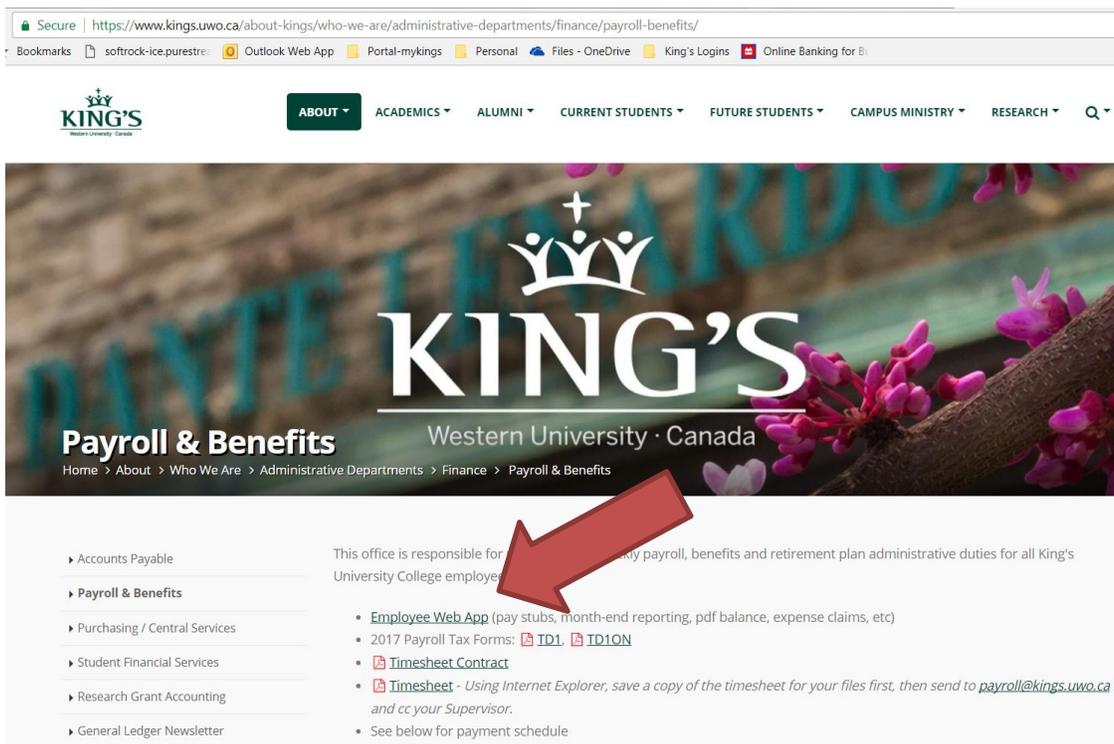


## Time Entry

**The maximum hours worked must not exceed 7 hours per day with a maximum of 6 days per week or less if your specific contract states fewer hours per week than listed above.**

1. Click on the link for “Employee Web App”

<https://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/payroll-benefits/>



Secure | <https://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/payroll-benefits/>

Bookmarks | softrock-ice.purestre... | Outlook Web App | Portal-mykings | Personal | Files - OneDrive | King's Logins | Online Banking for B...

**KING'S** Western University Canada

ABOUT ▾ ACADEMICS ▾ ALUMNI ▾ CURRENT STUDENTS ▾ FUTURE STUDENTS ▾ CAMPUS MINISTRY ▾ RESEARCH ▾ Q ▾

# KING'S

Payroll & Benefits Western University · Canada

Home > About > Who We Are > Administrative Departments > Finance > Payroll & Benefits

- ▶ Accounts Payable
- ▶ **Payroll & Benefits**
- ▶ Purchasing / Central Services
- ▶ Student Financial Services
- ▶ Research Grant Accounting
- ▶ General Ledger Newsletter

This office is responsible for providing weekly payroll, benefits and retirement plan administrative duties for all King's University College employees.

- [Employee Web App](#) (pay stubs, month-end reporting, pdf balance, expense claims, etc)
- 2017 Payroll Tax Forms: [TD1](#), [TD1ON](#)
- [Timesheet Contract](#)
- [Timesheet](#) - Using Internet Explorer, save a copy of the timesheet for your files first, then send to [payroll@kings.uwo.ca](mailto:payroll@kings.uwo.ca) and cc your Supervisor.
- See below for payment schedule

2. Sign in using your UWO Windows ID and password



## King's Employee WebApp

Windows Account:

Password:

