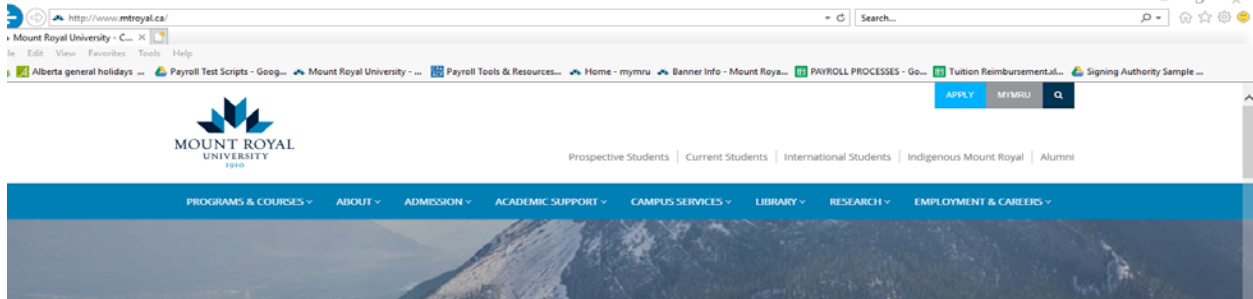
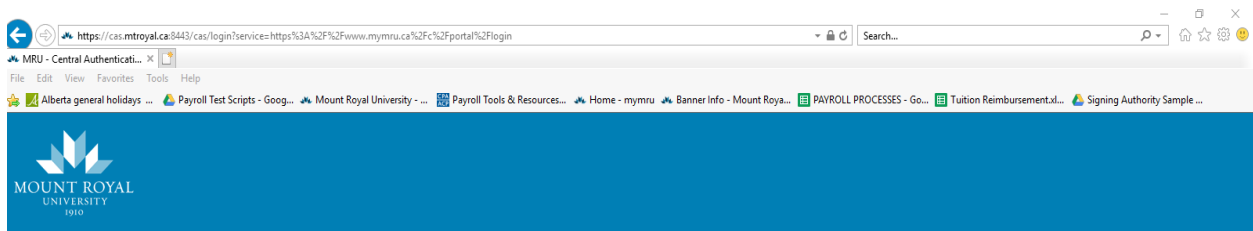


# How to Enter and Restart Time in WTE – Full Time Employee

1. Access Web Time Entry via **MyMRU.ca**
  - Launch Internet Explorer go to [www.mtroyal.ca](http://www.mtroyal.ca)



- Enter your **User Name and Password**
- Click **LOGIN**



Outages & Announcements

**Registration Shut Down**

To facilitate payment processing, online and in-person registration will be unavailable for **Credit** students from **midnight**, Wednesday, Aug. 15, until 3 p.m. Friday, Aug. 17. All other self-service functions (including fee payment) continue to be available.

Account Resources

- Forgot Password
- Change your password
- Activate your account
- Username Lookup
- Common Login Problems
- Acceptable Use Policy

My Sites ▾ Richard David ▾

MOUNT ROYAL UNIVERSITY 1910

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

Announcements

Subject

- Mark your calendars: 2018 Distinguished Employee Awards
- Continuing Education Registration Services has moved
- Campus-wide space audit gets underway July 2
- Stay safe in the sun!

MRU Academic Schedule

Today Friday, 3 August Week Month Agenda

- Monday, 6 August: Heritage Day - closure
- Tuesday, 7 August: Last day to withdraw from courses in the Summer Semester
- Wednesday, 15 August: Full fees for Fall semester due (registered students only)
- Monday, 20 August: Last day of Summer Semester classes
- Wednesday, 22 August: Summer Semester Final Examination period

Search MyMRU

Library

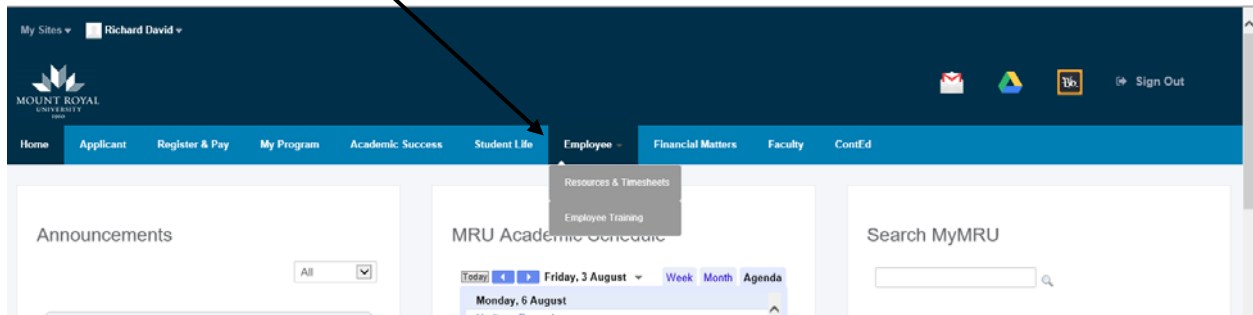
Today's Library Hours

Library hours	8am – 5pm
Viz. Spaces	8am – 5pm
Maker Studio	10am – 2pm
Archives & Special Collections	10am – 3pm

