

# WebTime

## NEW FACULTY ORIENTATION

- My Time Sheets
  - Time Entry
  - Time History
- Leave Plan Information
  - Leave Plan Summary
  - Leave Request
  - My Leave Request Summary

August 15, 2014

# Time Sheet Submission



- Time sheets are due on a semi-monthly basis
- The **deadline** to submit time sheets is 11:59 p.m. on the 1st day **after** the pay period has ended
- **Pay periods** end on the 15<sup>th</sup> and the last day of the month
- **Paydays** are on the 13<sup>th</sup> and the 28<sup>th</sup> of the month
  - Or the workday before if the payday falls on a weekend or holiday
- Check your e-mail!
  - Important notifications about your time sheet (e.g., reminder about reporting time off for a holiday during the pay period) will be made by e-mail **only**

# Web Access

Two ways:

- L&C's Webpage



# Hours Worked and Other Time Types

Browser: https://blazemeter.lc.e... Time Entry

File Edit View Favorites Tools Help

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**Pay Period End Date** 08/15/14    **Position Title** Vice President, Administration    **Department** Administration    **Location** Godfrey Campus    **Supervisor** Dale Chapman    **Complete Entry By** 08/17/14 11:58PM

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**Leave Type**    **Leave Balance**

Vacation	246.44
Sick	2248.50
Personal Leave	0.00
Excused Absence	7.50

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Date	Day	Hours Worked	Vacation Hours	Sick Hours	Personal Hours	EA Hours	Other Time Hours	Other Time Types	Insert Line
08/01/14	Friday			7.5					<input type="checkbox"/>
08/02/14	Saturday								<input type="checkbox"/>
08/03/14	Sunday								<input type="checkbox"/>
08/04/14	Monday						7.5	Campus Closed	<input type="checkbox"/>
08/05/14	Tuesday	7.50							<input type="checkbox"/>
08/06/14	Wednesday	7.50							<input type="checkbox"/>
08/07/14	Thursday	7.50							<input type="checkbox"/>
08/08/14	Friday						7.5	Holiday	<input type="checkbox"/>
08/09/14	Saturday								<input type="checkbox"/>
08/10/14	Sunday								<input type="checkbox"/>
08/11/14	Monday	3.75			3.75				<input type="checkbox"/>

100%

# Second Way to Access Time Sheet

The screenshot shows a web browser window displaying the Lewis and Clark Community College website. The address bar shows the URL [http://www.lc.edu/Faculty\\_and\\_Staff/](http://www.lc.edu/Faculty_and_Staff/). The page title is "Home - Faculty & Staff". The main content area is titled "Quicklinks for Faculty & Staff" and contains a grid of links organized into columns. A large blue arrow points to the "Timesheets" link in the second column.

**Schedule of Classes Search**


**Faculty/Staff Handbook**

**WLCA 89.9-FM**

**Quicklinks for Faculty & Staff**

General Information	Faculty Information	Curriculum Development
<a href="#">BlazerNet</a>	<a href="#">HSR Handbook</a>	<a href="#">AA Staff and Curriculum Committee Meeting Schedule</a>
<a href="#">Bookstore</a>	<a href="#">Faculty Guidebook</a>	<a href="#">Official Syllabus Format</a>
<a href="#">Reid Memorial Library</a>	<a href="#">Incomplete (I) Contract Purchasing Primer</a>	<a href="#">Course Syllabi</a>
<a href="#">Catering for Employees</a>	<a href="#">Check Request Form</a>	<a href="#">Official Course Outline Format</a>
<a href="#">L&amp;C Counseling Booklet</a>	<a href="#">Travel Expense Form</a>	<a href="#">Course Outlines</a>
<a href="#">Web Publishing Guidelines</a>	<a href="#">Report of Conference Form</a>	<a href="#">Approval of Curricular Proposal</a>
<a href="#">Media Services</a>	<a href="#">Request to Attend Professional Conference</a>	<a href="#">Measurable Outcomes</a>
<a href="#">Institutional Committees</a>	<a href="#">Timesheets</a>	<a href="#">Course Development Worksheet</a>
<a href="#">Timesheet Approvals</a>	<a href="#">Adjunct Jobs</a>	<a href="#">Online Course Review Checklist</a>
<a href="#">Requisition Approvals</a>	<a href="#">Accommodation Cards</a>	

