

2015-2016
Cerro Coso College
Computer Lab Aide
Handbook



Lab Aide Duties and Responsibilities

A reflection of an outstanding employee includes the following attributes for any position: Positive attitude, self-presentation, honesty, responsibility, motivation, flexible, professionalism, teamwork, respectful, cooperative, and sensitive to the need of others.

- Remember the 4 P-letter words in the workplace: Professional, Punctual, Patient, Private
 - Don't talk about grades or faculty!
 - No watching movies or playing games
 - No cell phone conversations
 - Call 760-384-6161 if you are going to be late to work
 - Lab Aide/Tutor duties first – homework on exception
 - Set an example for other students by following the open lab rules
 - You are expected to work – do not hang out with friends during your shift
- Personal Appearance equals first impressions in customer service relations. Remember, you are the first point of contact for several students and staff.
 - No shorts, No hats, No t-shirts with inappropriate graphics or slogans
 - No spaghetti straps, No low-cut tops, No short mini skirts
 - Dress professionally with clean (unwrinkled) attire
 - Cleanliness and personal grooming always
 - No bare feet!!! Shoes are mandatory
- Stand up and Greet students, staff, and faculty with enthusiasm and a smile.
 - Wear name tag during every shift: be friendly and approachable
 - Assist students in creating computer accounts
 - Assist with basic computer applications, saving, and printing documents
 - Move media carts upon request
 - Turn on/off ITV equipment in classroom upon request
 - Refill printer paper in the classrooms and lab, as needed
 - Keep lab aide desk and ALL computer work stations clean at all times
- Be readily available to tutor students who are scheduled or drop in during your shift.
 - Sign time in and time out on tutoring sheets
 - Complete Student Learning Outcome sheet for each tutoring session
- Perform walking observations and enforce rules
 - No food or open drink containers near computers
 - No offensive or explicit material allowed
 - No streaming media, especially during peak exam schedules
 - Non-disruptive environment at all times
- Computer procedures and troubleshooting
 - Maintain the lab aide checklist and report any issues or problems that occur.
 - Report computer problems to the Helpdesk at 877-382-3508
 - Remind students 10 minutes before we close to save all documents and log off

Our Goal: Maintain a Learning Atmosphere

**To Give Real Service, You Must Add Something That Cannot Be Bought Or Measured With Money,
And That Is Sincerity and Integrity.**



Providing an atmosphere conducive to learning is a constant endeavor in our open lab. Please remember that you are the first line of support in keeping our lab **tidy** and **quiet**. Be **polite** and **professional** in addressing all personnel. Offer your assistance with computer aided learning activities in the open lab. Be a resource and a role model for fellow students at each opportunity.

Primarily, the lab aide goals are:

- Politely and professionally communicate acceptable computer use and behavior in the open lab.
- Set a positive example **on** and **off** the clock.
- Be a resource of information to confused students
- Assist students with brief computer use activities. By brief I mean 5-10 minute sessions. Familiarize yourself with tutoring options available so that you can refer students to further, more dedicated tutoring options.
- Keep the noise atmosphere in the open lab academic. I expect you to communicate the learning atmosphere to noisy students.
- Remind students that streaming video entertainment and inappropriate content is unacceptable.
- Communicate medical and security emergencies to the switchboard, your supervisor, and 911 if appropriate!

Contact Sherri Windish or William Velasquez for assistance not outlined in the following manual.

Sherri Windish, LAC Office Supervisor – your immediate supervisor

Office: 760-384-6161 760-384-6160

Email: swindish@cerrocoso.edu

Switchboard – for emergencies, custodial support, and security

“0” from campus phones or 384-6100 for outside callers

William Velasquez, Systems Support Specialist – your extended IT support

Office: 760-384-6174

Email: william.velasquez@cerrocoso.edu

Open Lab New Student Information Checklist

Seek out opportunities to communicate the following information when student conduct or actions suggest they do not know. These are questions you should ask!

1. Are you enrolled in at least 1 unit of regular classes?
2. Are you familiar with the expectations of our acceptable computer use policy?
 - This emphasizes appropriate classroom conduct while in the Computer Lab.
 - This policy is outlined in the agreement accepted by each student when they create a new account.
 - Newly registered students will have to wait until the next half-past the hour for access to the open lab computers.
3. Do you have or have you previously had a computer login account at Cerro Coso?
 - Use accounthelp@kccd.edu to create these accounts
 - This computer login account creation process is normally really quick (2-10 minutes)
 - Encourage students to write down their student login name/password for future reference.
4. Do you understand that each printed page costs 10 cents and that you may deposit more printing funds at the Business Office?
 - Students need to print once before they can purchase more print credits at the business office. We suggest they print their schedule.
 - Printing credits are non-refundable and expire at the end of each semester.
 - Business Office Hours are Monday – Thursday 7:30 am to 5:00 pm and Friday's 8:00 am to 12 noon.
 - EOPS and Financial Aid students should check with their EOPS or Financial Aid advisor for funding availability to assist with printing costs where applicable.

Open Lab Frequently Asked Questions

Several student worker items are covered in the Student Worker handbook provided. Additionally, Lab aides are expected to be familiar with the following.

Q. I am a staff member, why does my printed paper show insufficient funds?

A. We use the Pay for Print system to control student printing costs. Staff members can be setup on specific computers to bypass the pay for print system. See the attached "Instructions to Bypass Pay for Printing" document.

Q. A student can't login to a computer for class. What do they need to do so they can use a computer in a lab classroom?

A. Register for a computer account using accounthelp@kccd.edu Lab aides will direct students to the computer kiosk and assist.

Q. A student or group of students is being noisy. What do I do?

A. Politely and professionally explain that the open lab is like a class, and excessive volume is disruptive to other students. If a problem persists, contact your immediate supervisor, Sherri Windish for support.

Q. Is it acceptable for children to be present in the open lab?

A. No, the Computer Lab is only available to Cerro Coso students. This needs to be politely communicated to unaccompanied children and to **students** who have brought children.

Q. Someone forgot their password. How do I help?

A. First, use accounthelp@kccd.edu to test the account. This will confirm that the account exists and identify if it is a student or staff account. Type in the student identification number and follow instructions thoroughly to reset the password

Q. What do I do if I suspect or have observed a student that appears to be viewing sexually explicit or otherwise inappropriate content?

A. Ask the student to explain, as it might actually be related to a class. Communicate acceptable student use of the open lab computers. Take note of the computer station ID located on the back of each monitor. If the problem persists, the IT staff can use the computer station ID to assist you in confirming inappropriate activity. At that time, you or the IT staff can assist the open lab supervisor and address the situation further.

Instructions to Bypass Pay for Printing

This is restricted to members of the Staff group

To bypass pay for printing in the open lab you will need to add a networked printer to the computer that you are logged into.

1. Open the “Start Menu” and click “Run”.
2. In the “Run” window, type [\\ccdc2](#) where it says “Open:”.
3. Click “OK”, the “Run” window should close and a new window should appear displaying all of the printers on the server.
4. Double click the printer that you would like to add. (The two open lab non-pay printers are named **openlabeast** and **openlabwest**.)
5. A new window should appear with the name of the printer in the title bar at the top. Close this window.

