

Bi-Weekly Payroll Web Time Entry Instructions

Approvers

Approving a Time Sheet:

1. Go to <https://ontariotechu.ca/mycampus/>
2. Login with your 100xxxxxx number and MyCampus password.

MyCampus

Username
Password

LOGIN

Please note: It is important to [change your default password](#) as soon as possible for security purposes.

Help

- Locked out of your account? Forgot your password? [Reset it now.](#)
- Contact IT support at 905.721.3333 or the [IT Service Desk Portal](#)

3. Click on **Self Service Options**.



4. Select **Employee**.

Personal Information

Change your PIN/Password or Security question. View your addresses, phone numbers, emergency contact information or name change information.

Employee

Time Sheets, EPAFs and Pay Information

5. Click on **OT Employee Self Service**.



6. Click on **Time Sheet**.



7. Select **Approve or Acknowledge Time** radio button and then click on **Select**.

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

Select

8. Select the My Choice radio button and the pay period from the dropdown associated with the department and description for which you want to approve. After choosing from the **Sort Order** type, click on the **Select** button.

Time Sheet

Department and Description My Choice Pay Period

U, 1225, Finance Systems

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

9. On the Summary page, first check the **Other Information** column, look for the hyperlinks like Comments or Labor Overrides.

Summary

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

COA: U, UCIT
 Department: 1225, Finance Systems
 Pay Period: Jul 11, 2020 to Jul 24, 2020
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Jul 27, 2020, 12:00 PM

[Change Selection](#)

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
100701563	Mickey Mouse WS0003 - 01 Finance Systems Assistant		50.00	.00	Leave Balances

10. In the **Name, Position and Time** column, click on the name of the employee to review the hours entered.

11. You are now on the Review page. Review your employee's days and hours worked. If the hours are not correct, you can **Return for Correction**, **Change Record** or **Add comment**.

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

Employee ID and Name: 100123456 Mickey Mouse
Title: W5003-01 Finance Systems Assistant
Department and Description: U 1225 Finance Systems
Transaction Status: Pending

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Jul 11, 2020	Sunday, Jul 12, 2020	Monday, Jul 13, 2020	Tuesday, Jul 14, 2020	Wednesday, Jul 15, 2020	Thursday, Jul 16, 2020	Friday, Jul 17, 2020	Saturday, Jul 18, 2020	Sunday, Jul 19, 2020	Monday, Jul 20, 2020	Tuesday, Jul 21, 2020	Wednesday, Jul 22, 2020	Thursday, Jul 23, 2020	Friday, Jul 24, 2020
Regular Pay	1		50				5	5	5	5	5			5	5	5	5	5
Total Hours:			50				5	5	5	5	5			5	5	5	5	5
Total Units:				0														

Routing Queue

Name	Action and Date
Mickey Mouse	Originated Jul 11, 2020 10:01 pm
Donal Duck	Submitted Jul 16, 2020 10:51 am

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jul 11, 2020	100.00		100000	9422	62061	13				

12. If there is no error in the timesheet, select **Approve**. The page will refresh and display a message that the time sheet is approved.

13. Click on **Previous Menu** button to return to the Approvers Summary Page.

Returning A Time Sheet for Correction:

1. On the Review page, click on **Add Comment** .

2. In the text box, type a message to the employee explaining what corrections are needed for their time sheet to be approved. Click **Save** and then **Previous Menu**.

- On the Review page again, proceed by clicking on the **Return for Correction** button and the timesheet is now sent to the employee for editing.

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

Employee ID and Name: 100123456 Mickey Mouse
 Title: W50003-01 Finance Systems Assistant
 Department and Description: U 1225 Finance Systems
 Transaction Status: Pending

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Jul 11, 2020	Sunday , Jul 12, 2020	Monday , Jul 13, 2020	Tuesday , Jul 14, 2020	Wednesday, Jul 15, 2020	Thursday , Jul 16, 2020	Friday , Jul 17, 2020	Saturday , Jul 18, 2020	Sunday , Jul 19, 2020	Monday , Jul 20, 2020	Tuesday , Jul 21, 2020	Wednesday, Jul 22, 2020	Thursday , Jul 23, 2020	Friday , Jul 24, 2020
Regular Pay	1		50				5	5	5	5	5	5			5	5	5	5
Total Hours:			50				5	5	5	5	5			5	5	5	5	5
Total Units:				0														

Routing Queue

Name	Action and Date
Mickey Mouse	Originated Jul 11, 2020 10:01 pm
DonalDuck	Submitted Jul 16, 2020 10:51 am

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jul 11, 2020	100.00		100000	3422	62081	13				

- Click the Previous Menu button to return to Approvers Summary Page.

Overriding a Time Sheet:

- On the Review page, click on **Change Record** button.

- Click **Enter Hours** or number link that needs to be edited.
- Type the correct hours and Click **Save**.
- Click the **Comments** button and type a message indicating the corrections you've made and click **Save**.

- Click the **Previous Menu** button to return to the time sheet.
- Click the **Approve** button. The page will refresh and display a message that the time sheet was approved.

- Click the Previous Menu button again to return to Approvers Summary Page.

Act as a Proxy:

1. On the *Section Criteria Page* → **Act as Proxy** dropdown, change Self to the name of the approver you want to be a proxy for.

Note: If you cannot find the name in the dropdown, please contact the approver you want to act as proxy for.

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

2. Click **Select**.
3. You are now officially working on behalf of that person. Complete the normal processes of approving the timesheet.