

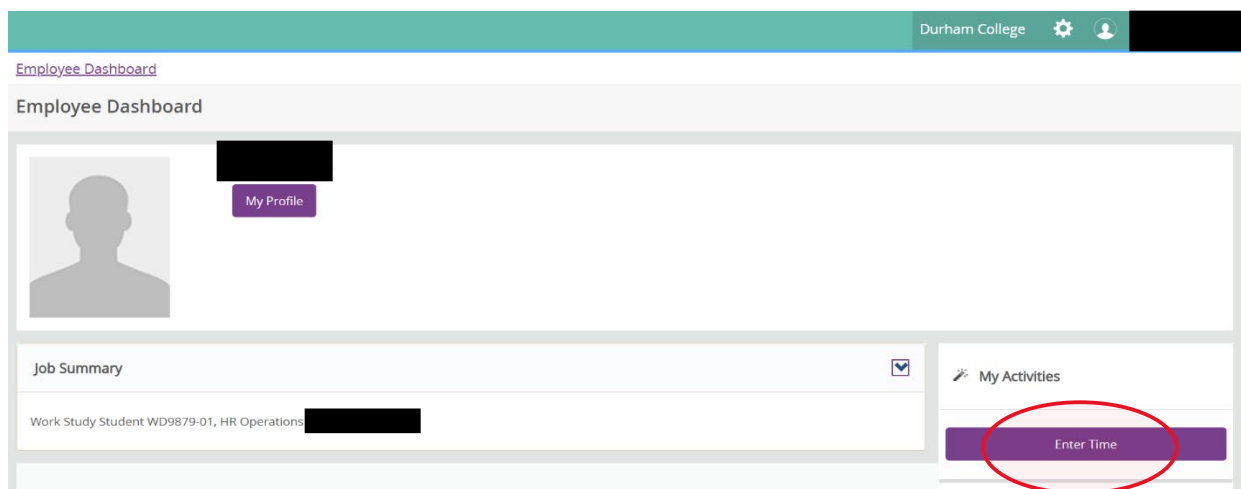
Web Time Entry User Guide

This guide provides step-by-step instructions for employees to enter and submit hours worked using Web Time Entry (WTE) in Employee Self-Service.

Entering Time

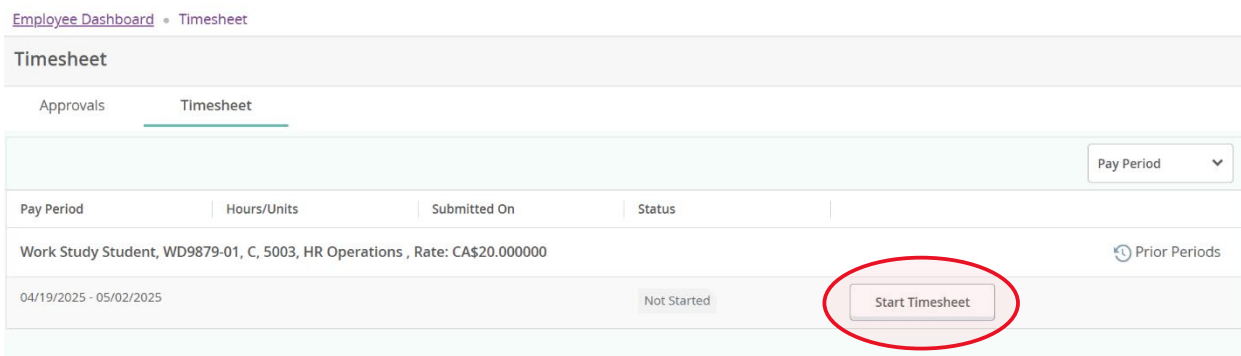
Accessing Web Time Entry

- Log into your Employee Self-Service (ESS) portal.
 - Once logged in you will see your Employee Dashboard.
- Go to “My Activities” and click “Enter Time”.



Entering Time Worked

- 1) Select “Start Timesheet” next to the applicable pay period, under the position in which you are entering hours for.



- 2) Click on the first workday in the pay period.
- 3) Enter the number of hours worked in the field under “Hours”.
- 4) After entering your hours, for each day click “Save” at the bottom of the page.

04/19/2025 - 05/02/2025



In Progress

Submit By 05/05/2025, 05:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
19	20	21	22	23	24	25

[Add Earn Code](#)

Earn Code

Regular Pay

Hours*

Notes for Entry

- Only report actual hours worked — do **not** round.
- Do **not** enter hours for any Holidays unless actually worked.
 - Working on a Holiday is paid at time and half.
- Do **not** input hours for absent days (e.g., vacation, sick) HR will confirm with payroll approved hours for payment.

