

Bi-Weekly Payroll Web Time Entry Guidelines

Hourly Employees

OPENING YOUR TIME SHEET

1. Log into **mycampus** using your User Name and Password.
2. Enter your User ID (100...#). Hit tab.
3. Enter your six digit PIN. Contact servicedesk@uoit.ca if needed.
4. Click on the **Employee** link.
5. Click the **Time Sheet** Hyperlink.
6. Click 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. Note: At times during pay periods you might see two Pay Periods within the dropdown menu.
8. Click 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). **Do not change the shift value leave this as 1)**
2. Use the next button is you did not work in the first week.

ENTERING HOURS FOR A PAY PERIOD

If you work the same number of hours each day during a pay period, you can fill out your time sheet just once by copying those hours through to the end of 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. Click in the “**Copy from date displayed to end of the pay period**” checkbox.
5. If your workweek includes Saturday and/or Sunday, click 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.

ENTERING HOURS FOR SPECIFIC DAYS

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.

1. Click the **Enter Hours** link under the date worked and in the row for the Earnings Code.

2. In the Hours box, type the numbers of hours you worked each day this pay period. Do not change the shift value leave this as 1)
3. Click the Copy button.
4. Click the checkbox for each day you want these hours copied to.
5. Click the Copy button.
6. Look for the verification message that says the hours were successfully copied.
7. Click the Time sheet button.
8. Look to see that the hours were copied to the dates you selected.

ADJUSTING YOUR HOURS

Changing hours you’ve entered for a particular day is no problem, as long as you haven’t submitted the time sheet for approval.

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 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.

PREVIEWING YOUR TIME SHEET

1. Click the **Preview** button at the bottom of your time sheet.
2. Click **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 at the bottom of your time sheet.
2. Enter your PIN.
3. Click the **Submit** button. Note: Once you click the Submit button, your time sheet becomes view only and cannot be altered. If time permits you can

email your time sheet approver asking them to Return (your time sheet) for Correction. Once it is returned to you by your approver, you can make changes then resubmit.