

Employee Timesheet Instructions

1. Log into **MyWM**.
2. Click on the Banner button.
3. Click on Employee.
4. Click on Timesheet.

***Important -- If you work multiple positions on campus, you must fill out a separate timesheet for each position and Select appropriate position number.*

5. Select Pay Period from drop down list and then click Time Sheet to continue.
6. Verify your title and position, department and time sheet period.
7. Click Enter Hours for appropriate day (verify the correct column and row is selected).
8. Enter the number of hours you worked that day. Click "Save" to save the hours and return to the timesheet. **Do not click on the "Submit" button** until you are ready to submit your time sheet for final review.
9. Time sheets must be submitted for approval by 11:59pm on the last date of the pay period (the pay period is located on your time sheet next to "Time Sheet Period"). ***Disregard the "Submit By Date" on your time sheet (this is the date by which your supervisor must approve and submit your time sheets). Your supervisor will need several days after the last day of the pay period in order to process changes and submit your sheet for approval.*

If you need to complete a manual timesheet, here is the link to the manual time sheet: 5.

<http://www.wm.edu/offices/hr/documents/forms/manualtimesheet.pdf>

Please fill out the following form.

Type of Employee:

Pay Period Reporting for:
 Month: Pay Period: Year:

Name:
 Banner ID:
 Position #:

Department:
 Banner Orgn:
 Phone Number:

Dates->	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Earned or Used:															
Hours Worked															
Bonus Hourly Pay															
Paid Time Off															
Total Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Original Time sheet never submitted because
 Correction to original submission (copy attached)