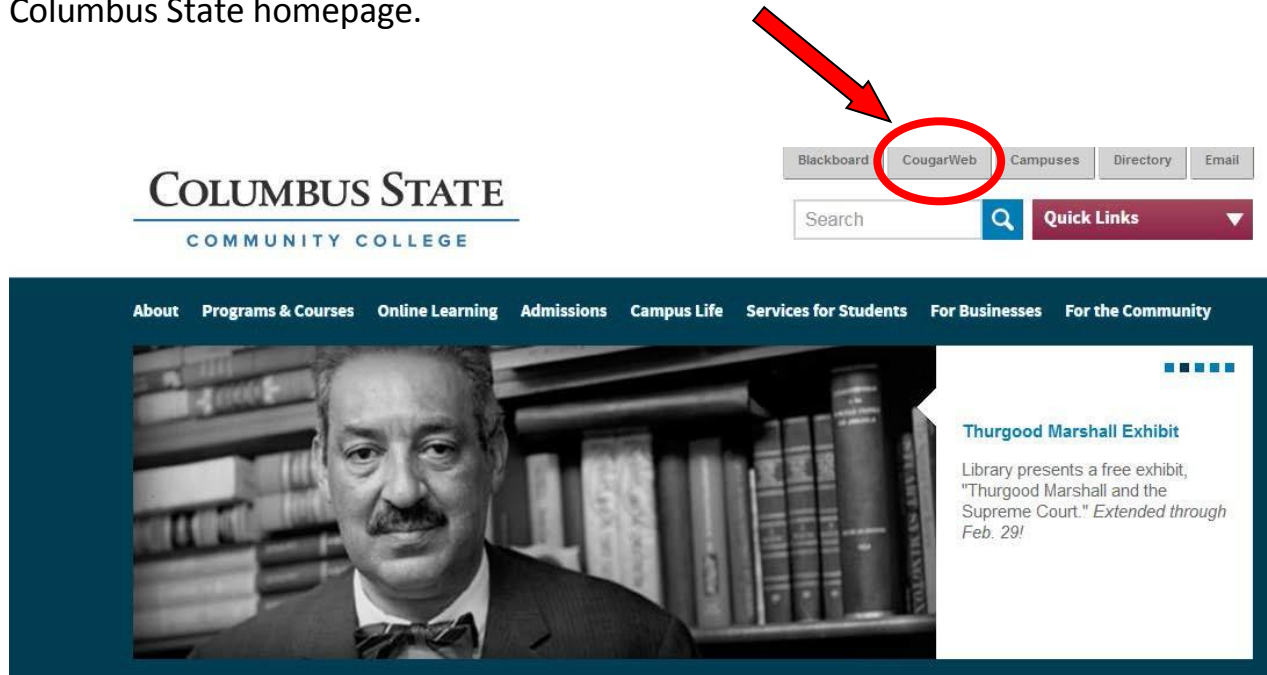


Web Time Entry and Approval

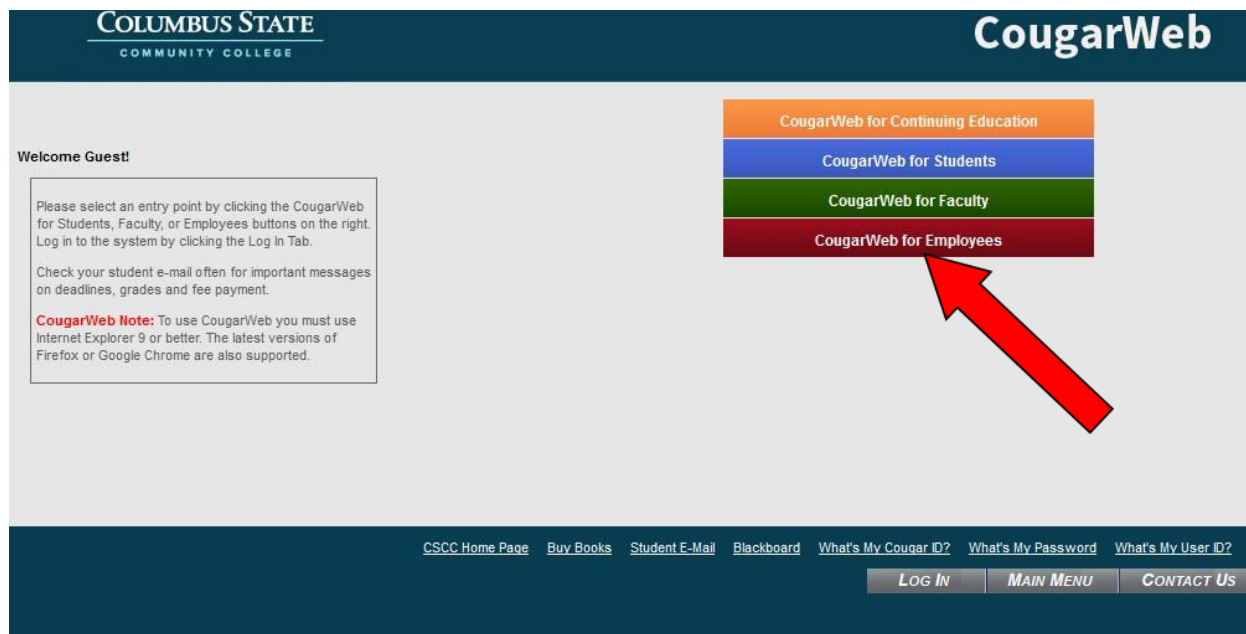
- All employees at Columbus State Community College are paid on a semi-monthly basis. The pay periods run from the first through the fifteenth of the month to be paid on the last day of the month and the sixteenth through the last day of the month to be paid on the fifteenth of the following month. If the fifteenth or last day of the month falls on a non working day, the pay date moves to the last work day before the fifteenth or last day of the month.
- The pay week for Columbus State runs Sunday through Saturday.
- The college uses Web Time Entry through Cougar Web to record hours for hourly non-exempt employees. Work times, holidays and leaves are logged through the Web Time Entry system and electronically approved by the assigned supervisor.
- Normal deadlines for employee submission of time entry are scheduled for 11PM on the first working day after the pay period ends.
- Supervisor approval deadlines are scheduled for 5PM on the second working day after the end of the pay period.
- The deadlines are adjusted if necessary to accommodate holidays and weekends.

Employee Time Entry:

1. Cougar Web can be accessed through the link in the upper right corner of the Columbus State homepage.



2. Select Cougar Web for employees.



3. Log in with your system credentials.

The screenshot shows the 'EMPLOYEES' login page of the CougarWeb system. The header includes the Columbus State Community College logo and the 'CougarWeb' title. A 'Welcome Guest!' message is in the top right. The main content area is titled 'Log In' and contains two input fields: 'User ID:' with the text 'abcdetf' and 'Password:' with masked characters. A red arrow points to the password field. Below the fields is a 'SUBMIT' button. At the bottom, a navigation bar contains links for 'LOG IN', 'MAIN MENU', 'EMPLOYEES MENU', and 'CONTACT US'.