You have just added a network printer.

Key items to remember:

1. When you add a network printer it is only saved on the specific computer that you were logged into.
2. If you log into a different computer each day then you will need to add the network printer again, but only if you had not previously done so on that specific computer.
3. When you add a network printer, you are only adding it to your account. No one else will be able to access it.
4. In the open lab, the default printer will remain as the pay printer, so do not use the print button. Go to the “File” menu, select “Print”, and change the printer when you are ready to print.

Instructions to Reset a Student Password

This privilege only applies to student accounts

Lab Aides and other designated members of staff and faculty have the privilege of assisting students with password resets. This can be accomplished with the following username accounthelp@kccd.edu no password required.

1. Select CLT + ALT + DELETE to log on
 2. Enter Student ID number as directed
 3. Click forgot password
 4. Enter last 4 digits of your social security number
 5. Enter date of birth
 6. Answer your security question accordingly
 7. Click Next
 8. Create new password. Must be between 8-20 characters long. Must contain (case-sensitive) letters and numbers. Must not contain special characters. Must not contain a character sequence 1234 or abcd. Must not contain a sequence of the same characters 5555
 9. Type in new password
 10. Click change password to reset
 11. Review the message, "your password has been changed"
 12. CLT + ALT + DELETE to log off.
-
13. The student can now login with their Cerro Coso College email address as their username with the new password they just created.
 - If you are experiencing technical difficulties throughout this process, please direct the student to contact the Help Desk at **1-877-382-3508** for further assistance.

Expectations for cleaning labs

Computer Keyboard Germs: Your Fingers aren't the Only Things Dancing All Over Your Computer Keyboard (Try a Google search for Keyboard Germs!)

- Clean desks and chairs with disposable disinfecting wipes or use the white spray bottle cleaning solution and a white towel
- Clean keyboards with disposable disinfecting wipes or a white towel damp with cleaning solution.
 - Do not spray cleaning solution on keyboard!
- Do not wipe LCD screens with a liquid solution. Use a clean cloth and wipe the dust from the screen on a regular basis.

Cleaning LCD's

Most experts suggest you can use a cleaning solution of 50% distilled water and 50% isopropyl (rubbing alcohol). You should use a soft cloth such as an old cotton T-shirt or handkerchief. Don't use paper towels, tissues, or ordinary dish cloths, as harsh cloths may damage the soft surface of an LCD screen.

Shut down any devices before cleaning them. Inspect the screen very carefully to take note of any special areas that need to be cleaned. Don't spray any cleaning solution directly onto the screen but rather dampen your large cleaning cloth with your solution and apply very gentle pressure, cleaning the display in a circular motion.

Don't apply any hard pressure or touch the screen with your fingertips. It has been suggested you think of the screen as a smooth baby's bottom and give it the same kind of care as you would give an infant's delicate skin.

Make sure you let the screen thoroughly dry before turning your device back on. You should now have a perfectly cleaned screen ready for your full viewing enjoyment once again.

Lab Aid Check List: __ \ __ \ 2015

➤ **Morning Shift Duties for:** _____

- Turn on Computers and Printers
- Log into *kioskuser* on registration computers and open IE
- Clean desk areas of the East side lab

➤ **Day Shift Duties for:** _____

- Clean desk areas of the West side lab
- Clean up flyers, handouts and bulletin boards
- Refill printer paper in the open lab, 604, 709, 710, & 722
- Check and if necessary refill paper inventory (6 ream min)

➤ **Evening Shift Duties for:** _____

- Clean up Lab Aide station and registration kiosk
- Request necessary cleaning supplies stock from custodian
- Push in **all** Open Lab chairs and clean up any trash
- Turn off computers, printers, and projectors in the open lab, 604, 709, 710, & 722 (see custodian or IT if keys are needed)

Sign off and make notes for each of your hourly walk through

- ✓ **00:00** coyote lab aide (example) – unacceptable use at machine 8 east
- ✓ **09:30** _____
- ✓ **10:30** _____
- ✓ **11:30** _____
- ✓ **12:30** _____
- ✓ **13:30** _____
- ✓ **14:30** _____
- ✓ **15:30** _____
- ✓ **16:30** _____
- ✓ **17:30** _____
- ✓ **18:30** _____
- ✓ **19:30** _____
- ✓ **20:30** _____

Additional Notes:

How to - Forgot Password Process

Link to application:

<https://accountmanager.kccd.edu/ChangePassword.aspx>

Step 1:

The screenshot shows the 'USER ACCOUNT MANAGER' interface. At the top, there are logos for 'OUR COLLEGES' (Bakersfield College, Cerro Coso Community College, Porterville College) and 'KCCCD KERN COMMUNITY COLLEGE DISTRICT'. The main heading is 'USER ACCOUNT MANAGER'. Below it, a text box states: 'User Account Manager can be used to look up your Student/Employee User ID, change your password or change your security question'. There are two input fields: '* Student/Employee User ID' and '* Password'. Each field has a 'Forgot: Student/Employee User ID' and 'Forgot: Password' link below it. A 'Next' button is at the bottom. A red callout box points to the User ID field with the text: 'Enter your Student/Employee User ID here without the "@" e.g. 00132453. If you do not remember your User ID, click on Forgot Student/Employee User ID'. Another red callout box points to the 'Forgot: Student/Employee User ID' link with the text: 'Click Forgot Password'. The footer says 'Kern Community College District'.

Step 2:

The screenshot shows the 'USER ACCOUNT MANAGER' interface for the second step. It features the same logos and heading as Step 1. The text box now says: 'User Account Manager can be used to look up your Social Security Number, change your date of birth or change your security question'. There are two input fields: '* Social Security' (format XXX-XX-|) and '* Date of Birth' (format MMDDYYYY). Below the Social Security field is a 'Get Security Question' link. Below the Date of Birth field is a 'Get Security Question' link. A 'Cancel' button is at the bottom. Three red callout boxes provide instructions: one points to the Social Security field with the text 'Enter the last 4 digits of your Social Security Number', another points to the 'Get Security Question' link below the Social Security field with the text 'Enter your Date of Birth', and a third points to the 'Get Security Question' link below the Date of Birth field with the text 'Click Get Security Question'. The footer says 'Kern Community College District'.

If you entered incorrect identifying information or an email account cannot be located, you will see the following screen. Check the last four digits of your Social Security Number and birth date and retry. If you still receive an error message, please call the Help Desk at 877-382-3508.

USER ACCOUNT MANAGER

We're sorry; your request cannot be processed. The identifying information you entered is not correct. Please check Social Security Number and Date of Birth. If you need assistance, call the Help Desk at 661-336-5197.

* Social Security

* Date of Birth

Kern Community College District

Step 3:

USER ACCOUNT MANAGER

Please answer your security question.

What school did you attend for 6th grade?

Enter answer to your security question

Click Next

Kern Community College District

If you did not answer your security question correctly, the following screen will be displayed and you will have to click the Exit button to retry resetting your password, otherwise, proceed to Step 4.

