

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:

WENATCHEE VALLEY COLLEGE TIME & LEAVE

Name: STAFF, JOE Leave Balances (hours) Department: WVCETL DEMO DEPT
SID: 99999999 Vac: n/a Sick: n/a Supervisor: SUPERVISOR, JOE
Period: October 1st half

Employee Forms

- Time Sheet
- Leave / OT Request
- Search Requests
- Employee Earnings App

WVC Time & Leave - October 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

s:0.00 p:0.04 @wvc.edu WVC ETL System v1.0

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:

WENATCHEE VALLEY COLLEGE TIME & LEAVE

Name: STAFF, JOE Leave Balances (hours) Department: WVCETL DEMO DEPT
SID: 999999999 Vac: n/a Sick: n/a Supervisor: SUPERVISOR, JOE
Period: October 1st half

Employee Forms

- Time Sheet
- Leave / OT Request
- Search Requests
- Employee Earnings App

Leave / OT Request Form

Request Begins		Request Ends	
Date	Time	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Request Type: Choose Request Type

Comment:

Total Hours:

Submit Request

s:0.02 p:0.03 @wvc.edu WVC ETL System v1.0

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

WENATCHEE VALLEY COLLEGE TIME & LEAVE

Name: STAFF, JOE Leave Balances (hours) Department: WVCETL DEMO DEPT
SID: 999999999 Vac: n/a Sick: n/a Supervisor: SUPERVISOR, JOE
Period: October 1st half

Employee Forms

- Time Sheet
- Leave / OT Request
- Search Requests
- Employee Earnings App

Leave / OT Request Form

Request Begins		Request Ends	
Date	Time	Date	Time
10/21/2014	8:00 AM	10/21/2014	5:00 PM

Request Type: Choose Request Type

Comment: Vacation Day

Total Hours: 8.0

Submit Request

s:0.00 p:0.03 @wvc.edu WVC ETL System v1.0

- Vacation
- Sick
- Personal Leave
- Leave Without Pay
- Comp Time
- Standby Pay
- Call Back
- Other

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.

WENATCHEE VALLEY COLLEGE
TIME & LEAVE

Name: STAFF, JOE Leave Balances (hours) Department: WVCETL DEMO DEPT
 SID: 999999999 Vac: n/a Sick: n/a Supervisor: SUPERVISOR, JOE
 Period: October 1st half

Employee Forms

- Time Sheet
- Leave / OT Request
- Search Requests
- Employee Earnings App

Leave / OT Request Form

Request Begins		Request Ends	
Date	Time	Date	Time
10/21/2014	8:00 AM	10/21/2014	5:00 PM

Request Type: Vacation Comment: Vacation Day Total Hours: 8.0

s 0.05 p 0.03 helpdesk@wvc.edu WVCETL System v1.0

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.

WENATCHEE VALLEY COLLEGE
TIME & LEAVE

Name: STAFF, JOE Leave Balances (hours) Department: WVCETL DEMO DEPT
 SID: 999999999 Vac: n/a Sick: n/a Supervisor: SUPERVISOR, JOE
 Period: October 1st half

Employee Forms

- Time Sheet
- Leave / OT Request
- Search Requests
- Employee Earnings App

Search Requests - Employee

Start Date: 4/04/2014 End Date: Status: Any

Start Time	End Time	Type	Hours	Super Action	HR Action
10/21/2014 08:00am	10/21/2014 05:00pm	VAC	8.0	Approved	Unprocessed
Emp Comment: Vacation Day					
09/29/2014 12:00am	09/29/2014 11:59pm	CSL	8.0		
Emp Comment: Demo Test					

s 0.07 p 0.05 helpdesk@wvc.edu WVCETL System v1.0

After submitting your request, you will get an email:

From: [Redacted]
 To: [Redacted]
 Cc: [Redacted]
 Subject: Employee - Leave Request Submitted

Submitted Successfully WVC Time & Leave

The Leave Request listed below was submitted successfully and is pending approval from your supervisor. To view the status of this leave request, open the WVC Time & Leave web application (or click the link below).

