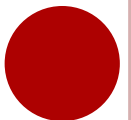
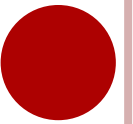


WEB TIME ENTRY USER'S GUIDE

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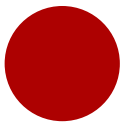


WHAT IS MY IVC ID AND PIN?

User ID

Login.

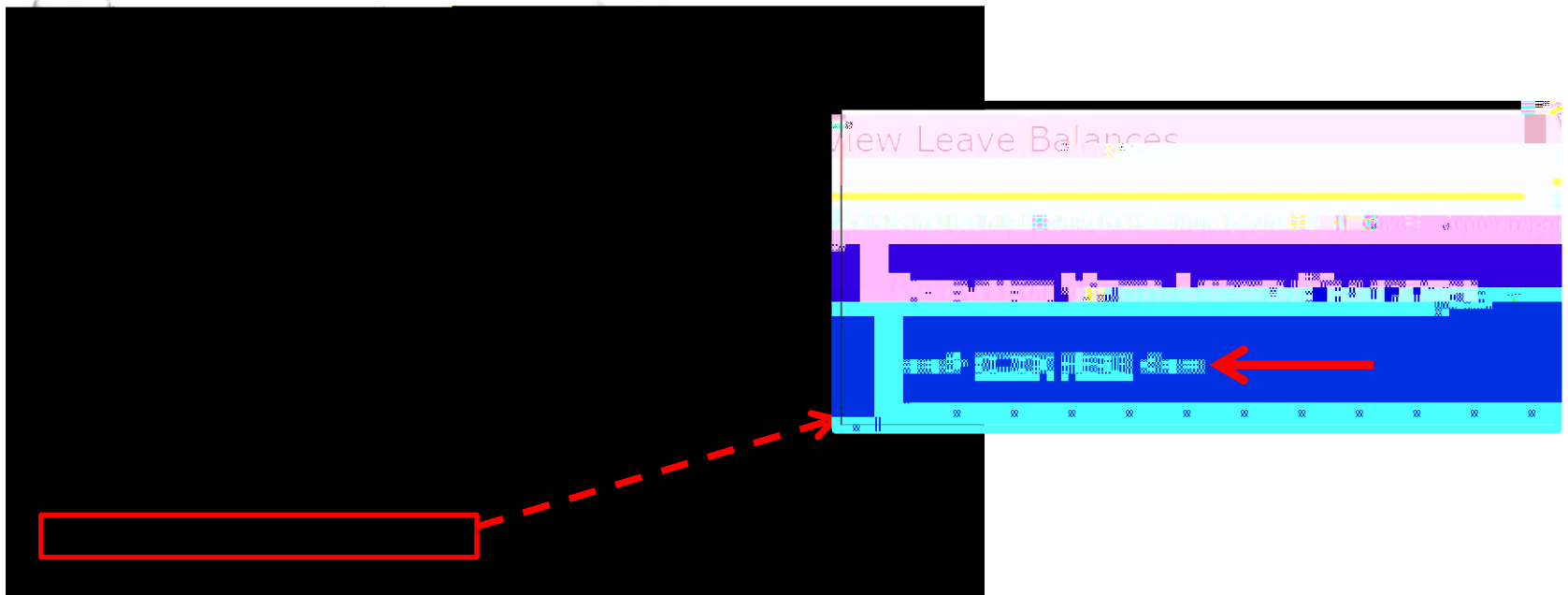
Forgot Pin button