USER ACCOUNT MANAGER

We're sorry, your request cannot be processed. The identifying information you entered is not correct. You can click EXIT and try again, or call the Help Desk at 661-336-5197.

Kern Community College District

Step 4:

OUR COLLEGES **Bakersfield COLLEGE** **CERRO COSO COMMUNITY COLLEGE** **PORTERVILLE COLLEGE** **KCCCD KERN COMMUNITY COLLEGE DISTRICT**

USER ACCOUNT MANAGER

Please review your security question and answer, and enter your new password.

* Security Question: What school did you attend for 6th grade?

* Security Answer: Kennedy Elementary

* New Password: Must be 8-20 Characters long.
Must contain letters and numbers.

* Verify Password: Must not contain a character sequence e.g. 5678 or abcd.
Must not contain a sequence of the same characters e.g. 5555.

This password is used to access the college network, email, the Portal, MyBanweb and other systems.

Kern Community College District

If you have any problems with this process, please call the Help Desk at 877-382-3508.

STUDENTS NOT ABLE TO LOG ON IN THE OPEN LAB

Name:

ID#:

Phone #:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____



Having Trouble Printing?

Check your Pay4Print Account balance.

Step #1: Log on

**Step #2: Click on the icon
on your desktop that looks
like a printer**

**Step #3: Log on with your
student ID (without the @
symbol) and password**

**Step #4: Add more money
if your account balance is
low.**

WIFI is here!

Cerro Coso Community College Information Technology Department is pleased to announce the availability of Wireless Networking (Wi-Fi) services for employees and students. To allow both personal and college owned equipment to use Wi-Fi services, there are two different Wi-Fi connection options--KCCDopen and KCCDsecure. These connections are standard across the district to allow you to connect anywhere within the District that Wi-Fi is available.

KCCDopen is an open connection that can be used by anyone on any personally owned device as long as they have a valid network logon account and are a member of the KCCDopen security group. Your logon account is the one you normally use to logon to your college assigned computer in your office or a lab computer.

KCCDsecure is an encrypted connection that provides access to more network resources, however for security reasons comes with more restrictions on its use and requires more steps to setup. KCCDsecure is restricted to employees with a college owned laptops or a personal portable network enabled devices such as smart phones and are a member of the KCCDsecure security group. By default all Cerro Coso Community College employees are a member of the KCCDsecure security group. If you bring a personal laptop on campus and want wireless access, you will need to contact Cerro Coso Community College IT as 760-384-6173 to have your account moved to the KCCDopen security group.

KCCDopen use:

For student or employees, there is no special account required to use the KCCDopen Wi-Fi connection for Internet only access; simply use the same logon account that you use on your college assigned or lab computer preceded by in the username and password fields. KCCDopen can be used on any 802.11b/g Wi-Fi enabled device (i.e., Laptop, PDA, Smartphone, etc.). To protect the colleges network from out of date virus protection and potentially harmful software, the KCCDopen Wi-Fi connection only allows internet access. It is still strongly recommended that your device have virus protection software installed and fully updated before attempting to connect to the network.

KCCDsecure Use:

The KCCDsecure Wi-Fi connection is for employees who have and use a **college owned** laptop, and want to get their network file share drives and printer mappings as well as internet access. The process for getting setup to use the KCCDsecure Wi-Fi connection is as follows; First, the laptop must be managed and owned by Cerro Coso Community College. Second, the employee must be in the KCCDsecure security group (this is the default group for all Cerro Coso Community College employees). Smartphones and Wi-Fi enabled handheld devices are exempt from the first condition and are allowed access to KCCDsecure as long as the user remains in that security group.

General Use Restrictions:

The use of personal (not college owned) Wi-Fi enabled devices for Internet only access does **NOT** mean that we now allow access to the network using personal devices via a regular wired connection. No one should ever plug-in personal devices into the network via a network cable or any other method. The use of personal equipment on the district network puts everyone at risk for viruses, hacking, and degraded network performance.

When using college Wi-Fi services or any other form of network connection to access college and district IT resources, you are bound to the procedures and prohibitions found in:

- Board Policy section 3E

<http://www.kccd.edu/Board Policy Manual.pdf>

- Cerro Coso Community College Acceptable use policy
- Wi-Fi logon page.

Any abuse of these procedures and prohibitions will result in your access to Wi-Fi services being disabled.

By using the colleges Wi-Fi services responsibly, we hope it improves your overall productivity as an employee.

Where can I use Wi-Fi?

Thanks to support from Administration and College Council, Cerro Coso Community College has Wi-Fi coverage through out all buildings at all Cerro Coso Community College locations except Edwards Air Force Base..

Emergency Situation Guidelines

What should you do when an EMERGENCY occurs on campus?

In the event of a **serious accident** or **someone appears to be seriously ill or injured**, please take the following steps:

1. STAY CALM!

2. CALL 911 IMMEDIATELY

3. NOTIFY the campus **SWITCHBOARD** by dialing 0 on your desk phone and

- 1) Tell them what has happened
- 2) Where it happened
- 3) Give them your name and phone number

In case of EMERGENCY after hours contact:

John Daly 760-382-0571

Security Officers

Devon Benham 760-793-1441

Monday - Thursday 8:00am – 4:00pm and Friday 8:00am – 1:00pm

Bob Strong 760-413-1176

Monday - Friday 4:00pm – 11:00pm

- 4. IF YOU ARE NOT IN DANGER** stay near the vicinity of the accident or injured person so you can guide the emergency personnel to the scene.

*Cerro Coso College
Student Worker
Handbook*



PURPOSE OF STUDENT EMPLOYMENT

Student employment is meant to give students an opportunity to earn some money for their college expenses, to give inexperienced students a chance to learn the basics of the workplace and to provide students work experience in a "field" that may be of interest to them.

Student workers are temporary employees and approved for employment each semester. Employment is contingent upon the student worker's available hours meeting program needs, student maintaining eligibility and available funding.

GENERAL REQUIREMENTS FOR STUDENT WORKERS

To be eligible to work as a student worker, students must maintain a minimum of half time enrollment. Half time enrollment for the Fall and Spring semesters is 6 units and for the Summer semester, 3 units. All student workers must maintain Satisfactory Academic Progress (SAP). The standard for maintaining SAP is:

- 1.) Maintaining a cumulative GPA of 2.0 or greater
- 2.) Achieving a cumulative completion rate of 67% of all units attempted which includes any class enrolled in on the first day of class
- 3.) Maximum of 90 units including units transferred in from another school used toward current program.

HOW DO I START?

- 1.) Students interested in work opportunities are required to meet with the Job Development Specialist.

NOTE: THIS IS THE FIRST STEP FOR ALL STUDENTS INTERESTED IN WORK STUDY.

- 2.) The Job Development Specialist will work with the students to determine eligibility and discuss placement preferences.
- 3.) The Job Development Specialist will set up interviews for potential work study placements.
- 4.) Departments will complete interviews with the students interested in the position.
- 5.) The Job Development Specialist will contact the selected student to offer student placement. Departments DO NOT contact students for placement. If you have questions about hiring, please contact the Job Development Specialist.
- 6.) Students are required to complete employment packets. The Job Development Specialist will assist students with all paperwork.
- 7.) Job Development Specialist will notify the student when work is approved to begin.

CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALLY CONTRACT

All student workers are required to sign a Confidential Contract at the beginning of employment and the beginning of each semester.

STUDENT ORIENTATION

Your supervisor will conduct an orientation at the beginning of your employment. This orientation will explain your position and give you an overview of the department.

You will receive safety training that will include safe use of equipment and emergency procedures.

If you are working and have not had an orientation or safety training, please bring this to your supervisor's attention.

APPROPRIATE DRESS

The following are general guidelines for appropriate dress. Your department may have additional guidelines.

- » Personal appearance must be clean and neat
- » Strapless, halter, midriff, spaghetti straps and off the shoulder styles of shirts, blouses and dresses are not appropriate.
- » Low cut, sheer or otherwise revealing styles of clothing are not appropriate
- » Potentially offensive tattoos should be covered during work

NOTE: If you have questions on your dress, check with your supervisor.

APPROPRIATE USE OF WORK TIME

- » Student workers should not be completing course work or studying during work hours
- » Student workers should not frequent the office/depart-

ment when they are not scheduled to work or do not have an appointment to meet with a staff member.

- » Socializing with friends in person or on the phone during work hours is not acceptable
- » Student workers are not allowed to bring their children to work
- » Use of computers is only for job related activities. Personal activities such as searching on the web, accessing Facebook and playing computer games is not permitted.

WORK HOURS

The number of hours assigned to a student worker is typically 10 hours per week.

► Calling In

Student workers are responsible for notifying their department of absence or tardiness no less than one hour before commencement of the scheduled shift, if at all possible (a voice mail can be left). Leaving a message with other staff or extensions is not acceptable. This procedure must be repeated for each day of absence and each occasion of tardiness, unless you are hospitalized or have a doctor's note putting you out more than one day.

► Excessive Absences

Student workers who have an extended illness and are unable to report to work for some time he/she must notify the Supervisor/Director as much in advance as possible. A student worker must be asked to submit a doctor's note releasing her/him to return to work after an extended illness.

➤ **Excessive Tardiness**

Tardiness is defined as reporting to work past the commencement of the scheduled shift and/or returning to work from break at any time past the scheduled time of return.

The following are actions taken in cases of excessive tardiness or absences:

# of Occurrences	Time Period	Actions
2	Within 30 days of one another	Verbal warning
2 additional	Within any 30 days of one another	Written warning
1 Additional	At any time	2nd Written warning
1 Additional	At any time	Dismissal

➤ **Outside Appointments**

If a student worker has an outside appointment scheduled during his/her work hours, they should inform their Supervisor in advance. Making up missed hours has to have Supervisor approval and is based on the Department's need. If missed hours are approved, the hours have to be worked within the same week as the absence.

➤ **Breaks and Lunches**

Student workers must follow their assigned work schedule and must be given a 15 minute break if they are scheduled for four or more hours of work. The 15 minute break is paid time. In addition, student workers must be given a 30-minute lunch if they are scheduled for more than 5 hours of work. Time taken for lunch is NOT paid time.

COMPLETING STUDENT TIMECARDS & TIMECARD DUE DATES

Students are responsible for completing their time card and forwarding to their supervisor. The timecard is used to record the number of hours worked over a month. Supervisors will check each time card for accuracy. The supervisor will initial any corrections made on student time card. Time cards will be submitted no later than the last work day of each month. The student's paycheck may be delayed or not received until the following pay period if submitted late.

HOURLY RATE AND PAYCHECK

All student workers earn the same hourly wage rate, which is currently \$8.00 per hour. Student workers are paid on the 15th of each month for the previous month. If this date should fall on a weekend, the paychecks will be mailed on the Friday before the 15th.

EVALUATION

Student workers will receive an evaluation by their supervisor each semester. A supervisor may perform an evaluation at any time to address deficiencies and to monitor the student workers progress. Student worker evaluations are submitted to the Job Development Specialist.

STUDENT WORKER TERMINATION

REASONS A STUDENT MAY BE TERMINATED:

- 1.) Student Worker becomes ineligible for work study. This is

the most common reason for student worker termination. The Job Development Specialist will notify the student regarding ineligibility and last work day. Student becomes ineligible to work if:

- » Student drops below ½ time enrollment
 - » Student does not maintain a 2.0 GPA
 - » Student has attempted 90 units or more
- 2.) Student can be dismissed due to excessive absences and/or tardiness as previously described. Student with excessive absences or tardiness will not receive a new placement.
 - 3.) Student has unresolved job performance deficiencies.

SUMMARY

This handbook is not all inclusive. If you have further questions regarding student employment, please contact the Job Development Specialist, Director of Financial Aid or Director of Counseling.

CERRO COSO COMMUNITY COLLEGE

Code of Responsibility for Security and Confidentiality for Records and Files

Security and confidentiality are matters of concern to all Cerro Coso student workers and to all other persons who have access to office facilities. Cerro Coso College Offices are the official repository for student academic records, folders and other files. As a student worker employer, Cerro Coso Offices are able to extend job opportunities and work experience to supplement student finances and education. In so doing, the student worker is placed in a unique position of trust since a major responsibility of these offices is the security and confidentiality of student records and files. The purpose of the Code is to clarify your own responsibilities. Since conduct either on or off the job could affect or threaten the security and confidentiality of this information, each student worker is expected to adhere to the following:

1. No one may make or permit unauthorized use of any information in files maintained, stored, or processed by Cerro Coso College Offices.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to them by virtue of their work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with College procedures.
4. No one may knowingly include or cause to be included in any records or report a false, inaccurate, or misleading entry. No one may knowingly expunge or cause to be expunged data in any record or report.
5. No official record or report, or copy thereof, from the office where it is maintained, may be removed except in the performance of a person's duties.
6. No one is to aid, abet or act in conspiracy with another to violate any part of this Code.
7. Any knowledge of a violation of the Code must immediately be reported to a person's supervisor.

Violation of the Code may lead to reprimand, suspension, or dismissal from the student job consistent with general student personnel policies. Violation can also lead to action under the Cerro Coso Community College Conduct Code and /or State of California Statutes pertaining to theft, alteration of public records, or other applicable section.

I have received a copy of, have read, do understand and will comply with Cerro Coso Community College Offices' Code of Responsibility for Security and Confidentiality of Records and Files.

