How to Enter Hours For Employee Who Work Less Than 1200 Annual Hours – Due to Pandemic Outbreak (For SUPERVISOR ENTRY Only)

If you have an employee who works less than 1200 annual hours, they are not eligible for leave benefits such as Paid Leave of Absence and Vacation. If the employee is unable to work from home, use the following how to instructions to enter your direct report hours to ensure they will be paid based on their normal scheduled hours. **Hours must be entered by the "Time Entry Due Date" as shown on the Payroll Calendar.**

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

TECHNICAL COLLEGE TECHNICAL COLLEGE Today is Monday, March 23, 2020			MID-STA	TE	WITC	WISCONSIN INDIANHEAD TECHNICAL COLLEGE
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Password:				College: S	elect a College 🗸 🗸	
College: -	Select a College V				Email Password	
	Login					
			Test My Browser			
			Need help? Contact the help	desk at:		
		Internal	External	Website		
	LTC	1767	920-693-1767	https://Helpdesk.gotoltc.edu		
	MSTC	5555	877-469-6782 (877-4MY-MSTC)	www.mstc.edu/support		
	WITC	1111	715-475-1111	https://myhelp.witc.edu		

- 1. Enter your Employee ID#.
- 2. Enter your **Password.**

If you forgot your password, fill in the 'Email Password' section. An e-mail will be send to your staff e-mail.

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

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2. Click on the Add New Time Entry button.

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Account Number:	Account Fund DeptID Class(Loc) ProjectID 5055 1000 93401 1127
Previous Year:	
Select a Class from the drop-dow or enter the Class info below	- Select a Class - 💌
Class Number:	Term:
Catalog Number:	Section:
Class Info:	StartDT EndDT Loc Description
Work/Contact Hours:	
Rate Grade-Step (\$Rate): Select a Rate from the drop-down or enter a Rate here Office/Prep Multiplier:	None (0)
Office/Prep Hours:	
Total Hours:	
Total Pay:	over I m pay period(s), beginning 7/15/2006 m
Supervisor:	Select a Supervisor
Comments:	bat the phase information is a true representation of the weak that has been performed
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	×
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- 3. Select the Employee Name for the direct report you are entering hours for. The system will default to be your name and you will need to change this.
- 4. From the Earnings Code drop down list, select the appropriate earnings code based on the employee's position. If you need confirmation, please contact Human Resources.
 - a. L01 Regular Pay
 - b. L08 Clinical Skills/EMS/Fire Lab
 - c. L13 Tactical Skills
- 5. Verify the Account Number for the work being entered part of the account number will need to be changed as shown below:
 - d. Account (same as default)
 - e. Fund: Change to 1001
 - f. DeptID: Change to 96800
 - g. Class (Loc): (same as default 1127)

h. ProjectID: Change to 112911

- 6. Leave the Class Number, Term, Catalog Number, and Section Number blank.
- 7. Leave the Work/Contract Hours blank.
- 8. Verify the Rate.
- 9. Leave the Office/Prep Multiplier as default of None.

- 10. Leave the Total Pay blank. This will be automatically calculated when hours are entered.
- 11. Select the appropriate Supervisor from the drop down list.
- 12. Click on the Save button.

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13. The page will re-display with the data that has been entered.

14. Click on the Dates/Hours checkbox. -

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- 15. Enter the **Date.** (Format: 6/1), **Day** will filter in after tab out of date field.
- 16. Enter the total **Hours** worked on that date.

- 17. ONLY after all hours for the designated pay period have been entered, click the Ready for Supervisor approval checkbox (a checkmark will appear). Note: If you are entering your hours on a 'day by day' basis, please leave the 'Ready for Supervisor approval' checkbox blank until all hours for the pay period have been entered.
- 18. Click on the **Save and Close** button.

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- 19. The page will re-display with the data that has been entered. Note: If time was previously entered, and has NOT been approved, you may add/correct the entry be clicking on the Seq# or Dates/Hrs box.
- 20. You have completed your time entry for the pay period.
- 21. As the supervisor, you will need to go back and approve these hours entered.