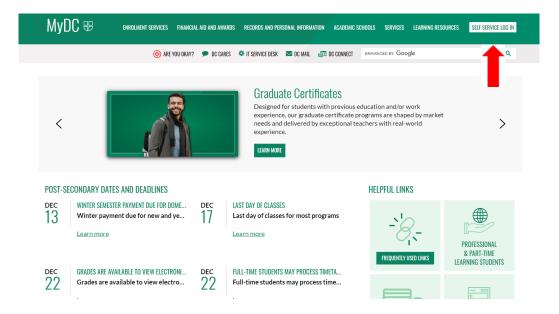
## **Web-Time Entry for Work Study Payroll**

As a part-time support employee you are required to complete a timesheet via the "My DC Self-Service" portal using your 9 digit BANNER ID#.

If you have problems accessing this portal contact IT Support.

Here is the My DC link: https://durhamcollege.ca/mydc/



If you should have any questions or require assistance with completing the timesheet, please contact the payroll department via email: payrolldepartment@durhamcollege.ca

## **KEY THINGS TO REMEMBER**

- 1. Timesheets must be completed with ALL hours worked for the current 2 week pay period BEFORE "submitting" for approval.
- 2. In order to get paid, timesheets must be submitted by the Thursday deadlines as per the payroll schedule.
- 3. Do not enter hours for a Statutory Holiday unless you actually worked that day. Payroll will automatically determine the hours owing if left blank.
- 4. Confirm your timesheet has been "approved" by your supervisor the day after the deadline.