Student Worker's Signature

Date

Print Student Worker's Legal Name

Date

CERRO COSO COMMUNITY COLLEGE STUDENT WORKER ABSENCE REQUEST

Please PRINT all necessary information:

Date: _____ Name: _____

ID: @ _____ Office/Department: _____

Time Requesting Off

Date(s)	Reason(s)	Hour(s)
<i>Reasons: Medical (Doctor, Dentist, Eye), Jury Duty, Sick Leave, Family Necessity.</i>		

I am requesting the above time off: _____
Student Worker's Signature Date

Supervisor's/Director's Signature Date

CERRO COSO COMMUNITY COLLEGE STUDENT WORKER ABSENCE REQUEST

Please PRINT all necessary information:

Date: _____ Name: _____

ID: @ _____ Office/Department: _____

Time Requesting Off

Date(s)	Reason(s)	Hour(s)
<i>Reasons: Medical (Doctor, Dentist, Eye), Jury Duty, Sick Leave, Family Necessity.</i>		

I am requesting the above time off: _____
Student Worker's Signature Date

Supervisor's/Director's Signature Date



CERRO COSO COMMUNITY COLLEGE

Web Time Entry Training Manual for Hourly Employees



Employee Information and Responsibilities

- Time Sheets span a monthly pay period. Hours must be within the current month, so cannot add missed hours from a previous month to a current (in process) time sheet. (For example: cannot add missed hours from May on a June time sheet.)
- Hourly employees are responsible for reporting time worked on a daily basis via web time entry.
- A time sheet must be submitted for each pay period worked.
- Failure to submit a time sheet by the "Submit By Date" will cause a delay in receiving your paycheck.

In order to be paid each pay period, it is critical that time sheets are submitted by the established deadline.

- Hourly Employees are responsible for submitting electronic time sheets to their approver/supervisor. Without a time sheet, the approver/supervisor is unable to approve time and without this approval, employees will **NOT** be paid until the following pay period.

CRITICAL DEADLINE FOR EACH PAY PERIOD

Time sheets MUST be electronically submitted to approvers/supervisors for approval no later than one (1) day after the last working day of the each month by 6:00p.m.

The pay period runs from the first of the month to the last working day of the month.
Payday is the 15th of the following month.

Example: September pay period: September 1st – September 30th

*Submit hours electronically for approval no later than 6:00 pm. on October 1st
Payday is October 15th*

IMPORTANT CONTACT INFORMATION

If you have questions regarding web time entry, contact the approver/supervisor in your department OR:

Financial Aid for Student Payroll:

Bakersfield College.....	Heather Skibinski	661-395-4020
Cerro Coso Community College.....	Lynn Charlon	760-382-6252
Porterville College.....	Tiffany Haynes	559-791-2447

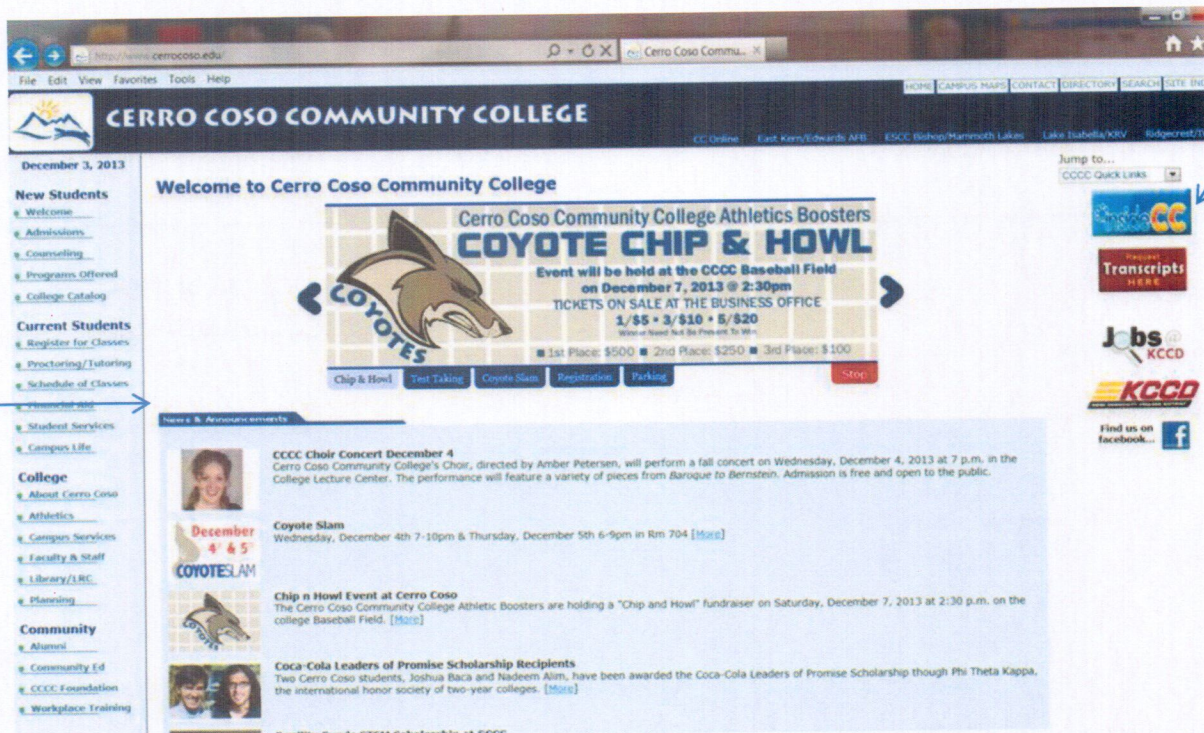
OR

Human Resources for all other Hourly Payroll:

Bakersfield College.....	Mary Jo Pasek	661-395-4556
Cerro Coso Community College.....	Clint Dougherty	760-384-6259
Porterville College.....	Resa Hess	559-791-2457

