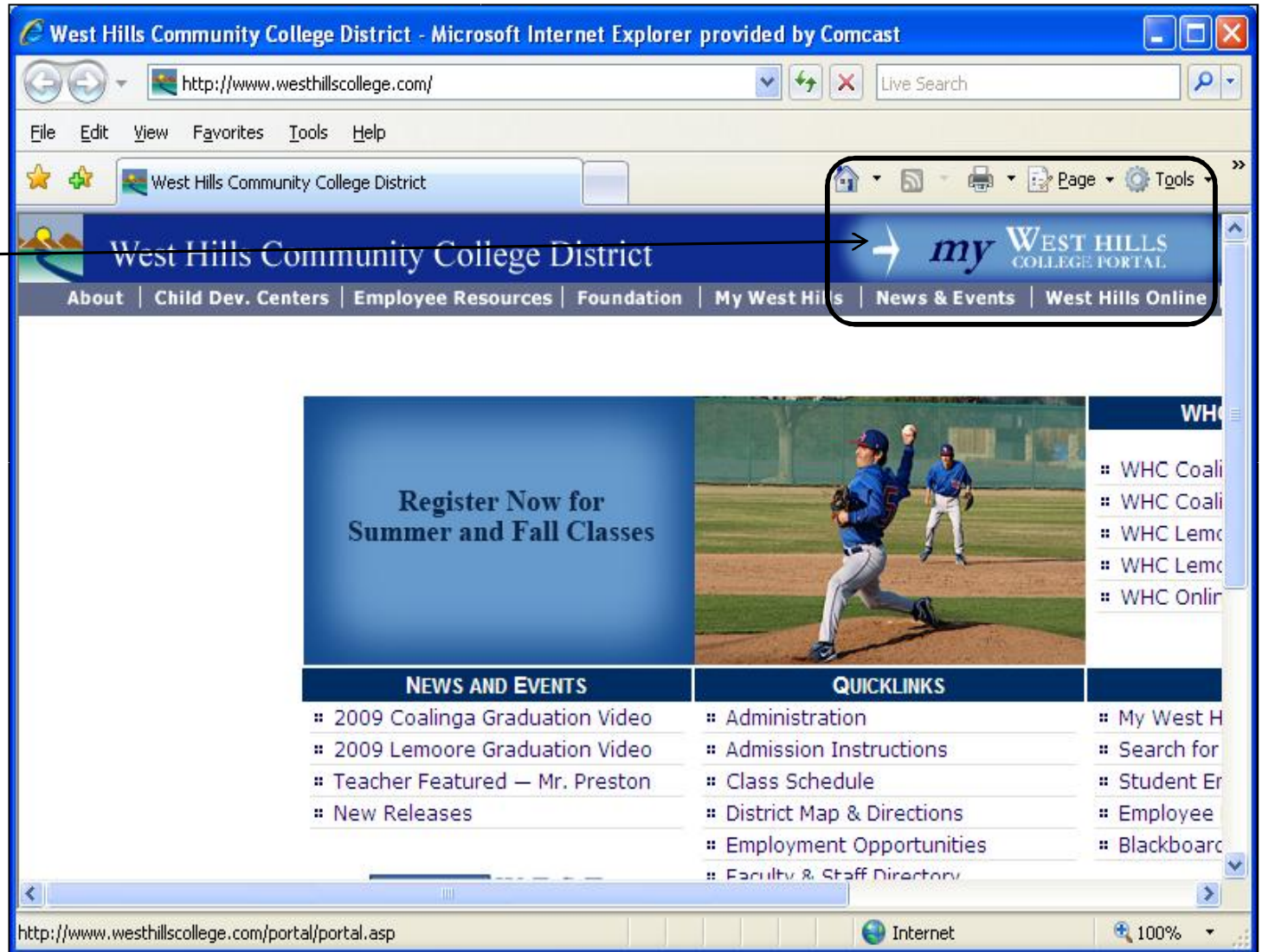