VIEW LEAVE BALANCES

Prior to entering leave time in WTE it is advisable to verify leave balances

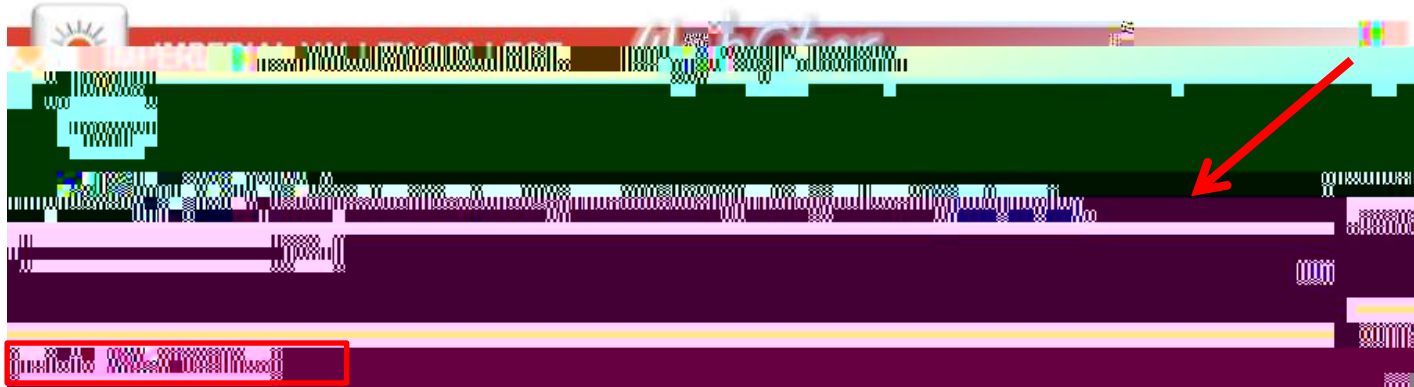
o



How Do I ACCESS MY TIMESHEET ONLINE?

Employee

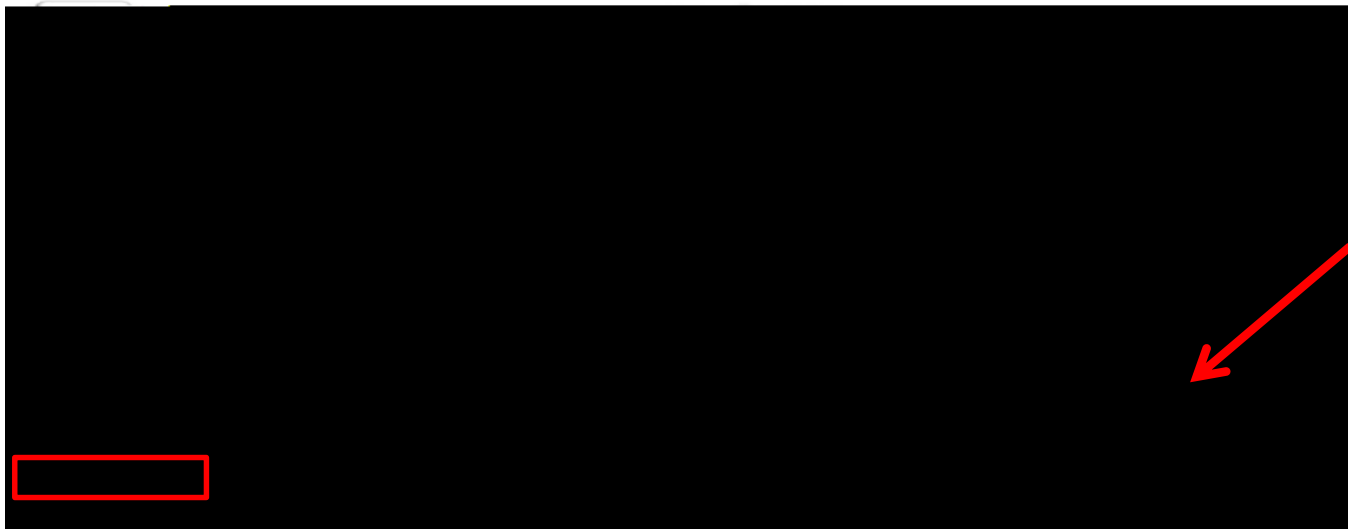
Electronic Timesheet



"My Choice Pay Period and Status".
started.