Copying Time Entry

If your hours are the same on multiple days, you can use the copy feature:

- 1) Highlight the date and hours you want to copy, then click the “Copy Time Entry” button.

04/19/2025 - 05/02/2025

49.00 Hours



In Progress

Submit By 05/05/2025, 05:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
26	27	28 7.00 Hours	29 7.00 Hours	30	1	2

[Add Earn Code](#)

Regular Pay

7.00 Hours



Total: 7.00 Hours | [Account Distribution](#)

- 2) A pop-up will appear and you will have two options:

- Select the check box for “Copy to the end of pay period” – use this only if you worked every workday in the pay period and your hours were the same each day.
- Select specific days – manually choose which days to copy the hours to on the calendar.
 - If manually selecting days, click to highlight each date on the calendar where you want to copy the hours.

Dashboard • Timesheet • Work Study Student, WD9879-01, C, 5003, HR Operations , Rate: CA\$20.000000

Work Study Student, WD9879-01, C, 5003, HR Operations , Rate: CA\$20.000000

04/19/2025 - 05/02/2025 | 7.00 Hours | In Progress | Submit By 05/05/2025, 05:00 PM

Copy Time Entry

Regular Pay : 7.00 Hours (04/21/2025, MONDAY)

Select Options

- ☐ Copy to the end of pay period
- ☐ Include Saturdays
- ☐ Include Sundays

Pay Period: 04/19/2025 - 05/02/2025

SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16	17	18	19
20	21 7.00 Hours	22	23	24	25	26
27	28	29	30	1	2	3

Cancel Save

Account Distribution

✓ All entries, including Time In and Out data, hours, and Account Distribution override changes you have made for this earning code will be copied.

3) Click “Save” to apply the copied hours.

Employee Dashboard • Timesheet • Work Study Student, WD9879-01, C, 5003, HR Operations , Rate: CA\$20.000000

Work Study Student, WD9879-01, C, 5003, HR Operations , Rate: CA\$20.000000

04/19/2025 - 05/02/2025 | 7.00 Hours | In Progress | Submit By 05/05/2025, 05:00 PM

Copy Time Entry

Regular Pay : 7.00 Hours (04/21/2025, MONDAY)

Select Options

- ☒ Copy to the end of pay period
- ☐ Include Saturdays
- ☐ Include Sundays

Pay Period: 04/19/2025 - 05/02/2025

SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16	17	18	19
20	21 7.00 Hours	22	23	24	25	26
27	28	29	30	1	2	3

Cancel Save

Account Distribution

Reviewing and Submitting

Reviewing your Timesheet

- Once you’ve entered all hours for the pay period, select “Preview” to view a summary of your entries.

Employee Dashboard • Timesheet • Student Employee, STU968-03, C, 5003, HR Operations , Rate: CA\$15.000000

Student Employee, STU968-03, C, 5003, HR Operations , Rate: CA\$15.000000

05/31/2025 - 06/13/2025 | 35.00 Hours | In Progress | Submit By 06/16/2025, 05:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31	1	2 7.00 Hours	3 7.00 Hours	4 7.00 Hours	5 7.00 Hours	6 7.00 Hours

Regular Pay 7.00 Hours

Total: 7.00 Hours | Account Distribution

Exit Page Cancel Save Preview

Submitting your Timesheet

- Carefully review all hours entered for accuracy.
- Make sure you've entered time for each day worked in the pay period.
- When ready, click "Submit for Approval."
- Your supervisor will receive a notification to review and approve the submission.

Employee Dashboard • Timesheet • Work Study Student_WD9879-01_C_5003_HR Operations_Rate: CA\$20.000000 • Preview

Pay Period: 70.00 Hours In Progress Submit By 05/05/2025, 05:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/21/2025	REG, Regular Pay	1	7.00 Hours
04/22/2025	REG, Regular Pay	1	7.00 Hours
04/23/2025	REG, Regular Pay	1	7.00 Hours
04/24/2025	REG, Regular Pay	1	7.00 Hours
04/25/2025	REG, Regular Pay	1	7.00 Hours
04/28/2025	REG, Regular Pay	1	7.00 Hours
04/29/2025	REG, Regular Pay	1	7.00 Hours
04/30/2025	REG, Regular Pay	1	7.00 Hours
05/01/2025	REG, Regular Pay	1	7.00 Hours
05/02/2025	REG, Regular Pay	1	7.00 Hours

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular Pay	1	35.00	35.00	70.00 Hours
Total Hours		35.00	35.00	

Return Submit

After Submission

You can track the status of your timesheet in several places: from the main timesheet menu, within your active timesheet, or in the timesheet preview screen.

