



# Support Staff Employees Timesheet Entry Guide

(Employees with Temporary Assignments)

Modified August 2018

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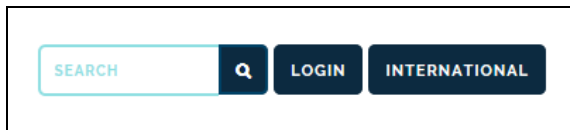
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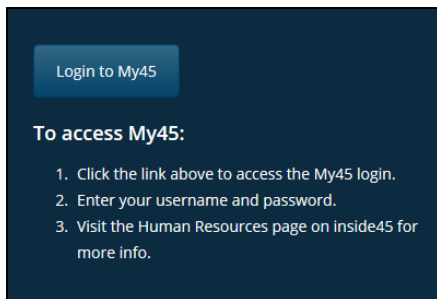
West Vancouver Schools is committed to making it easier for Support Staff, who have permanent or temporary assignments, to report your time through online Timesheets. This guide will take you through the processes.

## [My45 Login – Your Access to Your Timesheet](#)

1. Go to the West Vancouver Schools website home page - <http://westvancouver.schools.ca/>.
2. Click on the Login button on the upper right hand corner.



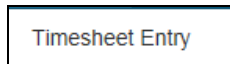
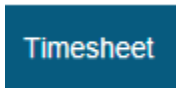
3. Click on the Login to My45 button on the bottom left hand side.



4. Sign in to your account using your district Username (eg. rxsmith123) and district Password. Click Continue.

5. There is a blue horizontal ribbon menu bar under the PowerSchool and Atrieve ERP logos.

To access your Timesheets, click on Timesheet, then Timesheet Entry.



**Note** - My45 is available from anywhere that has internet access, which makes it easier for you to be able to do timesheet entries from home, on the go from your phone, or while at work.

### What if I have questions?

If you have any questions or problems regarding your access, contact the IT department at [ITServices@wvschools.ca](mailto:ITServices@wvschools.ca).

### Timesheet Information

Support Staff are paid on a bi-weekly pay frequency, every other Friday. Refer to the annual 'Pay Schedule' for pay dates and pay period information. Your pay will be based on information submitted on your weekly Timesheet.

All Support Staff employees who hold a permanent or temporary contract position are REQUIRED to complete a weekly online Timesheet for EACH contract position you hold.

**Important - Weekly Timesheets are required to be submitted by noon every Friday.** Failure to submit your timesheet on time can result in your pay for that week being delayed until the next pay date.

### What if I have more than one position or work in more than one location? (2 assignments)

Examples:

- You are a TA and are also a Supervision Aide (2 assignments) - **you will need to complete 2 timesheets**
- You are an EA and also have EA LIF time (2 assignments) - **you will need to complete 2 timesheets**
- You are a TA and work in 2 school locations (2 assignments)-**you will need to complete 2 timesheets**

### What if I have one position but work additional time? (1 assignment)

Example:

- You are a TA (1 assignment) and occasionally work as a Supervision Aide - **you will need to complete 1 timesheet** (add the additional hours for Supervision Aide on the Extra Hours line on the timesheet)

## When do I need to submit my Timesheets?

**Weekly Timesheets are required to be submitted by noon every Friday.** Failure to submit your timesheet on time can result in your pay for that week being delayed until the next pay date.

## Can someone else submit a Timesheet on my behalf?

No. It is mandatory that timesheets are completed by the employee who is requesting payment for time worked. Submitting timesheets online provides auditors with actual time submitted and approved worked via electronic signature.

## Can I prepare and submit future Timesheets?

Yes. You can prepare and submit your timesheets in advance. It is recommended that you do this if you will be away for any extended period of time. You will always be able to amend your timesheets prior to the payperiod if you need to.

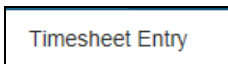
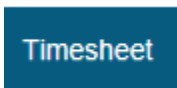
Future Timesheets will not be approved and imported into Payroll until the applicable payperiod.

