

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/>

MyDC

ENROLMENT SERVICES FINANCIAL AID AND AWARDS RECORDS AND PERSONAL INFORMATION ACADEMIC SCHOOLS SERVICES LEARNING RESOURCES SELF SERVICE LOG IN

ARE YOU OKAY? DC CARES IT SERVICE DESK DC MAIL DC CONNECT ENHANCED BY Google

Graduate Certificates

Designed for students with previous education and/or work experience, our graduate certificate programs are shaped by market needs and delivered by exceptional teachers with real-world experience.

LEARN MORE

POST-SECONDARY DATES AND DEADLINES

DEC 13	WINTER SEMESTER PAYMENT DUE FOR DOMESTIC STUDENTS Winter payment due for new and returning students	DEC 17	LAST DAY OF CLASSES Last day of classes for most programs
DEC 22	GRADES ARE AVAILABLE TO VIEW ELECTRONICALLY Grades are available to view electronically	DEC 22	FULL-TIME STUDENTS MAY PROCESS TIMETA... Full-time students may process time...

HELPFUL LINKS

FREQUENTLY USED LINKS

PROFESSIONAL & PART-TIME LEARNING STUDENTS

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