4. Select Time Entry link.

The screenshot shows the 'EMPLOYEES - COUGARWEB FOR EMPLOYEES MENU' page. The header includes the Columbus State Community College logo and the 'CougarWeb' title. A 'Welcome Becky!' message is in the top right. The main content area displays a list of links under the heading 'The following links may display confidential information.' A red arrow points to the 'Time entry' link under the 'Time Entry and Approval' section. The links are organized into two main categories: 'Employee Profile' and 'Time Entry and Approval'. The 'Employee Profile' section includes links for 'Leave Plan Summary', 'Additional & Contract Compensation', 'View Pay Advices (For Administrators)', 'W-2 (For Administrators)', 'T4 (For Administrators)', 'Pay Advices', 'View Pay Advices (For Admins)', and 'Degree Audit'. The 'Time Entry and Approval' section includes links for 'Time entry', 'Time history', 'Time approval (for supervisors)', and 'Employee history (for supervisors)'. Below these is a 'Financial Information' section with a 'View Projects' link. At the bottom, a navigation bar contains links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'EMPLOYEES MENU', and 'CONTACT US'.

5. Select the position for which time is being reported.

File Edit View Favorites Tools Help

COLUMBUS STATE COMMUNITY COLLEGE **CougarWeb**

EMPLOYEES Welcome Dixie!

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	02/16/16	02/29/16	Payroll Specialist (FTH)	06/01/15	Payroll	Becky J. Ribble	Columbus Campus	03/02/16 01:00AM

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

6. Enter "Time In" and "Time Out" for the day. If additional lines are needed, they can be inserted by placing a check in the "Insert Line" box to the far left.