## What if I have questions?

If you have any questions regarding your Timesheet, please call Payroll or email [payroll@wvschools.ca](mailto:payroll@wvschools.ca).

## Selecting your Timesheet on My45

1. Login to My45.
2. Click on Timesheet on the blue ribbon menu, then Timesheet Entry to access your timesheet(s).



3. The Timesheet entry: Payroll Selection screen will appear.

The Date Selection section will automatically default to today's date.

This is where you would go to View Time.

## Timesheet Entry: Payroll Selection


Select a date and click View Time to see current timesheet entries for that week.


OR

Select a date and options from the Payroll Selections area and click Enter Time to enter timesheets.  
Each unique set of options from the Payroll Selections area will display on a different timesheet.

If you want to view time for a previous day, use the calendar icon to bring up the calendar and select that day.

Date Selection


Choose Date:  





The Payroll Selections section will automatically default to today's date.


This is where you would go to Enter Time.


Payroll Selections

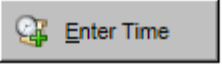
Choose Date:  

Choose Payroll:  

Choose Location:  

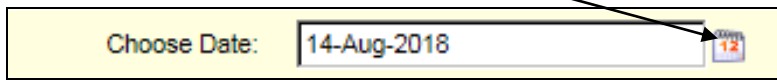
Choose Auth Location:  
(If applicable)  

Choose Position:  



4. The Choose Date section will show the week that this date falls within, on your Timesheet.

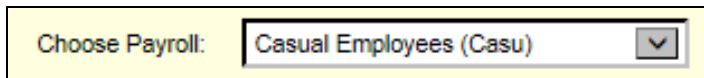
If you want to change the date, use the calendar icon to bring up the calendar.



A screenshot of a form field labeled "Choose Date:". The field contains the text "14-Aug-2018". To the right of the text is a small calendar icon. An arrow points from the text above to the calendar icon.

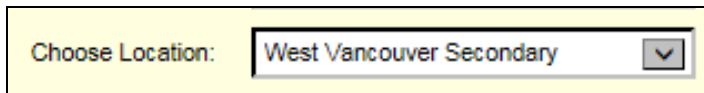
5. Click on the Choose Payroll drop down menu.

Select the default – it will be either Support Staff or Casual Employees (*this just indicates which Payroll you are being paid from*).



A screenshot of a form field labeled "Choose Payroll:". The field is a dropdown menu with the text "Casual Employees (Casu)" and a downward arrow icon.

6. The Choose Location drop-down menu will automatically default based on your assignment.



A screenshot of a form field labeled "Choose Location:". The field is a dropdown menu with the text "West Vancouver Secondary" and a downward arrow icon.

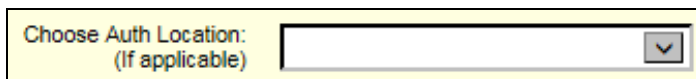
If you have 2 assignments because you work in two locations, the Choose Location will only default to one of your assigned locations.

You will need to complete a separate Timesheet for the other location and select that location from the drop-down menu.

7. The Choose Auth Location will automatically default, if you have this on your assignment.

This is an item that Payroll monitors – **do not change the default**

For most employees this field will be blank.



A screenshot of a form field labeled "Choose Auth Location: (If applicable)". The field is a dropdown menu with a blank space and a downward arrow icon.

8. The Choose Position drop-down menu will automatically default based on your assignment.

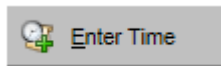
If you have 2 assignments because you work in more than one position, the Choose Position will only default to one of your assigned positions.

You will need to complete a separate Timesheet for the other position and select that position from the drop-down menu.

