Web Time Entry for Part Time Employees

Employee guidelines/instructions for electronic time sheet submission

1. From any computer with the Internet connection access MyMohawk.

2. Enter your MohawkID and Password.

3. From the left Main Menu click on tab: “Employee”.

4. Scroll down and click on the link: “Timesheet Entry/Approval”.

5. From “Selection Criteria Menu” select Access my Time Sheet.

Selection Criteria

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Time Sheet:</td>
<td>☰️</td>
</tr>
</tbody>
</table>
6. From “Time Sheet Selection” select the job and pay period for which you are reporting hours.

![Time Sheet Selection Table]

7. To enter hours for a specific day, click on the link “Enter Hours” below the heading for the correct date of the pay period.

![Enter Hours Table]

8. Enter your regular hours worked under:
   - Earnings: **Regular Pay**
   - Shift: **1**

Note:
   - Do not enter hours on ‘Stat Holiday – Paid’. For eligible employees, the statutory holiday pay is calculated by payroll outside of the online timesheets using the ESA formula.

9. Once you have entered the hours, click “Save”. Click on the buttons: “Next” and “Previous” to navigate between the first and the second week of the pay period.

10. When your hours for the entire pay period have been entered, you must submit them for approval.

   ![Submit for Approval]

**IMPORTANT:** You must complete your electronic time sheet before 11:59 p.m. Eastern Time on the Sunday (last day of the pay period). Failing to submit time sheet on time will require you to complete a paper time sheet and could delay your pay until the next pay period.
CHANGING HOURS AFTER SUBMISSION

1. You cannot make any more changes after the submission deadline of your time sheet. You can only view the status of your time sheet and who the approver is. Please connect with the approver if any hours needs to be updated.

2. If you need to make changes in the hours before the deadline, go back to the online timesheet and click ‘Return Time’.

3. Adjust your hours accordingly and click ‘Submit’

EXCEPTIONS TO TIME ENTRY:

You must submit a paper timesheet for the following:

- You missed entering your time online by the specified deadline
- If you enter part of your time online and submit it – and still have additional time to enter, you must submit a paper timesheet for the additional time and check off “Addition to time entry” on the time sheet (this only applies to the same pay period)
- You are not able to enter your time online (there is an error, contract has not been loaded on the system)
- You are being paid a lump sum amount (eg. Development)
- Any missed pay periods must be submitted by a paper timesheet with corresponding dates (you are not able to access online timesheets for previous pay period).

Paper timesheets and deadlines are posted on MyMohawk under Payroll Website