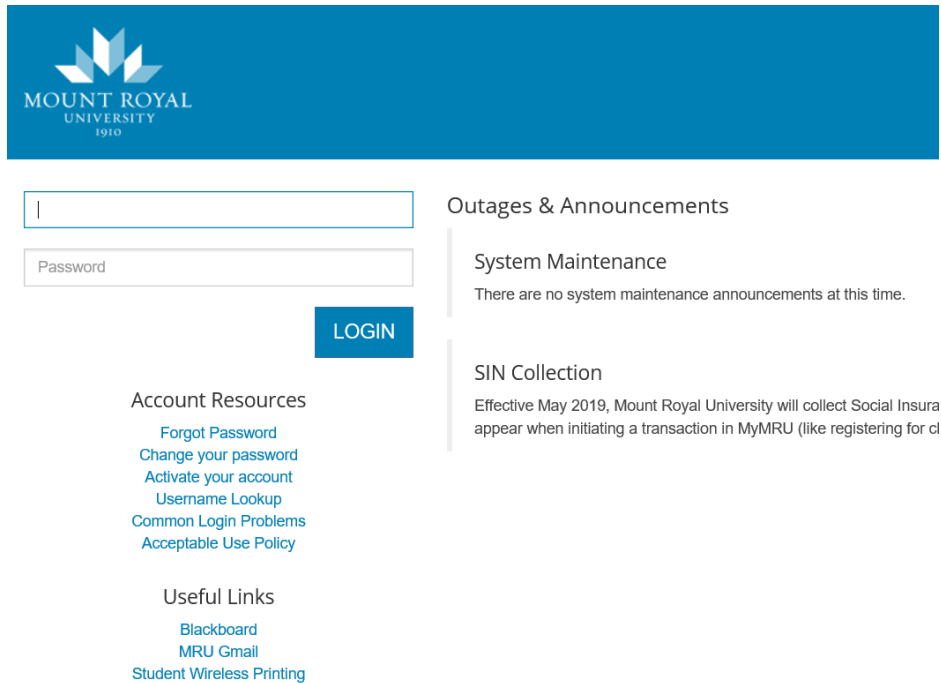


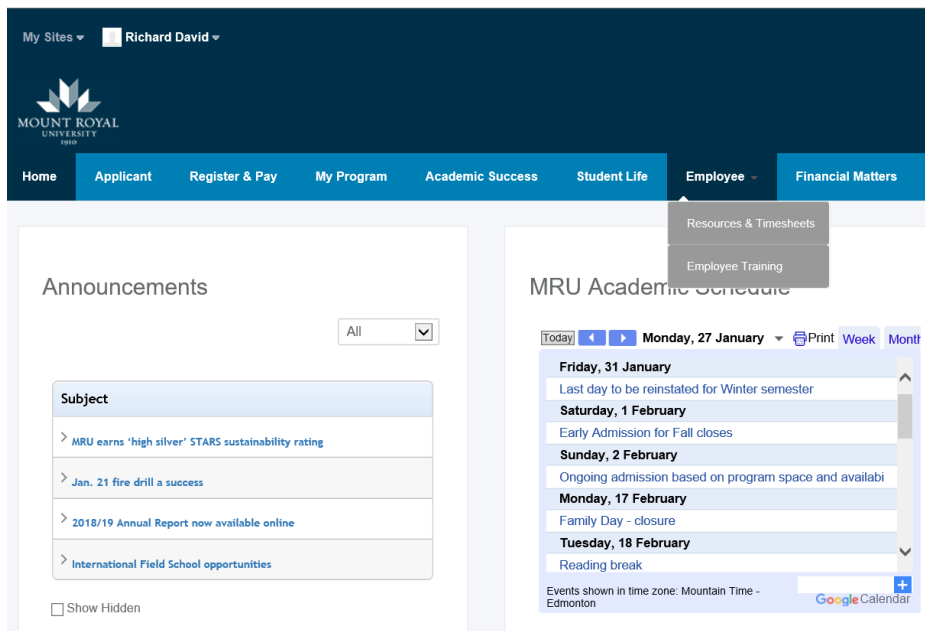
How to Approve Timesheet in MYMRU

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 (labeled '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 Employee Resources & Timesheets page. At the top, there is a header bar with the Mount Royal University logo and the text 'My Sites' and 'Richard David'. Below the header is a navigation bar 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 main content area is divided into two sections. On the left is 'Announcements' with a filter dropdown set to 'All' and a list of four announcements: 'MRU earns 'high silver' STARS sustainability rating', 'Jan. 21 fire drill a success', '2018/19 Annual Report now available online', and 'International Field School opportunities'. Below the list is a checkbox labeled 'Show Hidden'. On the right is the 'MRU Academic Schedule' section, which shows a calendar for January 27, 2019. The calendar lists events for Friday, 31 January (Last day to be reinstated for Winter semester), Saturday, 1 February (Early Admission for Fall closes), Sunday, 2 February (Ongoing admission based on program space and availability), Monday, 17 February (Family Day - closure), and Tuesday, 18 February (Reading break). 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 1969

Home Applicant Register & Pay My Program Academic Success Student Life Employee ▾ Financial Matters

My HR Profile

Pay Information

- **Timesheets**
- Payscale
- 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 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, please click **Select**.

