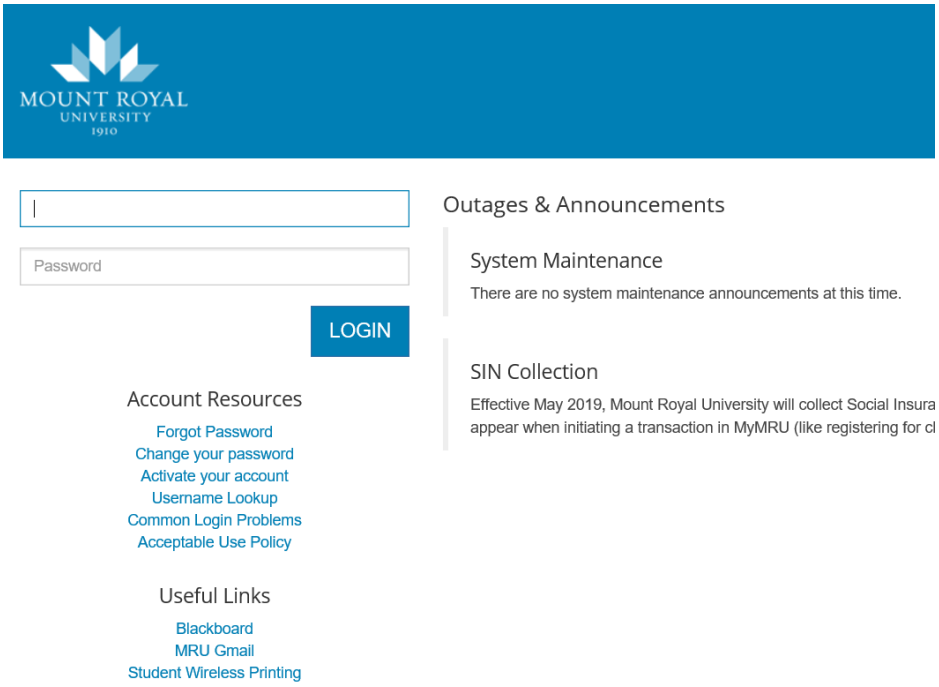
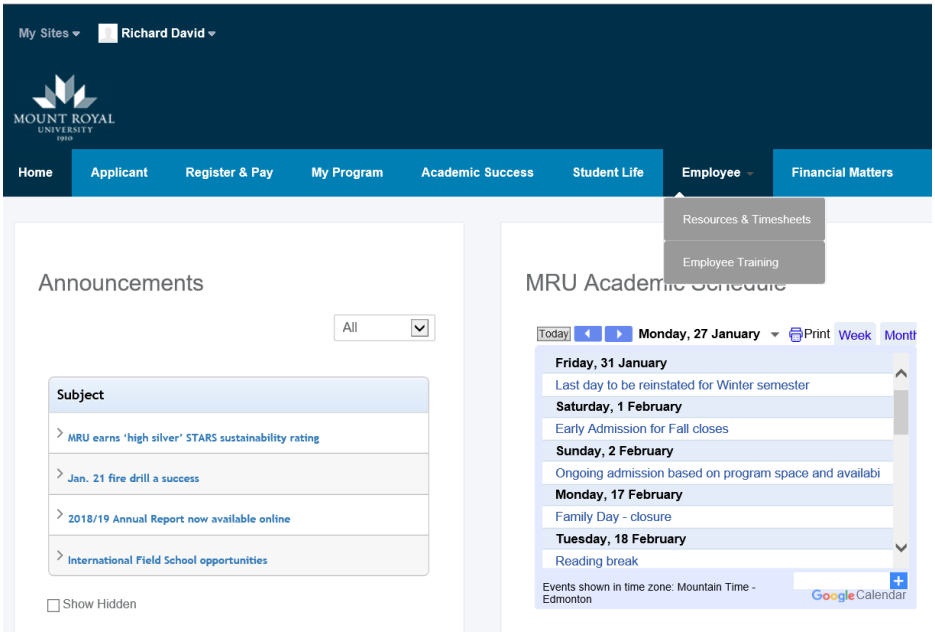
How to Approve Timesheet as a PROXY in MYMRU