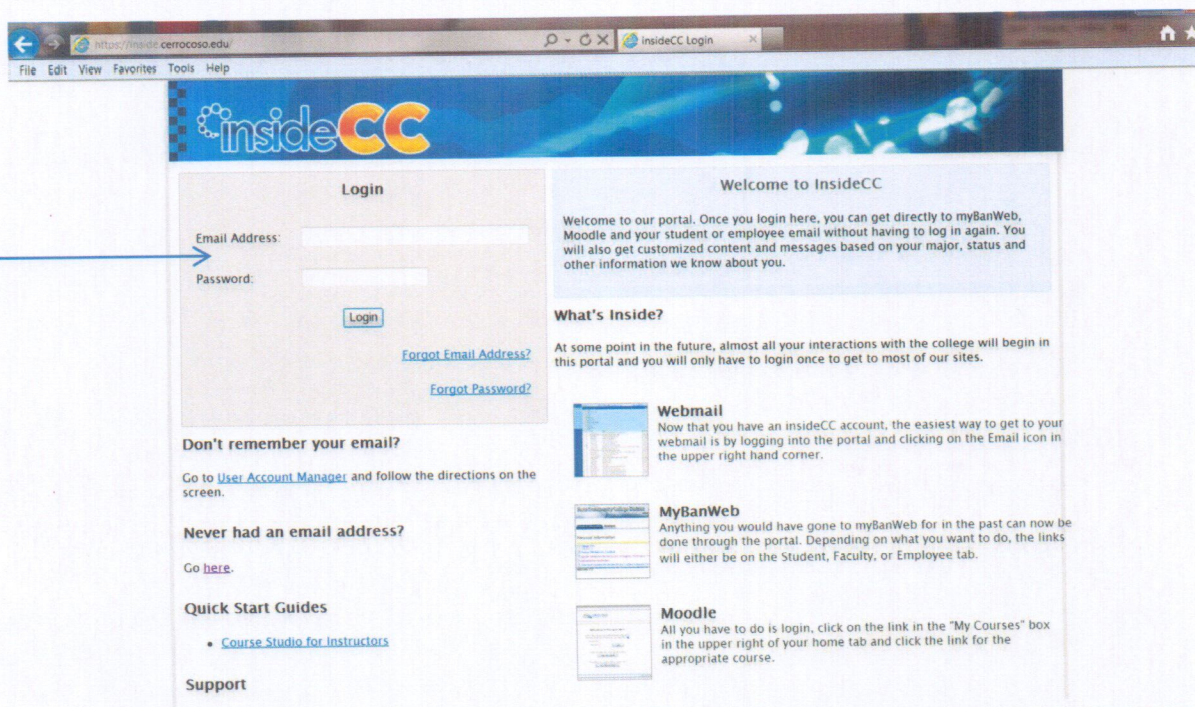
Getting Started

1. Enter Self Service Banner through *InsideXX*



The screenshot shows the Cerro Coso Community College website homepage. The main navigation bar includes links for HOME, CAMPUS MAPS, CONTACT, DIRECTORY, SEARCH, and SITE INFO. A large banner for the "Coyote Chip & Howl" event is featured, with details about ticket prices and the date. A sidebar on the left lists various services and resources, with a blue arrow pointing to the "Schedule of Classes" link. On the right, there are quick links for transcripts, jobs, and social media.

2. Login to Secure Area
Enter **EMAIL ADDRESS** and **PASSWORD**



The screenshot shows the InsideCC login portal. The login form includes fields for "Email Address:" and "Password:" with a "Login" button. Below the form are links for "Forgot Email Address?" and "Forgot Password?". The right side of the page features a "Welcome to InsideCC" message and a "What's Inside?" section with links to "Webmail", "MyBanWeb", and "Moodle". A blue arrow points to the "Email Address:" input field.

- Select **STUDENT** Tab (for Student Employee)
OR
EMPLOYEE Tab (for other Hourly Employee)

- Under myBanWeb click **BANNER SELF-SERVICE**

5. Select **EMPLOYEE**
Select **TIME SHEET**

The screenshot shows a web browser window with the URL https://portal.kccd.edu/tag.c3024b5b548d32dd.render.userLayoutRootNode.uP1uP_root=root&uP_sparam=activeTab&activeTab=u1211z&uP_tparam=frm&frm=. The browser's address bar shows "LISTSERV 15.0 - Subscriber...". The page features a blue header with the "insideCC" logo. Below the header, there is a navigation bar with tabs for "InsideCC", "My Courses", "Campus Life", "Student", "Employee", and "CC Professional Development". The "Employee" tab is selected. The main content area is divided into several sections:

- myBanWeb**: A navigation menu with sub-items: Banner Self-Service, Personal Information, Student, Financial Aid, **Employee** (highlighted with a blue arrow), Time Sheet, Benefits and Deductions, Pay Information, Tax Forms, Current Leave Balances and History, Retirement Menu, and Finance.
- Registration Tools**: Includes Registration Status, Look Up Classes, Add or Drop Classes, Update Form, and Class Schedule.
- Payment Tools**: Includes Make a Credit Card Payment and Tax Notification.
- Learning Resource Center**: Includes Welcome to the Library, Library Main Page, and Library Catalog for Books and eBooks.
- Financial Aid Requirements**: States "You have no Financial Aid Aid Year 2013 - 2014" and includes a "Choose Another Year" dropdown menu.
- Financial Aid Awards**: Includes Financial Aid Awards.
- Student Links and Fo**: Includes Academic Calendar, Academic Programs, College Catalog, Bookstore, and Directory.
- Announcements**: Includes Outside Scholarships.

How to Report Time

1. Select POSITION

TRNG database

Personal Information Student Financial Aid **Employee** SITE MAP HELP EXIT

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice Pay Period and Status
Student Worker, PS1213-01 Learning Center, 511LC1	Jun 01, 2013 to Jun 30, 2013 Not Started
Student Worker, PS1213-02 * DSPS, 550DS1	Jun 01, 2013 to Jun 30, 2013 Not Started

Time Sheet

RELEASE: 8.3

If you have multiple assignments, make sure to select the appropriate position to apply the hours worked. It is possible to have multiple time cards in one pay period.

2. Select current PAY PERIOD Select TIME SHEET

TRNG database

Personal Information Student Financial Aid **Employee** SITE MAP HELP EXIT

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice Pay Period and Status
Student Worker, PS1213-01 Learning Center, 511LC1	Jun 01, 2013 to Jun 30, 2013 Not Started
Student Worker, PS1213-02 * DSPS, 550DS1	Jun 01, 2013 to Jun 30, 2013 Not Started Jun 01, 2013 to Jun 30, 2013 Not Started Jun 01, 2013 to Jun 30, 2013 Not Started
	May 01, 2013 to May 31, 2013 Complete

Time Sheet

RELEASE: 8.3

3. Select **DATE**
Click **ENTER HOURS**

TRNG database

Personal Information Student Financial Aid **Employee**

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Student Worker -- PS1213-02
 Department and Number: DSPS -- S50DS1
 Time Sheet Period: Jun 01, 2013 to Jun 30, 2013
 Submit By Date: Jul 03, 2013 by 06:00 PM

Earning	Shift Default	Total Hours	Total Units	Saturday Jun 01, 2013	Sunday Jun 02, 2013	Monday Jun 03, 2013	Tuesday Jun 04, 2013	Wednesday Jun 05, 2013	Thursday Jun 06, 2013	Friday Jun 07, 2013
Hourly Pay Rate 1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0	0	0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 8.6

Position Selection – Back to previous screen;
Comments – Input comment for approver/supervisor to view;
Preview – Review time that has been entered;
Next – Scrolls to the next week of the chosen pay period;
Submit For Approval – When ALL hours for month have been entered;

4. Enter **TIME IN**, tab and Enter **TIME OUT**
Select **AM** or **PM** from the drop down boxes

TRNG database

Personal Information Student Financial Aid **Employee**

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Thursday, Jun 13, 2013
 Earnings Code: Hourly Pay Rate

Shift	Time In	Time Out	Total Hours
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0

Time Sheet Previous Day Next Day
 Add New Line Save Copy Delete

RELEASE: 8.6

Entering Time:

- Minutes must be in intervals of 15 minutes (00, 15, 30, 45);
 Example: 8:00 AM
- Multiple In/Out entries may be entered per day;
- When working a full day that includes a break for lunch, show Time In/Out before lunch and Time In/Out after lunch;
- 12 Noon is PM and 12 Midnight is AM;

5. Select **SAVE** to save the hours to the time sheet

Time Sheet – Back to previous screen;
Previous Day – Takes you to prior day in 'Time In & Out' Screen;
Next Day – Takes you to next day in 'Time In & Out' Screen;
Add New Line – Totals Hours for each shift entered on specific day;
Copy – Hours may be copied if working the same shift during a pay period
Save – Selecting will save hours entered to time sheet;
Delete – Selecting will delete out ALL information for the chosen pay period;

You will repeat steps 1-5 each time you enter hours to your monthly time sheet.