- Not Started – timesheet has not been started
- In Progress - draft (not yet submitted)
- Pending - submitted and awaiting approval
- Approved - supervisor has approved

Timesheet Menu:

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet Leave Request

Pay Period

Pay Period	Hours/Units	Submitted On	Status
Student Employee, STU968-03, C, 5003, HR Operations , Rate: CA\$15.000000			
05/31/2025 - 06/13/2025	35.00 Hours	05/22/2025	Pending

Prior Periods

Active Timesheet:

Employee Dashboard • Timesheet • Student Employee, STU968-03, C, 5003, HR Operations , Rate: CA\$15.000000

Student Employee, STU968-03, C, 5003, HR Operations , Rate: CA\$15.000000

Leave Balances

05/31/2025 - 06/13/2025 35.00 Hours Pending Submitted On 05/22/2025, 09:40 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31	1	2	3	4	5	6
		7.00 Hours	7.00 Hours	7.00 Hours	7.00 Hours	7.00 Hours

Timesheet Preview:

Durham College
⚙️ 👤

[Employee Dashboard](#) • [Timesheet](#) • [Work Study Student, WD9879-01, C, 5003, HR Operations, Rate: CA\\$20.000000](#) • [Print](#)

✔ Timesheet successfully submitted.

04/28/2025	REG, Regular Pay	1	7.00 Hours
04/29/2025	REG, Regular Pay	1	7.00 Hours
04/30/2025	REG, Regular Pay	1	7.00 Hours
05/01/2025	REG, Regular Pay	1	7.00 Hours
05/02/2025	REG, Regular Pay	1	7.00 Hours

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular Pay	1	35.00	35.00	70.00 Hours
Total Hours		35.00	35.00	

Routing and Status

Name	Action
	Originated On 04/25/2025, 03:49 PM by Doucet, [REDACTED]
	Submitted On 04/25/2025, 03:54 PM by Doucet, [REDACTED]
	Approve by 05/06/2025, 12:30 PM
Client [REDACTED]	Pending Approval

[Return](#)

Recalling a Submitted Timesheet

You can recall and edit your timesheet only if your supervisor has **not approved** it.

To recall your timesheet, follow the steps below:

- 1) If you've just submitted, click the "Return" button at the bottom of the confirmation screen to go back to your timesheet.

Routing and Status

Name	Action
	Originated On 05/21/2025, 12:55 PM by [REDACTED]
	Submitted On 05/21/2025, 01:59 PM by [REDACTED]
	Approve by 06/17/2025, 12:30 PM
[REDACTED]	Pending Approval

Return

- 2) If you previously submitted, go to your Employee Dashboard and click "Enter Time" to view your timesheets.
 - Select the pending timesheet you want to recall.

[Employee Dashboard](#) • [Timesheet](#)

Timesheet

Approvals
Timesheet
Leave Request

Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status
Student Employee, STU968-03, C, 5003, HR Operations, Rate: CA\$15.000000			
05/31/2025 - 06/13/2025	28.00 Hours	05/21/2025	Pending

[Prior Periods](#)

- 3) Once you've opened your timesheet click "Recall Timesheet" at the bottom of the page.
 - You will see a notification: "Timesheet successfully recalled".

[Employee Dashboard](#) • [Timesheet](#) • Student Employee, STU968-03, C, 5003, HR Operations , Rate: CA\$15.000000

Student Employee, STU968-03, C, 5003, HR Operations , Rate: CA\$15.000000

[Leave Balances](#)

05/31/2025 - 06/13/2025

28.00 Hours ⓘ

Pending

Submitted On 05/21/2025, 01:59 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31	1	2 7.00 Hours	3	4 7.00 Hours	5 7.00 Hours	6 7.00 Hours

[Exit Page](#)
[Recall Timesheet](#)
[Preview](#)

- 4) After recalling, you can make any necessary edits and then resubmit for approval following the steps outlined above.

Deadlines

- Time entry must be submitted by **every second Monday by 5:00 PM** to ensure timely payroll processing.
- Late submissions may result in delayed pay.

Important Reminders

- Once the employee timesheet deadline has passed, manual timesheets must be submitted.
- If you cannot see your position or pay period, contact your manager immediately.
- Ensure your browser allows pop-ups and has cookies enabled.