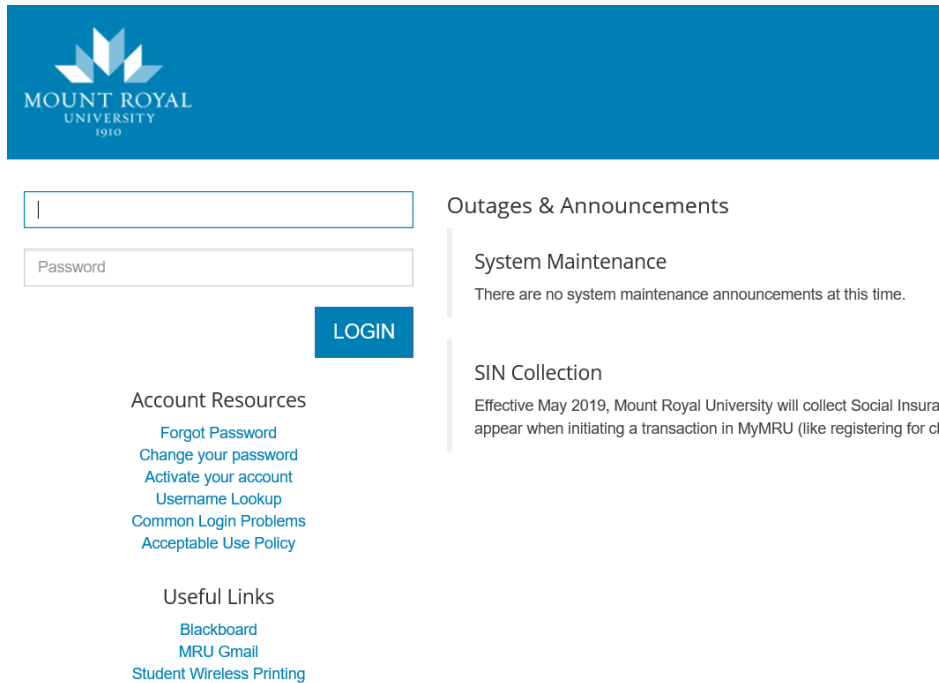


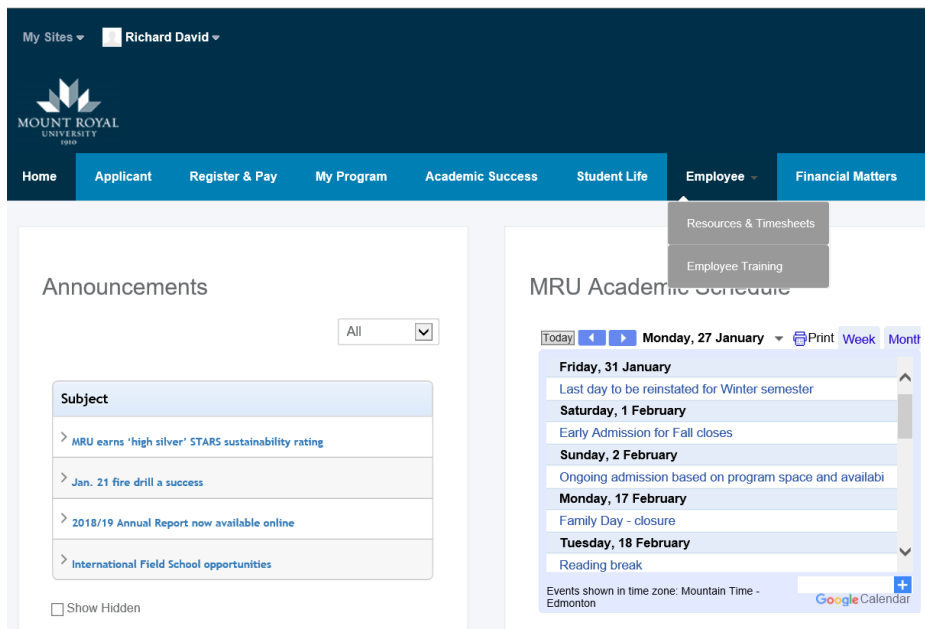
How to Approve Timesheet as a PROXY in MYMRU

1. Log on to [MyMRU](#)



The screenshot shows the MyMRU login page. At the top is the Mount Royal University logo with the text 'MOUNT ROYAL UNIVERSITY 1910'. Below the logo are two input fields: one for the username (containing a single character) and one for the password. To the right of these fields is a blue 'LOGIN' button. Below the login fields, there are two columns of links. The left column is titled 'Account Resources' and includes links for 'Forgot Password', 'Change your password', 'Activate your account', 'Username Lookup', 'Common Login Problems', and 'Acceptable Use Policy'. Below this is a section titled 'Useful Links' with links for 'Blackboard', 'MRU Gmail', and 'Student Wireless Printing'. The right column is titled 'Outages & Announcements' and contains two sections: 'System Maintenance' with the text 'There are no system maintenance announcements at this time.' and 'SIN Collection' with the text 'Effective May 2019, Mount Royal University will collect Social Insurance Numbers (SIN) when initiating a transaction in MyMRU (like registering for classes)'.