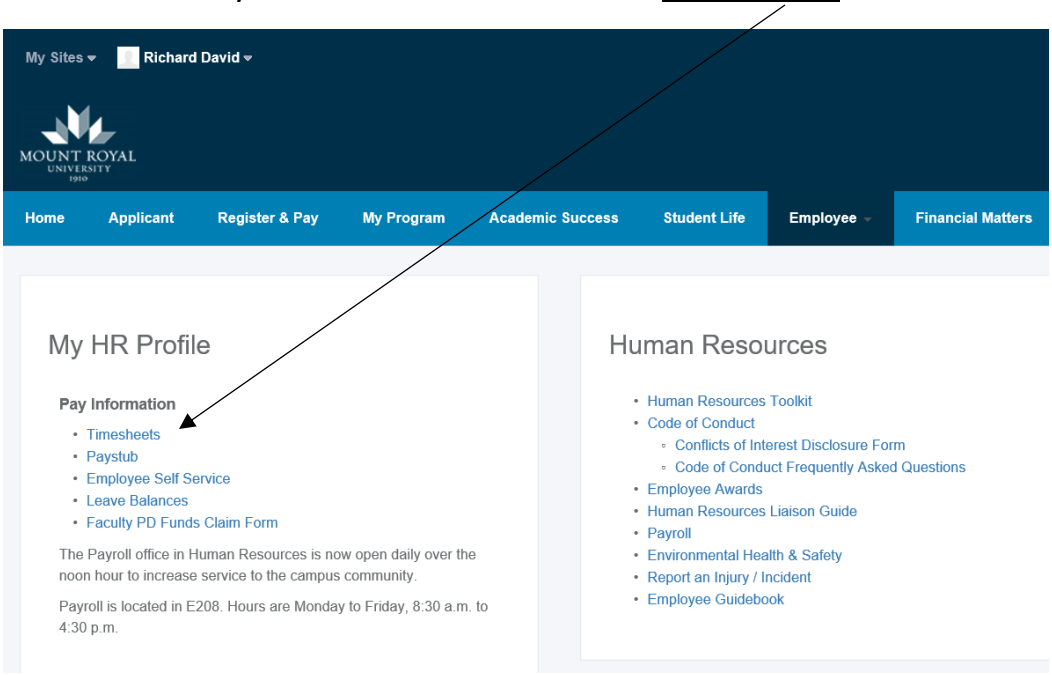
1. Log on to **MyMRU**



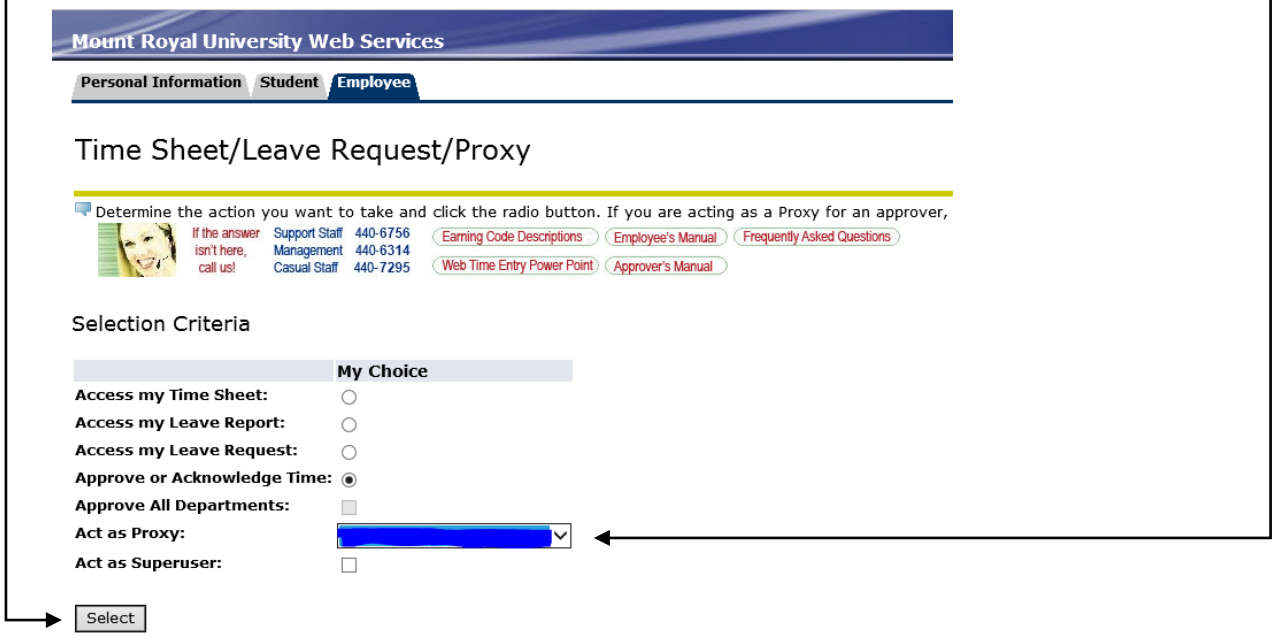
2. Select the **Employee tab and Resources & Timesheets**



