

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

1

Employees

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

2

Current employees

or

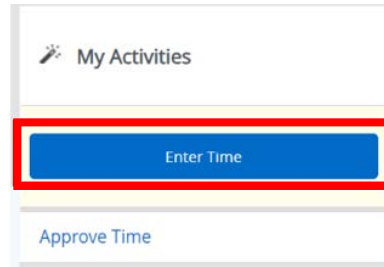
Current employees
without network access

3

Finance and payroll

Time sheet

4

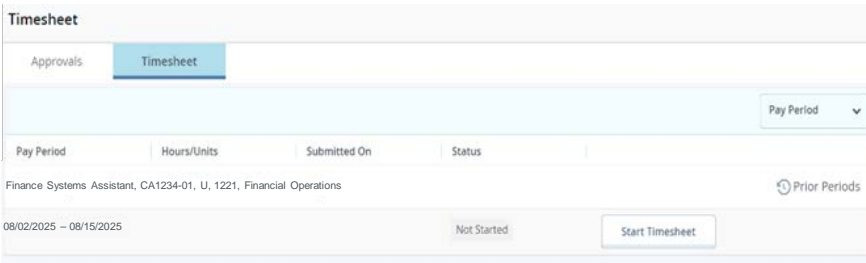


My Activities

Enter Time

Approve Time

5



Timesheet

Approvals Timesheet

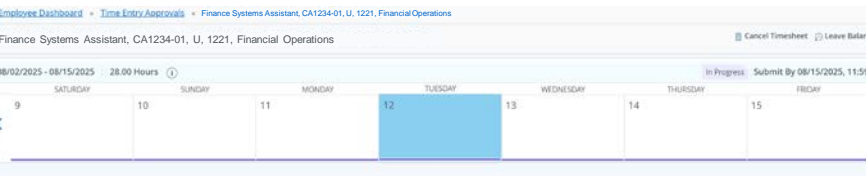
Pay Period

Hours/Units Submitted On Status

Finance Systems Assistant, CA1234-01, U, 1221, Financial Operations

08/02/2025 – 08/15/2025 Not Started Start Timesheet

6



Employee Dashboard Time Entry Approvals Finance Systems Assistant, CA1234-01, U, 1221, Financial Operations

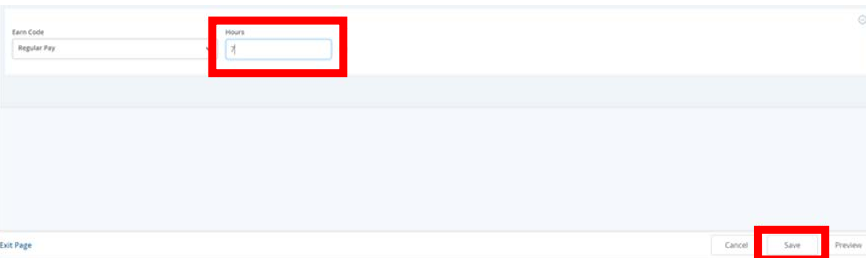
Finance Systems Assistant, CA1234-01, U, 1221, Financial Operations

08/02/2025 - 08/15/2025 28.00 Hours

SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

9 10 11 12 13 14 15

7



Earn Code Regular Pay

Hours

Exit Page Cancel Save Preview

1

Visit [MyOntarioTech](#) Select “Employees”

2

Select “Current Employee” or “ Current Employee without network access”.

3

Click on “Time Sheet” under “Finance and payroll”

4

On the 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

Cancel Timesheet Leave Balances

In Progress Submit By 08/15/2025, 11:59 PM

THURSDAY	FRIDAY
14	15

▶

11

Cancel Save Preview

12

Timesheet Detail Summary

10XXXXXX, Smith, John

Finance Systems Assistant, CA1234-01, U, 1221, Financial Operations

Pay Period: 28.00 Hours In Progress Submit By 08/15/2025, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/05/2025	REG, Regular Pay	1	7.00 Hours
08/06/2025	REG, Regular Pay	1	7.00 Hours
08/07/2025	REG, Regular Pay	1	7.00 Hours
08/08/2025	REG, Regular Pay	1	7.00 Hours

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular Pay	1	28.00		28.00 Hours
Total Hours		28.00		

Routing and Status

Name Action

Return Details Submit

13

Ontario Tech University

Smith, John 1

✓ The timesheet has been successfully submitted.

14

Return

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.