Annual Hours column is used to report vacation usage. "Other Time Types" are used for reporting paid hours for miscellaneous leave types or special earnings types. Hours are recorded and the earnings type can be selected from the drop down menu.

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Payroll Specialist (FTH)	02/29/16	Two Weeks Behind	Payroll	Columbus Campus	Becky J. Ribble	03/02/16 01:00AM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
02/16/16	Tuesday	09:00AM	04:00PM					<input type="checkbox"/>
02/16/16	Tuesday							<input type="checkbox"/>
02/17/16	Wednesday	07:00AM	04:00PM					<input type="checkbox"/>
02/17/16	Wednesday							<input type="checkbox"/>
02/18/16	Thursday							<input type="checkbox"/>
02/18/16	Thursday							<input type="checkbox"/>
02/19/16	Friday							<input type="checkbox"/>

7. The recommended practice is to enter and submit time on a daily basis. At the end of the pay period, check the completion box as the electronic signature certifying that the time entered is correct and ready for supervisor approval.

02/25/16	Thursday									
02/26/16	Friday									
02/26/16	Friday									
02/27/16	Saturday									
02/27/16	Saturday									
02/28/16	Sunday									
02/28/16	Sunday									
02/29/16	Monday									
02/29/16	Monday									

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 bribble@csc.edu

SUBMIT

8. Confirmation screen displays hours entered.

Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 02/29/16

Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	16.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	16.00

OK

[CHANGE PASSWORD](#)
[LOG OUT](#)
[MAIN MENU](#)
[EMPLOYEES MENU](#)
[HELP](#)
[CONTACT US](#)

9. Time History can be viewed for previous pay periods. Select year.

Time history

* = Required

Choose time history with pay period end date in* 2016

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

10. Select pay period.

Select Pay Period/Position

Name Dixie Y. Burkhart

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor	Location
<input type="checkbox"/>	02/01/16	02/15/16	Payroll Specialist (FTH)	Payroll	Becky J. Ribble	Columbus Campus
<input type="checkbox"/>	01/16/16	01/31/16	Payroll Specialist (FTH)	Payroll	Becky J. Ribble	Columbus Campus
<input type="checkbox"/>	01/01/16	01/15/16	Payroll Specialist (FTH)	Payroll	Becky J. Ribble	Columbus Campus

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

11. View time history in detail for the selected pay period.

Time History

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Type
Payroll Specialist (FTH)	02/15/16	Two Weeks Behind	Payroll	Columbus Campus	Draft Record

Employee has completed the electronic signature	Employee Complete Date	Employee Complete Time
<input checked="" type="checkbox"/>	02/16/16	10:37AM

Supervisor Decision	Supervisor Decision Date	Supervisor Decision Time
Approve	02/16/16	02:23PM

Supervisor Comments
None

Date	Day	Regular Hours	Overtime Hours	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
02/01/2016	Monday	8.00							
02/02/2016	Tuesday	8.00							
02/03/2016	Wednesday	8.00							
02/04/2016	Thursday	8.00							
02/05/2016	Friday	8.00							
02/08/2016	Monday	6.00							
02/09/2016	Tuesday	9.00							
02/10/2016	Wednesday	9.00							
02/11/2016	Thursday	8.00							
02/12/2016	Friday					8.00	Holiday Hours		
02/15/2016	Monday				8.00				

Date	Day	Time In	Time Out
02/01/2016	Monday	07:00AM	11:00AM
02/01/2016	Monday	12:00PM	04:00PM
02/02/2016	Tuesday	07:00AM	11:00AM
02/02/2016	Tuesday	12:00PM	04:00PM
02/03/2016	Wednesday	07:00AM	11:00AM
02/03/2016	Wednesday	12:00PM	04:00PM
02/04/2016	Thursday	07:00AM	11:00AM
02/04/2016	Thursday	12:00PM	04:00PM
02/05/2016	Friday	07:00AM	11:00AM
02/05/2016	Friday	12:00PM	04:00PM
02/08/2016	Monday	10:00AM	04:00PM
02/09/2016	Tuesday	07:00AM	04:00PM

12. Leave balances and accrual rates can be viewed by accessing the “LEAVE Plan Summary” link under the Employee Profile heading.