# You can Also Access Your Time Sheet via L&C's Portal



The screenshot shows a web browser window with the URL <https://adfs.lc.edu/adfs/ls/?wa=wsignin1.0&wtrealm=urn%3aportal.lc.edu%3a4438&wctx=https%3a%2f%2fportal.lc.edu>. The page title is "Lewis and Clark Community College Single Sign In". The Lewis & Clark Community College logo is displayed. Below the logo, there is a sign-in form with the following fields and elements:

Type your Lewis and Clark email address and password.

User name:  Example: user@lc.edu

Password:

# Reporting Time Worked

- Time Periods for Faculty
  - Must report time off in  $\frac{1}{2}$  day or full day increments
    - $\frac{1}{2}$  day = 3.75 hours
    - Full day = 7.5 hours

# Types of Leave for Faculty

- Sick Leave

- Upon initial employment

- Credited with one sick leave for each month of service for the balance of the calendar year
- Not to exceed a total of ten days

- Starting with the following January 1<sup>st</sup> and every January 1<sup>st</sup> thereafter

- Credited with ten sick days

- Faculty hired after August 1, 2011 shall accumulate a maximum of 260 days of leave



# Types of Leave for Faculty

- Personal Leave
  - Two days credited on January 1<sup>st</sup> of each year
  - If employed before July 1<sup>st</sup> – credited two days
  - If employed after July 1<sup>st</sup> – credited with one day
  - Credited with two days the following January 1<sup>st</sup> and every January 1<sup>st</sup> thereafter
  - Unused Personal Days shall accumulate up to a maximum of four days

# Types of Leave for Faculty

## • Personal Leave

- Written notice for such leave should be made to the faculty member's Dean as early as possible prior to the desired day of such leave
  - Reason for leave may or may not be given
  - In an emergency, notice may be given at a later time
- Personal leave may not be taken during the first five (5) working days of each semester
  - Unless the faculty member receives permission from the faculty member's Dean
  - Due to the existence of extenuating or emergency circumstances

# Time Sheet Approval

- When you have completed your time sheet for the pay period
  - Click on the confirmation box at the bottom right of the page
  - This will forward your time sheet to your Dean for approval
- You will receive an e-mail message notifying you that your time sheet has been approved

# Time Sheet Correction

- If there is an error on your time sheet
  - Your Dean must reject it to return the time sheet to you for correction
  - She will make a comment as to why she rejected your time sheet
  - You will receive an e-mail message stating your time sheet has been denied
  - Log in and correct the error
    - Resubmit your time sheet in the same manner as before
    - You will receive an e-mail message stating your time sheet has been approved when your Dean approves your corrected time sheet

# Other Leave

- Other types of time off are available in the “Other Time Types” column
- Other Time Types include:
  - Holiday
  - Campus Closed
  - Bereavement
  - Jury Duty
  - Military Reserve Training
  - Unpaid Leave

# Leave requests

- Click on the Leave Request link in BlazerNet to make a leave request (Sick, Personal, Jury Duty, etc.)
- Enter the date range and hours of the request
  - You can enter a range of dates (8/1-3) if the hours off are the same for each day
- Enter a brief reason for the request – Optional for Personal Leave requests
- Submit to send the request to your supervisor for review
- Leave requests cannot be submitted for a prior pay period
- Your leave request history is available in the link “Leave Request Summary” – you can also cancel your current requests here.

# Time Sheet history

- To see your time sheet history
  - Click on the “Time History” link
  - Follow the prompts to review your time sheet from a prior pay period

# Questions?

- Gabe Springer, HR Director @ Ext. #3700
- Jeni Thompson, HR Specialist @ Ext. #3730
- Marcia Logan, HR Specialist @ Ext. #3740
- Debbie Lovell, HR Coordinator @ Ext. #3710
- Gary Ayres @ Ext. #3000