OLD DOMINION UNIVERSITY
Quick Reference for Employee Self Service
Viewing Timesheets

- YOU MUST HAVE WEBTIME ENTRY APPROVAL ACCESS TO VIEW TIMESHEETS
- YOU CAN ONLY VIEW TIMESHEETS FOR EMPLOYEES YOU APPROVE TIME FOR OR HAVE BEEN DESIGNATED AS PROXY FOR.

2. Click on Enter Leo Online News and Secure Area; scroll down and Click on Enter Secure Area.
3. Login using your MIDAS ID and PASSWORD. Click LOGIN. If you need assistance with your MIDAS ID or PASSWORD, contact Information Technology Services (ITS) at 757-683-3192.
4. Click the link labeled EMPLOYEE and then click TIMESHEET or LEAVE REPORT.
5. Click APPROVE OR ACKNOWLEDGE TIME and then click SELECT.
6. Choose the appropriate pay period from the drop down menu. (Choose the appropriate department and the pay period. Click SELECT.

7. To view an employee’s time sheet or leave report, click on the employee’s name. Click NEXT to view next employee. Click PREVIOUS MENU to return to the summary page.
8. To view another pay period click CHANGE SELECTION and repeat step 7.
9. Click EXIT in the upper right hand corner of your screen to log off.