Leave Plan Summary

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
JURY	Jury/Civic Duty	02/11/13	0.0000			-40.00
VAC	Vacation Plan	10/16/01	6.6700	480.00	480.00	162.36
SIC	Sick Leave	10/16/01	5.0000			740.17

CHANGE PASSWORD
LOG OUT
MAIN MENU
EMPLOYEES MENU
HELP
CONTACT US

Leave Processing for Full Time Non-Exempt Employees

Vacation and sick time hours must be entered on the electronic time entry form in order to be paid. Paid leave hours are limited to the hours displayed on the Leave Plan Summary.

The digital leave form should be completed and submitted to the supervisor for their records and scheduling purposes.

Family Medical Leave Processing and Web Time entry

For intermittent FML, the employee is responsible for entering the appropriate leave type: 1) Sick, 2) Vacation in order to be paid for the time.

For continuous FML, the supervisor is responsible for entering the hours through Web Time Entry on behalf of the employee so that the employee is paid.

Overtime hours and Web Time Entry

Overtime pay at the college is based on a 40 hour work week for non-exempt employees. Employees will be paid at one and one half times their regular rate of pay for hours over 40 in the work week which runs from Sunday through Saturday.

Work and leave hours should be entered into web time entry and once the signature box is checked for completion, the system will make the overtime calculations. Checking the signature box is what triggers the calculation so it's very important to make sure that the box is checked at the end of the pay period.

The college pays on a semi-monthly basis, so a work week may begin in one pay period and end in the next pay period, since the end of the pay period does not always fall on the same day of the week.

The hours worked in the pay period immediately preceding the current pay period must be used to calculate the overtime pay for the current period when this occurs.

Hours worked in the pay period immediately following the selected pay period will be used to calculate the overtime pay for the final week of the current pay period. Payment of the overtime premium for hours worked over 40 in the final week of the pay period will be due with the subsequent pay period's pay.

Example of Overtime Payment schedule

~ November 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
OCT 28 Week begins OT 10/28-11/3 pays on 11/30	OCT 29	OCT 30	OCT 31 Pay period ends	1 Pay period begins	2	3 Week Ends
4 Week Begins OT 11/4-11/10 Pays on 11/30	5	6	7	8	9	10 Week Ends
11 Week Begins OT 11/11-11/17 pays on 12/14	12 Closed	13	14	15 Pay period ends	16 Pay period begins	17 Week Ends
18 Week begins OT 11/18-11/24 pays on 12/14	19	20	21	22 Closed	23 Closed	24 Week Ends
25 Week begins OT 11/25-11/30 pays on 12/14	26	27	28	29	30 Pay period ends	DEC 1 Pay period begins Week Ends

Approval Process

1. Log in to Cougar Web and select the Employee Tab.



2. Select the Time Approval Link for supervisors



- Select the entry you wish to review by placing a check in the "Review Entry" box and clicking "Submit". Multiple time entry forms can be selected. Alternate Supervisors can approve on behalf of the assigned supervisor by clicking on the drop down menu and selecting the supervisor.

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/16/16	02/29/16	03/02/16 05:00PM			Payroll Specialist (FTH)	Payroll	Columbus Campus	8.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/16/16	02/29/16	03/02/16 05:00PM			Payroll Specialist (FTH)	Payroll	Columbus Campus	16.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/16/16	02/29/16	03/02/16 05:00PM			Payroll Specialist (FTH)	Payroll	Columbus Campus	16.75
<input type="checkbox"/>	<input type="checkbox"/>	02/16/16	02/29/16	03/02/16 05:00PM			System Specialist (FTH)	Payroll	Columbus Campus	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/16/16	02/29/16	03/02/16 05:00PM			Specialist	Payroll	Columbus Campus	21.00

Security Access Messages
None

Approve time entries on behalf of

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

4. The time entry displays in summary form for review. By checking the box near the bottom of the form, detail time in and out data can be reviewed. The supervisor can drop down the menu to approve or reject an employee's time. A comment is required with a rejection. If there is an error or question, it is recommended that the supervisor reject the time entry and have the employee make the change whenever possible.

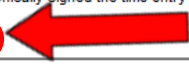
Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
02/16/16	Tuesday	8.00								
02/17/16	Wednesday									
02/18/16	Thursday									
02/19/16	Friday									
02/20/16	Saturday									
02/21/16	Sunday									
02/22/16	Monday									
02/23/16	Tuesday									
02/24/16	Wednesday									
02/25/16	Thursday									
02/26/16	Friday									
02/27/16	Saturday									
02/28/16	Sunday									
02/29/16	Monday									

Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After

The employee has time in/out data. To review it, check the box ☐

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

☐ Employee has electronically signed the time entry as complete No

Supervisor Decision ▼ 

Enter E-mail Subject

Supervisor Comments

Employee Email Address

5. Employee History for Supervisors

The following links may display confidential information.

