Payroll Web Time Entry Guidelines

Bi-Weekly Employees

OPENING YOUR TIME SHEET

1. Log into **MyCampus** using your username and password.
2. Click the **Self Service Options** button on the top.
3. Select the **Employee** link.
4. Click on the **OT Employee Self Service** Hyperlink.
5. Select **Time Sheet**.
6. Click on the **My Choice** radio button associated with the Position, Title and Department for which you want to enter time.
7. Next to the My Choice column/radio button pick the proper **Pay Period and Status** from the dropdown menu.
8. Select on the Time Sheet button.

ENTERING HOURS FOR ONE DAY

1. Click on the **Enter Hours** link under the date worked and in the row for the Earnings Code (ie: Regular Pay).
2. Enter the number of hours worked in the **Hours** textbox and click save.

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.

1. Click the **Enter Hours** hyperlink under the date worked and in the row for the Earnings Code
2. In the **Hours** box, type the number of hours you worked each day this pay period.
3. Click the **Copy** button.
4. Select **Copy from date displayed to end of the pay period** checkbox if you work the same hours each day. **Or** click on individual day checkboxes if you want to copy the hours for specific days.
5. If your workweek includes Saturday and/or Sunday, select those checkboxes, too.
6. Click the **Copy** button.
7. Look for the verification message that says the hours have been successfully copied.
8. Click the **Time sheet** button. The hours have now been copied for all days in the pay period.

> **QUESTIONS?**
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> Contact: payroll@ontariotechu.ca

ADJUSTING YOUR HOURS

1. Click the **Hours** link for the date that needs to be changed.
2. In the **Hours** box, type the correct number.
3. Click the **Save** button.

LEAVING A COMMENT ON YOUR TIME SHEET

You can leave a comment on your time sheet. Your approver will see the comment when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet.
   *Note: Comments on your time sheet are only visible to you in **Preview** mode.*

PRINTING YOUR TIME SHEET

1. Click the **Preview** button at the bottom of your time sheet.
2. Select **File** from the browser menu.
3. Click **Print**.
4. From the printer settings, select "**Landscape**" for Paper Layout.
5. Click the **OK** button to save your paper layout setting.
6. Click the **OK** button to print your time sheet.

SUBMITTING YOUR TIME SHEET

Check you hours to make sure the days, numbers, and earnings codes are all correct.

1. Click the **Submit for Approval** button located at the bottom of your time sheet.
2. Click the **Submit** button.

Return Time

You can recall the timesheet to make additional changes. This function is allowed **only** when the timesheet has not yet been approved.

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