

WebDMC Time Entry Instructions

1. Begin at Del Mar's homepage: www.delmar.edu
2. Click on **WebDMC** on the top, right side of the page



3. Go to **My Bridge**
4. Click on **LOG IN** at the top, right corner
 - Your credentials are your WebDMC log in



5. Go to the **Employees** Tab
6. Click on **Time Entry**
 - Located under Time Entry and Approval



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

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

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	09/18/17	10/01/17		11/21/16				10/03/17 11:59PM

SUBMIT

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 & Time Out, including lunch breaks. You can enter your time 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
09/18/17	Monday							<input type="checkbox"/>
09/18/17	Monday							<input type="checkbox"/>

9. Once all hours are entered 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 indicated you entries are complete, you will not be able to make any corrections to your time.

10. A confirmation page will open. You have completed the time entry process. Your supervisor will review, make any corrections (if necessary) and approve your time.