

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

Timesheet

5

Pay Period	Hours/Units	Submitted On	Status
Finance Systems Assistant, WS0001-03, U, 1225, Finance Systems			
02/19/2022 - 03/04/2022		Not Started	<input type="button" value="Start Timesheet"/>

6

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

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

02/19/2022 - 03/04/2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

7

Hours

1

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

2 Click on "Current Employee"

3 Click on "Time Sheet"

4 In Employee Dashboard, click on "Enter Time"

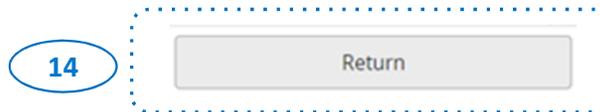
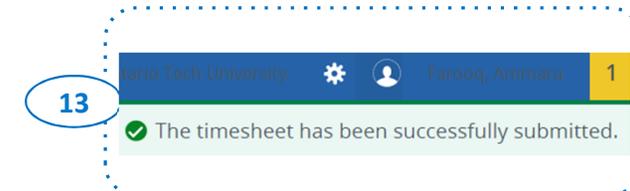
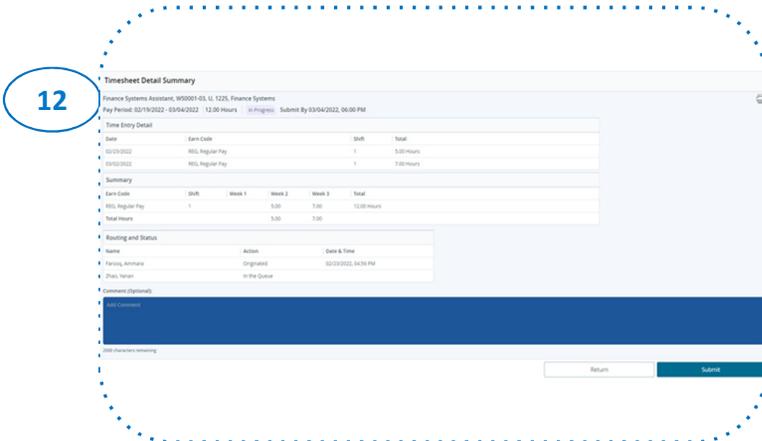
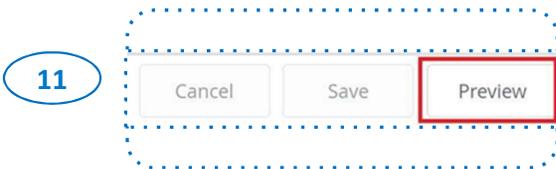
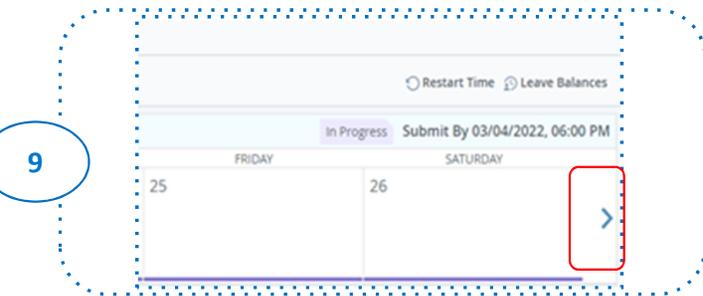
5 Click "Start Timesheet"

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 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.