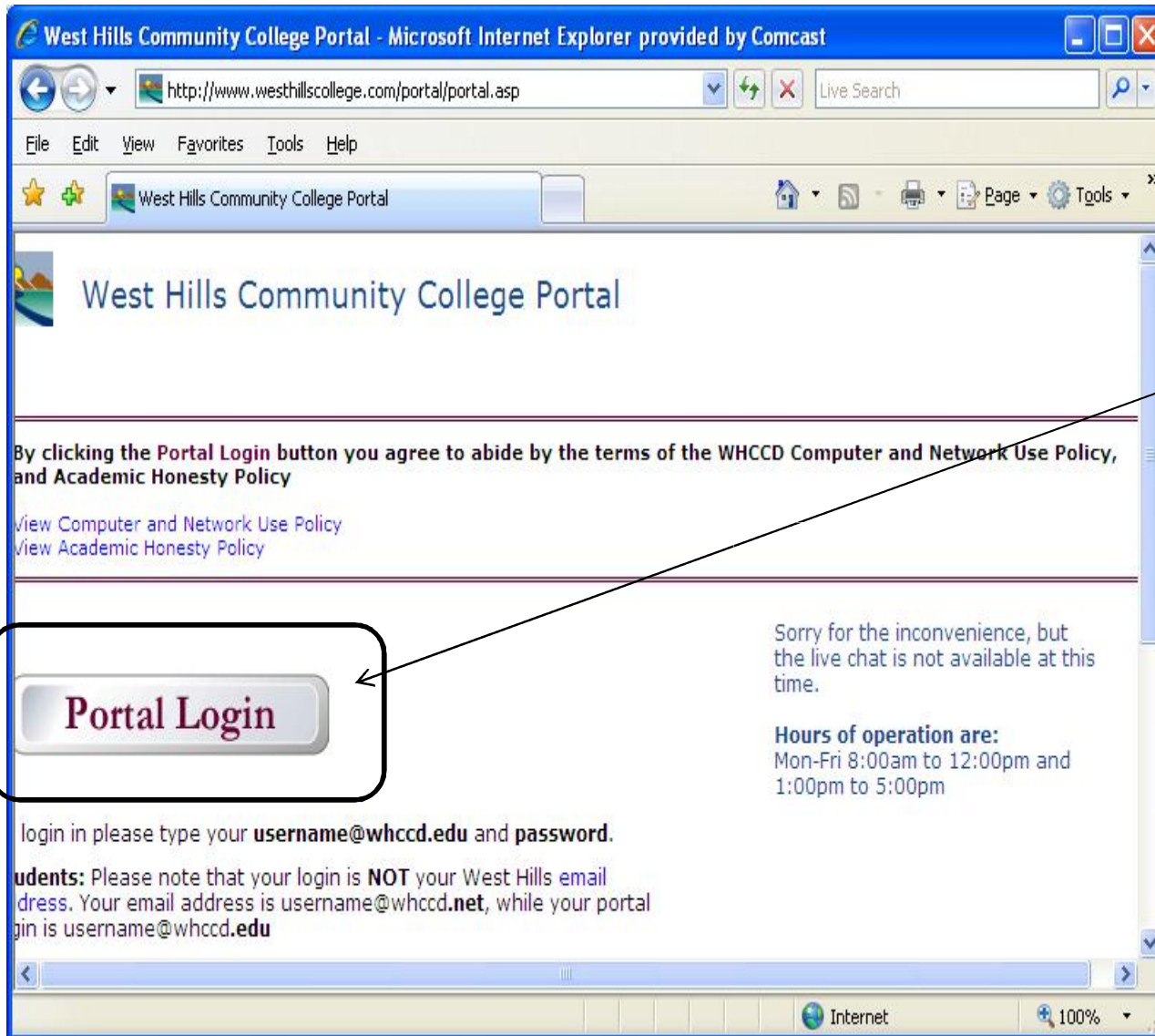