To exit a time sheet in process, simply click on Exit. Or you can go click to Time Sheet and Exit from that screen. Make sure you complete step 5 from above.

Do not click on 'Submit for Approval' until all hours for the pay period have been entered.

Copying Hours & Daily Schedule – (Optional Feature)

TRNG database

Personal Information Student Financial Aid **Employee** SITE MAP HELP EXIT

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: _____ **Hourly Pay Rate:** Jun 13, 2013, 6.5 Hours

Date and Hours to Copy: _____

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Jun 01, 2013	Jun 02, 2013	Jun 03, 2013	Jun 04, 2013	Jun 05, 2013	Jun 06, 2013	Jun 07, 2013
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jun 08, 2013	Jun 09, 2013	Jun 10, 2013	Jun 11, 2013	Jun 12, 2013	Jun 13, 2013	Jun 14, 2013
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jun 15, 2013	Jun 16, 2013	Jun 17, 2013	Jun 18, 2013	Jun 19, 2013	Jun 20, 2013	Jun 21, 2013
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jun 22, 2013	Jun 23, 2013	Jun 24, 2013	Jun 25, 2013	Jun 26, 2013	Jun 27, 2013	Jun 28, 2013
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jun 29, 2013	Jun 30, 2013					
<input type="checkbox"/>	<input type="checkbox"/>					

Time Sheet Previous Menu Copy

RELEASE: 8.6

(Do not check off the day that you are copying hours from)

Confirmation

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Your hours have been copied successfully.

Earnings Code: _____ **Hourly Pay Rate:** Jun 13, 2013, 6.5 Hours

Date and Hours to Copy: _____

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Jun 01, 2013	Jun 02, 2013	Jun 03, 2013	Jun 04, 2013	Jun 05, 2013	Jun 06, 2013	Jun 07, 2013
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jun 08, 2013	Jun 09, 2013	Jun 10, 2013	Jun 11, 2013	Jun 12, 2013	Jun 13, 2013	Jun 14, 2013
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Information Student Financial Aid **Employee** SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Student Worker -- PS1213-02
Department and Number: DSPS -- 550DS1
Time Sheet Period: Jun 01, 2013 to Jun 30, 2013
Submit by Date: Jul 03, 2013 by 06:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Hourly Pay Rate	1	0	1.3	0	0	0	0	0	0	6.5
Total Hours:			1.3	0	0	0	0	0	0	6.5
Total Units:			0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Previous Next

How to Submit a Completed Time Sheet

1. After all hours for the pay period have been entered, Select **SUBMIT FOR APPROVAL**

TRNG database
Personal Information Student Financial Aid **Employee** SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: Student Worker -- PS1213-02
Department and Number: DSPS -- 550DS1
Time Sheet Period: Jun 01, 2013 to Jun 30, 2013
Submit By Date: Jul 03, 2013 by 06:00 PM

Earning	Shift Default	Total	Total	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Hours or Units	Hours	Units	Jun 08, 2013	Jun 09, 2013	Jun 10, 2013	Jun 11, 2013	Jun 12, 2013	Jun 13, 2013	Jun 14, 2013
Hourly Pay Rate	1	0	13	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	6.5
Total Hours:		13		0	0	0	0	0	0	6.5
Total Units:			0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Previous Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.6

2. **CERTIFY** using your PIN (*InsideXX* password)

TRNG database
Personal Information Student Financial Aid **Employee** SITE MAP HELP EXIT

Certification

PIN:
Submit

RELEASE: 8.6

You Are Almost Done!
Here is the CONFIRMATION page.

TRNG database
Personal Information Student Financial Aid **Employee** SITE MAP HELP EXIT

Time Sheet
To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

▲ Your time sheet was submitted successfully.

Time Sheet
Title and Number: Student Worker -- PS1213-02
Department and Number: DSPS -- 550DS1
Time Sheet Period: Jun 01, 2013 to Jun 30, 2013
Submit By Date: Jul 03, 2013 by 06:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Saturday Units	Sunday Jun 01, 2013	Monday Jun 02, 2013	Tuesday Jun 03, 2013	Wednesday Jun 04, 2013	Thursday Jun 05, 2013	Friday Jun 07, 2013
Hourly Pay Rate	1		0	13	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			13		0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0

Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Jun 17, 2013
Approved By: Resa Hess
Waiting for Approval From: ← →
RELEASE: 8.6

Return Time
If you need to make corrections to your time sheet after you have submitted it for approval, you may use the Return Time button. This button will be available after you have submitted your time until the approver/supervisor approves your time sheet.

Position Selection
To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department My Choice Pay Period and Status
Student Worker, PS1213-02 Jun 01, 2013 to Jun 30, 2013 Pending
DSPS, 550DS1

It is still your responsibility to ensure your time sheet is progressing within the electronic approval process. You can see where your time sheet is in the process when you first log into Self-Service Banner through the *InsideXX* portal OR directly from your time sheet:

Personal Information Student Financial Aid **Employee**

Position Selection
To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department My Choice Pay Period and Status
Student Worker, PS1213-02 Jun 01, 2013 to Jun 30, 2013 Pending
DSPS, 550DS1

Time Sheet

Total Hours: 1 0 0 0 0
Total Units: 0 0 0 0

Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Jun 17, 2013
Approved By: Resa Hess on Jun 17, 2013
Waiting for Approval From: Raj Doshi

Personal Information Student Financial Aid **Employee**

Position Selection
To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department My Choice Pay Period and Status
Student Worker, PS1213-02 Jun 01, 2013 to Jun 30, 2013 Approved
DSPS, 550DS1

Time Sheet

Position Selection Comments Preview Next

Submitted for Approval By: You on Jun 17, 2013
Approved By: Resa Hess on Jun 17, 2013
Waiting for Approval From: Raj Doshi on Jun 17, 2013

Return for Correction

Personal Information Student Financial Aid **Employee** SITE MAP HELP EXIT

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department My Choice Pay Period and Status
 Student Worker, PS1213-02 * Jun 01, 2013 to Jun 30, 2013 Return for Correction

Time Sheet

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
 Title and Number: Student Worker -- PS1213-02
 Department and Number: DSPS -- 550DS1
 Time Sheet Period: Jun 01, 2013 to Jun 30, 2013
 Submit By Date: Jul 03, 2013 by 06:00 PM

Earning	Shift Default	Total	Total	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Hours or Units	Hours	Units	Jun 01, 2013	Jun 02, 2013	Jun 03, 2013	Jun 04, 2013	Jun 05, 2013	Jun 06, 2013	Jun 07, 2013
Hourly Pay Rate	1	0	13	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		13		0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By: You on Jun 17, 2013

Approved By:

Waiting for Approval From:

Time Sheet

Earning	Shift	Total	Total	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday									
Code	Hours or Units	Jun 01, 2013	Jun 02, 2013	Jun 03, 2013	Jun 04, 2013	Jun 05, 2013	Jun 06, 2013	Jun 07, 2013	Jun 08, 2013	Jun 09, 2013	Jun 10, 2013	Jun 11, 2013	Jun 12, 2013	Jun 13, 2013	Jun 14, 2013	Jun 15, 2013	Jun 16, 2013	Jun 17, 2013	Jun 18, 2013	Jun 19, 2013	Jun 20, 2013
Hourly Pay Rate	1	13																		6.5	6.5
Total Hours:		13																		6.5	6.5
Total Units:			0																		

Time In and Out, Hourly Pay Rate

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
Jun 01, 2013	Jun 02, 2013	Jun 03, 2013	Jun 04, 2013	Jun 05, 2013	Jun 06, 2013	Jun 07, 2013	Jun 08, 2013	Jun 09, 2013	Jun 10, 2013	Jun 11, 2013	Jun 12, 2013	Jun 13, 2013	Jun 14, 2013	Jun 15, 2013	Jun 16, 2013	Jun 17, 2013	Jun 18, 2013	Jun 19, 2013	Jun 20, 2013	
												08:00 AM	08:00 AM							
												11:15 AM	11:15 AM							
												12:15 PM	12:15 PM							
												03:30 PM	03:30 PM							

Comments

Date	Made by	Comments
Jun 17, 2013 01:05 pm	Resa H Hess	Adjust hours on June 13, left early for appt. off campus.
Jun 17, 2013 12:18 pm	You	Time Sheet Returned

Previous Menu

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
 Title and Number: Student Worker -- PS1213-02
 Department and Number: DSPS -- 550DS1
 Time Sheet Period: Jun 01, 2013 to Jun 30, 2013
 Submit By Date: Jul 03, 2013 by 06:00 PM

Earning	Shift Default	Total	Total	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Hours or Units	Hours	Units	Jun 08, 2013	Jun 09, 2013	Jun 10, 2013	Jun 11, 2013	Jun 12, 2013	Jun 13, 2013	Jun 14, 2013
Hourly Pay Rate	1	0	13	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		13		0	0	0	0	0	0	6.5
Total Units:			0	0	0	0	0	0	0	6.5

Position Selection Comments Preview Submit for Approval Restart Previous Next

Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Jun 17, 2013

Approved By: Resa Hess

Waiting for Approval From:

WTE Status Definitions

- **Not Started** – The time sheet has not been opened (accessed).
- **In Progress** - The time sheet has been opened and entries have begun.
- **Error** – Time Entry must be corrected. Possibly, no hours were entered.
- **Pending** – Time sheet has been submitted; and is awaiting approval.
- **Returned for Correction** – Approver/Supervisor has returned the time sheet to Originator (you) for correction and resubmission.
- **Approved** – Time sheet has been approved and will continue through the payroll process.
- **Completed** – Time sheet has been received and processed by the Payroll office.

Answers to Frequently Asked Questions (FAQs)

1. What if my time is not listed on my Position (Title and Department) is not listed on the Position Selection screen?

Please contact the approver/supervisor, Human Resources or if you are a student worker, Financial Aid to determine if you have been authorized to work and that the appropriate paperwork (I9, W4, etc) has been submitted.

2. What if I clicked on “Submit for Approval” before I was finished entering hours for the entire pay period OR I made a mistake entering my hours?

Contact the approver/supervisor. If they have not already approved it, they can return it to you electronically for changes or they can make changes for you up to the day the time sheet is due. If the approver/supervisor has already approved your time sheet, or the deadline has passed, the supervisor should contact Human Resources to add the additional hours.

3. What if I missed the submission deadline?

It is important you plan ahead and know the deadlines. If you miss a submission deadline, contact the approver/supervisor. Payment for hours will most likely cause a delay in receiving a paycheck.

4. Should employees share their User ID and password with an approver, other staff or friends/parents?

Due to confidential and sensitive nature of information that can be accessed through the entire Self Service system, employees should never share their *InsideXX* login with anyone.

5. Can I view previous time periods that I approved?

Yes, you can view any pay period that was entered in Banner Web Time Entry for up to a year.

6. What happens if Web Time Entry goes down?

Because Web Time Entry is Internet based it is possible that the system may be down at times. If this down time were to impact the processing of payroll, employees, and approvers/supervisors would be notified of changes to the payroll schedule.



Student QuickStart Guide

Introduction

This Student QuickStart will help you get started with Turnitin and will walk you through the steps for submitting your first paper. To begin, you need to first register with Turnitin and create a user profile.

If you have received an e-mail from Turnitin with a temporary password, a user profile has already been created for you. To get started, log in to Turnitin with your e-mail address and password and proceed to Step 2 in this QuickStart.

Step 1 - Registration

To register and create a user profile, go to the top of the page and select your language from the drop down menu.

Click on the 'Create Account' link on the homepage and the Create a User Profile page will open.

Click on the 'Student' link. Fill in the required information in the new user profile form. In order to create a profile, you must have a *class ID* and an *enrollment password*. You can get this information from your instructor.

Once you have created your profile, click the 'I Agree' button to log into Turnitin.

Step 2 - Student Homepage

Your class will show up on your *Student Homepage*. Click on the name of your class to open your class portfolio.

Step 3 - Class Portfolio

Your *Class Portfolio* shows the assignments your instructor has created and your submissions to the class.

Step 4 - Submitting a Paper

To submit a paper, click the "Submit" button next to the paper assignment.

The paper submission page will open. Enter a title for your paper.

Students have a choice to upload a file from: the computer, Dropbox, or Google Drive. Click on one of the submission buttons Choose from this computer, Choose from Dropbox, or Choose from Google Drive and select the file for submission.

Turnitin accepts submissions in these formats:

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- Microsoft PowerPoint (PPT, PPTX, and PPS)
- Hangul (HWP)

After entering a title for your paper and selecting a file, click 'Upload' to upload your paper.

If your paper is in a format that we do not accept, you can submit it by cut and paste. To submit a paper this way, select *cut & paste upload* using the pulldown at the top of the form.

Copy the text of your paper from a word processing program and then paste it into the text box in the submission form. If you submit your paper using the cut and paste method, you can skip the next step.

If the assignment is set to accept any file type, students may upload any file type to the assignment.

Step 5 - Submitting a Paper Confirmation

The paper you chose to submit will be in the preview. Look over all the information and make sure that it is correct. To confirm the submission, click the 'Confirm' button.

After you confirm your submission, a digital receipt will be shown. A copy of the receipt will be e-mailed to you. To return to your portfolio and view your submission, click the 'Return to assignment list' button.

Step 6 - Viewing an Originality Report

To view your Originality Report, click on the *Originality Report* icon to the right of the assignment.

By default, students cannot see their own Originality Reports. If you see the text 'Not Available' instead of an Originality Report icon in your portfolio, then your instructor has disabled the ability for students to view the Originality Report for this assignment. If you would like to view your report, contact your instructor.

Step 7 - Viewing Instructor Feedback in GradeMark

If the class instructor provided feedback on the assignment within GradeMark, students are able to view the feedback after the Post Date of the assignment.

When the Post Date passes, students are able to access the instructor feedback within GradeMark by clicking on the blue 'View' button.