Sign In

Remember me next time

3. Click on the link “King’s Employee WebApp Access”

SharePoint

BROWSE PAGE



King's Employee WebApp

# King's Employee WebApp

King's Employee WebApp  
Access

Documents



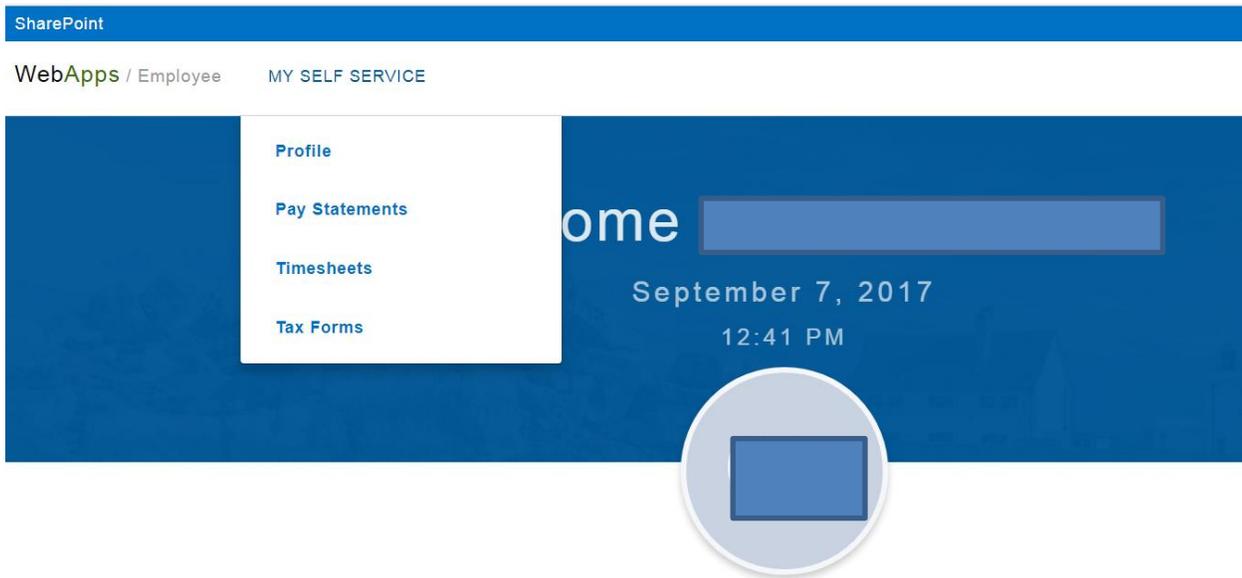
King's University College

[How to view and email your pay statement](#)

[King's Employee WebApp Access](#)

The image shows a screenshot of a SharePoint page. At the top is a blue header with the word "SharePoint". Below it is a navigation bar with "BROWSE" and "PAGE" links. The main content area features the King's University Canada logo on the left, followed by the text "King's Employee WebApp" and a large heading "King's Employee WebApp". Below this, there are links for "King's Employee WebApp Access" and "Documents". A video player is embedded, showing a student at a laptop in a library setting, with the title "King's University College". Below the video is a link "How to view and email your pay statement" and a underlined link "King's Employee WebApp Access".

#### 4. Choose Timesheets from the My Self Service drop down



#### 5. When you hover to the right of Open and a blue circle with dots appear click on it and the view link will appear



6. Choose Add Line and a NEW TIME ENTRY screen will open.

7. Choose the **Position** from the drop down menu and select the **Work Type** from the next drop down menu and **Save**

- The position will show up as Work Type and the hours can be entered by week there will only be one row per position. There will be a green code in the category column.

		SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	COMMENTS
		01/21	01/22	01/23	01/24	01/25	01/26	01/27		
WORK TYPE	CATEGORY									
Timesheet Casual TPA ML - Patton	1-820-E10084	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL</b>		<b>0.00</b>								

- You will need to scroll through the weeks in the pay period to add the hours worked for each week

PERIOD 4 - HOUR-2W  
01/21/2018 - 02/03/2018

1 COPY TIMESHEET

1 OPEN 2 AWAITING APPROVAL 3 APPROVED 4 IN PROGRESS 5 POSTED

SUBMIT

**TIMESHEET**

01/21/2018 - 01/27/2018  
Week 1

14-STU LIBRARY CIRC - Student Circulation Library

WORK TYPE	CATEGORY	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	COMMENTS
		01/21	01/22	01/23	01/24	01/25	01/26	01/27		
Casual Salary Student Circulation Library	1-710	4.25	0.00	0.00	0.00	3.50	0.00	0.00	7.75	
<b>TOTAL</b>		<b>4.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.50</b>	<b>0.00</b>	<b>0.00</b>	<b>7.75</b>	

**DETAILS**

Approver: Payroll Administrator

Hours Required: 0.00 Submission Due Date: 02/07/2018

Work Hours/Period: 0.00 Approval Due Date: 02/09/2018

Reg Hours: 0.00

Variance: 0.00

Non Reg Hours: 15.50

**COMMENTS**

Comment

CANCEL SAVE

# 10. When the hours have been entered save the entries at the bottom

**You have unsaved changes.**

09/03/2017 - 09/09/2017  
Week 2

All [v] [ADD LINE]

WORK TYPE	CATEGORY	SUN 09/03	MON 09/04	TUE 09/05	WED 09/06	THU 09/07	FRI 09/08	SAT 09/09	TOTAL	COMMENTS
Student SFS Clerk		0.00	7.00	7.00	7.00	0.00	0.00	0.00	0.00	
Student Workstudy						2.00	5.00	0.00	0.00	
<b>TOTAL</b>						2.00	5.00	0.00	0.00	