Choose Position:

Choose Position:

9. Click on the Enter Time button.

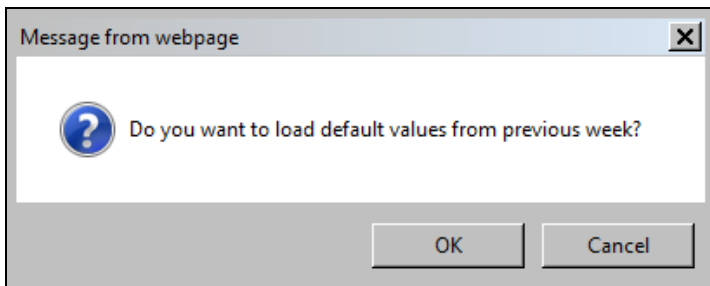


10. This message will appear.

The system will automatically populate your regular hours for you on a new Timesheet for this week, based on your last Timesheet. *The system will not copy any overtime or extra time worked.*

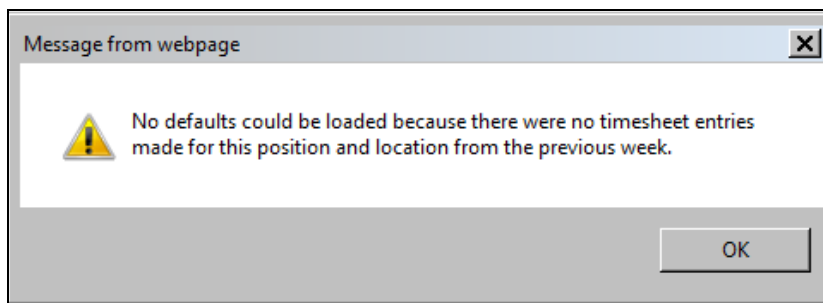
You will have the opportunity to edit these carried forward hours if you need to.

Click OK.



If there were no previous entries this message will appear.

Click OK.





11. The Timesheet Entry screen will appear.

Review the Selections section of your Timesheet - this is the payperiod and position that you will be entering a Timesheet for. Refer to the annual 'Pay Schedule' for pay dates and pay period information.

**Selections**

Payroll: Casual Employees  
 Pay Period: 201817  
 Pay Date: 24-Aug-2018  
 Selected Date: 14-Aug-2018  
 Position: Education Assistant  
 Location: West Vancouver Secondary  
 Auth Location:

12. Timesheet section – this is where you will enter your time. Refer to the next section on 'Completing your Timesheet'.

*Note - A week runs from Sunday to Saturday.*

Total Units

**Time Sheet**

	Sunday 12-Aug-2018	Monday 13-Aug-2018	Tuesday 14-Aug-2018	Wednesday 15-Aug-2018	Thursday 16-Aug-2018	Friday 17-Aug-2018	Saturday 18-Aug-2018	Total
Reg Hrs - Percent In Lieu	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime Paid - 1.5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime Paid - 2X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Extra Hrs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Totals</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

Any absences reported in the Absence Entry system for the week will show below the Timesheet – use this as a cross-reference when entering the time you worked on the timesheet.

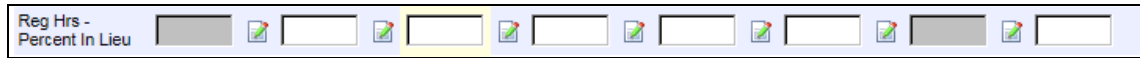
**Absences**

Date	Location	Start	End	Position	Hrs/FTE	Payroll

## Completing your Timesheet

### Regular Hours – Percent in Lieu

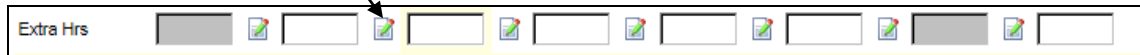
Enter the daily regular hours you worked in your assigned position. *If you work Monday to Friday, make sure the Sunday and Saturday columns are left blank.*



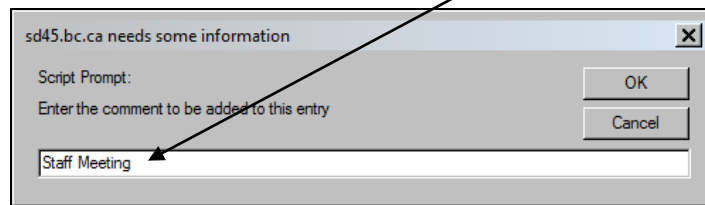
### Extra Hours

Enter any extra hours you worked over and above your assigned scheduled hours - NOT overtime hours.

