

WELCOME TO DURHAM COLLEGE

AND

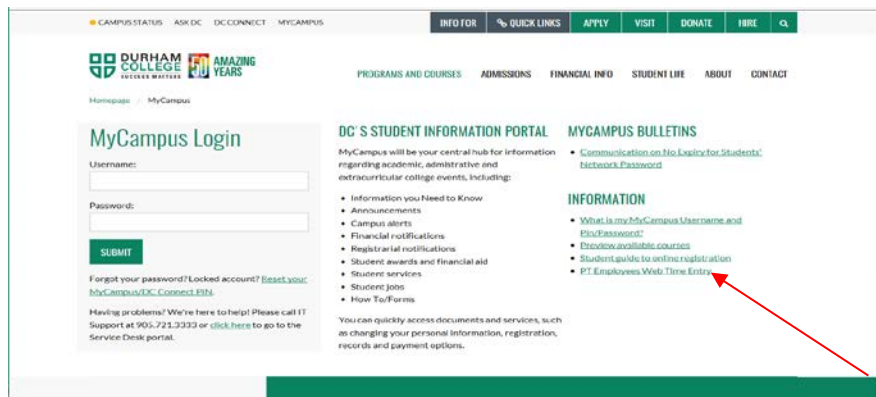
WEB TIME ENTRY FOR PART TIME SUPPORT PAYROLL

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.



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.