



MOUNT ROYAL
UNIVERSITY
1910

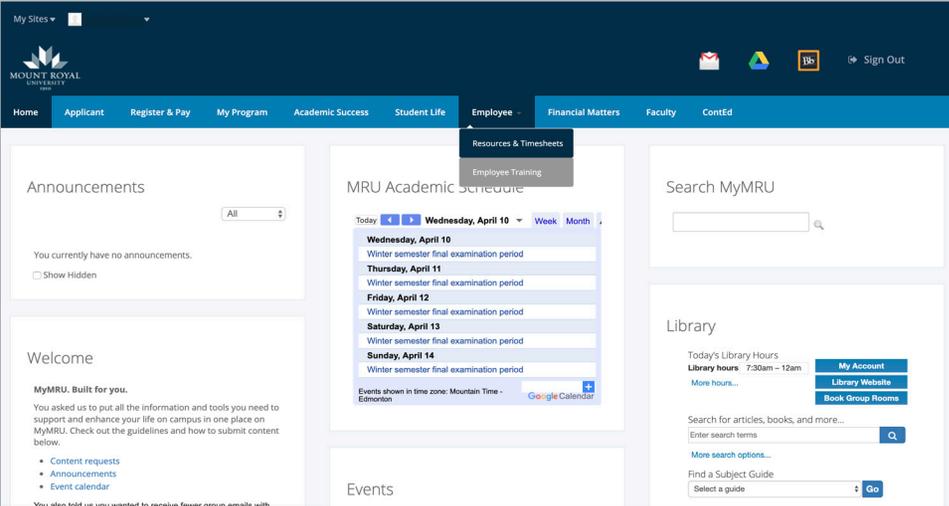
STEP 1: LOGIN TO YOUR MYMRU ACCOUNT

The screenshot shows the Mount Royal University login page. At the top left is the university logo with the text "MOUNT ROYAL UNIVERSITY 1910". Below the logo are two input fields: "Username" and "Password". To the right of these fields is a blue "LOGIN" button. Below the login fields are three sections: "Account Resources" with links for "Forgot Password", "Change your password", "Activate your account", "Username Lookup", "Common Login Problems", and "Acceptable Use Policy"; "Useful Links" with links for "Blackboard", "MRU Gmail", and "Student Wireless Printing". Three blue brackets with numbers 1, 2, and 3 are positioned to the right of the page. Bracket 1 spans the Username and Password fields. Bracket 2 spans the Account Resources section. Bracket 3 spans the Useful Links section.

- 1 Enter your account information and click **Login** to access your account.
- 2 If you need any help with your account, **Account Resources** provides you with more information regarding account issues.
- 3 **Useful Links** will take you to other external links.

STEP 2: ACCESS YOUR TIME SHEET

1

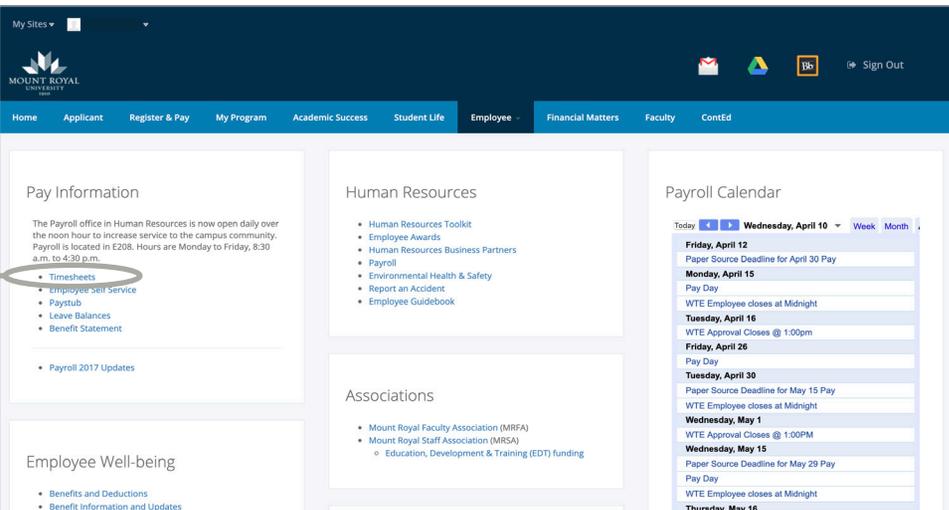


The screenshot shows the MyMRU portal with the 'Employee' tab selected. A dropdown menu is open under 'Employee', showing 'Resources & Timesheets' as the selected option. Other options include 'Employee Training' and 'MRU Academic Schedule'. The main content area shows 'Announcements', 'Welcome', and 'Events' sections.

1 Under the Employee tab, click **Resources & Timesheets**.

2 On the left-hand side, under Pay Information, click **Timesheets**.

2



The screenshot shows the MyMRU portal with the 'Employee' tab selected. The 'Pay Information' section is highlighted, and the 'Timesheets' link is circled. Other sections visible include 'Human Resources', 'Associations', and 'Payroll Calendar'.

