

How to enter time – Hourly Employees (1 of 2)

Employees

Access your personal information, your time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.

1

Current Employee

2

Self Service

- Electronic Personnel Action Form (EPAF)
- Time Sheet

3

Enter Time

4

Approve Time

Timesheet

5

Timesheet

Approvals Timesheet

Pay Period

Hours/Units Submitted On Status

Finance Systems Assistant, WS0001-03, U, 1225, Finance Systems

02/19/2022 - 03/04/2022 Not Started Start Timesheet

6

Employee Dashboard Timesheet Finance Systems Assistant, WS0001-03, U, 1225, Finance Systems

02/19/2022 - 03/04/2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
20	21	22	23	24	25	26

Submit By 03/04/2022, 06:00 PM

7

Enter Code Regular Pay

Hours 1

Exit Page Cancel Save Preview

1 Visit [MyOntarioTech](#) Select "Employees"

2 Click on "Current Employee"

3 Click on "Time Sheet" under "Current Employee"

4 In Employee Dashboard, click on "Enter Time"

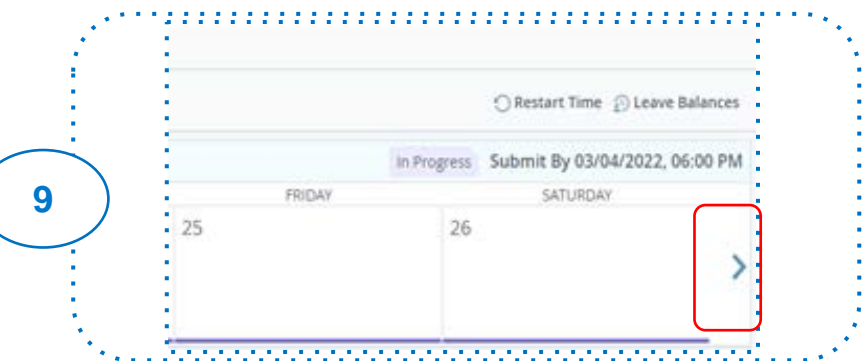
5 Click "Start Timesheet"

6 Click on the box for the day you want to enter hours for.

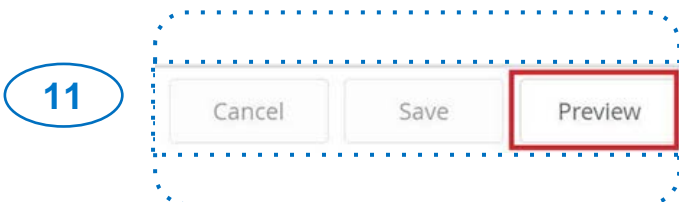
7 In the Hours textbox, type the number of hours you worked and click Save.

8 Repeat steps 6 and 7 for each day you have worked in the current week.

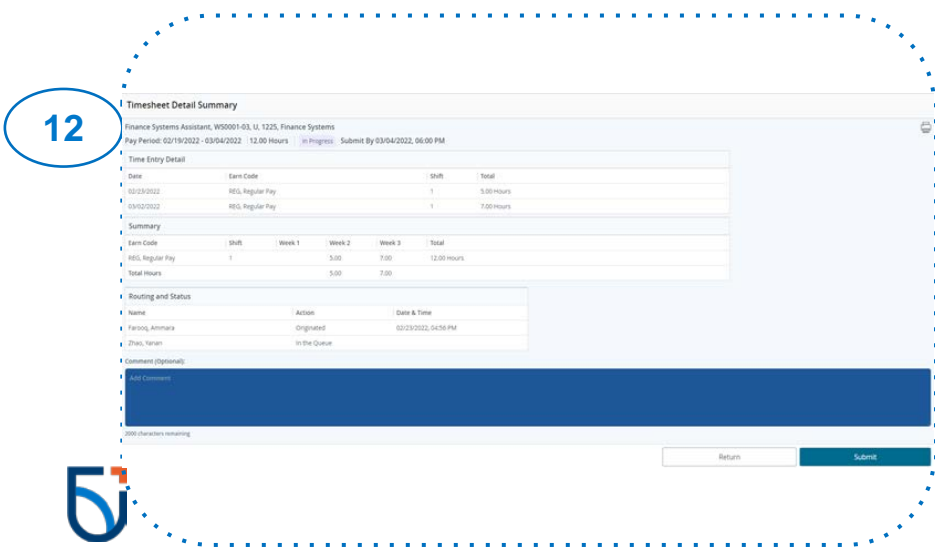
How to enter time – Hourly Employees (2 of 2)



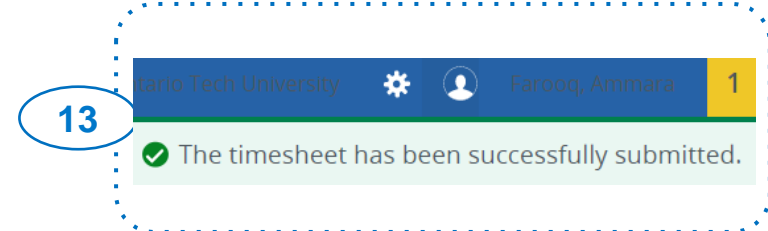
9



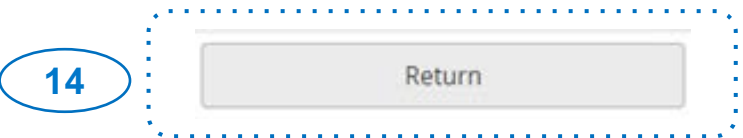
11



12



13



14

9 Once you have entered hours for the current week, click on the right arrow to enter hours for the second week.

10 Repeat steps 6 and 7 for each day you have worked in the current week.

11 After you have entered all hours for the pay period, click on Preview located at the bottom right.

12 In the Preview popup, double check if all the information is accurate. Scroll down to the bottom and add any comments. Lastly, click Submit.

13 A green popup will display on the right of the screen indicating that timesheet has been submitted successfully.

14 Click on Return to go back to the home page.