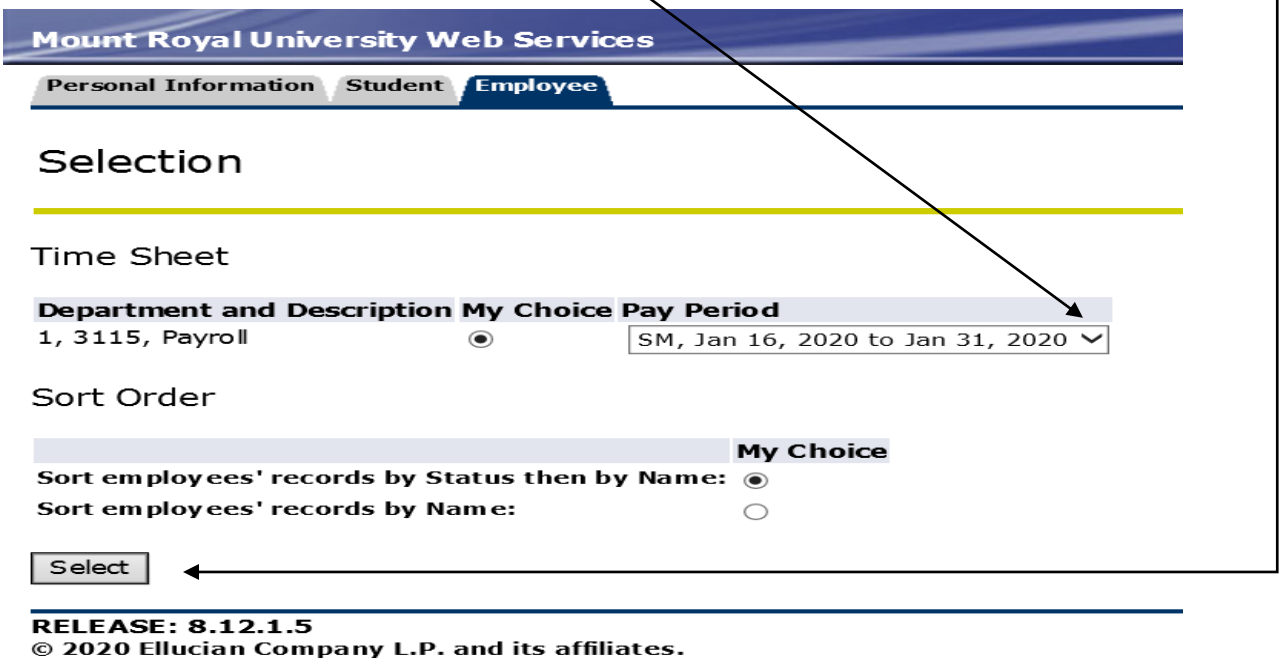
3. In the Pay Information section select **Timesheets**



