

Time & Attendance - Timesheets

Resource Guide for Employees

This guide contains information on timesheets and outlines the process for part-time employees to submit a timesheet.



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Introduction to Web Time Entry

Web Time Entry is a self-service web-based time recording system. It provides employees and managers with a user-friendly platform to submit and approve timesheets to payroll for processing. Employees have the ability to access their web timesheet at their convenience and also check the status of their timesheet throughout the approval process by logging into their Employee Profile.

Definitions

Term	Definition
Timesheet Employees (Originator)	Employees that record all hours worked on their timesheets (also known as Part-Time, Regular Part-Time, Temporary, Partial Load, Sessional, Coop, Student or Casual).
Approver (Managers)	The individual that can update, change, return, or approve the timesheet. This is usually the originator's manager.
Acknowledger (FYI)	An employee marked as FYI in the routing queue. Acknowledgers cannot change records submitted by the originator but they can add comments. Action by the acknowledger is not required
Proxy (Managers designee)	A manager who has been given delegate authority to approve timesheets on behalf of another manager. Managers can delegate authority to a peer or to another manager with access to their departmental organization code. Proxy access cannot be delegated to a subordinate employee or to a non-administrative staff member. The proxy has the ability to update, return and approve the timesheet.
Timesheet	Electronic version of paper timecard where hours worked are recorded.

Term	Definition
Earn Code	<p>The code used to identify the kind of pay. Currently the only earn code available is Regular pay</p> <ul style="list-style-type: none"> • Regular Pay: Normal work hours in accordance with the Work Week/Work Day. For faculty, Regular Pay should represent your scheduled teaching hours per your contract.
Pay Period	<p>The bi-weekly segment of time beginning on Monday and ending 14 days later on Sunday, that will be paid on a specified pay date (Friday), 2-weeks in arrears. Example: Pay date is 2/5/21. The pay period for this pay date is 01/11/21 – 01/24/21.</p>
Timesheet Status (Not Started, In Progress, Pending, returned, error, approved and Completed)	<p>Timesheet Status: An indication telling the originator, approver or proxy the current status of a particular timesheet.</p> <ol style="list-style-type: none"> 1. Not Started: the timesheet is available, but the originator has not recorded any hours. 2. In Progress: the originator is currently accessing the timesheet and entering data. 3. Pending: the timesheet has been completed by the originator and submitted to the manager for review. 4. Returned: Timesheet has been returned to the originator by an approver. 5. Error: Timesheet is in error. This normally requires a Superuser to correct (Payroll department).

Term	Definition
	<ol style="list-style-type: none"><li data-bbox="873 260 1419 380">6. Approved: The timesheet has been approved and is ready for payroll to process.<li data-bbox="873 380 1419 495">7. Completed: Payroll has been processed using the submitted and approved timesheet.

Bi-Weekly process

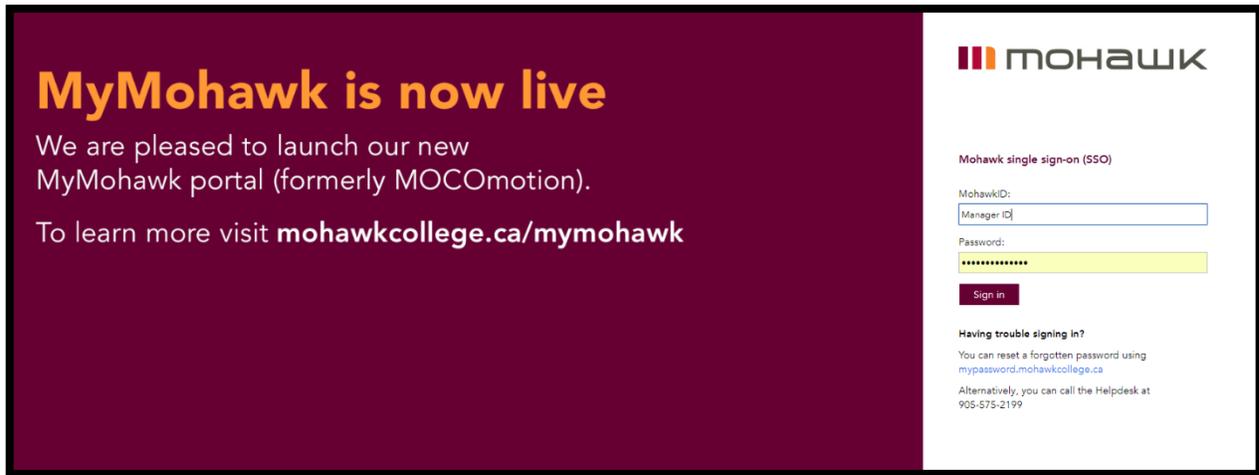
Timesheet Employees (Paid Hourly) are required to update the timesheet daily and accurately. The timesheet is to be submitted for approval at the end of the pay period, but no later than Sunday at 11:59 pm. The timesheet approver must review and approve the timesheet no later than 4:30pm every second Monday.

Timesheets will be submitted and approved every two weeks. Timesheets that aren't actioned within the established deadlines will result in the employee not being paid. Deadlines are posted on [MyMohawk/Payroll Services Webpage](#). For additional training videos, please navigate to "My Learning" on [Working at Mohawk](#).

