

How to Enter my Hourly Time Sheet?

Once you have received the Time Sheet reminder email or prior to this, enter your times!

It is your responsibility to:

1. Login to the Bridge: bridge.uleth.ca
2. Once you are logged in, Click Employee



3. Click **Time Sheet / Exemption Reports**
Employee

Time Sheet / Exception Reports 
Submit and approve monthly time sheets/exception reports.

4. Ensure that you have *My Choice* clicked and are on the correct *Pay Period and Status*. Click **Time Sheet**
Time Sheet Selection

Please Note: If you have multiple choices of timesheets, make sure the correct radial button under **My Choice** is selected. Also make sure the correct pay period is displayed under **Pay Period and Status**. To do this use the pull-down list to select the correct period. Once this is complete select **Time Sheet** to continue.

TITLE AND DEPARTMENT	MY CHOICE	PAY PERIOD AND STATUS
	<input checked="" type="radio"/>	01-May-2018 to 31-May-2018 In Progress

Time Sheet 

5. Once you are in your Time Sheet, you will be able to enter the hours.
 - To do this, click under the desired date and enter your time.
6. Be sure to **Save** your work and **Preview** the hours before Submitting it for Approval.
7. To ensure you are paid accordingly, enter the hours that you worked each day into the Bridge or log your time and enter them in the Bridge at once before the payroll deadline
8. Once you are done, click **Submit** for Approval
 - Be sure to ask your Supervisor about a proxy that can approve your time sheet if your Supervisor is going away on vacation.
 - It will be your supervisor's responsibility to put this in place prior to their vacation

If you **forgot** to enter you hours before the deadline:

- ▶ You will need to complete a manual hourly timesheet, have it signed by your Supervisor and sent to Payroll for processing. These hours will be paid to you in the following pay period.
- ▶ Manual timesheets can be found at <http://www.uleth.ca/hr/forms>

Please view the Payroll and Finance Calendar if you are unsure of any dates:

- ▶ This can be viewed through uleth.ca/hr/payroll-finance-calendar-events

Need help? Call your Payroll Specialist

- ▶ To find the Payroll Specialist that deals with your time sheets, go to uleth.ca/hr/payroll-services
- ▶ Or come the Payroll office AH135