

Web Time Entry for Approvers

Guidelines for Electronic Time Sheet Approvals

1. From any computer with the Internet connection access MyMohawk.
2. Enter your MyMohawkID and Password.



Mohawk single sign-on (SSO)

MohawkID:

Password:

Sign in

3. From the Main Menu click on tab: "Employee".

EMPLOYEE

4. Click on the link: "Timesheet Entry/Approval".

Timesheet Entry/Approval

- [Visit the Payroll Services website for documents, forms and links](#)
- [Timesheet Entry/Approval](#)

5. On "Selection Criteria Menu" screen choose "Approve or Acknowledge Time" and click on "Select". If you are acting as a proxy, please select the name of the person you are a proxy for.

Approve or Acknowledge Time:

6. On the “Approver Selection” screen choose the department and pay period for which you are approving time.

Approver Selection

Select Time Sheets or Leave Request, the Pay Year, Pay ID, Pay Number, and Select to access the records.

Type of Records:	Time Sheets
Year:	2014
Pay ID:	BP, Part Time
Pay Number:	1
COA:	M, Mohawk College
Department:	ALL

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

7. Click “Select”.
8. Click on the name of the employee to view time sheet details.
9. Verify that the regular hours, statutory holidays and sick time are entered correctly.
10. To add, delete or change the hours, click on a tab “Change Record”. Please add a comment using “Comment” section to explain your changes.

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next
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11. Review the accounting distribution to ensure the FOAPAL is correct.

[Time Sheet](#) | [Routing Queue](#) | [Account Distribution](#)

12. If you need to return the time sheet for correction, click on “Return for Correction”. Please note that “Return for Correction” will send the time sheet back to the employee, but you must notify the employee you returned the time sheet for correction.
13. When you are ready to approve the time sheet, check the box: “Approve or FYI” and CLICK ON: “SAVE”.
14. Exit.

Approval of the timesheet has to be completed by Monday 4:30 pm following the pay period (every second Monday)

To set up a proxy:

From the “Time Reporting Selection” screen (Employee Tab, Timesheet Enter/Approval):

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self <input type="text"/>
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

- Click on “Proxy Set Up” (bottom of the screen).

Proxy Set Up

Name	Add	Remove
Joanne Lack, LACKJ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

[Time Reporting Selection](#)

- From pull down list choose your proxy.
- Check: “Add” box beside your proxy.
- Click on “Save”.

Save

- To return to previous menu click on: “Time Reporting Selection”.

Please note that a proxy must be an administrative staff member.