

Biweekly Web Time Entry Guide

Before you can begin this process you must have a my.whittier *user name* and *password*. You will receive your user name and password from IT Services.

The Web Time Entry form absolutely must be completed and submitted by noon every other Monday of the pay period (check the payroll schedule for any exceptions).

Note: the back and forward buttons do not work will in my.whittier.edu. Every page on the time sheet has option buttons that should be used to go from page to page.

To begin log into: "My.whittier.edu"

You will now see a screen that has a small box in the left hand corner that reads:

"Secure Access Login"

This is where you will enter your "username" and "password", click login

Whittier College Login - powered by SunGard Higher Education - Windows Internet Explorer provided by Yahoo!

http://my.whittier.edu/cp/home/loginf

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MY.WHITTIER.EDU

Secure Access Login

User Name: JohnnyPoet

Password:

Login Cancel

Having problems logging in? [Click here.](#)

Make this my homepage.

[Click here](#) for instructions on how to make your browser load this page on startup.

Welcome to my.whittier.edu at Whittier College and Whittier Law School.

This secure site provides Whittier College and Whittier Law School students, faculty and administrative staff with world-class Intranet and Internet services. This is where you can access e-mail, news and events information, and a wide variety of academic and administrative services.

MyWhittier and POETS email not available this weekend

We will be performing a software upgrade on the MyWhittier and POETS email system this weekend. Access to MyWhittier will be unavailable between 8:00 PM on August 3rd and 12:00 PM on August 5th. All inbound POETS email will be stored on our mail gateway and delivered when the service is restored.

Sorry for any inconvenience and thank you for your patience!

[IT Services](#)

What's Inside?

- E-mail:** Send and receive e-mail, and create your own personal address book.
- Calendar:** Access and manage your personal, course and school calendars.
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

and much more...

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Top

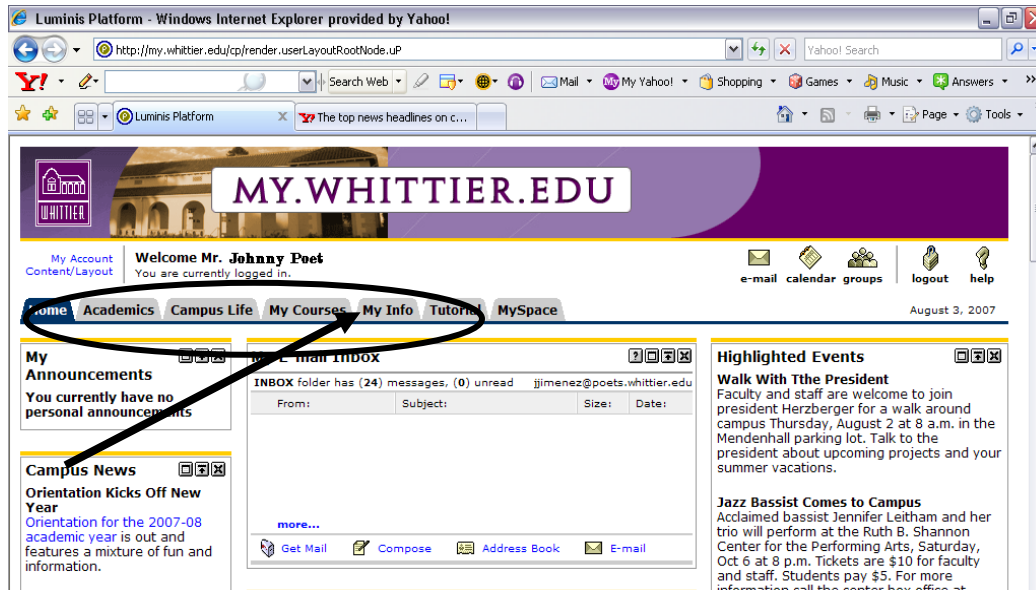
Done

Internet

100%

Several tabs will appear at the top of the page; Home, Academics, Campus Life, My Info.

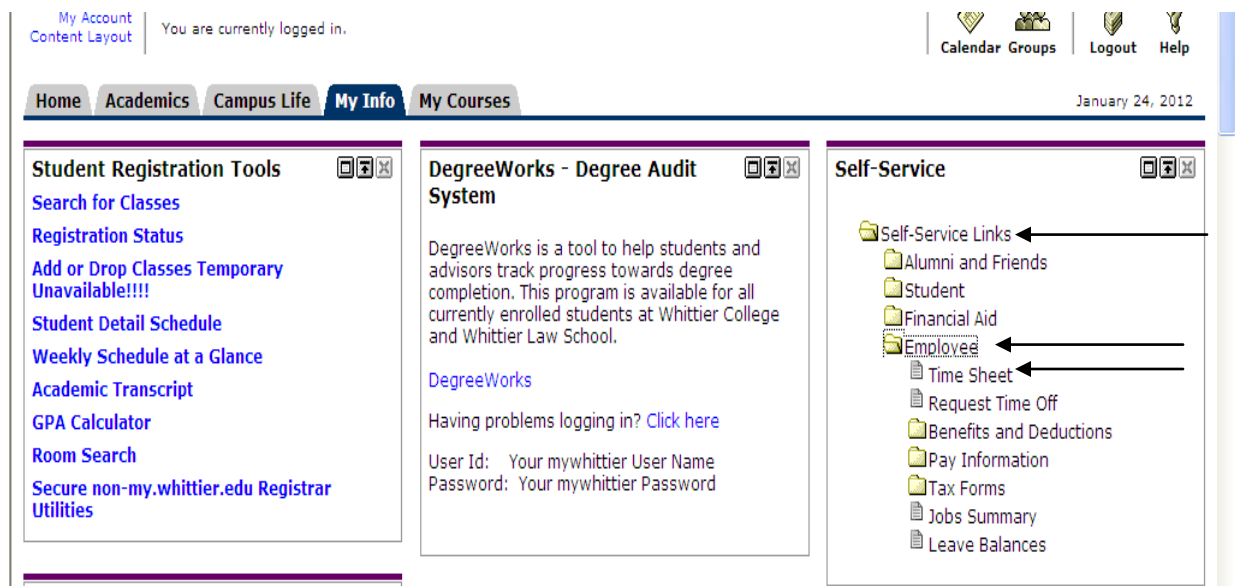
Click on “My Info”



Select “Self-Service Links”

Select “Employee”

Select “Timesheet”



If you also approve student or employee timesheets, you will need to select your personal timesheet, rather than “Act as Superuser,” and hit the “Select” button.



Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

Select the pay period for which you would like to enter time from the drop down menu and hit the "Time Sheet" button

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
HR & Student Placement Coord., SS0239-00 Human Resources, 1531		Jan 22, 2012 to Feb 04, 2012 In Progress 

[Time Sheet](#)

Your timesheet is now displayed. Click on the link that says "Enter Hours" to enter regular hours worked for a specific day, vacation pay, sick pay, etc...

[illegible]

Type in the hours that you have worked in the given time slots and **save** each day. Either return to your Timesheet to repeat the same process for other time entries, or click on previous or next day to enter the completed hours.

Date: Tuesday, Jan 24, 2012
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0

Note: Time entry is done in fifteen minute intervals only. (i.e. 8:10am should be input as 8:15am and 12:18pm should be input as 12:15pm)

At the end of the pay period, once you have submitted all necessary hours (regular, sick, vacation, etc.) click on **“Submit for Approval.”**

	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	80	0	8	8	8	8	8	8	0
Total Units:	0	0	0	0	0	0	0	0	0

Submitted for Approval By:
 Approved By:
 Waiting for Approval From: