How to Enter Additional Straight time and Overtime

Navigate to the Electronic Timesheet Website:
https://wilmets.dcsnetlink.com/login.asp

1. Enter your Employee ID #. Your Employee ID has been defined as your 8 digit EmplID from the PeopleSoft Human Resources system. It may be obtained from the top of your Direct Deposit Advice or from the Human Resources department.

2. Enter your Password. If you do not know your password, see Step 5.

3. Select the College for whom the work was performed.

4. Click on the Login button.

5. If you cannot remember your password, enter your 8-digit EmplID into the Employee ID field on the right hand side, select the college for whom the work has been performed, and click on Email Password. Your password will be emailed to the email address contained in your Human Resources database. The email address used will be your college email, if you have one. Otherwise, it will be your home email if it is in our files. Otherwise, call the Help Desk and it will be reset to the default password.
How To Enter Additional Straight time and Overtime

6. If the System Mode is in Time Entry, click on the Current Entry link. If the System Mode is in Approval or Processing, click on the Future Entry link.
7. Click on the Add New Time Entry link.

8. If time was previously entered, and has NOT yet been approved, you may open up the previous entry by clicking on the Sequence number and add to it. If it has already been approved, you will need to make a New Entry.
<table>
<thead>
<tr>
<th>Employee:</th>
<th>Marshall, Marsha (12020332)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq#:</td>
<td>2.0</td>
</tr>
<tr>
<td>Earnings Code:</td>
<td>Additional Straight Time (105)</td>
</tr>
<tr>
<td>Account Number:</td>
<td>5044 1000 91911 1701</td>
</tr>
<tr>
<td>Previous Year:</td>
<td></td>
</tr>
<tr>
<td>Select a Class from the drop-down or enter the Class info below:</td>
<td>- Select a Class -</td>
</tr>
<tr>
<td>Class Number:</td>
<td></td>
</tr>
<tr>
<td>Catalog Number:</td>
<td></td>
</tr>
<tr>
<td>Section:</td>
<td></td>
</tr>
<tr>
<td>Class Info:</td>
<td></td>
</tr>
<tr>
<td>Work/Contact Hours:</td>
<td>5</td>
</tr>
<tr>
<td>Rate Grade-Step ($/Rate):</td>
<td>2-16 ($16.190000)</td>
</tr>
<tr>
<td>Office/Prep Multiplier:</td>
<td>None (0)</td>
</tr>
<tr>
<td>Office/Prop Hours:</td>
<td>0</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>5</td>
</tr>
<tr>
<td>Total Pay:</td>
<td>$80.95 over 1 pay period(s), beginning 5/19/2006</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Levine, Carol A (12017693)</td>
</tr>
<tr>
<td>Comments:</td>
<td>By clicking on save, I certify that the above information is a true representation of the work that has been performed.</td>
</tr>
</tbody>
</table>

Save

Delete
9. From the **Earnings Code** drop down list, select the appropriate earnings code by college:

- Additional Straight Time (I05)
- Overtime Pay – OTS–Custodial (I06)

10. Verify the **Account Number** for Clerical Overtime pay, correct any incorrect fields.

- OTS Additional Straight Time - 5044
- Custodial Additional Straight Time - 5068
- OTS Overtime Pay – 5044
- Custodial Overtime Pay – 5068

11. If the time worked applies to the previous Fiscal Year (prior to July 1) check the **Previous Year** checkbox.
12. Leave the Class Number, Term, Catalog Number and Section blank.

13. Leave the Hours blank, as they will be fed in from another link.

14. Verify the overtime time Rate.

15. Leave the Enter a Rate field blank.
16. Leave the **Office/Prep Multiplier** as default of None (0). (The Office/Prep Hours & Total Hours fields will only be applicable if the Office/Prep Multiplier box is used).

17. Leave the **Total Pay** field blank, as it will be automatically calculated based on the Hours and Rate.

18. Select the appropriate **Supervisor** from the drop down list, based on who will be approving the time worked.

19. If needed, enter any **Comments**.

20. Click on the **Save** button.

21. Click on the Dates/Hrs checkbox.
22. Please note the time worked through date and the applicable payroll date in the upper left hand corner of the window. If this transaction is approved on time, it will be paid on the displayed Payroll Date.

23. Enter the **Date** worked. The date cannot be beyond the **Date worked thru date** that is displayed in the upper left hand corner.

24. Enter the **Hours** worked on that date in the following format: 99.99

25. Repeat as needed for each day worked.

26. If additional rows are needed, click on the **Save and Add** button.

27. When finished, click on **Save and Close**.

28. The System will edit the dates entered against previous dates worked and warn you if you are entering the same date with the same earnings code. If the date is correct, you can just Click OK through the warnings and the transaction will save. If the date is incorrect, you can cancel on the second popup and correct the entry. Resave and you should not receive another warning.
29. The page will re-display with the data that has been entered.

30. If no additional time is to be entered, under the miscellaneous drop down, click on **Logout**.

31. You have completed the time entry for overtime or Additional straight time.