Leave Request - Details

Employee:	Submitted:
[Redacted]	05/27/2014 11:12am
06/02/2014 08:00am - 06/06/2014 05:00pm	40.00 Hrs VAC
07/08/2014 08:00am - 07/11/2014 05:00pm	32.00 Hrs VAC

[Click to open WVC Time & Leave](#)

Your supervisor will get the following email:

Pending Approval WVC Time & Leave

The Leave Request listed below is pending approval. To approve or deny this request, open the WVC Time & Leave web application (or click the link below). Once approved, the HR Office can process the request and adjust the employee's leave balance.

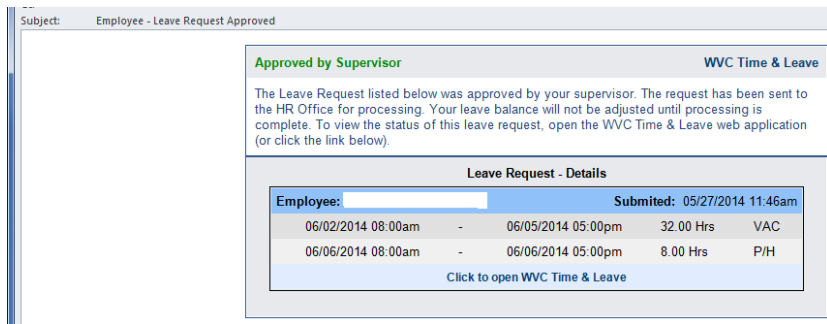
Request - Details

Employee:	Submitted:
[Redacted]	09/30/2014 07:58am
10/09/2014 02:00pm - 10/09/2014 04:00pm	2.00 Hrs CSL
Emp comment: Dr's Appt	

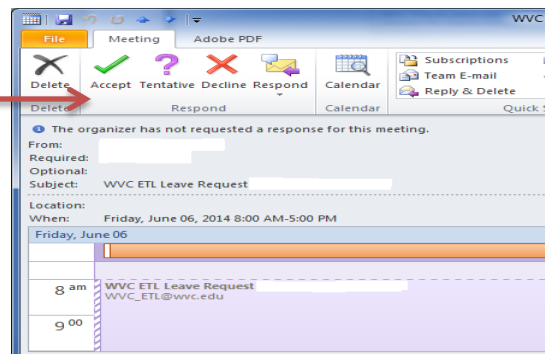
[Click to view pending requests](#)

(Supervisors: Click “Click to view pending requests” to approve requests.)

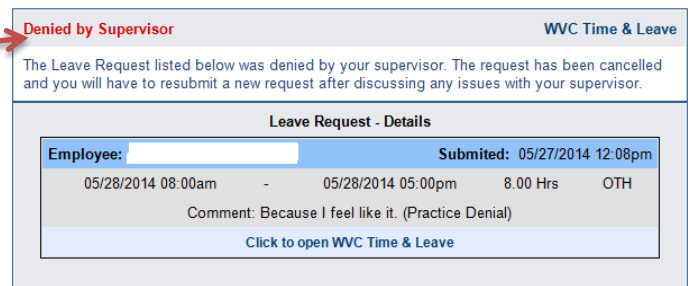
When your supervisor approves or denies the request, you will get an email as follows:



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.



