How to Enter Credit Instruction with Multiple Distribution Account Numbers

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 second Username field, 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.
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. From the **Earnings Code** drop down list, select the appropriate earnings code:
   - Curriculum/Projects (I04)
   - Honorarium – Instruction (I43)
   - Instruction – PT Non-Credit (I08)
   - Instruction – PT Credit (I07)
9. Accept the default or correct the account number information. Certain Earnings codes must have specific Accounts (see step 8 for this information). The required fields are: Account, Fund, DeptID and Location. Please contact your supervisor for this information if you do not have it.

10. If the time worked applies to the previous Fiscal Year (prior to July 1), check the Previous Year checkbox.

11. Review the drop down list for the Class and term information. Select the appropriate one and the remaining class fields will automatically populate. If the class that is being taught is not listed, please enter it into the Class Number and Term fields. Please note that some ASC instruction is processed without specific Class and term information being entered.

12. Leave the Work/Contact Hours blank, as they will be fed in from another link. The exception to this would be for Independent Study, on-line or CBT classes, as there will not be specific dates to enter. If this is the case, enter the number of hours to be reimbursed.

13. Verify the Rate. If the rate is correct, do nothing. If the rate is incorrect for this activity, see the next step.

14. Leave the Enter a Rate field blank if the Rate that defaulted in (previous step) is correct. If the Rate is incorrect, enter the correct rate here. This is called an override rate.
15. Leave the **Office/Prep Multiplier** at None. If applicable, the Multiplier will be added by your supervisor.

16. Skip the **Office/Prep Hours** and **Total Hours** fields.

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 a comment is appropriate, enter it in the **Comments** field.

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 date 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 the 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 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 redisplay with the data that has been entered.
30. Click on the Multiple Acct # checkbox.
31. Correct, if necessary, the account structure on the first row.

32. Adjust the **Percent** on the first line to the correct percent.

33. Enter the Account structure and percent for the second row.

34. If needed, enter the Account structure and percent for the final row.

35. The Percent must total 100.00, or else you will be prompted to re-enter. When complete, click on **Insert**. The records will be saved and the information will be redisplayed on the main page.
36. Any fields highlighted in yellow have been marked as needing review. The supervisor will be responsible for verifying the data that is highlighted.

37. If no additional time is to be entered, click on Miscellaneous/Logout. Otherwise, click on Add New Time Entry and continue adding entries until complete.

38. You have completed the time entry for Credit Instruction (ASC) — Multiple Account Distributions.