

Submitting and Approving Timesheets

Last Modified on 10/09/2025 10:24 am PDT

This guide explains how employees, contractors, and managers at Harvard-Westlake submit and approve timesheets using the Faculty/Staff portal and Didax.

Introduction

All hourly employees, off-campus coaches, and contractors must record and submit their work hours every pay period. Managers are responsible for reviewing, adjusting, and approving these timesheets by specific deadlines to ensure timely payroll processing.

Prerequisites

- Access to the Faculty/Staff Portal: <https://facstaff.hw.com>
 - Access to Didax (if applicable)
 - A valid HW email account or PIN-based login for non-Didax users
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Accessing Your Timesheet

Employees with Didax Access

1. Log in to Didax and navigate to **General → My Timesheets**.
2. You can also access timesheets from the Faculty/Staff portal:

<https://facstaff.hw.com/Human-Resources/Time-Sheet>.

Employees without Didax Access (Coaches, Part-Time, Summer Programs, etc.)

1. Go to <https://facstaff.hw.com/Human-Resources/Time-Sheet>.
2. If you have not created an account, check your email for a **PIN code** and activate your account at:

<https://facstaff.hw.com/new-account>.

3. Once your account is active, log in to enter your time.
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Entering Time

- Payroll periods run **1st–15th** and **16th–end of month**.
- Record **all start, lunch, and end times** for each workday.
- Holidays are automatically entered; if you work on a holiday, you will receive additional pay.
- Timesheets must be **submitted one business day** after the end of each pay period.

Example:

If the period ends on Monday the 15th, submit your timesheet by the end of the day Tuesday the 16th.

If it ends on Friday the 15th, submit by Monday the 18th.

Contract Signing (First-Time Setup or Rehire)

If you are a new or returning hourly employee without Didax access:

1. An authorized staff member will assist you with contract signing through Didax.
2. After signing, a PIN will be emailed so you can activate your Faculty/Staff Portal account.
3. Once activated, confirm you can log in and access your timesheet.

If you already have Didax access, you will be prompted to sign your contract upon login.

Manager Approval

Access

Managers can view and approve timesheets under **General → My Employee's Timesheets** or **My Delegated Timesheets** in Didax.

Approval Timeline

- Employees submit timesheets **by the first business day** after the period ends.
- Managers must **approve within two business days** after the period ends.

Approval Process

1. Verify all employees have submitted timesheets.
 2. Add **guaranteed hours** where applicable using **Select All → Add Expected Hours**.
 3. Approve all timesheets using **Select All → Approve**.
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Payroll Schedule

- **1st–15th period:** Payment posted by the **26th** (or prior business day).
 - **16th–End of month period:** Payment posted by the **10th** (or prior business day).
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Multiple Positions

Employees holding multiple roles will have separate timesheets for each.

- Administrative assistants may enter data, but **each manager must approve** their respective timesheet.
 - Guaranteed hours are allocated proportionally between positions, with a **40-hour weekly maximum**.
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For assistance, contact ithelp@hw.com.