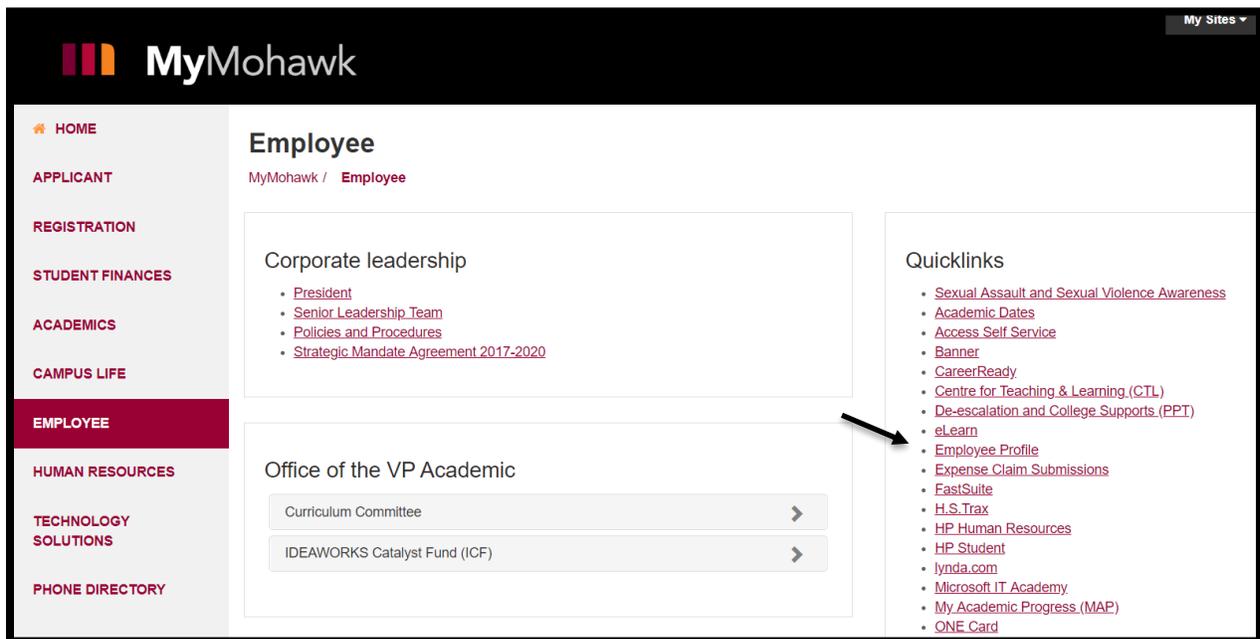
Accessing your Timesheet

The **Employee Profile** is a portal that houses timesheets for part – time employees in order for them to submit hours worked.

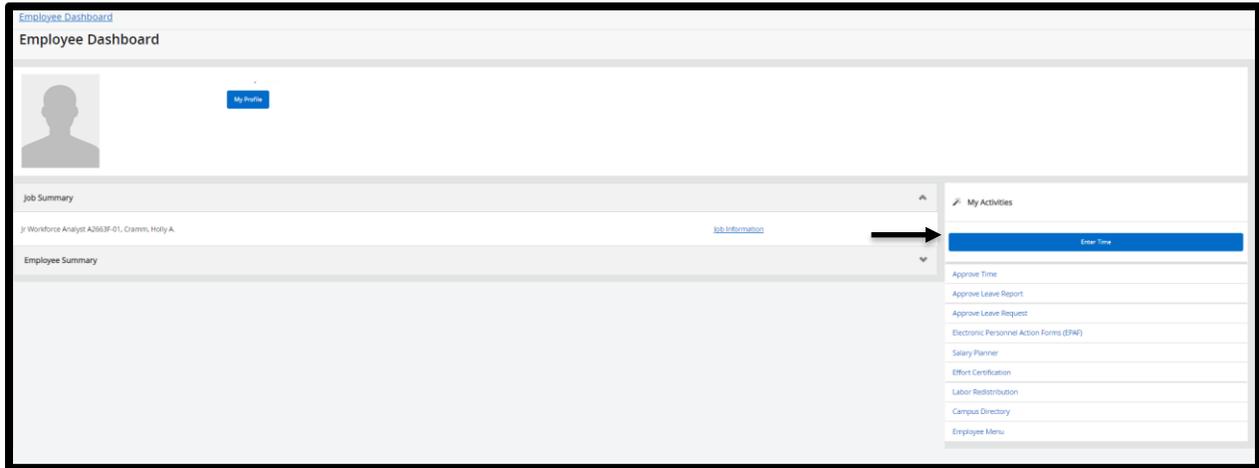
Step 1: To access your timesheet navigate to **Employee Profile** by logging in to **MyMohawk** with your **Mohawk ID (000000000@mohawkcollege.ca)** and **Password**.