- Examples of Extra Hours are staff meetings, additional supervision hours and other additional time that has been approved in advance by your Supervisor.
- Click on the pencil icon next to the day you worked the extra hours.



- The following box will appear. Type in a comment indicating why you worked the extra hours. Click OK.



### Overtime Hours

Enter the number of hours worked at time and a half or double time.

- **Overtime at 1.5 x rate of pay** is applied to the first 2 consecutive hours worked in excess of 7 hours per day for clerical workers or 7.5 hours per day for custodial and facilities workers
- **Overtime at 2 x rate of pay** is applied after the first 2 consecutive hours



**Click the Submit button.**



*This is very important - this Saves your entries and submits them for approval.*

## Reviewing and/or Correcting your Timesheet

The Timesheet Entry Confirmation screen will appear. This is a different view of your Timesheet entries.

1. Review the entries you made on your Timesheet.

- Make sure the Total Hours at the bottom of each day equals your daily assigned scheduled hours, plus any Extra Hours or Overtime you may have worked.
- Any Comments you have made will be displayed with a link (underline) that you can hover over or click.

**Timesheet Entry Confirmation**

Your Timesheet for the week including 13-Aug-2018 has been updated

Timesheet records marked with \*\* were previously processed by payroll and cannot be changed. Please contact payroll if changes are required to these records.

**Selections**

Payroll: Casual Employees  
Payroll Pay Period: 201817  
Pay Date: 24-Aug-2018  
Selected Date: 13-Aug-2018  
Position: Education Assistant  
Location: West Vancouver Secondary  
Auth Location:

Total Units: 16.75

**Time Sheet**

	Sunday 12-Aug-2018	Monday 13-Aug-2018	Tuesday 14-Aug-2018	Wednesday 15-Aug-2018	Thursday 16-Aug-2018	Friday 17-Aug-2018	Saturday 18-Aug-2018	Total
Reg Hrs - Percent In Lieu		3.5		6.0		5.0		14.5
Overtime Paid - 1.5				1.25				1.25
Overtime Paid - 2X								
Extra Hrs				1.0				1.0
<b>Totals</b>	0.0	3.5	0.0	8.25	0.0	5.0	0.0	

[Return to Timesheet](#) [Return to Timesheet Same Emp](#)

**Absences**

Date	Location	Start	End	Position	Hrs/FTE	Payroll
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2. If you need to make any corrections you will be able to do so by clicking on the Return to Timesheet button.
3. Make your corrections.
4. **Click the Submit button.** This is very important - this Saves your entries and re-submits them for approval.

**CONGRATULATIONS!** You have successfully submitted your Timesheet.

## FAQ regarding Late Timesheets or Late Corrections

### What if I've missed submitting a Timesheet?

You will be able to select and submit your missed Timesheet in the same manner as above. Once submitted it will be approved and paid in the next payperiod.

### What if I've discovered that I need to make a correction after my Friday noon deadline?

You will still be able to make corrections in the same manner as above.

If the system does not allow you to make the changes, you may need to ask your Approver to 'Unauthorize' your Timesheet in order for you to be able to make any corrections.

Once your Timesheet is submitted, **advise your Approver** so that they are aware that they need to approve a correction.

This correction may or may not be reflected on your current pay. It will depend on the timing of the submission and approval.

### What if I've discovered that I need to make a late correction to a previous payperiod?

When trying to correct a Timesheet in a previous payperiod, you may receive the following Timesheet Amendment Warning. Please contact Payroll for assistance on how to process the correcting entries.