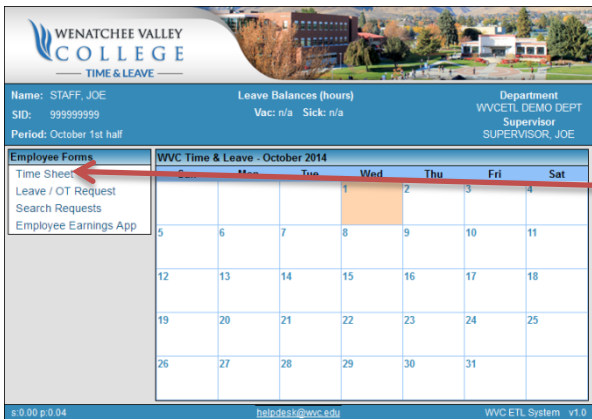
All Employees, Leave / OT Request, Text Only Instructions:

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:

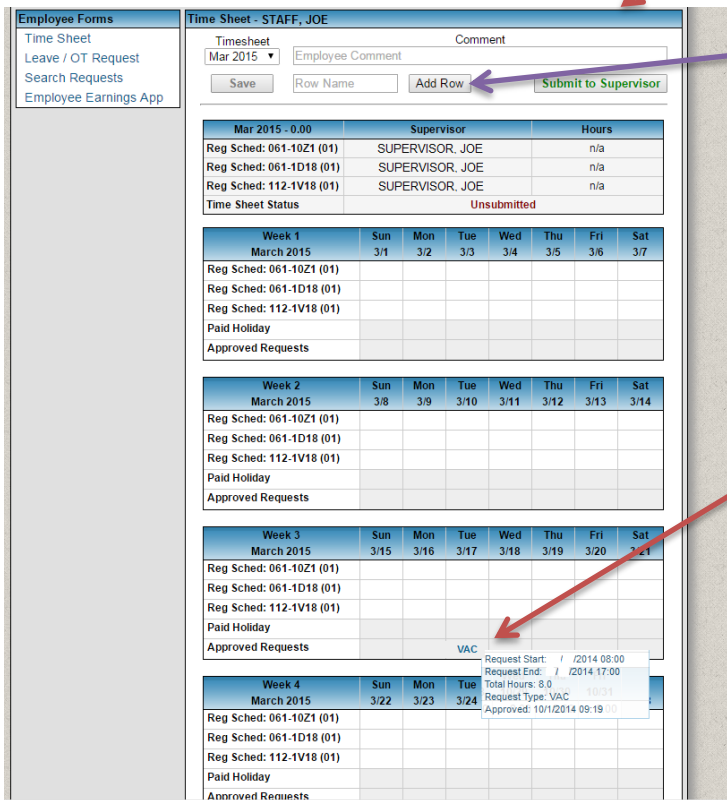
Note: You can edit your timesheet at any time, until your supervisor approves it and sends it off for processing. Once your supervisor has approved, you will need to contact the Business Office to make any changes.

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.

Employee Forms
 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 **Revise Timesheet**

Mar 2015 - 0.00	Supervisor	Hours
Reg Sched: 061-1021 (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	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 2015	3/1	3/2	3/3	3/4	3/5	3/6	3/7
Reg Sched: 061-1021 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests							

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 2015	3/8	3/9	3/10	3/11	3/12	3/13	3/14
Reg Sched: 061-1021 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests							

Week 3	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 2015	3/15	3/16	3/17	3/18	3/19	3/20	3/21
Reg Sched: 061-1021 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests			VAC				

Week 4	Sun	Mon	Tue
March 2015	3/22	3/23	3/24
Reg Sched: 061-1021 (01)			
Reg Sched: 061-1D18 (01)			
Reg Sched: 112-1V18 (01)			
Paid Holiday			
Approved Requests			

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

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.

Employee Forms
 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@vns.edu

184.00hrs **09:21am**

Supervisor
 Status **Supervisor Approved:** 09:22am

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 2015	3/1	3/2	3/3	3/4	3/5	3/6	3/7
Reg Sched: 061-1021 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests							

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 2015	3/8	3/9	3/10	3/11	3/12	3/13	3/14
Reg Sched: 061-1021 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests							

Week 3	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 2015	3/15	3/16	3/17	3/18	3/19	3/20	3/21
Reg Sched: 061-1021 (01)							
Reg Sched: 061-1D18 (01)							
Reg Sched: 112-1V18 (01)							
Paid Holiday							
Approved Requests			VAC				

Week 4	Sun	Mon	Tue
March 2015	3/22	3/23	3/24
Reg Sched: 061-1021 (01)			
Reg Sched: 061-1D18 (01)			
Reg Sched: 112-1V18 (01)			
Paid Holiday			
Approved Requests			

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

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.

