



# Student WebTime Entry

**A Step-by-Step Guide for the  
Student Worker**

## Login to Time Entry (Step 1)

Via your student ConnectColumbia Account...  
Click **“Current Students”** to proceed.

## DEADLINE:

- Students must complete and electronically sign Time Entry within 5 days of the end of each pay period.

The screenshot shows the ConnectColumbia website interface. At the top left is the logo "connectColumbia". To the right of the logo are navigation links: "LOG OUT", "MAIN MENU", and "CONTACT Us". Below these are links for "First-Time User Information", "What is My User ID?", and "What is My Password?". A vertical "main menu" is visible on the left side. A blue arrow points to the "Current Students" link in the main menu, which is circled in red. On the left side of the page, the text "Welcome Student-A Test!" is circled in red. Below this is the "connectColumbia Information" section, which includes contact hours and phone numbers. At the bottom left is a "COMODO SECURED" logo. At the bottom right is the Columbia College logo.

**connectColumbia**

[LOG OUT](#) | [MAIN MENU](#) | [CONTACT Us](#)

[First-Time User Information](#) | [What is My User ID?](#) | [What is My Password?](#)

**Current Students**

**Welcome Student-A Test!**

**connectColumbia Information**

**connectColumbia Hours: 6AM to Midnight Daily**

ConnectColumbia Student HelpDesk: **(209) 588-5385**  
Spring and Fall semesters: 8:00am to 5:00pm Mon - Fri  
Summer semester: 7:30am to 5:30pm Mon - Thur

Columbia Admissions: **(209) 588-5231**  
[Admissions Office Hours](#)

**COMODO SECURED**  
Point to Verify™  
[Instant SSL Certificate Secured](#)

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**COLUMBIA COLLEGE**

## Student Worker Info Page (Step 2)

To Enter Time Select “Time Entry”.  
To Print Select “Time Entry Report”.



**connect**Columbia

[LOG OUT](#)

[MAIN MENU](#)

[STUDENTS MENU](#)

[CONTACT US](#)

[First-Time User Information](#)

CURRENT STUDENTS - CURRENT STUDENTS MENU

Welcome Student-A Test!

**Users must be logged in to view this page**  
Links on this page may display confidential information.

### User Account

[Change Password](#)  
[Review/Change Personal Information](#)

### Financial Information

[My Account Statement](#)  
[Account Summary](#)  
[Optional Fees](#)  
[Pay on My Account](#)  
[View My 1098-T Forms](#)  
[1098 Electronic Consent](#)

### Financial Aid

[Financial Aid Information](#)  
[Financial aid award letter](#)  
[My Documents](#)  
[Cal Grant GPA](#)

### Communication

[Student Email Activation](#)  
[Vocational Survey](#)  
[Questions & Feedback](#)  
[Online Forms](#)

### Registration

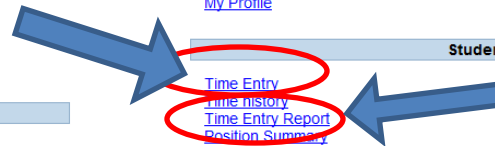
[Apply To Columbia College](#)  
[Registration Date and Time](#)  
[Class Search](#)  
[Register/Add Classes](#)  
[Drop Classes](#)  
[My Class Schedule](#)  
[Drop Waitlisted Classes](#)  
[Add class with Access Code/Add Card](#)  
[E-ADD Card Request \(For Online Classes\)](#)

### Academic Profile

[Grades & Unofficial - Transcript](#)  
[Assessment Test Scores](#)  
[My Profile](#)

### Student Worker Info

[Time Entry](#)  
[Time history](#)  
[Time Entry Report](#)  
[Position Summary](#)  
[W-2 Statements - 2009 & <](#)  
[W-2 Statements - 2010 & >](#)  
[Pay Advices](#)



## Time Entry (Step 3)

Enter the number of hours worked each day in “Hours Worked” and “submit”. Time can be entered daily.

### TIPS:

- **Need Position ID?** – Contact your hiring department.
- **More than 1 position?** – Enter your time for the first position, “save”, then return to this screen to “choose” another position, enter time, “save”. Remember you must “submit” for each position separately.

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Position Id	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	12/21/10	01/20/11	Federal Work Study Student Worker, Biology, CC	WKSC-STU-913AS	12/01/10	CC Biology	Supervisor-A Test	Columbia College	01/24/11 05:00PM
<input type="checkbox"/>	12/21/10	01/20/11	Regular Student Worker, Arts & Sciences/Biology, Columbia	REGC-STU-913AS	12/01/10	CC Biology	Supervisor-A Test	Columbia College	01/24/11 05:00PM
<input type="checkbox"/>	12/21/10	01/20/11	Regular Student Worker, Academic Achievement Ctr, Columbia	REGC-STU-901BS	12/01/10	CC Learning Support Center	Supervisor-A Test	Columbia College	01/24/11 05:00PM
<input type="checkbox"/>	12/21/10	01/20/11	CallWorks Student Worker, Academic Achievement Ctr, Columbia	CWKC-STU-901CS	12/01/10	CC Learning Support Center	Supervisor-A Test	Columbia College	01/24/11 05:00PM

**Time Entry**

**SUBMIT**

## Time Entry (Step 4)

Enter the number of hours worked each day in **“Hours Worked”**.

## TIPS:

- Only time from **current pay periods** can be entered.
- Time from **previous pay periods** must be submitted on a paper pay claim.