Web Timecard Entry Instructions for Hourly Employees

Web Timecard Entry

Click on the myWestHills College Portal link .





Click on the Portal Login button.

Home - My West Hills Home - Microsoft Internet Explorer provided by Comcast

https://my.whccd.edu/Pages/default.aspx

File Edit View Favorites Tools Help

Home - My West Hills Home

Welcome Weatherman, Tammy | My Site | My Links | ?

my WEST HILLS COLLEGE PORTAL

All Sites

Advanced Search

Staff Student Sign Out

My West Hills Home

Welcome to the My West Hills Portal!

Click on Staff or Student in upper right corner of this page.

Once inside the My West Hills portal click on **Enter Your Credentials** next to the My Calendar.

Enter your new login: **username**

Enter your password:

Local intranet 100%

If you have both Staff and Student tabs, click on Staff. If you only have the Student tab, click on Student.

Once you are logged into the Portal, on the bottom of the screen, on the left hand side, is the My Services menu. To enter time, click on Time Entry and Approval, then click on Time Entry.

Home - Staff - Microsoft Internet Explorer provided by Comcast

https://my.whccd.edu/staff/Pages/default.aspx

File Edit View Favorites Tools Help

Home - Staff

2:00 PM Financial Aid Student Direct Deposit

Friday, July 03

8:00 AM Holiday

My To Do

Expand All Collapse All

My Services

Main Menu

Time Entry and Approval

Time entry

Time history

Time approval (for supervisors)

Employee history (for supervisors)

Summer 2009 Farmer's Market Schedule 5/4/2009 11:04 AM

by Torrez, Felicia

We will have a booth at Hanford's farmer's market starting this Thursday, May 7th through Aug. 13th. Shifts are from 4:30 to 8:30 p.m.

Dates are May 7, 14, 28; June 4, 11, 18, 25; July 2, 16, 23, 30; Aug. 6 and 13.

Please email Felicia Torrez if you would like to sign up.

Thanks for any help you can give.

Need to purchase Office 2007? Looking for a new computer? 12/17/2008 12:58 PM

by Seed, Jeff

The Foundation for California Community Colleges has made it possible for faculty, staff, and students to purchase computer hardware and software at significant discounts. Eligible individuals can choose from products offered by Adobe, Dell, and Microsoft. Click [here](#) for more information.

Campus Events Campus News

No events found.

View slide show

My Team Sites

Faculty Assignments

Payroll

WHCIST

Local intranet 100%

Home - Staff - Microsoft Internet Explorer provided by Comcast

https://my.whccd.edu/staff/Pages/WebAdvisor.aspx?title=Time+entry&pid=HR-WBHR5006

File Edit View Favorites Tools Help

Home - Staff

Welcome Weatherman, Tammy | My Site | My Links | ?

my WEST HILLS COLLEGE PORTAL

All Sites Advanced Search

Staff Student Sign Out

My West Hills Home > Staff

Time entry x

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	07/01/09	07/31/09	Student Help	12/01/01	Business Office	Mr. Ken E. Stoppenbrink	Coalinga District Office	08/01/09 05:00PM

SUBMIT

Done Local intranet 100%

Once you have clicked on Time Entry, this screen should appear that lists your active position(s) that are available for time entry. Click on the box, then click on the Submit button. **If there is nothing listed on this screen, contact HR.

Home - Staff - Windows Internet Explorer

https://my.whccd.edu/staff/Pages/WebAdvisor.aspx?title=Time+entry&pid=HR-WBHR5006

File Edit View Favorites Tools Help

Home - Staff

Welcome Taylor, Sarah | My Site | My Links | ?

my WEST HILLS COLLEGE PORTAL

All Sites Advanced Search

Staff Student Sign Out

My West Hills Home > Staff

Time Entry x

← Back ?

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
WIA Office Assistant	10/10/09	Hourly	Grants, Planning, Research	Coalinga District Office	Thelma R. Trevino	10/30/09 04:00PM

