

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>

	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

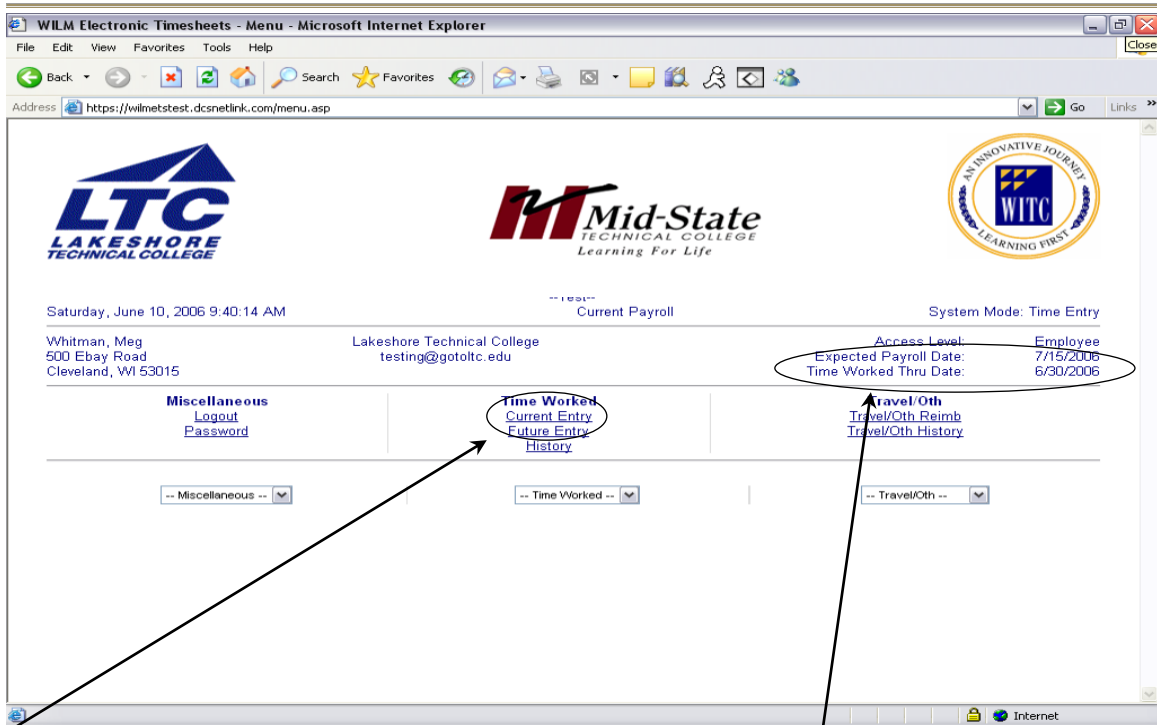
1. Enter your **Employee ID#**.

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**.



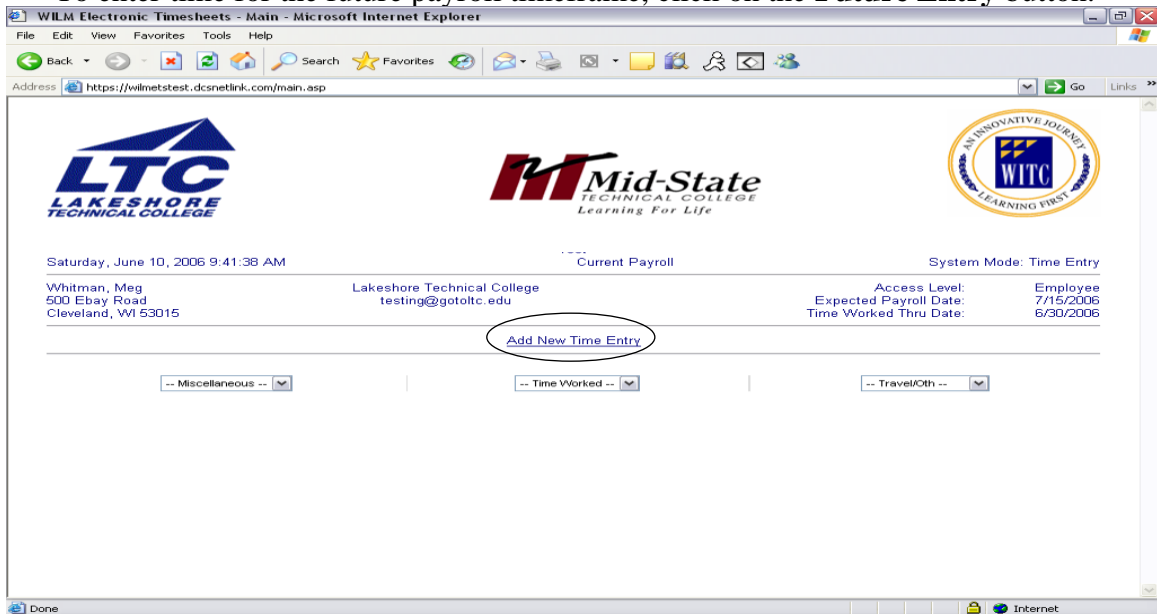
Determine the payroll date that the payment should be made on. You can enter for the current payroll or one future payroll.

Payments: 1st – 15th = end of month payroll
16th – end of month = mid-month payroll.

1. To enter time for the current payroll timeframe, click on the **Current Entry** button.
Note: The Current Entry screen is unavailable for new entries in Approval & Processing Modes (see System Mode). Please refer to the E-Sheet Calendar (Time Entry Due Date column).

or

To enter time for the future payroll timeframe, click on the **Future Entry** button.



2. Click on the **Add New Time Entry** button.

https://wilmetstest.dcsnetlink.com - New Header Entry - Microsoft Internet Explorer

Employee: Bush, George (12030810)

Earnings Code: -- Select an Earnings Code --

Account Number: Account Fund DeptID Class(Loc) ProjectID
5055 1000 93401 1127

Previous Year:

Select a Class from the drop-down or enter the Class info below

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 1 pay period(s), beginning 7/15/2006

Supervisor: -- Select a Supervisor --

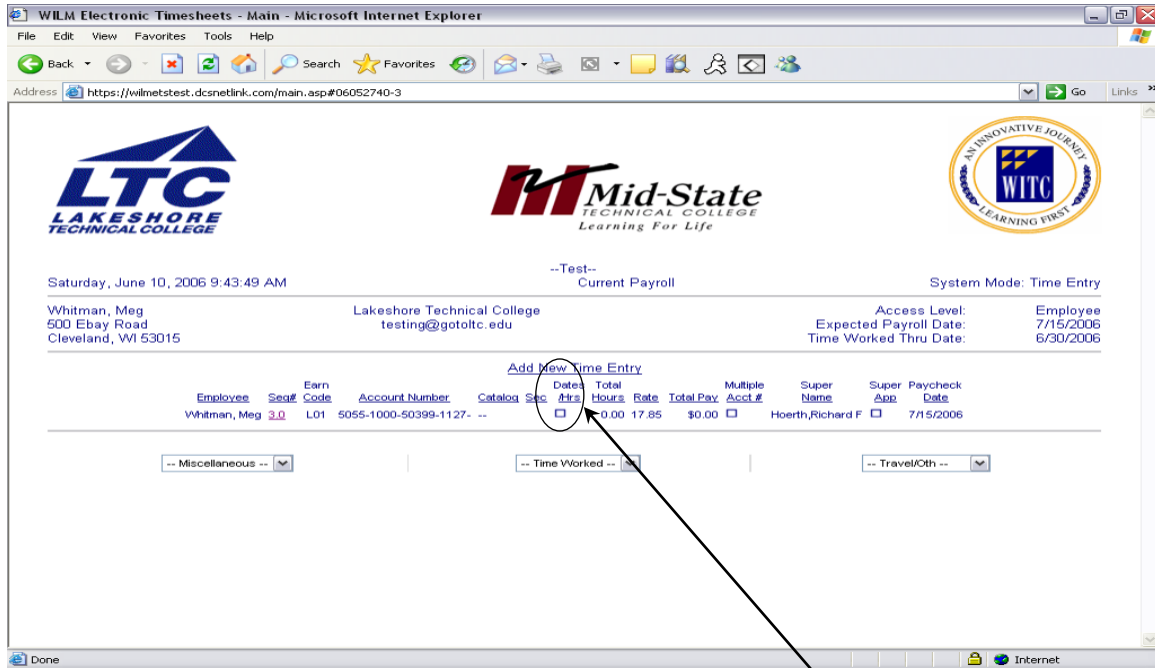
Comments:

By clicking on save, I certify that the above information is a true representation of the work that has been performed.