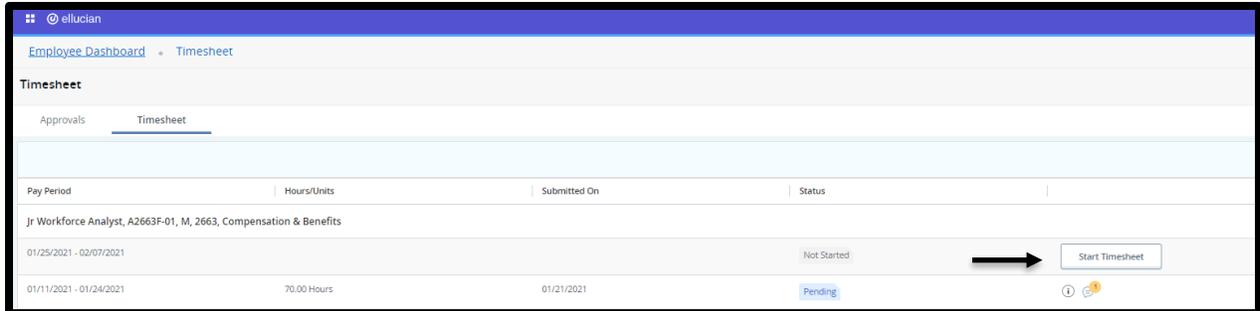
Step 2: Navigate to the **Employee tab** and select **Employee Profile** in the Quick Links options.



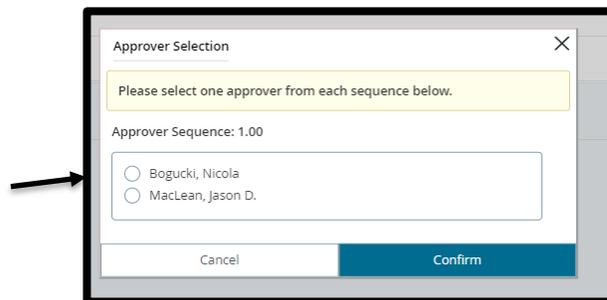
Step 3: To access your **Timesheet**, click **Enter Time** under **My Activities**.



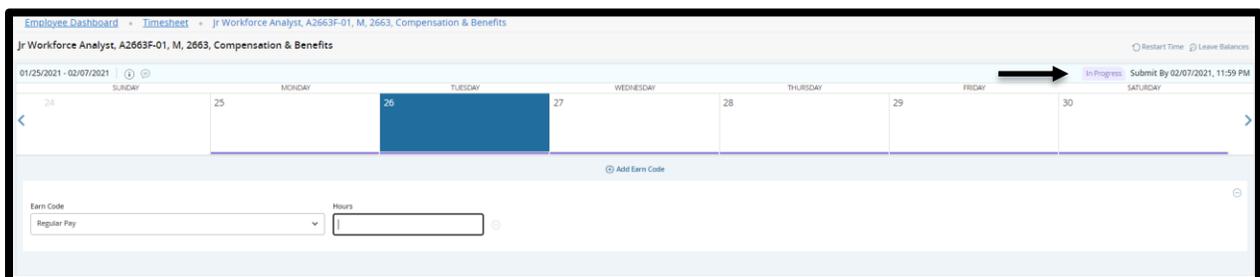
Step 4: On this page you will see timesheets for open pay periods. Click on the date range for the timesheet you would like to begin. Click on **Start Timesheet**.



NOTE: If there are two individuals occupying the same position, you will also need to select the correct approver. The box below will only appear if there are multiple people in the position.



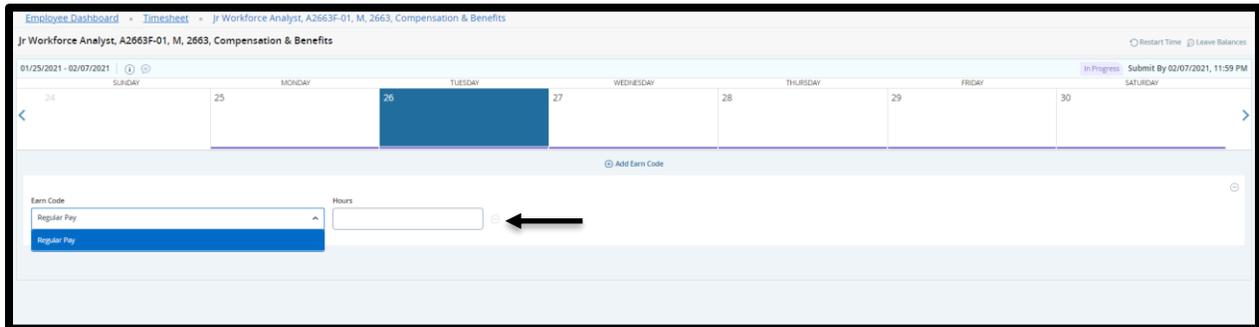
Step 5: The daily calendar will appear. Today's date will automatically be selected to begin entering time. Time needs to be entered for each day worked for the pay period (two weeks). The top right corner of the calendar will display the status of the timesheet and the submission deadline.