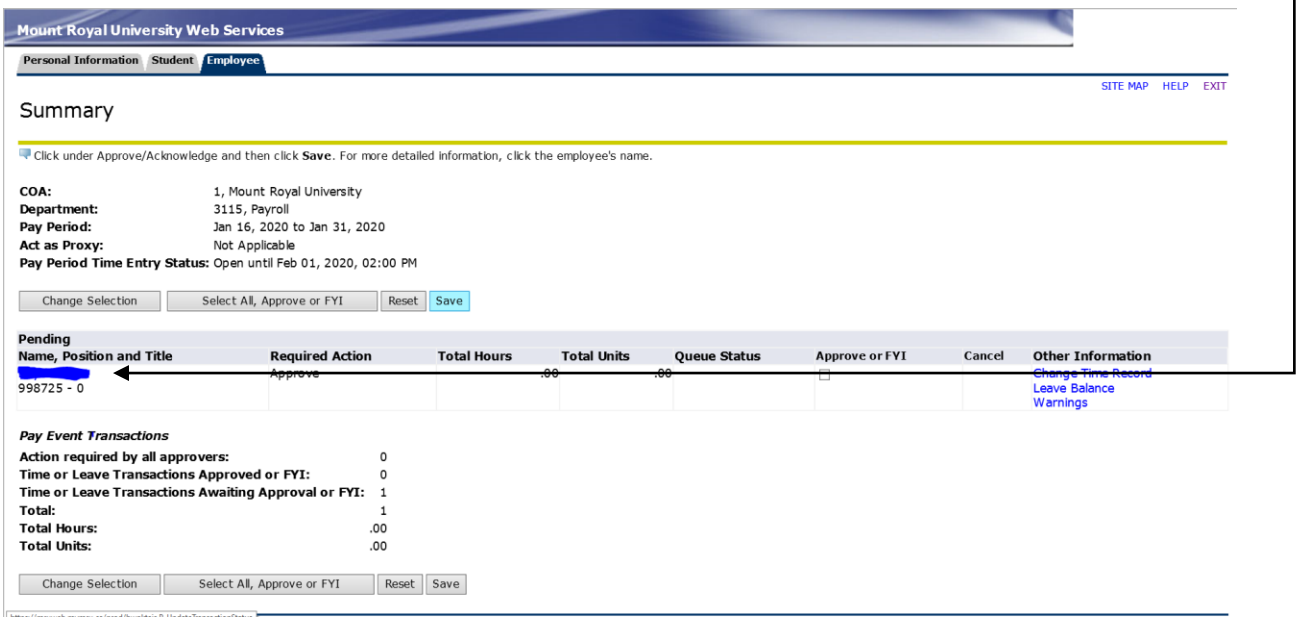
4. Timesheet/Leave Request/Proxy page:
    a. Select **Approve or Acknowledge Time**
    b. Click the **arrow down** in the **Act as Proxy** and select the Approver name
    c. Click the **Select** button



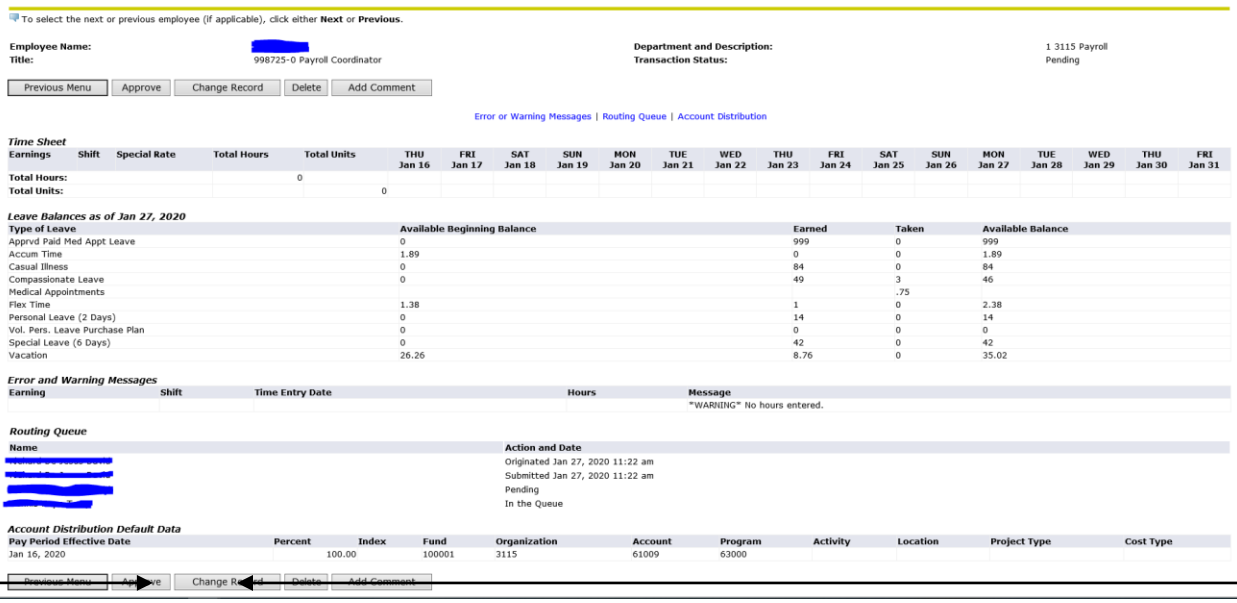
5. Selection Page:
    a. Select the employee type and pay period for which you are approving by clicking the **<u>arrow key</u>** and then **<u>Select</u>**
        i. SM, Jan 16, 2020 to Jan 31, 2020 – Full time employee
        ii. CS, Jan 16, 2020 to Jan 31, 2020 – Casual employee



6. Summary Page:
    a. Select the employee name to view the pay period details



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 **Change Record** to make the corrections.
    c. 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: 1 3115 Payroll
Transaction Status: 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 Jan 16	FRI Jan 17	SAT Jan 18	SUN Jan 19	MON Jan 20	TUE Jan 21	WED Jan 22	THU Jan 23	FRI Jan 24	SAT Jan 25	SUN Jan 26	MON Jan 27	TUE Jan 28	WED Jan 29	THU Jan 30	FRI Jan 31
Total Hours:			0																	
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.

