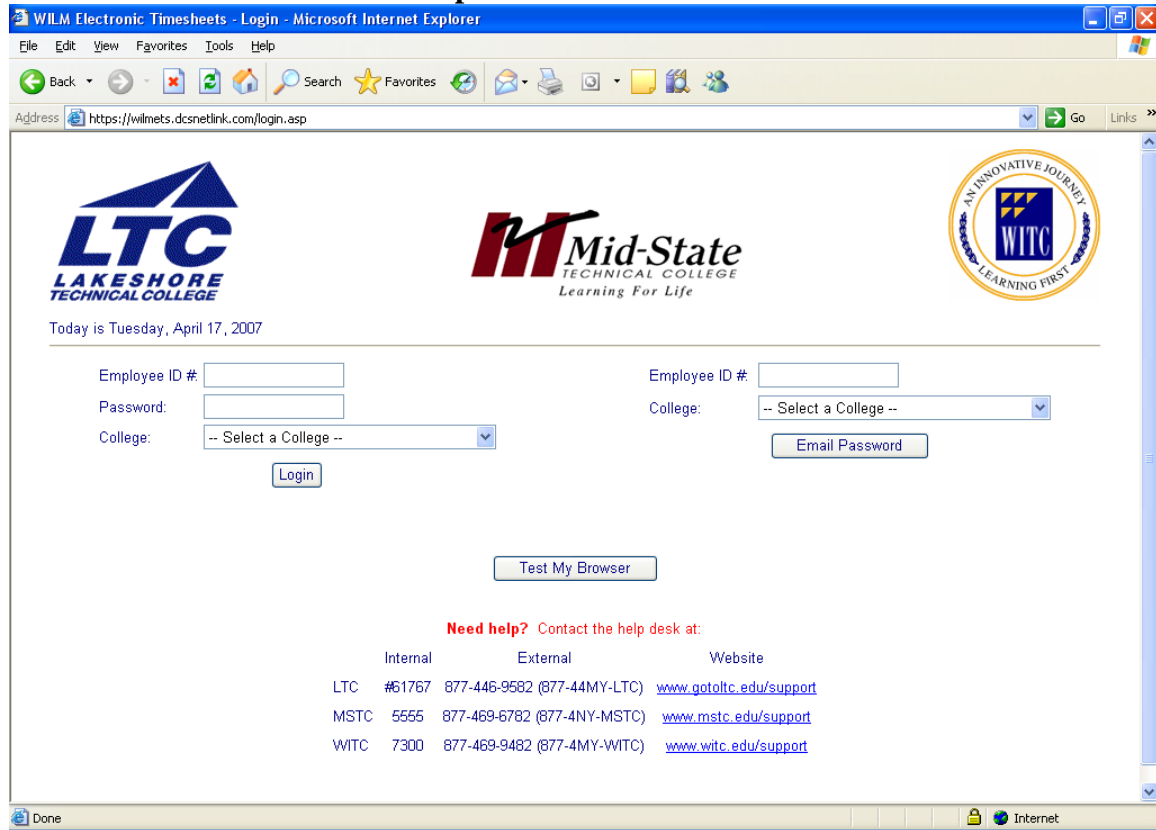


How to View History Payments

Navigate to the Electronic Timesheet Website:

<https://wilmets.dcsnetlink.com/login.asp>

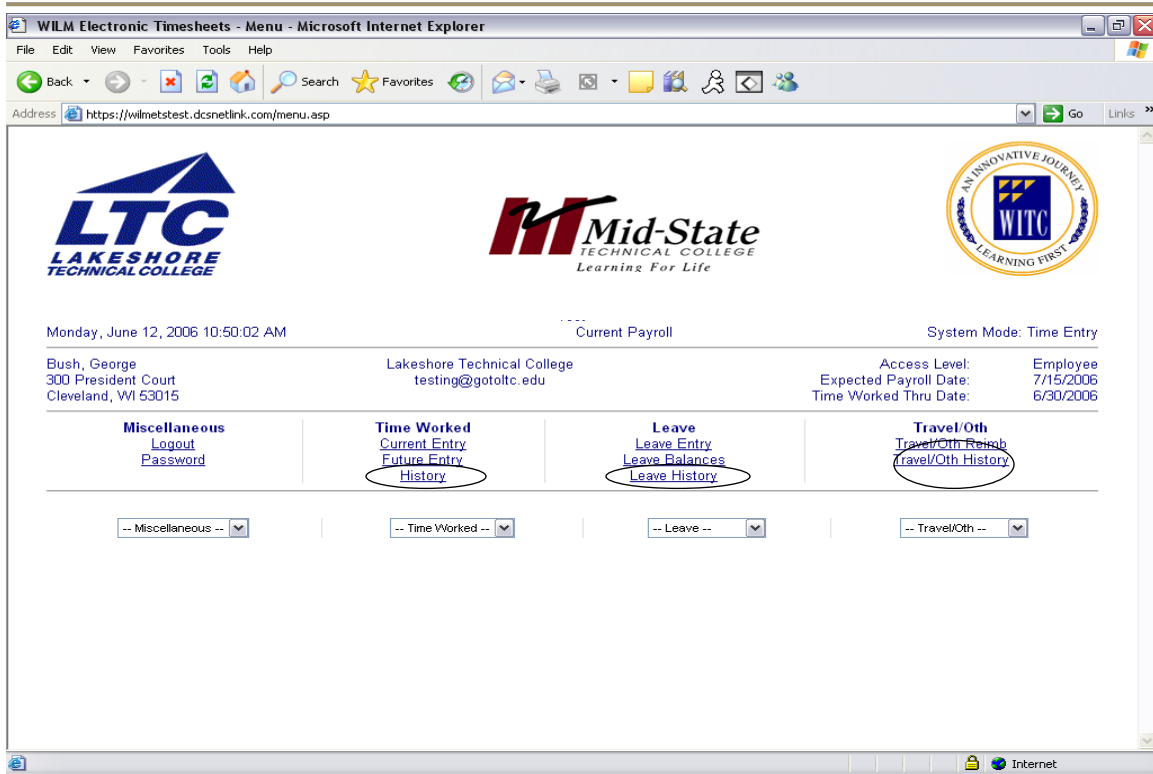
***Must use Microsoft Internet Explorer 5.5 or Greater**



1. Enter your **Employee ID#**. Your Employee ID# has been defined as your 8 digit EmplId. It may be obtained from the top of your Direct Deposit Advise or from the Human Resources department.
2. Enter your **Password**. First time signing in, your password is (in caps) the 1st 2 letters of your first name, 1st 2 letters of your last name, plus the last 4 digits of your social security number.

If you forgot your password, fill in the 'Email Password' section. An e-mail will be send to your campus e-mail, or you may contact the Help Desk (#61767)