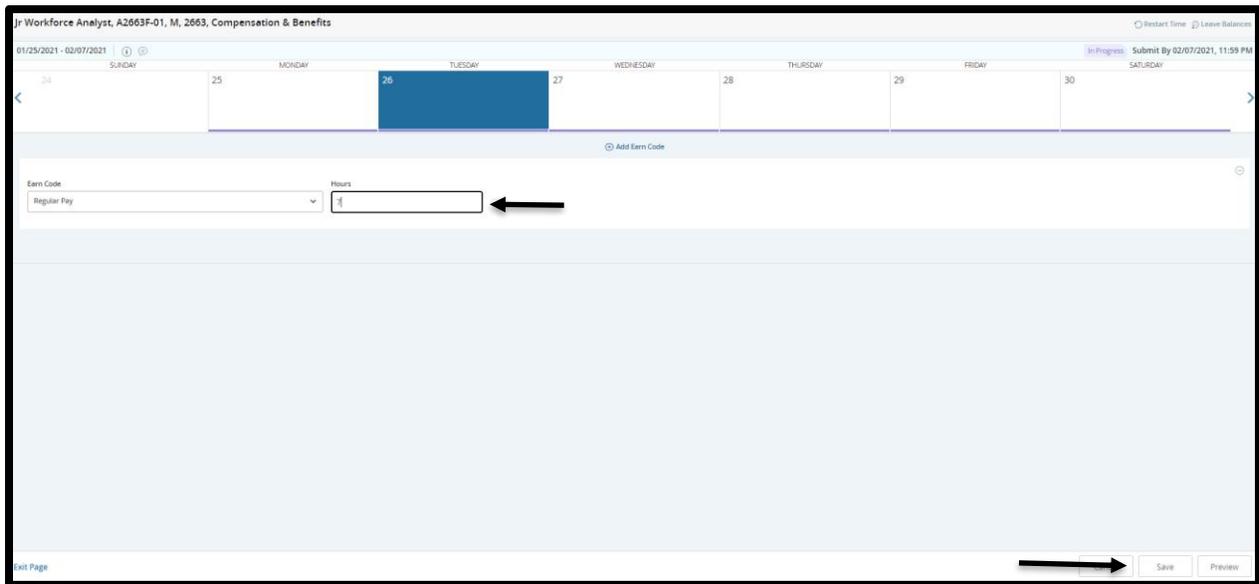
Completing and reviewing your Timesheet

Step 1: To begin entering time select the **Regular Pay** earn code.

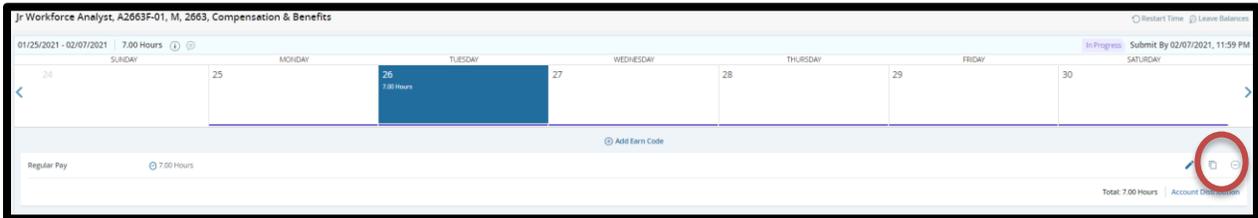
IMPORTANT: Click **Save** after each entry, edit, deletion or change.



Step 2: Click the date in the calendar for which you would like to enter time (today's date automatically selected). Enter the number of hours worked in the Hours field for the date selected and click **Save**.

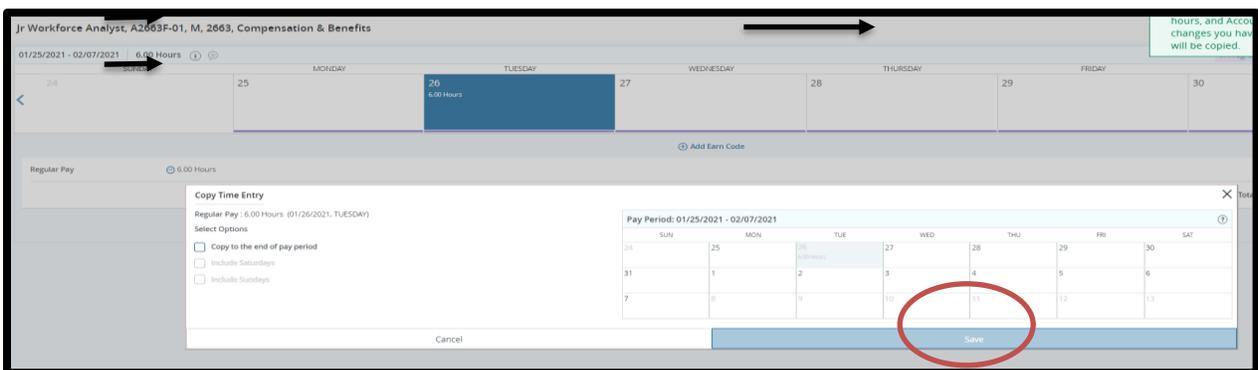


Step 3: When recording hours worked which include the same **Earn Code** and same number of hours for each day, we recommend using the **Copy Function**. This will allow you to “copy” your hours throughout the pay period. To use the **Copy Function**, select the **Copy** icon once you have saved your first entry.