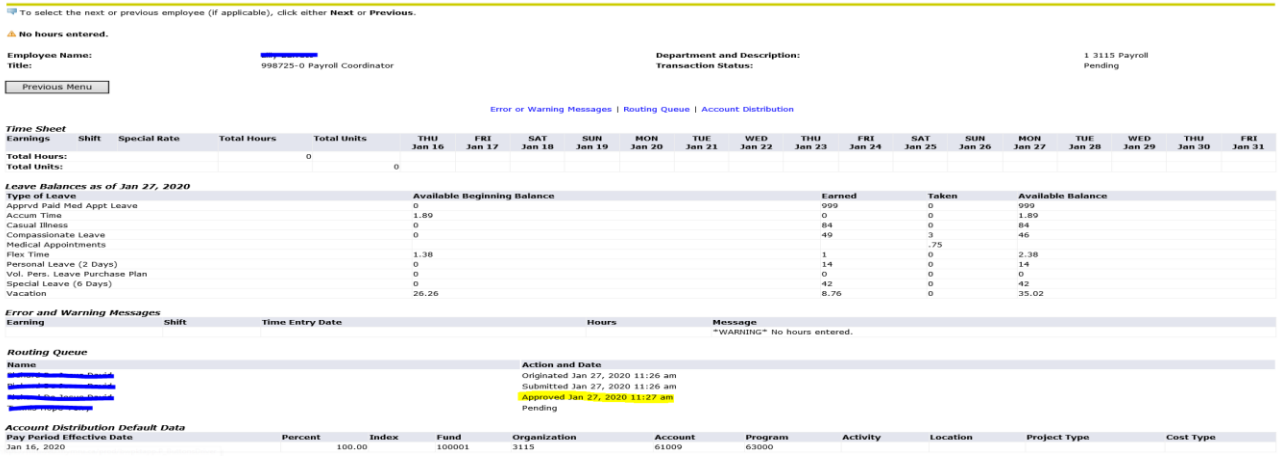
Routing Queue

Name	Action and Date
[redacted]	Originated Jan 27, 2020 11:22 am
	Submitted Jan 27, 2020 11:22 am
	Pending
	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



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⚠ **No hours entered.**

Employee Name: [redacted]
Title: 998725-0 Payroll Coordinator
Department and Description: 1 3115 Payroll
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Previous Menu

Error or Warning Messages | Routing Queue | Account Distribution

Time Sheet

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Total Hours:			0																	
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Leave Balances as of Jan 27, 2020

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Apprvd Paid Med Appt Leave	0	999	0	999
Accum Time	1.89	0	0	1.89
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Personal Leave (2 Days)	0	14	0	14
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Special Leave (6 Days)	0	42	0	42
Vacation	26.26	8.76	0	35.02