3. Select **Lakeshore Technical College** from the dropdown box on the **College** button.
4. Click on **Login**.

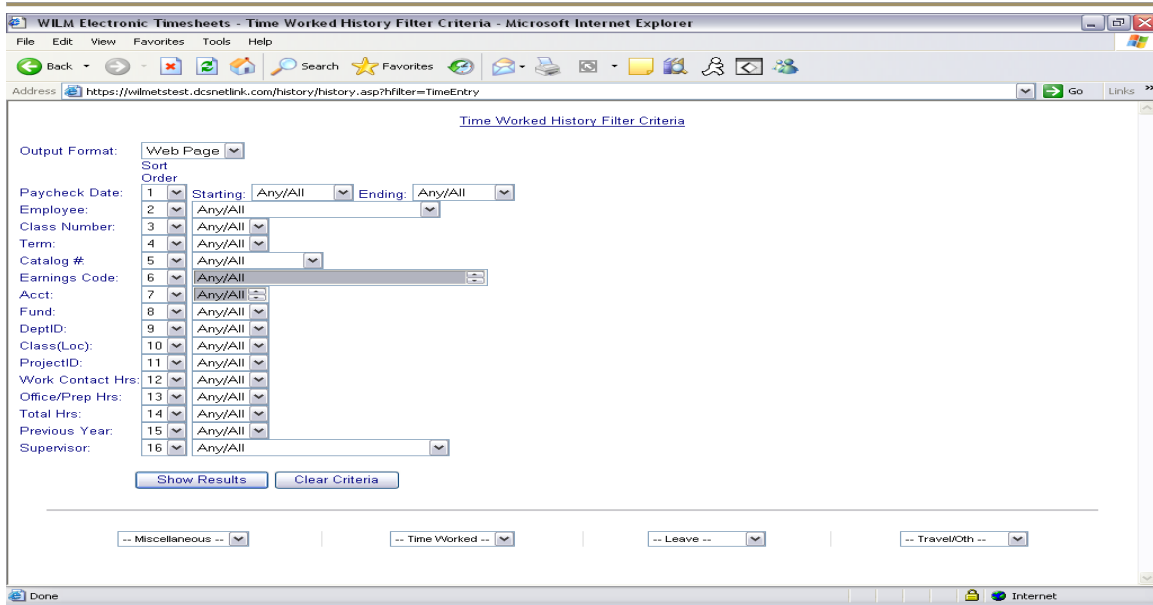


1. Click on the **History** button for the appropriate area you are interested in:

Time Worked – Regular pay for part time support staff
All additional earnings for support staff and managers
All additional Instructional/Non Instructional earnings for
Instructors (beyond contract earnings)

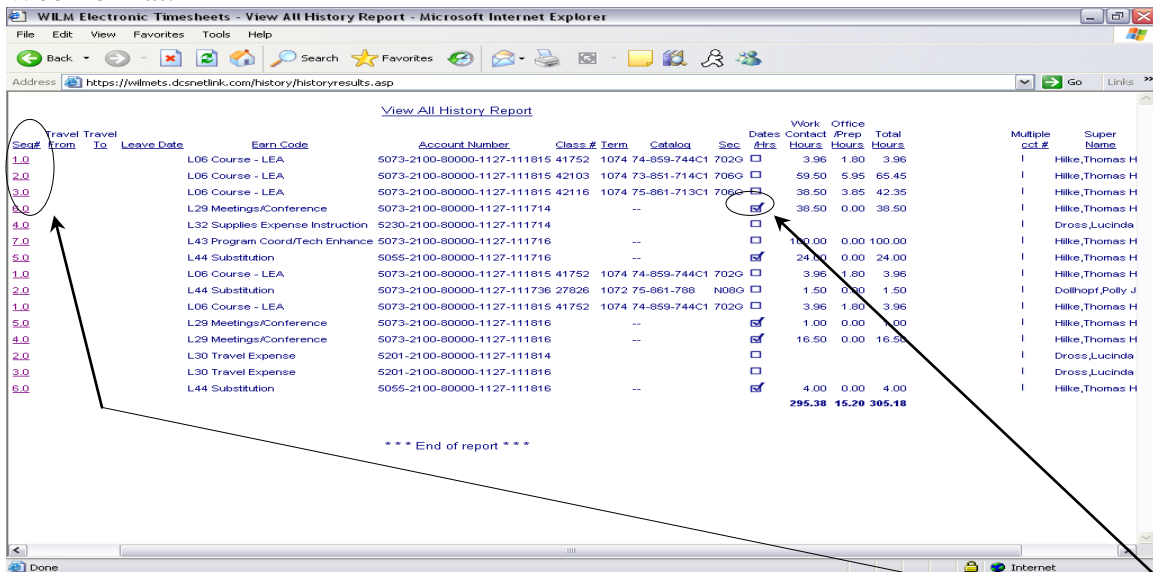
Leave – All Leave earned or taken for applicable staff

Travel Other – All expense vouchers
All tuition Reimbursement



1. Select any of the dropdown boxes on the right for a **narrower search of data**.
2. To **sort** your results, select any of the dropdown boxes on the left.
3. You can view the history in 2 **output formats**, Web and Excel. They show the same information, except the Web format allows you to click into the entry for further information.
4. Click **Show Results**.

Web Format:



1. To see the **detailed information** of any payment, you may select the **Seq#** button or the **Dates/Hrs** button.
2. You have completed Viewing of History Payments.