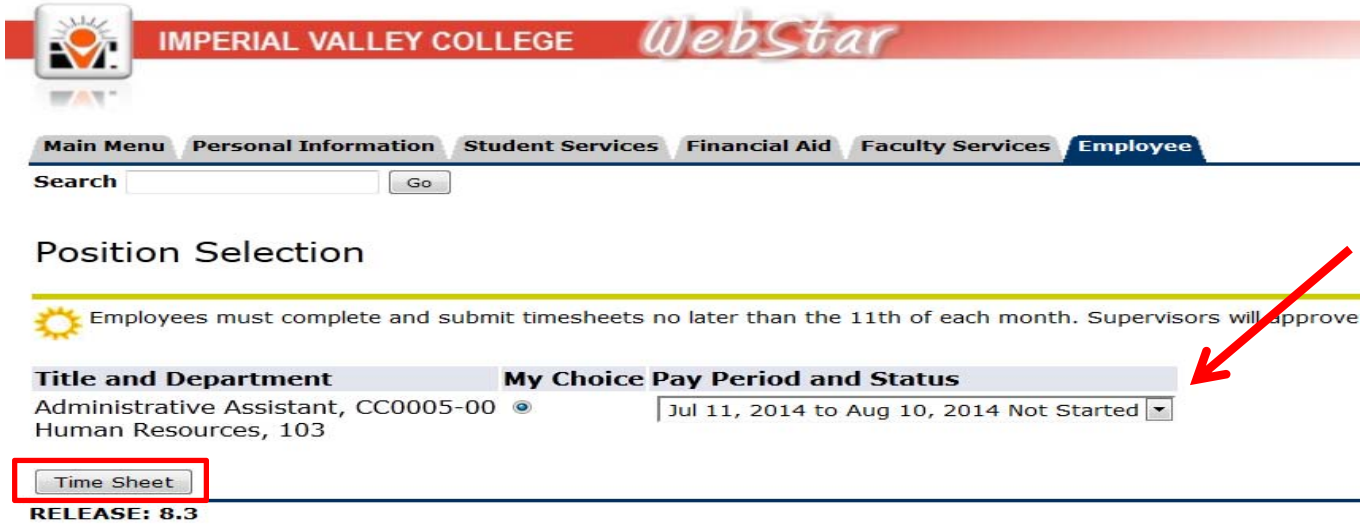
- In the **User ID** text box, type in your G# for example: G00348584 or your SSN#. In the PIN text box, type pin number, then click **Login.**
- If you forgot your PIN, click on the **Forgot Pin button** and follow the instructions to recover your PIN.



How Do I Access My Timesheet Online?

- 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.

Time Sheet

Title and Number:	Pro Exp LD 35 Weapons -- PE0001-01
Department and Number:	POST -- 625
Time Sheet Period:	Jul 11, 2014 to Aug 10, 2014
Submit By Date:	Aug 13, 2014 by 11:59 PM

Earning:	Regular Pay
Date:	Jul 14, 2014
Shift:	1
Hours:	

Save | Copy | Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Jul 11, 2014	Saturday Jul 12, 2014	Sunday Jul 13, 2014	Monday Jul 14, 2014
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours

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

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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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.

Total Hours:	0		
Total Units:		0	

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