

Payroll Web Time Entry Instructions

Bi-Weekly Employees

1. Go to <https://ontariotechu.ca/mycampus/>
2. Login with your 100 number and 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. Click on **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.

Student Information - OT

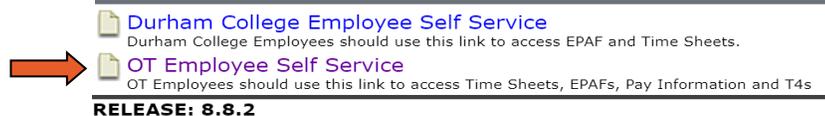
Complete an application for admissions; Register for classes; Display your class schedule; View your holds; Display your grades & transcripts.

UOIT Admissions

View the status of your current applications;

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

Employee Main Menu



6. Click on **Time Sheet.**



- Click the My Choice radio button and the proper pay period associated with the Position Title, and Department for which you want to enter time. Click on the **Time Sheet** button.

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
Finance Systems Assistant, WS0003-01 Finance Systems, 1225	Jul 13, 2019 to Jul 26, 2019 In Progress

[Time Sheet](#)

RELEASE: 8.12.1.5

- Click on **Enter Hours** hyperlink and enter hours worked for each day.

Time Sheet

Title and Number: Finance Systems Assistant -- WS0003-01
Department and Number: Finance Systems -- 1225
Time Sheet Period: Jul 11, 2020 to Jul 24, 2020
Submit By Date: Jul 24, 2020 by 06:00 PM

Earning	Shift	Default Hours or Units	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
Regular Pay	1	0	0	0	Enter Hours						
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:			0	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:

- In the **Hours** box, type the number of hours you worked each day this pay period and click **Save**.

Earning: Regular Pay
Date: Jul 13, 2020
Shift: 1
Hours:

[Save](#) [Copy](#) [Account Distribution](#)

- Once you have entered hours for the current week, click on **Next** to enter hours for next week.

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

- After you have entered hours for the pay period, click on **Preview** to see all your time entered.

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Previous](#)

- Click on **Submit for Approval** to submit your hours for your employer's approval.

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Previous](#)

- Once submitted you will see the date of submission and the name of the employer who will approve your hours.

🔔 Your time sheet was submitted successfully.

Time Sheet

Title and Number: Finance Systems Assistant -- WS0003-01
Department and Number: Finance Systems -- 1225
Time Sheet Period: Jul 11, 2020 to Jul 24, 2020
Submit By Date: Jul 24, 2020 by 06:00 PM

Earning	Shift	Default Hours or Units	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
Regular Pay	1		0	50	Enter Hours	Enter Hours		5	5	5	5
Total Hours:				50		0	0	5	5	5	5
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Next Return Time

Submitted for Approval By: Mickey Mouse on Jul 17, 2020
Approved By:
Waiting for Approval From: Donald Duck

Entering Same Hours for a Pay Period:

When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.

Note: This is not the recommended practice but is a feature found on the time entry screen.

- Click the **Enter Hours** hyperlink under the date worked.

Time Sheet

Title and Number: Finance Systems Assistant -- WS0003-01
Department and Number: Finance Systems -- 1225
Time Sheet Period: Jul 11, 2020 to Jul 24, 2020
Submit By Date: Jul 24, 2020 by 06:00 PM

Earning	Shift	Default Hours or Units	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
Regular Pay	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
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:

- In the **Hours** box, type the number of hours you worked each day this pay period.

Earning: Regular Pay
 Date: Jul 13, 2020
 Shift: 1
 Hours:
 Save Copy Account Distribution

- Click the **Copy** button.

4. Either click on **Copy from date displayed to end of the pay period** checkbox if you want to copy the hours every weekday till the end of pay period.
OR click on individual day checkboxes if you want to copy the hours for specific days.
 - If your workweek includes Saturday and/or Sunday, click those checkboxes as well.

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: Regular Pay, Shift 1
 Date and Hours to Copy: Jul 13, 2020, 5 Hours
 Copy from date displayed to end of the pay period:
 Include Saturdays:
 Include Sundays:
 Copy by date:

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Time Sheet Previous Menu Copy

RELEASE: 8.14.0.1

5. Click the **Copy** button.
6. Look for the verification message that says the hours have been successfully copied.
 - ⚠ **Your hours have been copied successfully.**

7. Click the **Time sheet** button.
8. The hours have now been copied for all days in the pay period.

Return Time:

You can recall the timesheet to make additional changes. This function is allowed **only** when the timesheet has not yet been approved and the web time entry period is still open.

1. After you have submitted the timesheet you can now see the **Return time** button. Click on the button.

Position Selection Comments Preview Next **Return Time**

2. The timesheet is now recalled for editing.
3. Make the necessary changes and **submit** the timesheet again.
4. The system will insert a time-stamped Comment record that can be viewed by employees and supervisors. Click on **Comments** button to see the time stamp.

Made By: You
Comment Date: Jul 16, 2020
Comment: Timesheet recalled (System Generated)