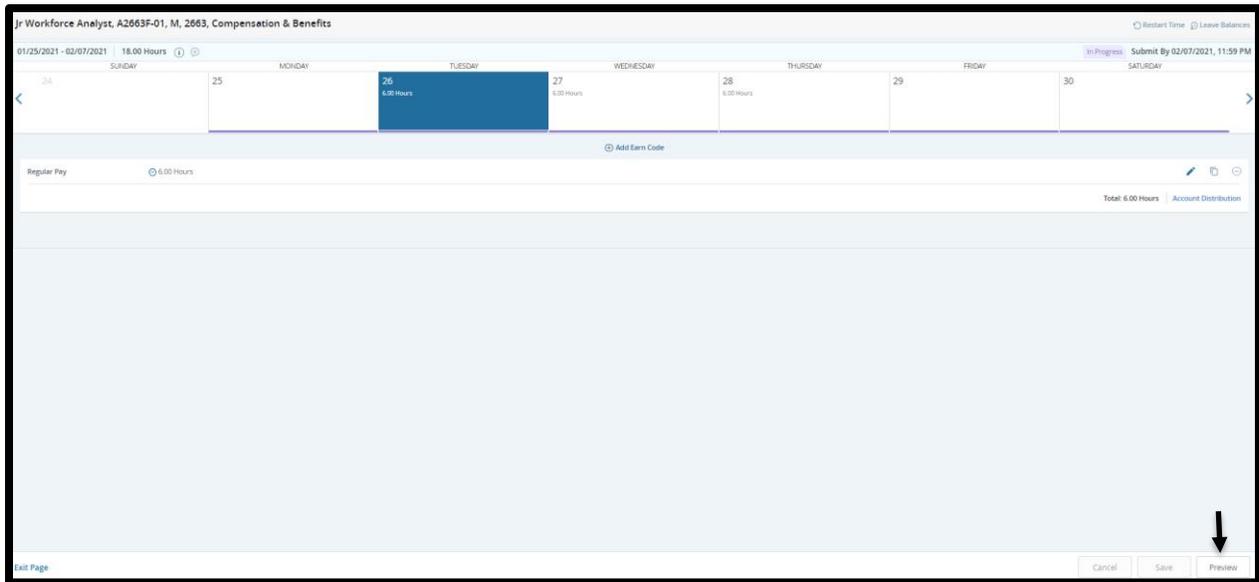


Step 4: The **Copy Time Entry** screen will then appear. Click on the additional days in the calendar to which you would like your time entered to be copied. The same Earn Code and hours will be used for the days you select. You may also choose to copy to the end of the pay period if you worked the same hours each day. You can do this by selecting “**Copy to the end of pay period**”. When you have completed making your selections, Click **Save**.

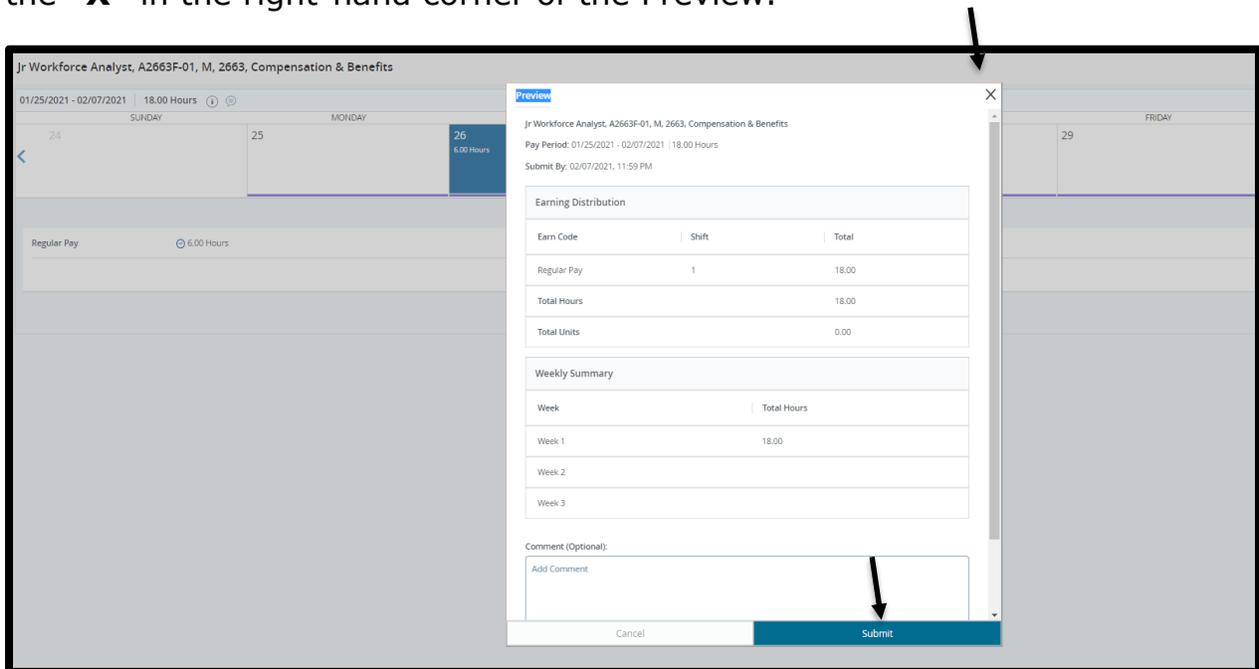
Remember never to key hours on a statutory holiday, as your stat holiday pay will be calculated by Payroll Services. Also, do not enter hours on a weekend unless that is the day you were scheduled to work. Any overtime, shift premium or other compensation should be submitted on the appropriate paper form. Forms are available on My Mohawk, Payroll Services Channel.