2. Select the **Employee tab and Resources & Timesheets**



The screenshot shows the MyMRU interface after logging in. The top navigation bar includes 'My Sites' and 'Richard David'. Below this is a horizontal menu with tabs: 'Home', 'Applicant', 'Register & Pay', 'My Program', 'Academic Success', 'Student Life', 'Employee', and 'Financial Matters'. The 'Employee' tab is selected, and a dropdown menu is open showing 'Resources & Timesheets' and 'Employee Training'. The 'Resources & Timesheets' option is highlighted. On the left side, there is an 'Announcements' section with a list of subjects and a 'Show Hidden' checkbox. On the right side, there is an 'MRU Academic Schedule' section showing a calendar for January and February. The calendar includes dates from Friday, 31 January to Tuesday, 18 February, with various events listed for each day. At the bottom of the calendar, it says 'Events shown in time zone: Mountain Time - Edmonton' and there is a 'Google Calendar' link.

3. In the Pay Information section select Timesheets

My Sites ▾ Richard David ▾

MOUNT ROYAL UNIVERSITY 1959

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 open daily over the noon hour to increase service to the campus community.

Payroll is located in E208. Hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

Human Resources

- Human Resources Toolkit
- Code of Conduct
 - Conflicts of Interest Disclosure Form
 - Code of Conduct Frequently Asked Questions
- Employee Awards
- Human Resources Liaison Guide
- Payroll
- Environmental Health & Safety
- Report an Injury / Incident
- Employee Guidebook

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 Select button

Mount Royal University Web Services

Personal Information Student **Employee**

Time Sheet/Leave Request/Proxy

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver,

 If the answer isn't here, call us! Support Staff 440-6756 Management 440-6314 Casual Staff 440-7295 [Earning Code Descriptions](#) [Employee's Manual](#) [Frequently Asked Questions](#) [Web Time Entry Power Point](#) [Approver's Manual](#)

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value=""/>
Act as Superuser:	<input type="checkbox"/>

Select

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 University Web Services

Personal Information Student **Employee**

Selection

Time Sheet

Department and Description	My Choice	Pay Period
1, 3115, Payroll	<input checked="" type="radio"/>	SM, Jan 16, 2020 to Jan 31, 2020 ▼

Sort Order

Sort employees' records by Status then by Name: ☒ **My Choice**
Sort employees' records by Name: ☐

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 Services

Personal Information Student **Employee**

SITE MAP HELP EXIT

Summary

Click under Approve/Acknowledge and then click Save. For more detailed information, click the employee's name.

Pending Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Cancel	Other Information
998725 - 0	Approve	.00	.00		<input type="checkbox"/>		Change Time Record Leave Balance Warnings

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	1
Total:	1
Total Hours:	.00
Total Units:	.00

Change Selection Select All, Approve or FYI Reset Save

7. Employee Detailed Information Page:

- 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.
- If the Timesheet requires adjusting, select **Change Record** to make the corrections.
- Select **Approve** if the timesheet is correct. If the timesheet was approved successfully, you will see the message, **"Timesheet successfully approved."** If there is an error message please contact Payroll and talk to the Web Time Entry Administrator at ext. 6320

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee Name: [REDACTED]
Title: 998725-0 Payroll Coordinator

Department and Description:
Transaction Status:

1 3115 Payroll
Pending

[Previous Menu](#) [Approve](#) [Change Record](#) [Delete](#) [Add Comment](#)

[Error or Warning Messages](#) | [Routing Queue](#) | [Account Distribution](#)

Time Sheet															
Earnings	Shift	Special Rate	Total Hours	Total Units	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Total Hours:			0		Jan 16	Jan 17	Jan 18	Jan 19	Jan 20	Jan 21	Jan 22	Jan 23	Jan 24	Jan 25	Jan 26
Total Units:				0											

Leave Balances as of Jan 27, 2020

Type of Leave	Available Beginning Balance	Earned	Taken	Available Balance
Apprvd Paid Med Appt Leave	0	999	0	999
Accum Time	1.89	0	0	1.89
Casual Illness	0	84	0	84
Compassionate Leave	0	49	3	46
Medical Appointments			.75	
Flex Time	1.38	1	0	2.38
Personal Leave (2 Days)	0	14	0	14
Vol. Pers. Leave Purchase Plan	0	0	0	0
Special Leave (6 Days)	0	42	0	42
Vacation	26.26	8.76	0	35.02

Error and Warning Messages

Earning	Shift	Time Entry Date	Hours	Message
				"WARNING" No hours entered.