July 11, 2014 to Aug 10, 2014 Not

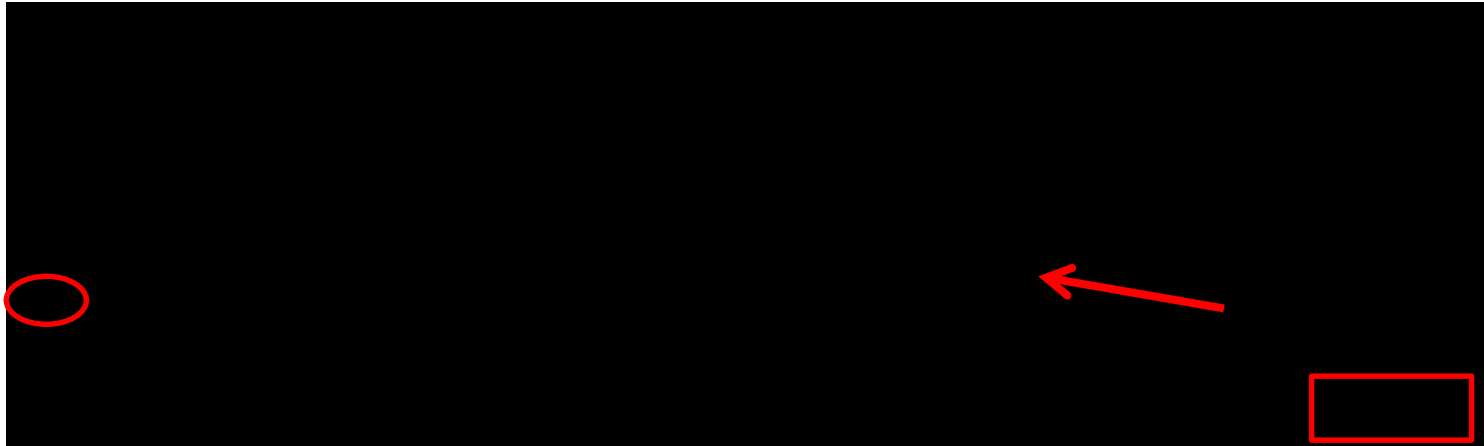
Timesheet



HOW DO I ENTER ACTUAL HOURS WORKED IN MY TIMESHEET?

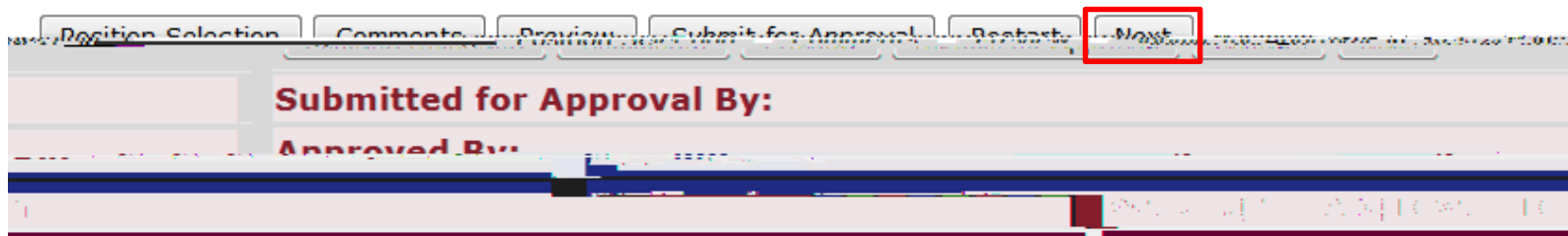
Enter Hours
earning column (actual hours worked)

Save



Next

next week



HOW DO I SELECT AND COPY THE DATE FOR ACTUAL HOURS WORKED IN MY TIMESHEET

Enter Hours
earning column



HOW DO I SUBMIT MY TIMESHEET FOR APPROVAL?

Submit for Approval.

Total Hours:	0		
Total Units:		0	

Position Selection | Comments | Preview | **Submit for Approval** | Restart | Next | Print