Employee Profile


[Leave Plan Summary](#)
[Additional & Contract Compensation](#)
[View Pay Advices \(For Administrators\)](#)
[W-2 \(For Administrators\)](#)
[T4 \(For Administrators\)](#)
[Pay Advices](#)
[View Pay Advices \(For Admins\)](#)
[Degree Audit](#)

Time Entry and Approval

[Time entry](#)
[Time history](#)
[Time approval \(for supervisors\)](#)
[Employee history \(for supervisors\)](#)

Financial Information

[View Projects](#)



6. Select the employee time records to review. Submit.

<input type="checkbox"/>		Specialist (SERS)	Business & College Services	Columbus Campus
<input type="checkbox"/>		Specialist (SERS)	Business & College Services	Columbus Campus
<input type="checkbox"/>		Payroll Specialist (FTH)	Business & College Services	
<input type="checkbox"/>		Specialist (SERS)	Business & College Services	Columbus Campus
<input type="checkbox"/>		Payroll Specialist (FTH)	Payroll	Columbus Campus
<input type="checkbox"/>		Payroll Specialist (FTH)	Payroll	Columbus Campus
<input type="checkbox"/>		System Specialist (FTH)	Payroll	Columbus Campus
<input type="checkbox"/>		Payroll Specialist (FTH)	Payroll	Columbus Campus
<input type="checkbox"/>		Specialist	Payroll	Columbus Campus

Security Access Messages

None

SUBMIT

6. Select year

EMPLOYEES welcome becky!

Time history

* = Required

Choose time history with pay period end date in * 2016

SUBMIT

CHANGE PASSWORD
LOG OUT
MAIN MENU
EMPLOYEES MENU
HELP
CONTACT Us

7. Select Pay period for review

Select Pay Period/Position

Name J

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor	Location
<input type="checkbox"/>	02/01/16	02/15/16	System Specialist (FTH)	Payroll	Becky J. Ribble	Columbus Campus
<input type="checkbox"/>	01/16/16	01/31/16	System Specialist (FTH)	Payroll	Becky J. Ribble	Columbus Campus
<input type="checkbox"/>	01/01/16	01/15/16	System Specialist (FTH)	Payroll	Becky J. Ribble	Columbus Campus

SUBMIT

CHANGE PASSWORD
LOG OUT
MAIN MENU
EMPLOYEES MENU
HELP
CONTACT Us

8. Summary and detail view

Time History

Name	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Type
	System Specialist (FTH)	01/31/16	Two Weeks Behind	Payroll	Columbus Campus	Final Record

Employee has completed the electronic signature	Employee Complete Date	Employee Complete Time
Yes	02/01/16	10:09AM

Supervisor Decision	Supervisor Decision Date	Supervisor Decision Time
Approve	02/01/16	10:38AM

Supervisor Comments
None

Date	Day	Regular Hours	Overtime Hours	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
01/18/2016	Monday					8.00	Holiday Hours		
01/19/2016	Tuesday	8.00							
01/20/2016	Wednesday	8.00							
01/21/2016	Thursday	8.00							
01/22/2016	Friday	8.00							
01/25/2016	Monday	8.00							
01/26/2016	Tuesday	8.00							
01/27/2016	Wednesday	6.75							
01/27/2016	Wednesday			1.25					
01/28/2016	Thursday	8.00							
01/29/2016	Friday				8.00				

Date	Day	Time In	Time Out
01/19/2016	Tuesday	08:15AM	01:00PM
01/19/2016	Tuesday	02:00PM	05:15PM
01/20/2016	Wednesday	08:15AM	01:00PM
01/20/2016	Wednesday	02:00PM	05:15PM
01/21/2016	Thursday	08:15AM	01:00PM
01/21/2016	Thursday	02:00PM	05:15PM
01/22/2016	Friday	08:15AM	01:00PM
01/22/2016	Friday	02:00PM	05:15PM
01/25/2016	Monday	08:15AM	01:00PM
01/25/2016	Monday	02:00PM	05:15PM
01/26/2016	Tuesday	08:15AM	01:00PM
01/26/2016	Tuesday	02:00PM	05:15PM