Using the Time and Leave Portal

All Employees – Instructions for Submitting Leave / OT (Overtime) Requests:

Note: You can cancel your request up until your supervisor approves the request. After approval, you will need to contact HR to make any changes.

Enter the Time and Leave System at http://apps.wvc.edu/WVCETL/ and the following screen will appear:

Note: **Employee Earnings App** will launch SBCTC app in a new window.

Start the Leave / OT Request Process: Click on "Leave / OT Request". This screen will appear:

As you click on the "Date" and "Time" boxes, pop-ups will appear to simplify the input process.

Choose the correct "Request Type"; and enter a comment if desired. **NOTE**: A "comment" is required for the category of "Other".

Enter the total number of hours of "Leave / OT" that is being requested; this is literal and does not have to match the start and end times.

When you are satisfied with your Leave / OT request, click "Submit Request". You can submit requests that go over your current leave balances; they may not be approved, but you are allowed to submit.

Cancel Request: Search for your request, and click the "Cancel Request" button. If your supervisor has approved the request, you will not be able to cancel and must contact HR to make any changes.

After submitting your request, you will get an email:

Your supervisor will get the following email:

(Supervisors: Click "Click to view pending requests" to approve requests.)

When your supervisor approves or denies the request, you will get an email as follows:
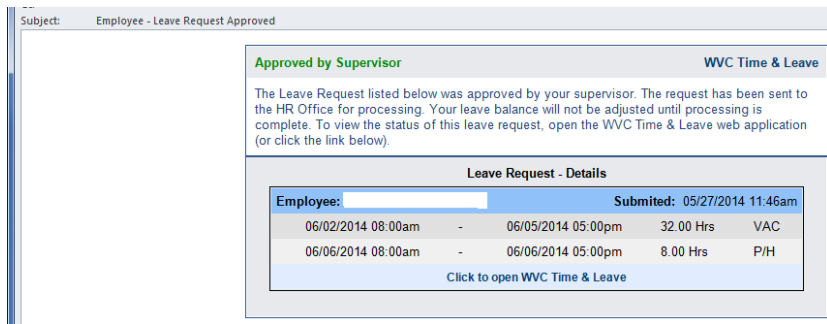
And for your convenience, you will receive a meeting "Request" that you can accept and it will be added to your Outlook Calendar (this will also go as a "Request" to your supervisor's calendar):
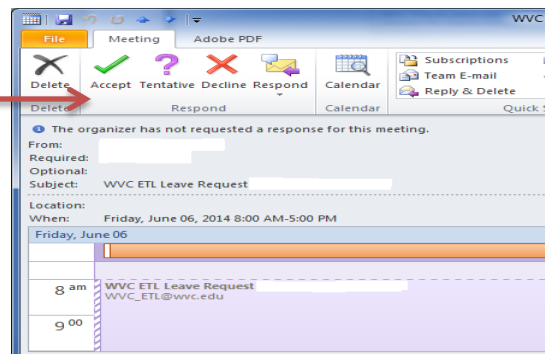
Once your supervisor has approved the request, you cannot cancel via this system. Denial of request will automatically cancel the request and it will remain in the system as a denial.
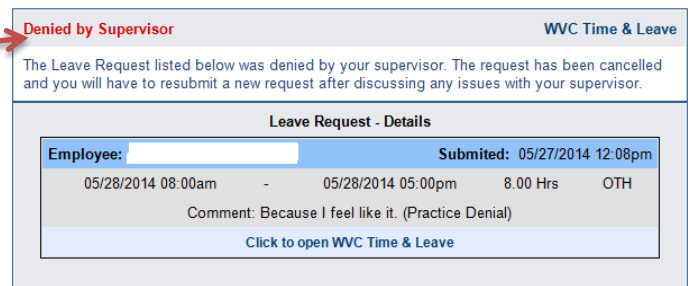
All Employees, Leave / OT Request, Text Only Instructions:

1. Enter the Time and Leave System at http://apps.wvc.edu/WVCETL/
2. Click on "Leave / OT Request" to start your leave/overtime request process.
3. As you click on the "Date" and "Time" boxes, pop-ups will appear to simplify the input process.
4. Choose the correct "Request Type"; and enter a comment if desired. A "comment" is required for the category of "Other". Enter the total number of hours of Leave that is being requested.
5. You can cancel the request by searching up the request, and clicking "Cancel Request", before approval.
6. When you are satisfied with your leave/OT request, click "Submit to Supervisor". You can submit requests that go over your current leave balances; they may not be approved, but you are allowed to submit.
7. After you submit, you will get an email detailing your submission.
8. When the supervisor approves/denies the request, you will get an email detailing the approval or denial.
9. For your convenience, you will receive an email meeting "request" that you can accept and it will be added to your Outlook Calendar.
10. After approval or denial, your Time & Leave screen will show the process.

All Employees – Instructions for Submitting Timesheets:

Note: You can edit your timesheet at any time, until your supervisor approves it and sends it off for processing. Once your supervisor has approved, you will need to contact the Business Office to make any changes.

Enter the Time and Leave System at http://apps.wvc.edu/WVCETL/ and the following screen will appear:
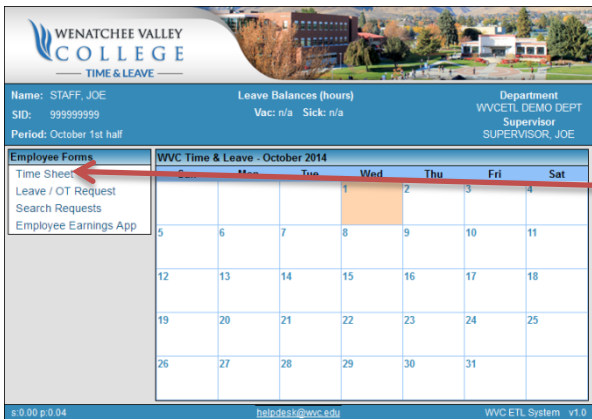
Time Sheet Documentation Process: Click on "Time Sheet".

This screen will appear. Click on the correct corresponding boxes below the dates to enter your time.
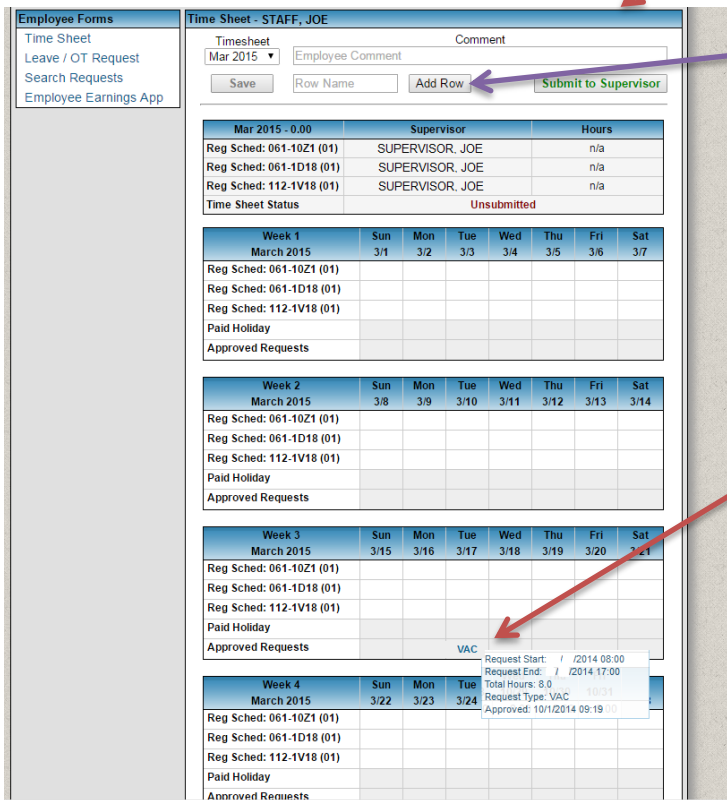
(You can add a row to the already defaulted rows, if need be. An example might be "Jury Duty".)

Timesheet workflow information box. This area shows which budgets are approved by whom, and total hours for each budget that currently exists on the timesheet.

If you have submitted a leave request, and it was approved, you will see it automatically filled in. If you hover over the request, you will see a pop-up of the request type and when it was approved. This way, you will know not to fill in regular time for this date.