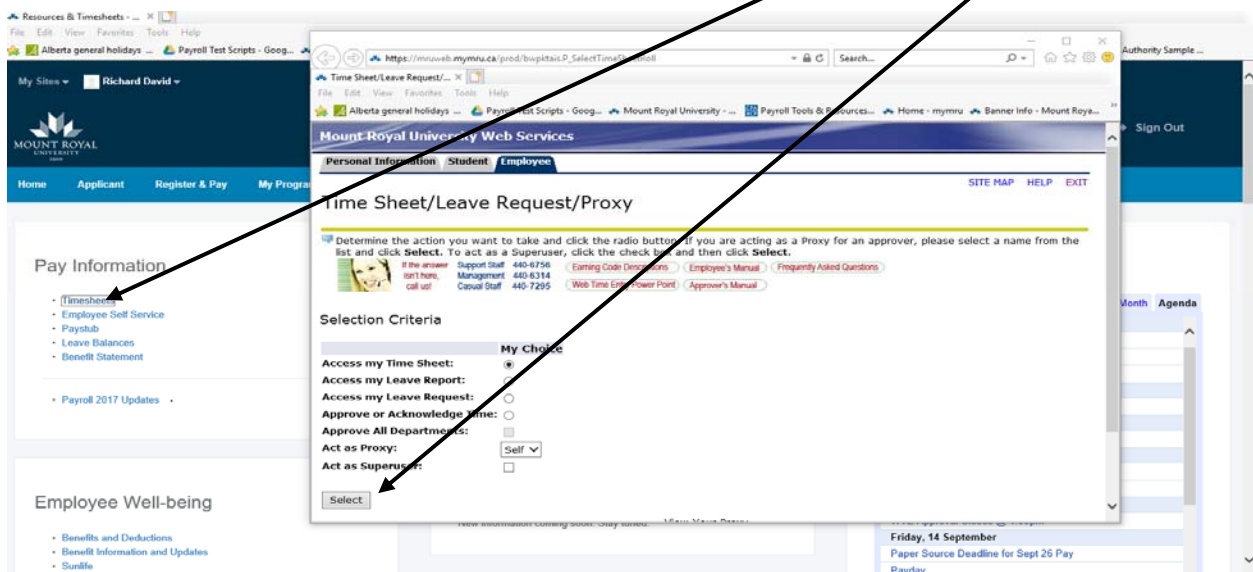
More hours...

## 2. Accessing the Time sheet:

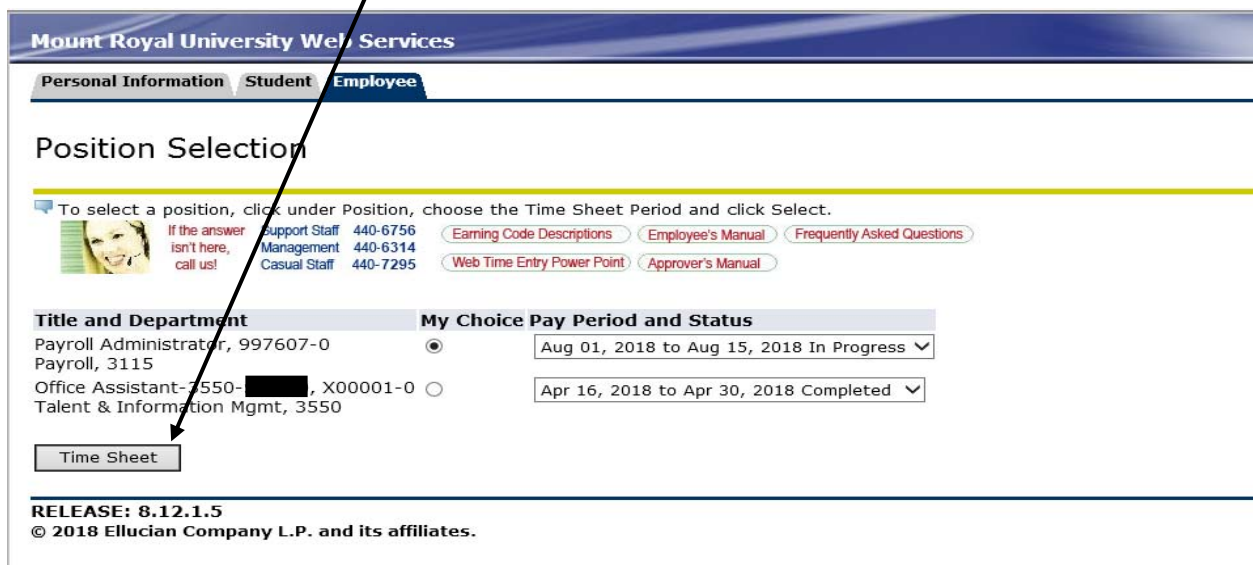
- Click the **Employees** tab and select **Resources and Timesheets**