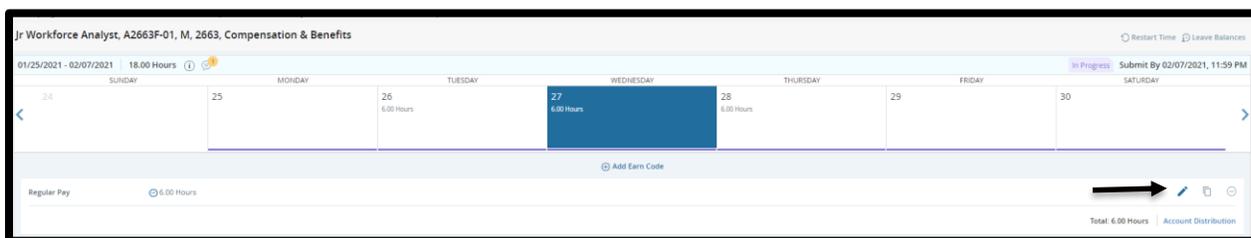
Step 5: Once all time has been inputted, preview your detailed timesheet to ensure all information is accurate **by selecting the Preview button.**



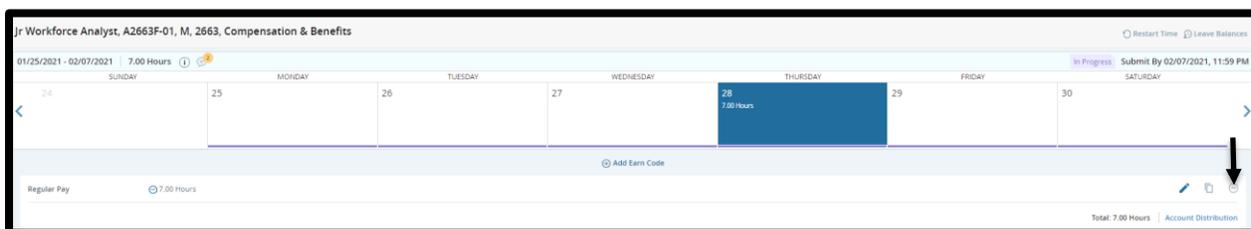
Step 6: The Preview will provide you with a Weekly Summary of the hours entered. If all information is accurate, select **Submit**. If you need to make changes to the information before submitting, close the window by selecting the "X" in the right-hand corner of the Preview.



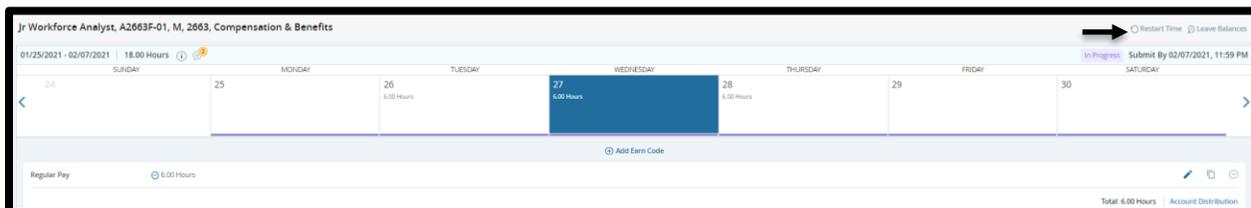
Step 7: All information entered by the originator can be edited prior to submitting the time sheet to the approver. A common reason to edit time is that time was entered on the wrong day or the incorrect number of hours was entered. If an error was made when inputting the information (**before it has been submitted**), the data can be revised by selecting the **corresponding date** and then select the **Edit** icon shown below. The earn code and hours field will then appear to make the change.



Step 8: You may revise the number of hours inputted in the "Hours" Field and click "Save". If all data needs to be removed from a day, select the **"minus"** sign. A dialog box will appear to confirm the entry to be deleted. Select **Yes** and then click **Save**.

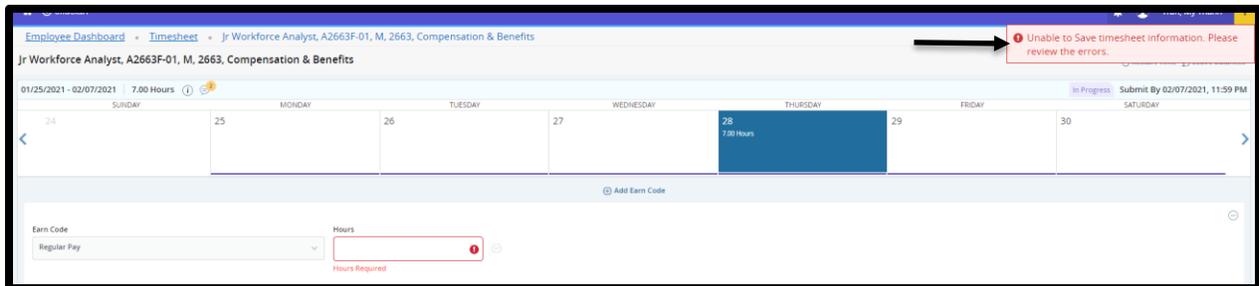


Step 9: There is also the ability to restart a timesheet. This is done by selecting **Restart Time** as shown below. This will remove all data that has been inputted.