Leave Type Leave Balance

Not Applicable

Time Entry

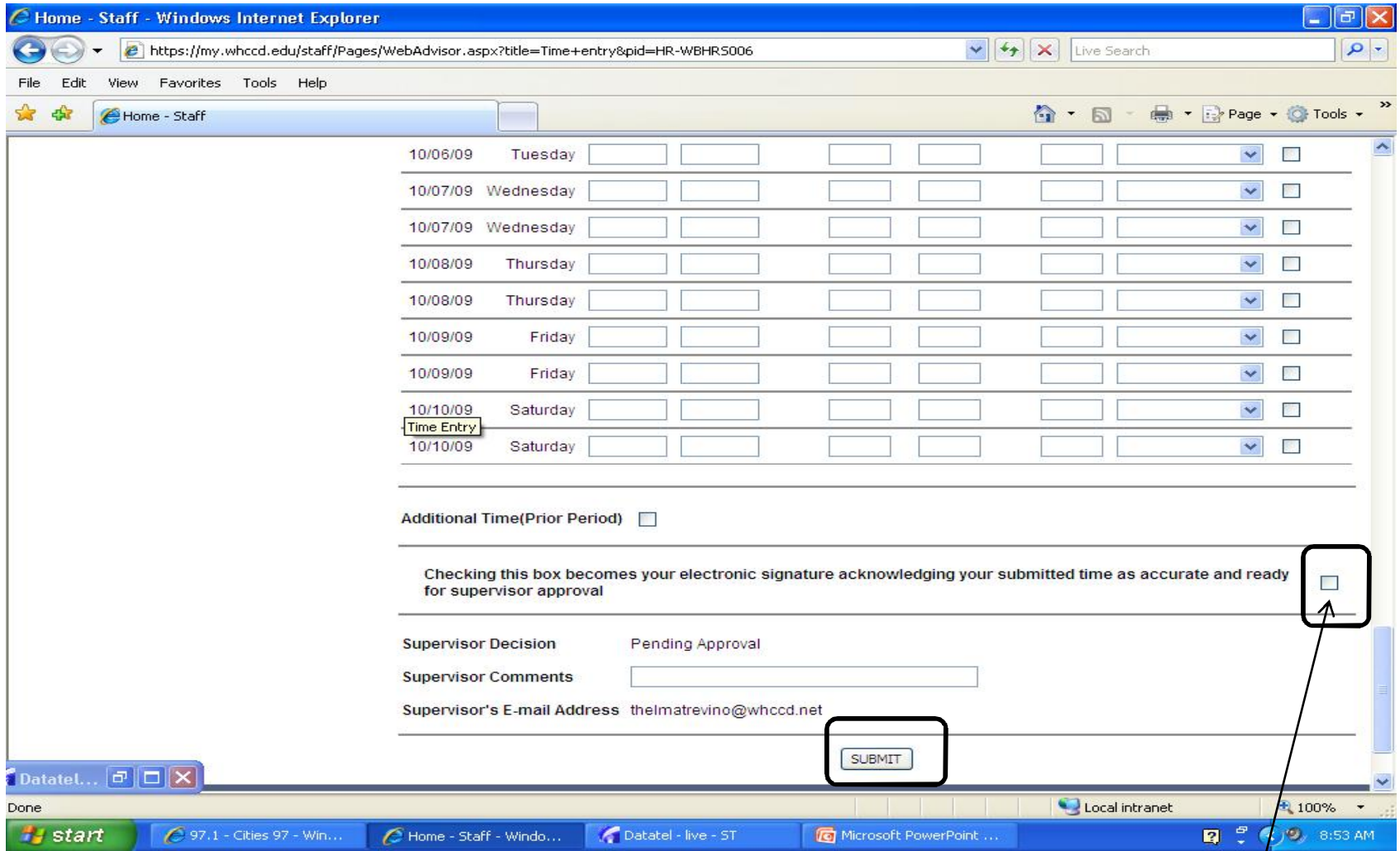
These columns should remain blank.

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
09/11/09	Friday							
09/11/09	Friday							
09/12/09	Saturday							
09/12/09	Saturday							

Datatel... 100%

start 97.1 - Cities 97 - Win... Home - Staff - Windo... Datatel - live - ST Microsoft PowerPoint ... 8:53 AM

Verify that the information at the top is correct, then go to the date you worked and enter the hours. TAB between fields – DO NOT PRESS ENTER. . There are two lines for each day, with columns indicating IN and OUT. When entering time, you must indicate am or pm, e.g. 8:00am. If you need an additional line for a particular day, click on the Insert Line box, then scroll down and click to Submit – this action will add the new line for that day.



You may enter time in each day you work, weekly, or at the end of the pay period. To save the time entry data, click on Submit. All time must be entered and completed by the 10th of each month. When the time entry is complete and ready to be sent to and approved by your supervisor, click on the certification box and then click on Submit. By clicking on the certification box you are certifying that your time card is correct and ready for processing. This is your electronic signature.