

VALENCIA COLLEGE

My Atlas
Courses
Students
Lifemap
Employees
Budget
Testing
Help

In Atlas, on the 'Employees' tab, select 'Time Sheet Processing (web time entry)'

My Human Resources

- Time, Leave & Personnel Action Processing
 - Electronic Personnel Action Form (EPAF) Processing Sub-menu
 - Faculty Load and Compensation (FLAC) Processing
 - Request and Manage My Leave
 - Employee Separation Form
 - Time Sheet Processing (web time entry)**
 - Payroll & Timesheet Related Info/FAQs

Now Hiring: Implementation Coordinator and Coordinator, Institutional Plan

Home Community
Mark as Read
candidates for two positions: implementation coordinator and coordinator, institutional planning. [Read about these opportunities on The Grove...](#)

Banner 9 Resources
Banner 9 Resources will give you the help you need to

VALENCIA COLLEGE

Sign Out

Browse

Personal Information | Student and Financial Aid | Faculty Services | **Employee Services** | Finance

Find a page...

Time Sheet/Leave Request/Proxy

Home > Employee Main Menu > Time Entry

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

Select

Proxy Set Up

Select 'Approve or Acknowledge Time' and then click the 'Select' button. If you have been set up as a proxy for someone else then you will find that person's name in the dropdown box where it states 'Act as Proxy', select their name and then click the 'Select' button.

Browse

Find a page...

Selection

Home > Selection

Time Sheet

Department and Description My Choice **Pay Period**
 V, TE0001, TE Payroll Services HR, Jan 23, 2022 to Feb 05, 2022

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

Choose pay period then click the 'Select' button.

Browse

Find a page...

Summary

Home > Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: V, Valencia College
Department: TE0001, TE Payroll Services
Pay Period: Jan 23, 2022 to Feb 05, 2022
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until May 09, 2022, 11:59 PM

Change Selection

Click the 'Change Selection' button to go back to the previous screen.

Click the name of the person who has a timesheet you would like to review and approve.

In Progress

ID	Name, Position and Title	Total Hours	Total Units	Leave Balances
V03716070	Kim Elaine Kuenzli HR0646 - 00 Human Resources Specialist	.00	.00	Leave Balances

Pay Event Transactions

Click 'Previous Menu' to return to the previous screen.

Click 'Approve' to approve the timesheet.

Click 'Return for Correction' to return the timesheet to the employee for correction.

Click 'Change Record' to make a change to the employee's timesheet. This should only be done if the employee is not able to make the change themselves.

By approving this record I certify that I have verified the information entered on this time card and that it accurately represents the employee's time and attendance for the period represented. I understand failing to verify the information or intentionally approving inaccurate information may result in disciplinary action up to and including termination of employment.

To select the next or previous employee (if applicable), click either Next or Previous.

Employee ID and Name: V03716070 Kim Elaine Kuenzli
Title: HR 046-00 Human Resources Specialist

Department and Description:
Transaction Status:

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Add Comment](#)

[Error or Warning Messages](#) [Routing Queue](#) [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Jan 09, 2022	Monday, Jan 10, 2022	Tuesday, Jan 11, 2022	Wednesday, Jan 12, 2022	Thursday, Jan 13, 2022	Friday, Jan 14, 2022	Saturday, Jan 15, 2022	Sunday, Jan 16, 2022	Monday, Jan 17, 2022	Tuesday, Jan 18, 2022	Wednesday, Jan 19, 2022	Thursday, Jan 20, 2022	Friday, Jan 21, 2022	Saturday, Jan 22, 2022
Total Hours:			0															
Total Units:				0														

Time In and Out

Earnings	Sunday, Jan 09, 2022	Monday, Jan 10, 2022	Tuesday, Jan 11, 2022	Wednesday, Jan 12, 2022	Thursday, Jan 13, 2022	Friday, Jan 14, 2022	Saturday, Jan 15, 2022	Sunday, Jan 16, 2022	Monday, Jan 17, 2022	Tuesday, Jan 18, 2022	Wednesday, Jan 19, 2022	Thursday, Jan 20, 2022	Friday, Jan 21, 2022	Saturday, Jan 22, 2022
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Error and Warning Messages

Earning	Shift	Time Entry Date	Hours	Message
				"ERROR" No hours entered.

Routing Queue

Name	Action and Date
Kim Elaine Kuenzli	Originated Jan 09, 2022 05:00 am
Jessica Ann Santiago	Submitted Feb 14, 2022 02:56 pm