

WEB TIME ENTRY INSTRUCTIONS 2019

STEP 1: LOGIN TO YOUR MYMRU ACCOUNT

MOUNT ROYAL UNIVERSITY			
Username Password LOGIN	- 1		
Account Resources Forgot Password Change your password Activate your account Username Lookup Common Login Problems Acceptable Use Policy	- 2		
Useful Links Blackboard MRU Gmail Student Wireless Printing	- 3		

- 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 Under the Employee tab, click **Resources & Timesheets.**
- 2 On the left-hand side, under Pay Information, click **Timesheets**.

Mount Royal Unive	ersity W	eb Service	25	
Personal Information	Student	Employee		
Position Select	ion			
To select a position, c	lick under Support Stat Managemen Casual Staff	Position, choos f 440-6756 t 440-6314 440-7295	se the Time Sheet Period and click Select. Earning Code Descriptions (Employee's Manual) (Frequently Asked Questions) Web Time Entry Power Point) (Approver's Manual)	
Title and Departme	nt		My Choice Pay Period and Status	
Job Title			• Apr 01, 2019 to Apr 15, 2019 In Progress	
Job Title			O Aug 16, 2018 to Aug 31, 2018 Completed \$	
Time Sheet	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.

e 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 Internet 2019 to Jan 31, 2019 Completed

Pay Period Status

Completed

In Progress

Not Started

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

STEP 4: ENTERING YOUR HOURS

Time Chest											
Time Sneet											
To begin, click a link under the data	ite where	you want to enter t	time. Clic	k NEXT/	PREVIOUS button	or more dates with	nin the period.				
Time Sheet											
Title and Number: Department and Number:											
Time Sheet Period:					Apr 01, 2019 t	o Apr 15, 2019					
Submit By Date:					Apr 15, 2019	y 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		o :	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Overtime Pay @ 1.5	1		0 0	D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Total Hours:	-			5			. c) (, c	5	
Total Units:											
					1			1			1
Submitted for Approval By: Approved By: Waiting for Approval From:											
Submitted for Approval By: Approved By: Waiting for Approval From: Mount Royal University We	b Serv	ices									4
Submitted for Approval By: Approved By: Waiting for Approval From: Mount Royal University We Personal Information Student	b Serv	ices							_		
Submitted for Approval By: Approved By: Walting for Approval From: Mount: Royal University We Personal Information Student	b Serv	ices							_	ST	TE MAP HELP E
Submitted for Approval By: Approved By: Waiting for Approval From: Mount Royal University We Personal Information Student	b Serv Employee	ices							_	SI	TE MAP HELP E
Submitted for Approval By: Approved By: Waiting for Approval From: Mount Royal University We Personal Information Student Time Sheet	b Serv Employee	ices							_	ST	TE MAP HELP E
Submitted for Approval By: Approved By: Walting for Approval From: Mount Royal University We Personal Information Student Time Sheet To begin, click a link under the da	b Serv Employee	ices	time. Clic	k NEXT/	PREVIOUS button	for more dates with	nin the period.			sr	TE MAP HELP E
Submitted for Approval By: Approved By: Waiting for Approval From: Mount: Royal University We Personal Information Student Time Sheet	t b Serv Employee	ices	time. Clici	k NEXT/	PREVIOUS button 1	for more dates with	nin the period.			Sſ	TE MAP HELP E
Submitted for Approval By: Approved By: Waiting for Approval From: Mount: Royal University We Personal Information Student Time Sheet Time Sheet Time Sheet Time Sheet:	b Serv Employee	ices	time. Clic	k NEXT/	PREVIOUS button	or more dates with	nin the period.		_	SI	TE MAP HELP E
Submitted for Approval By: Approved By: Waiting for Approval From: Mount Royal University We Personal Information Student Time Sheet Time Sheet The sand Number: Department and Number:	b Serv Employee	ices	time. Clic	k NEXT/	PREVIOUS button	for more dates with	nin the period.			sı	TE MAP HELP E
Submitted for Approval By: Approved By: Waiting for Approval From: Maunt: Royal University We Personal Information Student Time Sheet Time Sheet Title and Number: Title and Number: Time Sheet Period: Submit By Date:	t b Serv Employee	ices	time. Clici	k NEXT/	PREVIOUS button 1 Apr 01, 2019 Apr 15, 2019	for more dates with o Apr 15, 2019 yy 11:59 PM	nin the period.			SI	TE MAP HELP E
Submitted for Approval By: Approved By: Waiting for Approval From: Mount Royal University We Personal Information Student Time Sheet Time Sheet	t b Serv Employee	ices you want to enter t Regular Pay - No E	ime. Clici	k NEXT/	PREVIOUS button I Apr 01, 2019 I Apr 15, 2019 I	or more dates will 0 Apr 15, 2019 yı 11:59 PM	nin the period.		-	ST	TE MAP HELP E
Submitted for Approval By: Approved By: Waiting for Approval From: Mount Royal University We Personal Information Student Time Sheet Time Sheet Title and Number: Dispartment and Number: Time Sheet Period: Submit By Date: Earning: Date: Earning:	b Serv Employee	ices you want to enter t Regular Pay - No E Apr 08, 2019	ime. Clic	k NEXT/	PREVIOUS button 1 Apr 01, 2019 1 Apr 15, 2019 1	or more dates with o Apr 15, 2019 by 11:59 PM	in the period.		_	sr	TE MAP HELP E
Submitted for Approval By: Approved By: Waiting for Approval From: Maunt: Royal University We Personal Information Student Time Sheet Time Sheet Title and Number: Time Sheet Period: Submit By Date: Earning: Submit By Date: Earning: Submit By Date:	b Serv	ices you want to enter t Regular Pay - No E Apr 08, 2019	ime. Clic	k NEXT/	PREVIOUS button i Apr 01, 2019 Apr 15, 2019	or more dates with o Apr 15, 2019 y 11:59 PM	in the period.			ST	TE NAP HELP E
Submitted for Approval By: Approved By: Waiting for Approval From: Mount Royal University We Personal Information Student Time Sheet To begin, click a link under the da Time Sheet Title and Number: Department and Number: Time Sheet Fride Sheet Submit By Date: Earning: Date: Shit: Hours:	b Serv	ices you want to enter t Regular Pay - No E Apr 08, 2019	ime. Clic	k NEXT/	PREVIOUS button f Apr 01, 2019 Apr 15, 2019	or more dates with o Apr 15, 2019 y 11:59 PM	in the period.			ST	TE MAP HELP E