Step 10: If an error is made and you save your timesheet a warning message will be displayed on the main menu by showing an exclamation point icon. Click the symbol and it will indicate that corrections need to be made. The approver will also see these warnings if corrections were not completed. Once the corrections are saved those warnings will disappear.

Important: A Warning or Error message needs to be resolved PRIOR to submitting the timesheet for approval.



Step 11: Once all information has been inputted, preview your detailed request and then select **Submit**. A comment can also be included on the Preview screen if changes to your regular work schedule have occurred. Comments are visible to the user, approver, Payroll, and Human Resources. **Note: If you are not ready to submit your timesheet once a comment has been entered, you may select the "x". You will be prompted to Save.**

Preview

Jr Workforce Analyst, A2663F-01, M, 2663, Compensation & Benefits

Pay Period: 01/25/2021 - 02/07/2021 | 18.00 Hours

Submit By: 02/07/2021, 11:59 PM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	18.00
Total Hours		18.00
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	18.00
Week 2	
Week 3	

Comment (Optional):

Add Comment

Cancel Submit

Step 12: The timesheet will now be in **Pending Status** while it is awaiting the approver to review and submit to payroll. The details on the approval sequence can be viewed by clicking the information icon "i" as shown below.

Jr Workforce Analyst, A2663F-01, M, 2663, Compensation & Benefits

01/11/2021 - 01/24/2021 | 70.00 Hours

Submitted On 01/21/2021, 10:58 AM by Tran, My Thuan

Approve by 01/28/2021, 11:59 PM

MacLean, Jason D.
Sequence 1.00
Pending Approval

Regular Pay 7.00 Hours

13 7.00 Hours WEDNESDAY

14 7.00 Hours THURSDAY

15 7.00 Hours FRIDAY

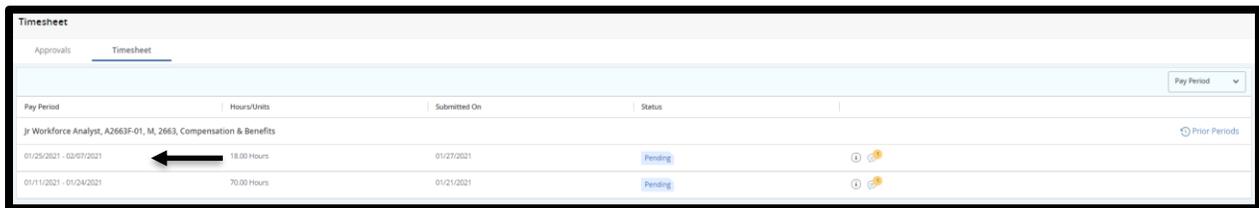
16 SATURDAY

Total: 7.00 Hours | Account Distribution

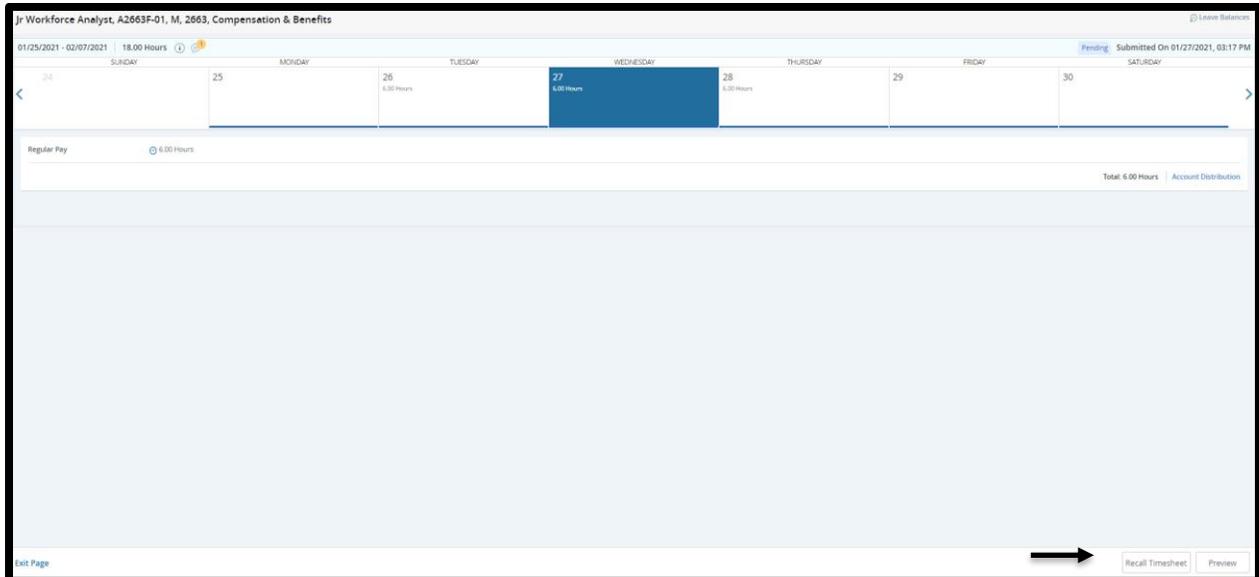
Recalling your Timesheet

After the timesheet has been submitted it is in **Pending status**. While in Pending status the timesheet can be recalled to edit and resubmit. **Note: The action of recalling a timesheet does not remove any records entered on the timesheet.**

Step 1: Follow the steps outlined above to access your **Timesheets**. Select the **Date Range** that requires the revision.



Step 2: Once you have selected the date range that requires a revision, click on that timesheet and select **Recall Timesheet**. You will receive a notification in the top right-hand corner stating it has been successfully recalled.



Step 3: Once the timesheet has been successfully recalled, you will have the ability to revise the hours worked by selecting **Edit**. Make all necessary changes and then select **Save**. Review all changes by selecting **Preview**.

The screenshot displays a timesheet interface for the period 02/08/2021 to 02/21/2021, showing a total of 14.00 hours. The days of the week are listed from Sunday to Saturday. The current date, Wednesday, February 10th, is highlighted in blue and shows 7.00 hours worked. Below the timesheet, there is a section for 'Regular Pay' with a total of 7.00 hours. An 'Add Earn Code' button is visible. A modal window is open, allowing for editing the 'Earn Code' (set to 'Regular Pay') and 'Hours' (set to 7). At the bottom of the modal, there are three buttons: 'Cancel', 'Save', and 'Preview'. Two black arrows point to the 'Save' and 'Preview' buttons. A red circle highlights an 'Edit' icon in the top right corner of the main interface.