STEP 3: SELECTING YOUR PAID POSITION

Mount Royal University Web Services

Personal Information Student **Employee**

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

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

Title and Department	My Choice	Pay Period and Status
Job Title	<input checked="" type="radio"/>	Apr 01, 2019 to Apr 15, 2019 In Progress
Job Title	<input type="radio"/>	Aug 16, 2018 to Aug 31, 2018 Completed

Time Sheet

3 1 2

- 1 Select your desired **Title and Department** by clicking the button under My Choice.
- 2 Pay Period and Status shows different pay periods. It will display the most recent pay period on top.

Pay Period drop down

If you wish to look at past pay periods, view them using the Pay Period drop-down list.

Pay Period and Status

- ✓ Apr 01, 2019 to Apr 15, 2019 In Progress
- Mar 16, 2019 to Mar 31, 2019 Completed
- Mar 01, 2019 to Mar 15, 2019 Completed
- Feb 16, 2019 to Feb 28, 2019 Completed
- Feb 01, 2019 to Feb 15, 2019 Completed
- Jan 16, 2019 to Jan 31, 2019 Completed
- Jan 01, 2019 to Jan 15, 2019 Completed

Pay Period Status

Completed

In Progress

Not Started

- 3 Click **Timesheet** when done with your selection.

STEP 4: ENTERING YOUR HOURS

1

Mount Royal University Web Services

Personal Information Student **Employee**

SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period: Apr 01, 2019 to Apr 15, 2019
Submit By Date: Apr 15, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 01, 2019	Tuesday Apr 02, 2019	Wednesday Apr 03, 2019	Thursday Apr 04, 2019	Friday Apr 05, 2019	Saturday Apr 06, 2019	Sunday Apr 07, 2019
Regular Pay - No Encumbrance	1		0	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay @ 1.5	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			5	0	0	0	0	0	0	0	5
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:

1 Click **Enter Hours** under the working date you wish to enter the time for.

A Enter your **Regular Pay** hours on the first row.

B Enter your **Overtime Pay** hours on the second row.

2 Fill in the **Hours entry field** with the number of hours you have worked.

3 Finalize your hours.

C a. Click **Save** when done.

D Click **Copy** to copy hours for the remainder of the pay period. See more information on page six.

2

Mount Royal University Web Services

Personal Information Student **Employee**

SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period: Apr 01, 2019 to Apr 15, 2019
Submit By Date: Apr 15, 2019 by 11:59 PM

Earning: Regular Pay - No Encumbrance
 Date: Apr 08, 2019
 Shift: 1
 Hours:

Save Copy Account Distribution

3

Save Copy Account Distribution

STEP 4A: COPY YOUR HOURS THROUGHOUT THE PAY PERIOD

1

Mount Royal University Web Services

Personal Information Student Employee

SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period: Apr 01, 2019 to Apr 15, 2019
Submit By Date: Apr 15, 2019 by 11:59 PM

Earning: Regular Pay - No Encumbrance
Date: Apr 08, 2019
Shift: 1
Hours: 5

Copy Account Distribution

1 Once you have entered your hours, click **Copy**.

2 Select the dates over the pay period you wish to copy the hours to.

A Click **Timesheet** or **Previous Menu** to go back to your timesheet.

B Click **Copy** when you are happy with the dates selection.

2

Mount Royal University Web Services

Personal Information Student Employee

SITE MAP HELP EXIT

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Regular Pay - No Encumbrance, Shift 1
Date and Hours to Copy: Apr 08, 2019, 5 Hours

Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:

Copy by date:

Monday Apr 01, 2019	Tuesday Apr 02, 2019	Wednesday Apr 03, 2019	Thursday Apr 04, 2019	Friday Apr 05, 2019	Saturday Apr 06, 2019	Sunday Apr 07, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Apr 08, 2019	Tuesday Apr 09, 2019	Wednesday Apr 10, 2019	Thursday Apr 11, 2019	Friday Apr 12, 2019	Saturday Apr 13, 2019	Sunday Apr 14, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Apr 15, 2019						
<input type="checkbox"/>						

Time Sheet Previous Menu Copy

A B

STEP 5: SUBMITTING FOR APPROVAL

1

Mount Royal University Web Services

Personal Information Student **Employee**

SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period: Apr 01, 2019 to Apr 15, 2019
Submit By Date: Apr 15, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 01, 2019	Tuesday Apr 02, 2019	Wednesday Apr 03, 2019	Thursday Apr 04, 2019	Friday Apr 05, 2019	Saturday Apr 06, 2019	Sunday Apr 07, 2019	
Regular Pay - No Encumbrance	1		0	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Overtime Pay @ 1.5	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:			5		0	0	0	0	0	0	5	0
Total Units:				0	0	0	0	0	0	0	0	0

Submit for Approval restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

1 To send in your hours, click **Submit for Approval**.

Note: Once you click Submit for Approval, your timesheet will be locked.

2 When successful, a notification will appear on the top left-hand of your screen.

Note: If you are not yet ready to submit your timesheet, please refer to page eight for more options.

TIMESHEET OPTIONS



1 **Position Selection** will take you back to Step 3.

2 Click **Comment** to insert comments.

Made By:	You
Comment Date:	Apr 10, 2019
Enter or Edit Comment:	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Previous Menu"/>

3 To see an overview of your time sheet, click **Preview**.

4 Click **Restart** to delete your progress and start over.

5 Click **Next** to see the rest of the pay period.