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

STEP 4A: COPY YOUR HOURS THROUGHOUT THE PAY PERIOD

Personal Information Student	nployee	
	SITE MAP HE	LP
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.	
To begin, click a link under the date	where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.	
To begin, click a link under the date	where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.	
To begin, click a link under the date Time Sheet Title and Number:	where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.	
To begin, click a link under the date <i>Time Sheet</i> Title and Number: Department and Number:	where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.	
To begin, click a link under the date <i>Time Sheet</i> Title and Number: Department and Number: Time Sheet Period:	where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.	
To begin, click a link under the date <i>Time Sheet</i> Title and Number: Department and Number: Time Sheet Period: Submit By Date:	where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period. Apr 01, 2019 to Apr 15, 2019 Apr 15, 2019 by 11:59 PM	
To begin, click a link under the datu <i>Time Sheet</i> Title and Number: Department and Number: Time Sheet Period: Submit By Date: Famine:	where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period. Apr 01, 2019 to Apr 15, 2019 Apr 15, 2019 by 11:59 PM	
To begin, click a link under the date Time Sheet Title and Number: Department and Number: Time Sheet Period: Submit By Date: Earning: Date:	where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period. Apr 01, 2019 to Apr 15, 2019 Apr 15, 2019 by 11:59 PM Regular Pay - No Encumbrance Apr 08, 2019	
To begin, click a link under the datu Time Sheet Title and Number: Department and Number: Time Sheet Period: Submit By Date: Earning: Date: Shift:	where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period. Apr 01, 2019 to Apr 15, 2019 Apr 15, 2019 by 11:59 PM Regular Pay - No Encumbrance Apr 08, 2019	

Personal Information Stude	ent Employee					
						SITE MAP HELP
Сору						
To copy to the end of the pa under the dates. Warning: I	ay period, click the check box. If you select the same date tha	If you want to copy weekend o t you are copying from, your h	dates, be sure to check Includ nours will be deleted.	le Saturday(s) or Include S	unday(s). To copy individual d	ates, click the check bo
Earnings Code:				Regular Pay - No Encumbra	ince, Shift 1	
Date and Hours to Copy:				Apr 08, 2019, 5 Hours		
Copy from date displayed to Include Saturdays:	o end of the pay period:					
Include Sundays:				0		
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
	Ο	0	Ο		0	0
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
Monday						
Apr 15, 2019						
Time Sheet Previous Menu Co	ору					
	Г — — — — — — — — — — — — — — — — — — —					

- 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.