Routing Queue

Name	Action and Date
[REDACTED]	Originated Jan 27, 2020 11:22 am
[REDACTED]	Submitted Jan 27, 2020 11:22 am
[REDACTED]	Pending
[REDACTED]	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 16, 2020		100.00	100001	3115	61009	63000				

[Previous Menu](#) [Approve](#) [Change Record](#) [Delete](#) [Add Comment](#)

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

No hours entered.

Employee Name: [REDACTED]
Title: 998725-0 Payroll Coordinator

Department and Description:
Transaction Status:

1 3115 Payroll
Pending

[Previous Menu](#)

[Error or Warning Messages](#) | [Routing Queue](#) | [Account Distribution](#)

Time Sheet															
Earnings	Shift	Special Rate	Total Hours	Total Units	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Total Hours:			0		Jan 16	Jan 17	Jan 18	Jan 19	Jan 20	Jan 21	Jan 22	Jan 23	Jan 24	Jan 25	Jan 26
Total Units:				0											

Leave Balances as of Jan 27, 2020

Type of Leave	Available Beginning Balance	Earned	Taken	Available Balance
Apprvd Paid Med Appt Leave	0	999	0	999
Accum Time	1.89	0	0	1.89
Casual Illness	0	84	0	84
Compassionate Leave	0	49	3	46
Medical Appointments			.75	
Flex Time	1.38	1	0	2.38
Personal Leave (2 Days)	0	14	0	14
Vol. Pers. Leave Purchase Plan	0	0	0	0
Special Leave (6 Days)	0	42	0	42
Vacation	26.26	8.76	0	35.02

Error and Warning Messages

Earning	Shift	Time Entry Date	Hours	Message
				"WARNING" No hours entered.

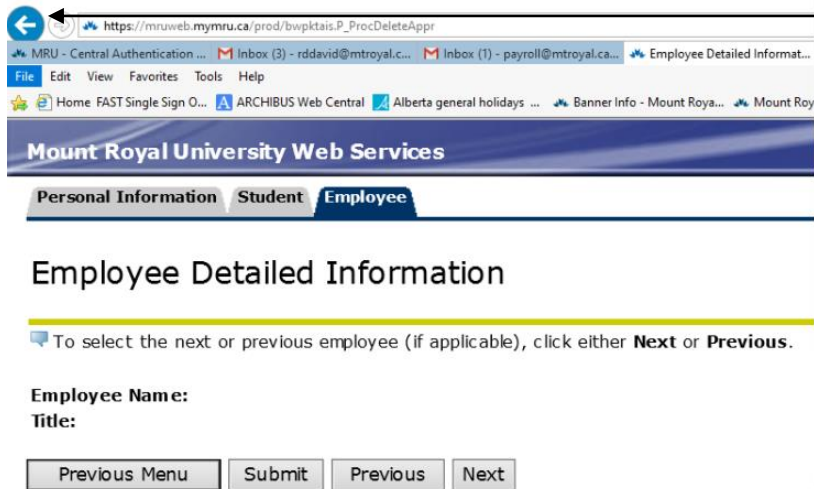
Routing Queue

Name	Action and Date
[REDACTED]	Originated Jan 27, 2020 11:26 am
[REDACTED]	Submitted Jan 27, 2020 11:26 am
[REDACTED]	Approved Jan 27, 2020 11:27 am
[REDACTED]	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 16, 2020		100.00	100001	3115	61009	63000				

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)**



https://mruweb.mymru.ca/prod/bwptais.P_ProcDeleteAppr

MRU - Central Authentication ... Inbox (3) - rddavid@mtroyal.ca... Inbox (1) - payroll@mtroyal.ca... Employee Detailed Informat...

File Edit View Favorites Tools Help

Home FAST Single Sign O... ARCHIBUS Web Central Alberta general holidays ... Banner Info - Mount Roya... Mount Roy