**DETAILS**

Approver: **Phyllis Fidler**

Hours Required: 0.00    Submission Due Date: 09/18/2017

Work Hours/Period: 0.00    Approval Due Date: 09/24/2017

Reg. Hours: 0.00

Variance: 0.00

Non Reg. Hours: 0.00

**COMMENTS**

- Comment

CANCEL [SAVE]



SharePoint

**TIMESHEET**

09/10/2017 - 09/15/2017  
Week 3

All [v] [ADD LINE]

WORK TYPE	CATEGORY	SUN 09/10	MON 09/11	TUE 09/12	WED 09/13	THU 09/14	FRI 09/15	SAT 09/16	TOTAL	COMMENTS
Student SFS Clerk		0.00	0.00	0.00	0.00	0.00	0.00		0.00	
Student Workstudy		0.00	2.00	5.00	5.00	2.00	2.00		16.00	
<b>TOTAL</b>		0.00	2.00	5.00	5.00	2.00	2.00		16.00	

**DETAILS**

Approver: **Phyllis Fidler**

Hours Required: 0.00    Submission Due Date: 09/18/2017

Work Hours/Period: 0.00    Approval Due Date: 09/24/2017

Reg. Hours: 0.00

Variance: 0.00

Non Reg. Hours: 44.00

**COMMENTS**

- Comment

CANCEL [SAVE]

✓ Lines are saved successfully.

11. When you are entering time for the first week of the pay period only, save the information and sign out. Once you have entered hours in the second week of the pay period continue to the next step.

**Do Not Submit Hours** until the second week of the pay period is complete.

12. Select Print View to print a copy of your hours to pdf and send to your supervisor and payroll@kings.uwo.ca. Workstudy, IWE and First Generation students must also send to studentfinance@kings.uwo.ca

SharePoint

WebApps / Employee MY SELF SERVICE

KINGS > Timesheets > Timesheet Detail

## Timesheets

PERIOD 20 - HOUR-2W  
09/02/2017 - 09/15/2017

[COPY TIMESHEET](#)

1 **OPEN** 2 AWAITING APPROVAL 3 APPROVED 4 IN PROGRESS 5 POSTED

[SUBMIT](#)

**TIMESHEET**

09/02/2017 - 09/02/2017  
Week 1

14-STU WS - Student Workstudy [ADD LINE](#)

WORK TYPE	CATEGORY	SUN 08/27	MON 08/28	TUE 08/29	WED 08/30	THU 08/31	FRI 09/01	SAT 09/02	TOTAL	COMMENTS
No records to display.										



### Timesheet Details

Employee No.: [Redacted]  
Pay Cycle Code: HOUR-2W  
Pay Cycle Term: HOUR2017  
Pay Cycle: 20

[Redacted]  
09/03/2017 - 09/09/2017 (Week 2)

Date	Weekday	Work Type	Hours	Comments
9/4/2017	Monday	14-WS SUMMER 14-STU FINANCE SFS	7.00	
9/5/2017	Tuesday	14-WS SUMMER 14-STU FINANCE SFS	7.00	
9/6/2017	Wednesday	14-WS SUMMER 14-STU FINANCE SFS	7.00	
9/7/2017	Thursday	14- WORKSTUDY 14-STU WS	5.00	
9/8/2017	Friday	14- WORKSTUDY 14-STU WS	2.00	
<b>TOTAL</b>			<b>28.00</b>	

13. Once you have verified your time you can submit and the timesheet will go to payroll. **It will not be paid unless a pdf copy of your timesheet has been sent to your supervisor, payroll and student finance.**

The screenshot shows a SharePoint interface for submitting a timesheet. A modal dialog box titled "SUBMIT TIMESHEET" is displayed, asking "Are you sure want to submit?" with "NO" and "YES" buttons. Below the dialog, a workflow progress bar shows five steps: 1. OPEN (checked), 2. AWAITING APPROVAL, 3. APPROVED, 4. IN PROGRESS, and 5. POSTED. A red arrow points to the "SUBMIT" button, which is currently disabled.

14. Your timesheet status will then move to submitted.

SharePoint

WebApps / Employee MY SELF SERVICE

KINGS > Timesheets

### Timesheets

For [Redacted]

Submitted

PAY CYCLE	PAY CYCLE TERM	PAY CYCLE PERIOD	START DATE	END DATE	HOURS ENTERED	STATUS
HOUR-2W	HOUR2017	20	09/02/2017	09/15/2017	44.00	Submitted

1 entry

Previous 1 Next

15. Once it is being processed by payroll it will then appear as Transferred to Payroll

WebApps / Employee MY SELF SERVICE

KINGS > Timesheets

### Timesheets

For [Redacted]

Transferred to Payroll

PAY CYCLE	PAY CYCLE TERM	PAY CYCLE PERIOD	START DATE	END DATE	HOURS ENTERED	STATUS
HOUR-2W	HOUR2017	20	09/02/2017	09/15/2017	44.00	Transferred to Payroll

1 entry

Previous 1 Next