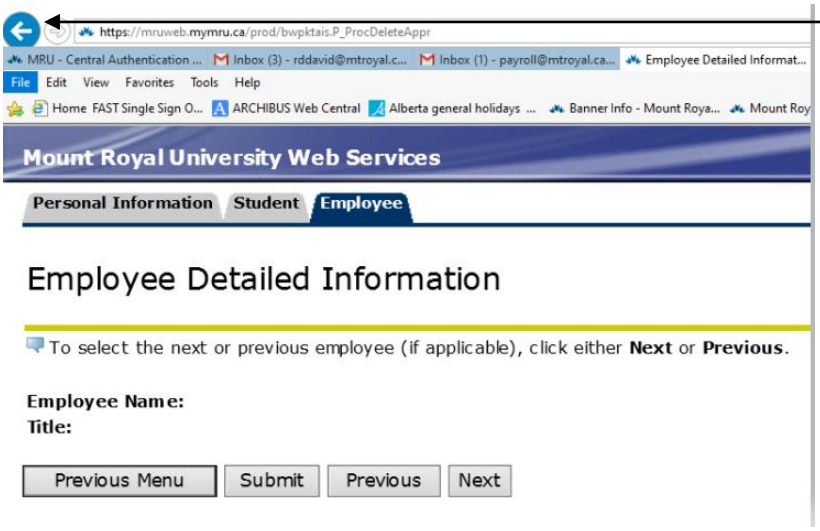
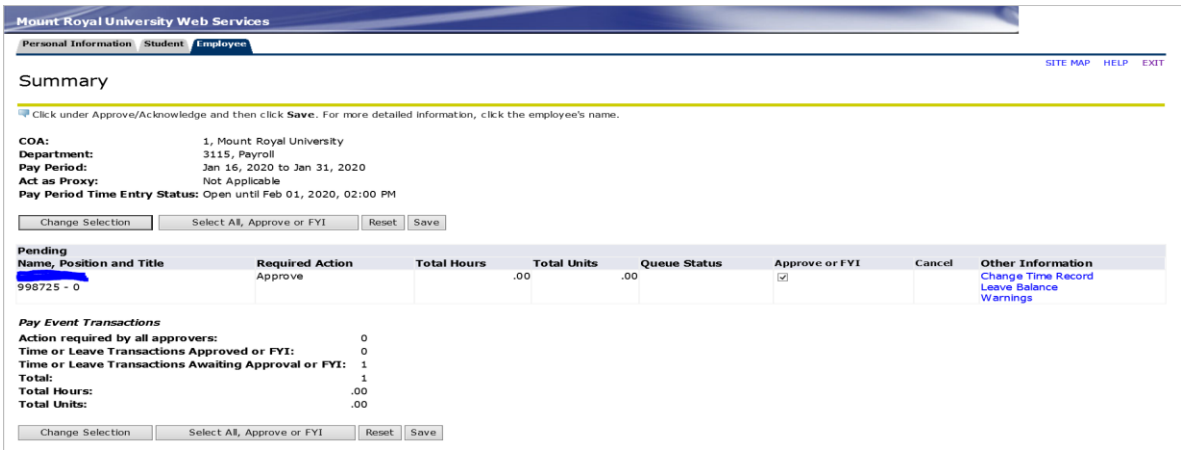
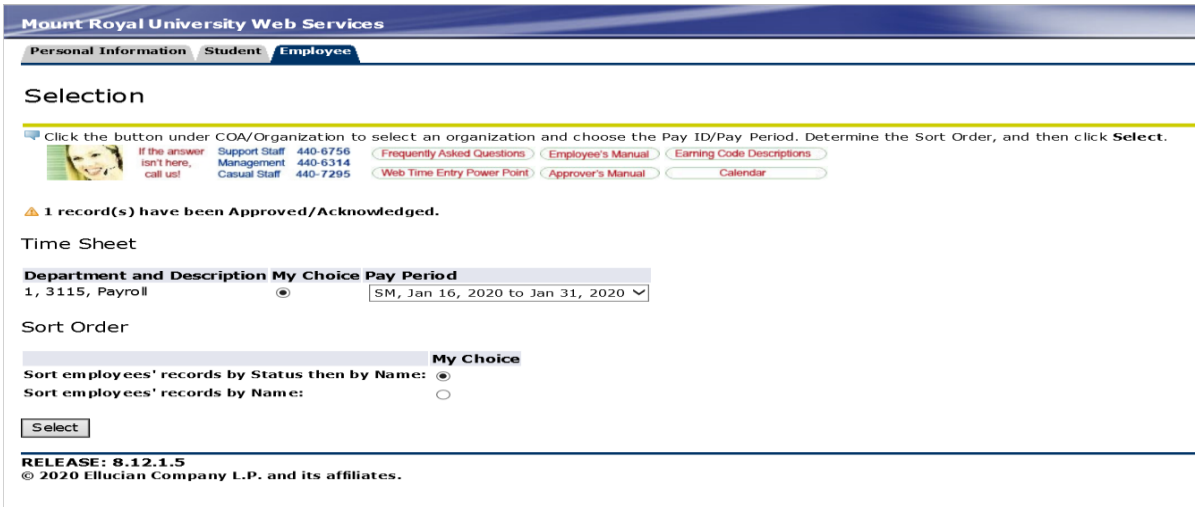
Error and Warning Messages

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
	Submitted Jan 27, 2020 11:26 am
	Approved Jan 27, 2020 11:27 am
	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**)