How to Enter Time worked by Work Study Students and Tutors

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 Person ID from the PeopleSoft system. Enter your Password. If you do not know your password, see Step 5.

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

3. Click on the Login button.

4. 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.

5. Please note that you must accept Pop-ups from this website. If you need assistance, please call the help desk at the number indicated above.
How To Enter Time worked by Work Study students and Tutors

1/25/2010

6. If the System Mode is in Time Entry, click on the Student (WS/Tutor) Time Entry link. If the System Mode is in Approval or Processing, click on the Student (WS/Tutor) Future Time Entry link.
7. Click on the **OK** button to the right of **Add New Entry for ____**.
How To Enter Time worked by Work Study students and Tutors

8. Select the correct Date of work.

9. Enter the correct Start time and check the AM or PM radio button.

10. Enter the correct End time and check the AM or PM radio button.


12. An Account Number defaults into the record; accept the default.

13. The Work Study/Tutor Rate will default; if a different rate is needed, select rate from the drop-down. If the rate needed is not listed the payroll department will need to add; please contact your supervisor.

14. Select your immediate Supervisor for approval from the drop-down.

15. Enter Comments as requested by your supervisor.

16. Click on Save and Close.

17. If you receive the below warning, contact your Financial Aid Staff, as you are nearing your Award amount.
18. Your Time worked will display, including total amounts by Earnings code. If you cannot see your time, the most common reason is that the date worked that was entered was after the “Time Worked Thru Date” at the top right hand of the page. If this is the case, then navigate to the Student (WS/Tutor) Future Time Entry page under the Time Worked drop-down. The time will be displayed there and will be processed on the appropriate payroll.

19. Review all the information. If it is incorrect, click on the Sequence number (Seq#) and correct the data.

20. Your supervisor will be notified overnight that there is time ready to approve. All time worked must be approved by both your immediate Supervisor and their Manager. It is possible for this to be the same person.

21. Time worked must be approved by your immediate Supervisor AND their Manager before it will be paid. You can determine whether your Supervisor has approved the time by the Supervisor Approval (Super App) checkbox. Once this box has been checked, the time is ready for your Manager to approve.

22. After both the Supervisor and Manager have approved the time, it will then be processed on the paycheck date indicated. If the time has not been approved by the approval deadline, it will be processed with the next payroll after approval.

23. If more time is to be entered, repeat steps 6 through 16 for each date/time combination.

24. When finished, click on the drop-down under Miscellaneous and select Logout.