

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.



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. From "Selection Criteria Menu" select Access my Time Sheet.

Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>

- From "Time Sheet Selection" select the job and pay period for which you are reporting time.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
PT Office Clerk-Band C, S2641B-01 Payroll Services, 2641	<input checked="" type="radio"/>	Mar 31, 2014 to Apr 13, 2014 In Progress
Student Help, ST9897-01 Payroll Services, 2641	<input type="radio"/>	Mar 31, 2014 to Apr 13, 2014 In Progress

[Time Sheet](#)

- To enter hours for a specific day, click on the link "Enter Hours" below the heading for the correct day of the pay period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

PT Office Clerk-Band C -- S2641B-01

Payroll Services -- 2641

Jan 20, 2014 to Feb 02, 2014

Feb 03, 2014 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jan 20, 2014	Tuesday Jan 21, 2014	Wednesday Jan 22, 2014	Thursday Jan 23, 2014
Regular Pa y - Pay Equity	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Stat Holiday- Paid	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Supp. PT-Sick Paid	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0
Total Units:				0	0	0	0	0

[Position Selection](#)

[Comments](#)

[Preview](#)

[Submit for Approval](#)

[Restart](#)

[Next](#)

- Click on the buttons: "Next" and "Previous" to navigate between the first and the second week of the pay period.
- Regular hours are entered under "Regular Pay".
- Sick hours (if eligible) are entered on a separate line – "Supp PT-Sick Paid" on the day you were absent due to sickness.
- Eligible statutory holiday hours have to be entered on a separate line – "Stat Holiday-Paid". To see if you are eligible to receive Stat Holiday pay – please contact Human Resources.
- When your hours for the entire pay period have been entered, you must submit them for approval.

[Submit for Approval](#)

- If you would like to view the account number (FOAPAL) for each contract:
 - Select a contract from the "Selection Criteria Menu"
 - Click on "Enter Hours"
 - Click on "Account Distribution" – this will allow you to see the full account string at the bottom of the page

Account Distribution



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 31, 2014	Tuesday Apr 01, 2014
Regular Pay Partial Load	1	0	13		4	Enter Hours
Total Hours:			13		4	0
Total Units:				0	0	0

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 delaying your pay until the next pay period.

14. After submission of your time sheet, you cannot make any changes. You can only view the status of your time sheet and who the approver is.
15. Please follow up with the approver if the time sheet is not approved by noon on Monday, otherwise the hours may not be paid on the current pay period.

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 on line 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 after the pay period closes.

Paper timesheets and deadlines are posted on MyMohawk under Payroll Website