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 15th and the last day of the month.
- **Paydays** are on the 13th and the 28th 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

### Pay Period End Date
- **08/15/14**

### Position Title
- Vice President, Administration

### Department
- Administration

### Location
- Godfrey Campus

### Supervisor
- Dave Chapman

### Complete Entry By
- 08/17/14 11:59PM

### Leave Type
- **Vacation**: 248.44 hours
- **Sick**: 22.48 hours
- **Personal Leave**: 0.00 hours
- **Excused Absence**: 7.58 hours

### Date
- **08/01/14**: Friday
- **08/02/14**: Saturday
- **08/03/14**: Sunday
- **08/04/14**: Monday
- **08/05/14**: Tuesday
- **08/06/14**: Wednesday
- **08/07/14**: Thursday
- **08/08/14**: Friday
- **08/09/14**: Saturday
- **08/10/14**: Sunday
- **08/11/14**: Monday

### Hours Worked

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Hours Worked</th>
<th>Vacation Hours</th>
<th>Sick Hours</th>
<th>Personal Hours</th>
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Second Way to Access Time Sheet

Quicklinks for Faculty & Staff

- General Information
- Faculty Information
- Curriculum Development

- Blazer.Net
- HSR Handbook
- AA Staff and Curriculum

- Bookstore
- Faculty Guidebook
- Committee Meeting Schedule
- Official Syllabus Format

- Reid Memorial Library
- Incomplete (I) Contract
- Course Syllabi

- Purchasing Primer
- Official Course Outline Format

- Catering for Employees
- Check Request Form
- Course Outlines

- L&C Counseling Booklet
- Travel Expense Form
- Approval of Curricular Proposal

- Web Publishing Guidelines
- Report of Conference Form
- Measurable Outcomes

- Media Services
- Institutional Committees
- Request to Attend Professional Conference
- Course Development Worksheet

- Timesheets
- Timesheet Approvals
- Adjunct Jobs
- Online Course Review Checklist

- Requisition Approvals
- Accommodation Cards
You can also access your time sheet via L&C’s portal.
Reporting Time Worked

- Time Periods for Faculty
  - Must report time off in ½ day or full day increments
    - ½ 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 1st and every January 1st 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\(^{st}\) of each year
  - If employed before July 1\(^{st}\) – credited two days
  - If employed after July 1\(^{st}\) – credited with one day
  - Credited with two days the following January 1\(^{st}\) and every January 1\(^{st}\) 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