Step 4: Once you have reviewed your changes, add a comment and select **Submit**. Comments are visible to the user, approver, Payroll, and Human Resources.

The screenshot shows a 'Preview' window with the following content:

Earn Code	Shift	Total
Regular Pay	1	28.00
Total Hours		28.00
Total Units		0.00

Weekly Summary

Week	Total Hours
Week 1	28.00
Week 2	
Week 3	

Comment (Optional):

Add Comment

2000 characters remaining

Buttons: Cancel, Submit (circled in red)

Step 5: To view all past transactions that have occurred on a Timesheet select the **Comment Bubble**. The number that is showing reflects the number of updates that have occurred on that timesheet.

The screenshot shows a timesheet interface for 'Jr Workforce Analyst, A2663F-01, M, 2663, Compensation & Benefits'. The top bar shows the date range '01/25/2021 - 02/07/2021' and '18.00 Hours'. A comment bubble icon with the number '1' is highlighted by an arrow. The calendar view shows dates from Sunday (24) to Saturday (30). The 'Regular Pay' entry is shown as '6.00 Hours'.

Frequently Asked Questions

1. What if I have more than one supervisor?

If an employee has more than one supervisor, one supervisor will be designated as the Primary Approver and will need to assign the other supervisor as a Proxy. Both will then have access to the timesheet.

2. How will approvers know when to approve timesheets?

Timesheets can be approved as soon as they have been submitted by the employee. All timesheets must be approved on or before the end of the pay period. It is also helpful for the employee to notify the approver that a timesheet has been submitted. A copy of the Pay Processing Deadlines can be found on the MyMohawk Portal under the employee tab/Payroll Services.

3. What if my approver is on vacation or resigns?

All approvers are required to assign and set up a proxy who is authorized to approve time in their absence. Approvers must notify the proxy when they need to approve time. If the proxy is not available; the employee must contact the Payroll Department x2212.

4. Am I required to enter hours each day?

It is strongly recommended that employees record all hours daily. By doing so, you will build up a habit of entering time. However, if hours worked are the same on a regular basis, it is recommended that the copy function is used and all time is entered at once.

5. Mohawk is closed for a Statutory Holiday; do I have to enter time on that day of the timesheet?

No. this will be done by payroll (unless otherwise instructed).

6. What if I submit my timesheet to my approver and need to make edits?

If the approver has not approved the timesheet and the deadline has passed, the employee is able to recall the timesheet to make edits and comments for resubmission to the approver. After the timesheet has been approved by the Manager, only the Manager has the ability to recall the timesheet.

8. What if an employee is away for an entire pay period and did not submit a timesheet?

If the employee did not work then no timesheet is required. It is recommended that the employee submits their timesheet prior to their leave if hours were worked.

9. I will be off campus for a conference or training, how do I record my time?

A timesheet employee is to record hours worked, whether in the office, or at a pre-approved conference or training.

Additional resources

For additional resources, please see below:

- Web Time Entry – Video Tutorial (For Employees) (offered through [Working at Mohawk](#))
- [Pay Processing Deadlines](#)

For additional questions, please do not hesitate to contact your Human Resources department at time.attendance@mohawkcollege.ca