

WebTime Entry Instructions

1. Begin at Del Mar's Home Page:

www.delmar.edu



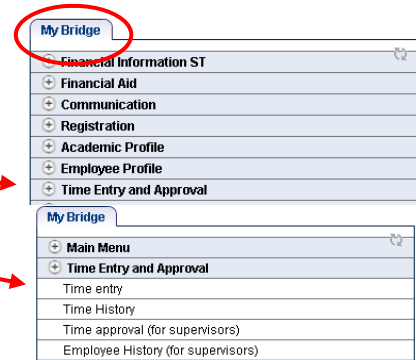
And click on "WebDMC" on top right-hand corner

2. Click the "Log on to WebDMC" button

3. Your network credentials is your WebDMC log in (and may default on your own workstation). If logging in from home, you will need to enter your Del Mar-issued user ID and network password.

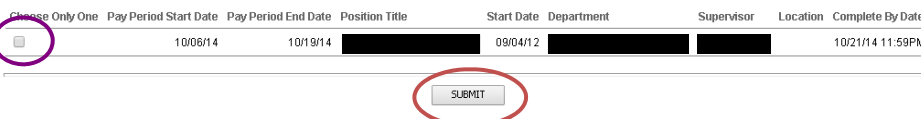
4. Once logged in, locate your "My Bridge" area on the left-hand side of your page.

5. Click on "Time Entry and Approval"
Then click "Time Entry"



This gives you access to the current pay periods that are requiring your attention.

6. **Check the box** for the pay period you need to enter hours for. Click **Submit**.



7. **Exempt/Faculty:** Your timesheet is pre-filled. Any absences must be entered to account for the time away from work. If there are no absences, no action is needed.

Non-Exempt: Enter time for each day worked with **Time In** and **Time Out**, including lunch break. Your time can be done daily, weekly or at the end of the pay period.

ABSENCES ARE REPORTED HERE

Date	Day	Time In	Time Out	Annual leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
10/06/14	Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
10/06/14	Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
10/07/14	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

8. Once all hours are entered, time worked and applicable absences, certify your entries by checking the box indicating the pay period is complete and ready for Supervisor review.

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Once you indicate your entries are complete, you will not be able to make any corrections to your time. Your supervisor will now review, make any corrections (if necessary) and approve your time.

9. A confirmation page will open. Click OK. You have completed the time entry process.