### Time Entry

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Position Id	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
REGC-STU-913AS	Regular Student Worker, Arts & Sciences/Biology, Columbia	01/20/11	Student Payroll	CC Biology	Columbia College	Supervisor-A Test	01/24/11 05:00PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
12/21/10	Tuesday								<input type="checkbox"/>
12/22/10	Wednesday								<input type="checkbox"/>
12/23/10	Thursday								<input type="checkbox"/>
12/24/10	Friday								<input type="checkbox"/>
12/25/10	Saturday								<input type="checkbox"/>
12/26/10	Sunday								<input type="checkbox"/>
12/27/10	Monday								<input type="checkbox"/>
12/28/10	Tuesday								<input type="checkbox"/>
12/29/10	Wednesday								<input type="checkbox"/>

## Sign & Submit (Step 5)

When all time is entered, the “**check box**” serves as your *electronic signature*.

Only “**submit**” your signature when **all time** has been entered for the pay period.

### TIPS:

- Once you electronically “sign” your payclaim, you will not be able to re-enter time.
- **Time from previous pay periods** must be submitted on a paper pay claim.

01/10/11	Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/11/11	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/12/11	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/13/11	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/14/11	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/15/11	Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/16/11	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/17/11	Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/18/11	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/19/11	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
01/20/11	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address

SUBMIT

LOG OUT

MAIN MENU

STUDENTS MENU

HELP

CONTACT US





## Print Option (Step 6, optional)

Return to your ConnectColumbia Page  
Select "Time Entry Report"



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[Review/Change Personal Information](#)

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[Account Summary](#)  
[Optional fees](#)  
[View My 1098-T Forms](#)  
[1098 Electronic Consent](#)

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[Financial Aid Information](#)  
[Cal Grant GPA](#)  
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[Student Email Activation](#)  
[Student Email Sign In - PiratesLink](#)  
[Vocational Survey](#)  
[Questions & Feedback](#)  
[Online Forms](#)

### Online Courses

[Log in to online classes](#)

### Registration

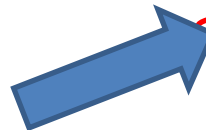
[Apply to MJC](#)  
[Registration Date and Time](#)  
[Search For Classes](#)  
[Register For Classes / Build Class Schedule](#)  
[Drop Classes](#)  
[My Class Schedule](#)  
[Drop Waitlisted Classes](#)  
[Add class with Add Card](#)  
[Electronic Add Card Request \(For Online Classes\)](#)

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[Grades & Unofficial - Transcript](#)  
[Assessment Test Scores](#)  
[My Profile](#)

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[Time Entry](#)  
[Time history](#)  
[Time Entry Report](#)  
[Position Summary](#)  
[W-2 Statements - 2009 & <](#)  
[W-2 Statements - 2010 & >](#)  
[Pay Advices](#)



Print Option @ ConnectColumbia (Step 7, optional)

“Complete & Submit” Time Entry Report Login

Sample report

The screenshot shows the 'Time Entry Report Login' form. A green header bar contains the title. Below it, there are three input fields for 'Enter your last name:', 'Enter your 8-digit birthdate (mmddyyyy - ie 01012010)', and 'Enter last 4 digits of your SSN (#### - ie 0102)'. A red circle highlights these three fields. Below the input fields is a 'Report selection:' dropdown menu with 'Student Current Time Entry' selected. At the bottom of the form are 'Submit' and 'Reset' buttons, with a red circle around the 'Submit' button. A blue arrow points to the 'Submit' button, and another blue arrow points to the input fields. A small note at the bottom left says 'Denotes required information.'

**Time Entry Detail Report**  
Current Open Payroll

(0779141) STUDENT-B TEST

1/13/2011 - 4:38:44PM

Position ID: REGM-STU-904ES  
Position Title: Regular Student Worker; Agriculture; MJC  
Supervisor: SUPERVISOR-A TEST

	Date:	Hours:	Amount:
	12/21/2010	2.00	16.00
	12/30/2010	2.00	16.00
	01/10/2011	2.00	16.00
	01/17/2011	2.00	16.00
<b>Totals:</b>		<b>8.00</b>	<b>\$64.00</b>

Authorization: \_\_\_\_\_

Sample report





You will be notified via your student email **when:**

- Your hours are “approved” by the assigned manager
- Your hours are “modified” by the assigned manager
- Your hours are “rejected” by the assigned manager

# Step-by-Step Summary of Student WebTime Entry

## **TIME ENTRY MUST BE COMPLETED WITHIN FIVE (5) DAYS FROM THE CLOSE OF EACH PAYPERIOD**

- If time is not submitted prior to this deadline, hours will not be paid until the following pay period.
  
- **Login** to ConnectColumbia
- **Select** “Current Students”
- **Select** “Only One” Position ID (Position ID is available through your department)
- **Enter** “Hours Worked” each day
  - Time may be entered daily and saved, remember to “submit”
  - Entries should be in .25 hour increments
  - Time may be entered for current pay period only. (Time for a previous pay period must be submitted on a paper pay claim)
  
- To electronically sign your Time Entry form, you must “**check the box**” provided at the bottom of the form.
  - Clicking this box indicates that your time entry is complete and ready for approval.
  - Once electronically signed and submitted, there is no way to modify hours entered.
  
- You may “Print” your Time Entry Detail (payclaim) by selecting “Time Entry Report” on your Student Page”.
  
- An email will be sent to your email account when:
  - Management approval has occurred
  - time is “rejected” or “modified” by the assigned manager
    - If Time Entry is “rejected” by the assigned manager, you will have a very short time period to re-enter your time.