Mount Royal University Web Services

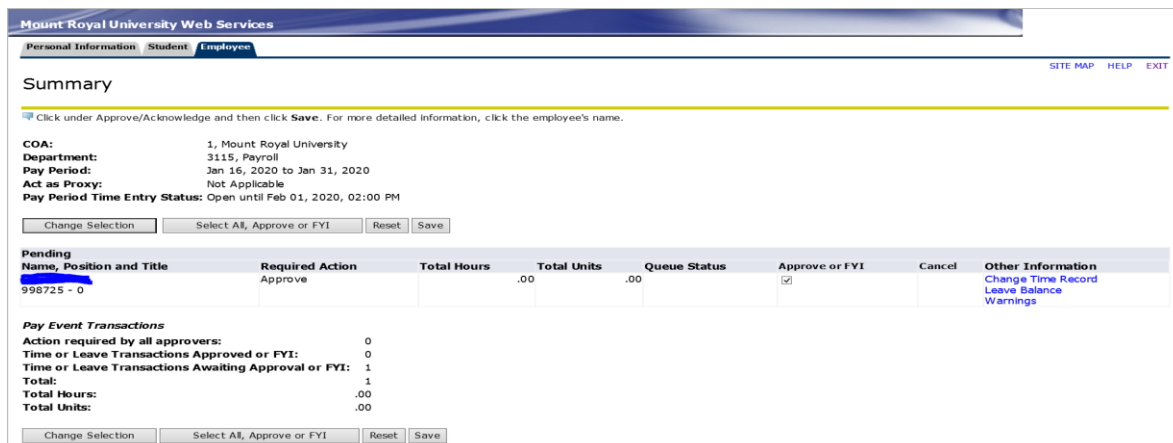
Personal Information Student **Employee**

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee Name:
Title:

Previous Menu Submit Previous Next



Mount Royal University Web Services

Personal Information Student **Employee**

SITE MAP HELP EXIT

Summary

Click under Approve/Acknowledge and then click **Save**. For more detailed information, click the employee's name.

COA: 1, Mount Royal University
Department: 3115, Payroll
Pay Period: Jan 16, 2020 to Jan 31, 2020
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Feb 01, 2020, 02:00 PM

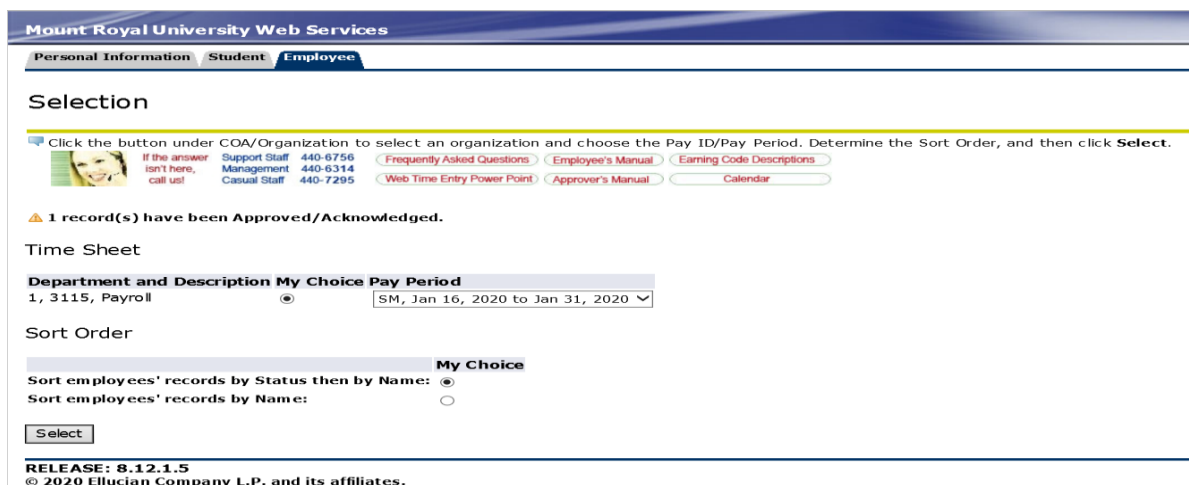
Change Selection Select All, Approve or FYI Reset Save

Pending Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Cancel	Other Information
998725 - 0	Approve		.00	.00	<input checked="" type="checkbox"/>		Change Time Record Leave Balance Warnings

Pay Event Transactions

Action required by all approvers: 0
Time or Leave Transactions Approved or FYI: 0
Time or Leave Transactions Awaiting Approval or FYI: 1
Total: 1
Total Hours: .00
Total Units: .00

Change Selection Select All, Approve or FYI Reset Save



Mount Royal University Web Services

Personal Information Student **Employee**

Selection

Click the button under COA/Organization to select an organization and choose the Pay ID/Pay Period. Determine the Sort Order, and then click **Select**.

If the answer isn't here, call us! Support Staff 440-6756 Management 440-6314 Casual Staff 440-7295

Frequently Asked Questions Employee's Manual Earning Code Descriptions Web Time Entry Power Point Approver's Manual Calendar

1 record(s) have been Approved/Acknowledged.

Time Sheet

Department and Description My Choice Pay Period
1, 3115, Payroll SM, Jan 16, 2020 to Jan 31, 2020

Sort Order

My Choice

Sort employees' records by Status then by Name: ☒
Sort employees' records by Name: ☐

Select

RELEASE: 8.12.1.5
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