 If the answer isn't here, call us! Support Staff Management 440-6756, Casual Staff 440-6314, 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="Self"/>
Act as Superuser:	<input type="checkbox"/>

[View Your 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 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

My Choice

Sort employees' records by Status then by Name: ☒

Sort employees' records by Name: ☐

Select ←

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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.

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

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

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		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
[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		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.

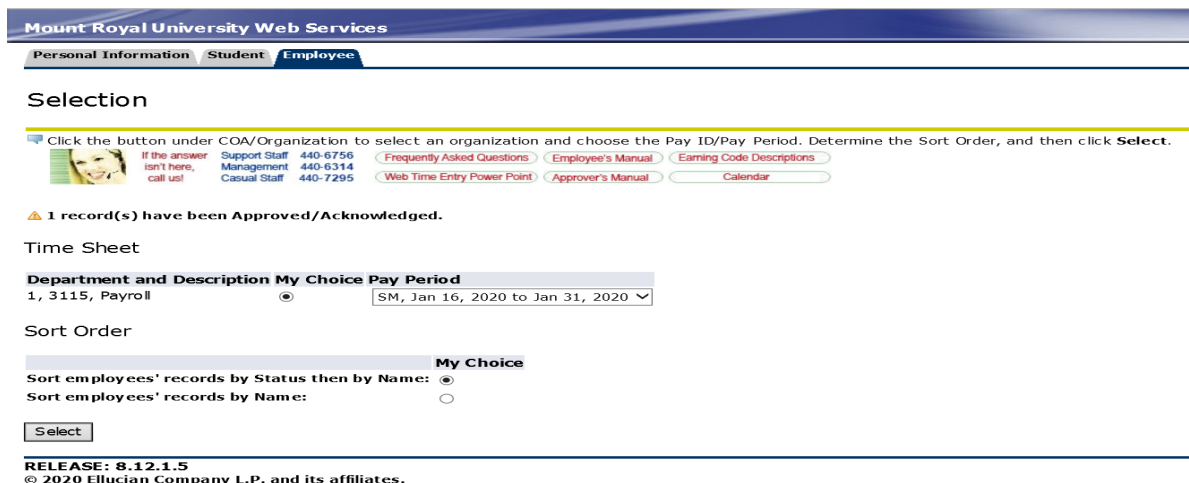
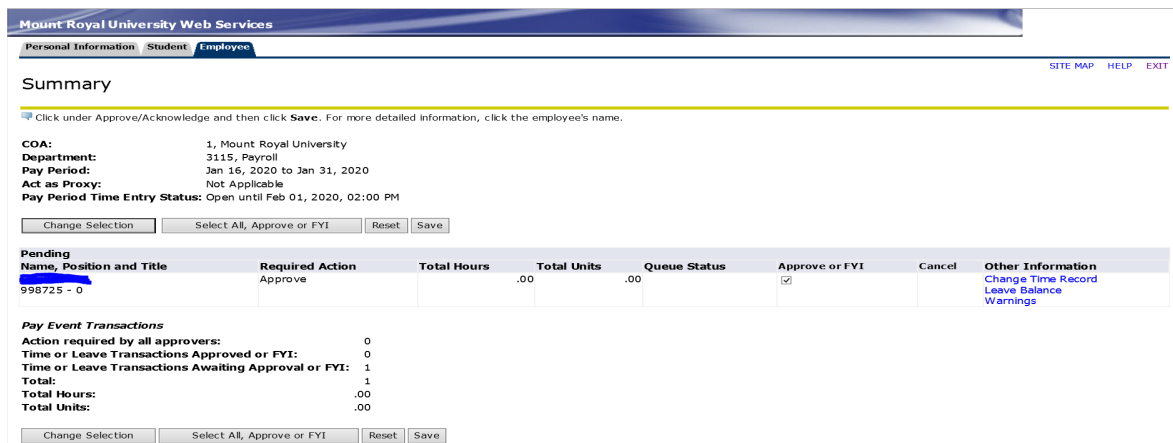
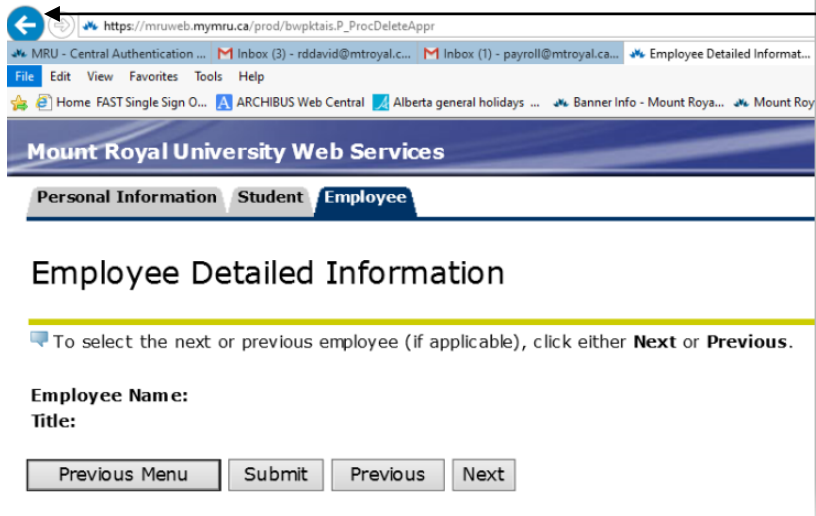
Routing Queue

Name	Action and Date
[REDACTED]	Originated Jan 27, 2020 11:26 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)**



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