STEP 5: SUBMITTING FOR APPROVAL

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. Trine Sheet Time Sheet Profet Submit By Date: Apr 01, 2019 to Apr 15, 2019 Submit By Date: Apr 01, 2019 to Apr 15, 2019 Regular Pay - No Encumbrance 1 0 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Certime Pay @ 1.5 1 0 0 0 0 0 Overtime Pay @ 1.5 1 0 0 Submit for Approval By: Approval By: Approval By:	Personal Information Student	Employe	e								sn	TE MAP HELP E
The 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: Dopartment and Number: Dopartment and Number: Compartment and Number: Compart	Time Cheet											
To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period. Trime Sheet Title and Number: Department and Mumber: Submit Sp Date:	Time Sneet											
Time Sheet Tille and Number: Department And N	To begin, click a link under the d	ate when	e you want to enter t	ime. Click	NEXT/	PREVIOUS button f	for more dates wit	hin the period.				
Time Sheef Trile and Mumber: Department and Mumber: Department and Mumber: Department and Mumber: Submit By Date: Apr 01, 2019 to Apr 15, 2019 Submit By Date: Apr 01, 2019 to Apr 15, 2019 Thurnday: Regular Pay - No Encumbrance Introduct Monday Munday Apr 01, 2019 to Apr 15, 2019 Mar 04, 2019 Apr 04, 2019												
Title and Number: Department and Number: Submit By Date: Shift Default: Total Note: Samid By Date: Apr 01, 2019 to Apr 15, 2019 Apr 02, 2019 Number Apr 03, 2019 Apr 04, 2019 Priday Apr 05, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Apr 05, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Apr 05, 2019 Apr 05, 2019 Apr 04, 2019 Apr 04, 2019 Submit Solution Apr 05, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Submit Solution Apr 05, 2019 Apr 04, 2019 Apr 04, 2019 Apr 04, 2019 Center Hours Enter Hours Center Hours Center Hours Center Hours Center Hours Center Hours Center Hour	Time Sheet											
Department and Number: Time Shee Perford: Submit By Date: Earning She Ter So Construction She	Title and Number:											
Approval By: Approval By: Approval By:	Department and Number:											
Submit By Date: Arring colspan="6">Arring colspan="6">Arring colspan="6">Shirt Defauit Modry colspan="6">Arring colspan="6">Arring colspan="6">Arring colspan="6">Arring colspan="6">Friday colspan="6">Arring colspan="6">Shirt Defauit Colspan="6">Not Modry colspan="6" Not	Time Sheet Period:					Apr 01, 2019 t	o Apr 15, 2019					
Barning Note Nervour Vision Nore Vision Note Nervour Vision Not	Submit By Date:					Apr 15, 2019 t	oy 11:59 PM					
Regular Pay - No Encumbrance Image: Notice of Unities Hours of Unites Apr 01, 2013 Apr 02, 2013 Apr 03, 2013 Apr 04, 2013 Apr 05, 2013	Earning	Shift	Default	Total	Total	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notice Notice Notice Notice Notice Enter Houring Enter Hourin	Regular Ray - No Encumbrance	1	Hours or Units	Hours	Units	Apr 01, 2019	Apr 02, 2019	Apr 03, 2019	Apr 04, 2019	Apr 05, 2019	Apr 06, 2019	Apr 07, 2019
Overtime Pay @ 1.5 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Total Hours: 5 0 0 0 0 0 0 0 Total Units: 5 0 0 0 0 0 0 0 Submit for Approval BY: Approval B	Regular Pay - No Encombrance	1 A		0 5		Enter Hours	Enter Hour	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter H
Contain Noursi 0 0 Enter Hours	Overtime Pay @ 1.5	1										
Total Hours: Total Units: Total Units: Submit for Approval By: Approved By:	oferance ray e 115	Î		o c		Enter Hours	Enter Hour	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter H
Total Units: 5 0 0 0 0 0 5 Total Units: 0 0 0 0 0 0 0 0 0 Submitted for Approval By: Approved By:	Total Hours:											
Total Units: Submit for Approval By: Approved By: By the start Next Submit for Approval By: Approved By: By the start Next Submit for Approval By: By the start Next Submit for Approval By: By the start Submit for Approval By the start Submit fo				5	i	C	0 0	0 0	(C	о с	5	5
Submitted for Approval By: Approved By: Ap	Total Units:											
Submitted for Approval By: Approved By:					0	o c	0 0	0 0	(c	, c	(c	2
Submitted for Approval By: Approved By:									1		1	
Submitted for Approval By: Approved By:	(************)(*******)(*****	Subr	nit for Approval estart	Next								
Approved By:	Submitted for Approval By:											

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.



- **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	
Save 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.