How to Approve Timesheet as a PROXY in MYMRU

1. Log on to MyMRU

MOUNT ROYAL UNIVERSITY 1910	
1	Outages & Announcements
Password	System Maintenance There are no system maintenance announcements at this time.
	SIN Collection
Account Resources Forgot Password Change your password Activate your account Username Lookup Common Login Problems Acceptable Use Policy	Effective May 2019, Mount Royal University will collect Social Insura appear when initiating a transaction in MyMRU (like registering for cl
Useful Links Blackboard MRU Gmail Student Wireless Printing	

2. Select the Employee tab and Resources & Timesheets

y Sites	Richard	David 🕶							
ome	Applicant	Register & Pay	My Program	Academic S	Success	Student Life	Employee 👻	Financial Matters	s
Anr	nounceme	ents	All	V		IRU Academ Today Today, Today, 31 January	nday, 27 January		Viont
Sul	bject						stated for Winter se	mester	
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- J	an. 21 fire drift a s	uccess				Monday, 17 Febru	lary		
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□ Sł	how Hidden					Events shown in time zor Edmonton	ne: Mountain Time -	Google Calen	+ dar

3. In the Pay Information section select **<u>Timesheets</u>**

My Sites • Richard David •				
Home Applicant Register & Pay My	Program Academic Success	Student Life	Employee 👻	Financial Matters
My HR Profile Pay Information • Timesheets • Paystub • Employee Self Service • Leave Balances • Faculty PD Funds Claim Form The Payroll office in Human Resources is now ope noon hour to increase service to the campus comm Payroll is located in E208. Hours are Monday to Fin 4:30 p.m.	n daily over the unity.		Toolkit erest Disclosure For Jct Frequently Asked Liaison Guide alth & Safety ncident	

- 4. Timesheet/Leave Request/Proxy page:
 - a. Select Approve or Acknowledge Time
 - b. Click the **arrow down** in the **Act as Proxy** and select the Approver name
 - c. Click the <u>Select</u> button

Mount Royal University W	eb Services		
Personal Information Student	Employee		
Time Sheet/Leave	Request/Proxy		
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5. Selection Page:

- a. Select the employee type and pay period for which you are approving by clicking the **arrow key** and then **Select**
 - i. SM, Jan 16, 2020 to Jan 31, 2020 Full time employee
 - ii. CS, Jan 16, 2020 to Jan 31, 2020 Casual employee

Mount Royal Univer	sity Web Ser	vices
Personal Information S	tudent Employe	ee
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Time Sheet		
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1, 3115, Payroll	۲	SM, Jan 16, 2020 to Jan 31, 2020 🗸
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Sort employees' record	s by Status the	n by Name: 💿
Sort employees' record	s by Name:	0
Select		

RELEASE: 8.12.1.5

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6. Summary Page:

a. Select the employee name to view the pay period details

Mount Royal University Web S	ervices	-		-		-	-
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Summary							
Click under Approve/Acknowledge ar	nd then click Save . For more detai	led information, click	the employee's name.				
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	15, Payroll						
	16, 2020 to Jan 31, 2020						
	t Applicable						
Pay Period Time Entry Status: Op	en until Feb 01, 2020, 02:00 PM						
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Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Cancel	Other Information
998725 - 0	Approve		.00	.00			Change Time Record Leave Balance Warnings
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Total:	1						
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Change Selection Select	t All, Approve or FYI Reset	Save					

- 7. Employee Detailed Information Page:
 - a. Review the employee's hours for Casual CS and leave balances for Full-time SM prior to approving the timesheet. This is to ensure that SM (full-time) employees have sufficient balance for the leave reported and that they will not exceed their entitlement as per the collective agreement.
 - b. If the Timesheet requires adjusting, select <u>Change Record</u> to make the corrections.
 - c. Select <u>Approve</u> if the timesheet is correct. If the timesheet was approved successfully, you will see the message, <u>"Timesheet</u>
 <u>successfully approved."</u> If there is an error message please contact Payroll and talk to the Web Time Entry Administrator at ext. 6320

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8. Click Previous Menu and then Change Selection to **EXIT**, this will bring you back to Selection Page. (NEVER CLICK THE ARROW BACK BUTTON to EXIT, IT WILL CAUSE AN ERROR IN THE TIMESHEET)

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Time Sheet

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