

Bi-Weekly Payroll Web Time Entry Guidelines

Approvers

TIPS & REMINDERS

- Monitor the calendar for **approval deadlines**.
 - Employee cut-off time for entering time is **Friday at 5:00 P.M.**
 - The Approver's deadline for approving time sheets is **Monday at 12:00 P.M.**
- All hourly employees will be paid bi-weekly on **Friday**.
- The **Return for correction** function should only be used when sufficient time exists to meet the deadline. Be sure to leave a comment before you return the employee's time sheet.

THE TIME SHEET SUMMARY: APPROVERS

1. Log into **MyCampus** using your username and Password.
 - Enter your User ID (100... #).
 - Enter your password (contact servicedesk@dc-uoit.ca – if needed)
2. Click on **Self-Service Options** on the top right.
3. Select the **Employee** link.
4. Click the **OT Employee Self Service** Hyperlink.
5. Click **Time Sheet**.
6. Select **Approve or Acknowledge Time** option and click the **select** button.
Note: If you're acting on behalf of another Approver, select the appropriate choice from the **Act as Proxy** dropdown.
7. 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.
8. Also select the **Sort Order** type and Click on the **Select** button.

REVIEWING & APPROVING A TIME SHEET

1. On the Summary page, first check the **Other Information** column, look for the hyperlinks like Comments or Labor Overrides.
2. In the **Name, Position and Time** column, click the employee's name to review the timesheet.
3. Review the submitted time sheet in detail.
4. Click the **Approve** button (or Return Time sheet for Correction.) **Note:** *The page will refresh and display a message that the time sheet was approved*
5. Click the **Previous Menu** button to return to the Approvers Summary Page

RETURNING A TIME SHEET FOR CORRECTIONS

If there is a problem with a timesheet, it can be returned for correction to the employee.

1. On the review page, click on the **Add Comment** button.
2. Type a **message** to the employee explaining what corrections are needed in the time sheet.
3. Select **Save**.
4. Click the **Previous Menu** button to return the employees time sheet.
5. Select **Return for Correction** and the timesheet will be returned to the employee.
6. Click the **Previous Menu** button to return to the Approver Summary Page.

OVERRIDING A TIME SHEET

If you need to make a correction to an employee time sheet:

1. On the Review page, select **Change Record**.
2. Click **Enter Hours** or number link that needs to be edited.
3. Type the correct hours and Click **Save**.
4. Click the **Comments** button and type a message indicating the corrections you've made and **Save**
5. Click the **Previous Menu** button to return to time sheet
6. **Approve** the timesheet. The page will refresh and display a message that the time sheet was approved.
7. Click the Previous Menu button again to return to Approvers Summary Page.

DESIGNATING A PROXY (Back-up Approver)

A proxy is a person who can act as an Approver if you are unavailable:

1. On the *Section Criteria Page*, click the **Proxy Set Up** hyperlink located at the bottom of the page.
2. From the **Name** dropdown box, select the person you want designated as a proxy.
3. Click the box beside the selected person's name.
4. Click the **Save** button.
5. Email Proxy name and Banner Username (FINANST99) and ID (100... #) to: financesystems@ontariotechu.ca

QUESTIONS?

Contact: payroll@ontariotechu.ca