Pending Approval WVC Time & Leave

The Leave Request listed below is pending approval. To approve or deny this request, open the WVC Time & Leave web application (or click the link below). Once approved, the HR Office can process the request and adjust the employee's leave balance.

Request - Details

Employee: [Redacted]	Submitted: 09/30/2014 07:58am
10/09/2014 02:00pm - 10/09/2014 04:00pm	2.00 Hrs CSL
Emp comment: Dr's Appt	
Click to view pending requests	

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.

WENATCHEE VALLEY COLLEGE
TIME & LEAVE

Name: SUPERVISOR, JOE Leave Balances (hours) Department: WVCETL DEMO DEPT
 SID: 999999998 Vac: n/a Sick: n/a Supervisor: SUPERVISOR, JOE
 Period: October 1st half

Employee Forms Time Sheet Leave / OT Request Search Requests Employee Earnings App	WVC Time & Leave - October 2014						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Supervisor
 Approve Time Sheets
 Approve L/OT Requests
 Search Time Sheets
 Search Requests
 Alternate Authority

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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.

WENATCHEE VALLEY COLLEGE
TIME & LEAVE

Name: SUPERVISOR, JOE Leave Balances (hours) Department: WVCETL DEMO DEPT
 SID: 999999998 Vac: n/a Sick: n/a Supervisor: SUPERVISOR, JOE
 Period: October 1st half

Employee Forms Time Sheet Leave / OT Request Search Requests Employee Earnings App	WVC Time & Leave - October 2014						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Supervisor
 Approve Time Sheets
 Approve L/OT Requests
 Search Time Sheets
 Search Requests
 Alternate Authority

© 0.00 p:0.04 helpdesk@wvc.edu WVC ETL System v1.0

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

You will see the following screen:

WENATCHEE VALLEY COLLEGE
TIME & LEAVE

Name: SUPERVISOR, JOE Leave Balances (hours)
SID: 999999998 Vac: n/a Sick: n/a Department: WVCETL DEMO DEPT
Period: October 1st half Supervisor: SUPERVISOR, JOE

Employee Forms

- Time Sheet
- Leave / OT Request
- Search Requests

Supervisor

- Approve Time Sheets
- Approve L/OT Requests
- Search Time Sheets
- Search Requests
- Alternate Authority

Approve Time Sheets - Supervisor

Below is a list of employee time sheets pending your approval. Click **Approve** to finalize the time sheet. Click **Revise** to unlock the time sheet and allow the employee to make adjustments.

Month	Employee	Hours	Submitted	Action
Sep 2014	STAFF, JOE	8.00	09/29/2014 10:33	<input type="button" value="Revise"/> <input type="button" value="Approve"/>
Oct 2014	STAFF, JOE	184.00	10/01/2014 09:21	<input type="button" value="Revise"/> <input type="button" value="Approve"/>

s:0.00 p:0.11 helpdesk@wvc.edu WVC ETL System v1.0

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)

WENATCHEE VALLEY COLLEGE
TIME & LEAVE

Name: SUPERVISOR, JOE Leave Balances (hours)
SID: 999999998 Vac: n/a Sick: n/a Department: WVCETL DEMO DEPT
Period: October 1st half Supervisor: SUPERVISOR, JOE

Employee Forms

- Time Sheet
- Leave / OT Request
- Search Requests

Supervisor

- Approve Time Sheets
- Approve L/OT Requests
- Search Time Sheets
- Search Requests
- Alternate Authority

Assign Alternate Authority - Supervisor

Use this form to assign an Alternate Authority for approving/denying time sheets and requests on your behalf.

SID: Expiration:

s:0.01 p:0.04 helpdesk@wvc.edu WVC ETL System v1.0

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.