WELCOME TO DURHAM COLLEGE

<u>AND</u>

WEB TIME ENTRY FOR PART TIME SUPPORT PAYROLL

As a part time Support employee you are required to complete a timesheet via the "MyCampus" portal using your 9 digit BANNER ID#. If you have problems accessing this portal contact IT Support.

Here is the MyCampus link:

https://durhamcollege.ca/mycampus

On this log-in page is also a 6 minute video to assist you in completing your timesheet.

Homeans MyCampus	PROGRAMS AND COURSES ADMISSIONS FIN	ANCIAL INFO STUDENT LIFE ABOUT CONTACT
MyCampus Login	DC'S STUDENT INFORMATION PORTAL	MYCAMPUS BULLETINS
	MyCampus will be your central hub for information regarding academic, admistrative and extracurricular college events, including:	Communication on No Exploy for Students', Network Password
Password:	Information you Need to Know Announcements	INFORMATION • What is my MyCompus Username and
SUBMIT Forgot your password? Locked account? <u>Reset your</u> MyCampuy/DC Connect PIN	Campus alerts Financial roblications Registrarial roblinations Student awards and financial aid Student services Student pols How To/Forms	Studentguide to online neglistration Processional Studentguide to online neglistration PLEnglispees Web Time Entry
Hawing problems? We're here to help! Please call IT Support at 905.721.3333 or <u>click here</u> to go to the Service Desk portal.	 How to/rems You can quickly access documents and services, such as changing your personal information, registration, records and payment options. 	

If you should have any questions or require assistance with completing the timesheet, please contact the payroll department via email:

payrolldepartment@durhamcollege.ca

KEY THINGS TO REMEMBER

1-Timesheets must be completed with ALL hours worked for the current 2 week pay period BEFORE "submitting" for approval.

2-In order to get paid, timesheets must be submitted by the Thursday deadlines as per the payroll schedule.

3-Do not enter hours for a Statutory Holiday unless you actually worked that day. Payroll will automatically determine the hours owing if left blank.

4-Confirm your timesheet has been "approved" by your supervisor the day after the deadline.