- Left hand side under Pay information section Click on **Timesheets**
- On the Selection Criteria, select **Access my Timesheet** and click **Select**



- On the Position Selection Page, select position to add or change hours
- Click on the **Time Sheet** button



- a. If you don't have any exceptions (hours that you were not present at work) to report, click **Submit for Approval** button.

**Hawaii Royal University Web Services**

Personal Information Student Employee

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: Payroll Administrator -- 997607-0  
 Department and Number: Payroll -- 3115  
 Time Sheet Period: Aug 01, 2018 to Aug 15, 2018  
 Submit By Date: Aug 15, 2018 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Aug 01, 2018	Thursday Aug 02, 2018	Friday Aug 03, 2018	Saturday Aug 04, 2018	Sunday Aug 05, 2018	Monday Aug 06, 2018	Tuesday Aug 07, 2018
Vacation Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Accum. Time Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Accum. OT Earned @ 1.5	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Accum. OT Earned @ 2.0	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Accum. Straight Time Rate	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pay Hours Earned	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pay Hours Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pay Hours Earned @ 1.5	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unused Premium	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave (2 Days)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave (0 Days)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vol. Fam. Leave Purchase Plan	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sun. Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Medical Appointment	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
General Illness	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compassionate Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave W/O Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Straight Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay @ 1.5	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay @ 2.0	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Call Out Pay	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
SNR (Personal)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Standby Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
SNR (Holiday Accumulated Time)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
SNR (Holiday Pay)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours			0	0	0	0	0	0	0	0	0

Position: Student | Comments | Preview | **Submit for Approval** | Restart | Help

Submitted for Approval By:

- b. To report exception hours click **Enter Hours** under the date and across from the earning you wish to enter time

- An entry field will open labeled **Hours**. Click in the field and enter your hour/s

**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:**  
**Submit By Date:**

Payroll Administrator -- 997607-0  
 Payroll -- 3115  
 Aug 01, 2018 to Aug 15, 2018  
 Aug 15, 2018 by 11:59 PM

**Earning:**  
**Date:**  
**Shift:**  
**Hours:**

Save Copy Account Distribution

Vacation Taken  
 Aug 01, 2018  
 1

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Aug 01, 2018	Thursday Aug 02, 2018	Friday Aug 03, 2018
Vacation Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours

- Then click **Save** to save the hours entered

## 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:**  
**Submit By Date:**

Payroll Administrator -- 997607-0  
 Payroll -- 3115  
 Aug 01, 2018 to Aug 15, 2018  
 Aug 15, 2018 by 11:59 PM

**Earning:** Vacation Taken  
**Date:** Aug 01, 2018  
**Shift:** 1  
**Hours:** 4

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Aug 01, 2018	Thursday Aug 02, 2018	Friday Aug 03, 2018
Vacation Taken	1		0	4		4	Enter Hours

- You will not see the entire pay period on the time sheet screen.
- Click the **Next** button to see more dates.

Submitted for Approval By:

- Once done entering your exception hours click **Submit for Approval**

Submitted for Approval By:

### 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.

Your time sheet was submitted successfully.  
No hours entered.

**Time Sheet**

Title and Number: Payroll Administrator -- 997607-0  
Department and Number: Payroll -- 3115  
Time Sheet Period: Aug 01, 2018 to Aug 15, 2018  
Submit By Date: Aug 15, 2018 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Aug 01, 2018	Thursday Aug 02, 2018	Friday Aug 03, 2018	Sa Aug
Vacation Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	

### 3. If you need to make a change to a time sheet you have already submitted

- Click the **Restart** button located on the bottom of the timesheet to restart a Timesheet

Shift Differential	1	
Standby Pay	1	
Stat Holiday Accumulated Time	1	
Stat Holiday Pay	1	
<b>Total Hours:</b>		
<b>Total Units:</b>		

Position Selection   Comments   Preview   Submit for Approval   **Restart**   Previous

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

RELEASE: 8.14.0.1  
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- Restart confirmation tab will appear and **click Submit** to restart your time sheet

Mount Royal University Web Services

Personal Information Student **Employee** SITE MAP HELP EXIT

### Restart Confirmation

Restarting will delete all changes that you have made to your time record. Do you want to Restart?

RELEASE: 8.12.1.5  
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### 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: Payroll Administrator -- 997607-0  
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Vacation Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Accum. Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Accum. OT Earned @ 1.5	1		0	0	Enter Hours	Enter Hours	Enter Hours	