Time Sheet - STAFF, JOE

Timesheet | Comment
Mar 2015 ▼ | Employee Comment

Save | Row Name | Add Row | **Revise Timesheet**

Mar 2015 - 0.00	Supervisor	Hours
Reg Sched: 061-10Z1 (01)	SUPERVISOR, JOE	n/a
Reg Sched: 061-1D18 (01)	SUPERVISOR, JOE	n/a
Reg Sched: 112-1V18 (01)	SUPERVISOR, JOE	n/a
Time Sheet Status		Unsubmitted

Week 1 March 2015	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7
Reg Sched: 061-10Z1 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests							

Week 2 March 2015	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14
Reg Sched: 061-10Z1 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests							

Week 3 March 2015	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21
Reg Sched: 061-10Z1 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests				VAC			

Request Start: / /2014 08:00
Request End: / /2014 17:00
Total Hours: 8.0
Request Type: VAC
Approved: 10/1/2014 09:19

Week 4 March 2015	Sun 3/22	Mon 3/23	Tue 3/24
Reg Sched: 061-10Z1 (01)			
Reg Sched: 061-1D18 (01)			
Reg Sched: 112-1V18 (01)			
Paid Holiday			
Approved Requests			

You can fill out your timesheet as the month goes, and click "Save". When you go back in throughout the month, the Timesheet stays unlocked for you to make any needed changes.

When the month is over, and your time sheet is complete, click "Submit to Supervisor". You can still **revise** the Timesheet; if you do at this point, it pulls it back from the supervisor's pending list and you will need to re-submit.

Once your supervisor has approved, you will need to contact the Business Office to make any needed changes. You will see the screen to the right, after approval has been made.

Time Sheet
Leave / OT Request
Search Requests
Employee Earnings App

Time Sheet - STAFF, JOE

Timesheet | Comment
Mar 2015 ▼ | Employee Comment

Save | Row Name | Add Row | Submit to Supervisor

Approved time sheets cannot be edited. Please contact the business office with any questions: boffice@wvc.edu

-184.00hrs			09:21am
Supervisor			
Status	Supervisor Approved:	09:22am	

Week 1 March 2015	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7
Reg Sched: 061-10Z1 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests							

Week 2 March 2015	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14
Reg Sched: 061-10Z1 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests							

Week 3 March 2015	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21
Reg Sched: 061-10Z1 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests				VAC			

Request Start: / /2014 08:00
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Week 4 March 2015	Sun 3/22	Mon 3/23	Tue 3/24
Reg Sched: 061-10Z1 (01)			
Reg Sched: 061-1D18 (01)			
Reg Sched: 112-1V18 (01)			
Paid Holiday			
Approved Requests			

Supervisors – Instructions for Approving Time Sheets and Leave Requests:

Supervisors, Leave Request Approval/Denial Instructions:

1. You will receive an email detailing that a Leave Request has been made.

2. Click on "Click to view pending requests" to Deny or Approve the Request.
3. Your Time & Leave window will open, and will have a few more options to choose from than a non-supervisory employee, on the left pane. You will have the authority to approve/deny Leave/OT Requests, approve Time Sheets, and also Search Leave Requests and Time Sheets.

4. If you wish to see all the Requests that you have approved or denied, click on "Search" and choose a date range. The prior 60 days is already defaulted in for you.
5. Once approved by you, the Request will now automatically route to the Business Office for processing.

To Approve Time Sheets:
Click on "Approve Time Sheets".

You will see the following screen:

If you click on the "Month" link, the actual Timesheet will come up and you can review it. You can then click "Revise" to send the Timesheet back to the employee to edit, or click "Approve" to automatically send the Timesheet to the Business Office for processing.

There will be an employee timesheet checklist here, showing any employee that has NOT submitted a timesheet for the current month. (Current month changes on the 6th)

An Alternate Authority can be designated to approve Timesheets and Leave Requests in your absence. Click on "Alternate Authority" to bring up the screen to the left. Enter the SID number of the person you wish to make your "Alternate Authority", put in an expiration date, and Click "Assign".

Note: You can only have one Alternate Authority at a time, and a person can be an Alternate Authority for only one person at a time.