Save

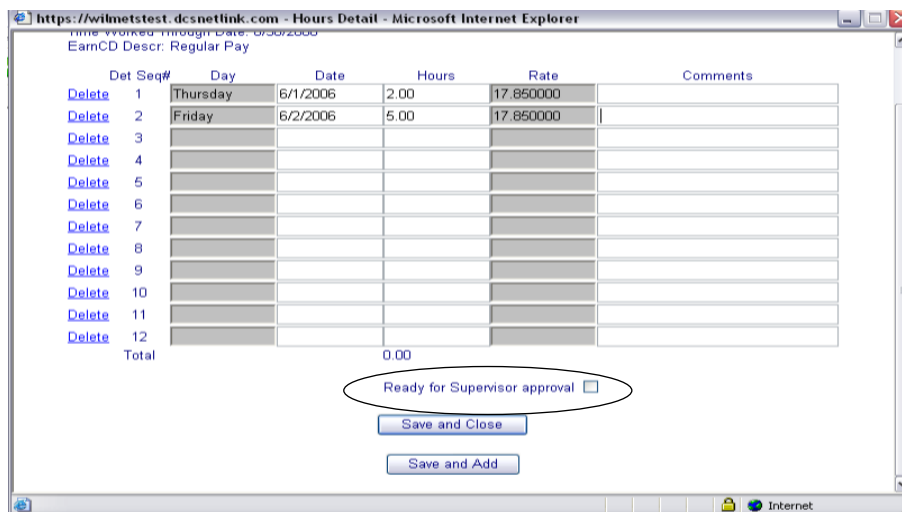
3. Select the Employee Name for the direct report you are entering hours for. The system will default to be your name and you will need to change this.
4. From the Earnings Code drop down list, select the appropriate earnings code based on the employee's position. If you need confirmation, please contact 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.



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

14. Click on the **Dates/Hours** checkbox.



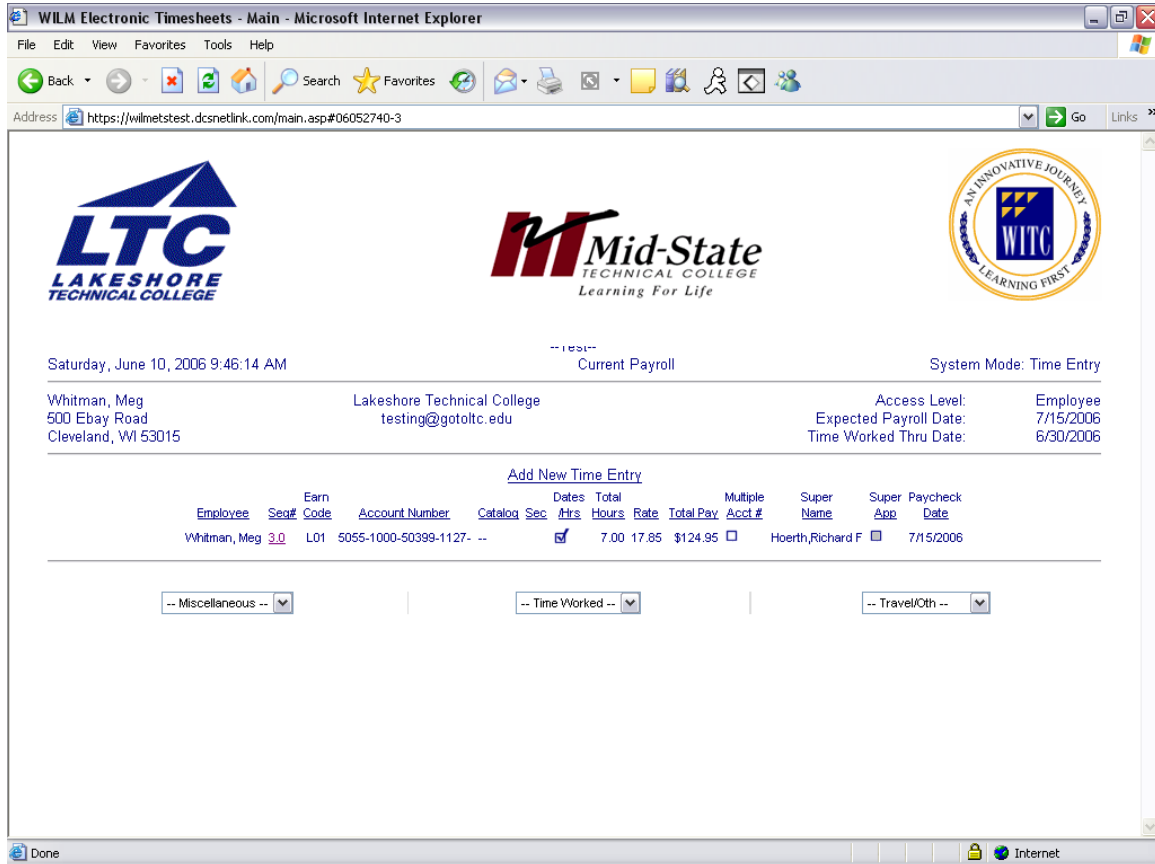
15. Enter the **Date**. (Format: 6/1), **Day** will filter in after tab out of date field.

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.



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 by 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.