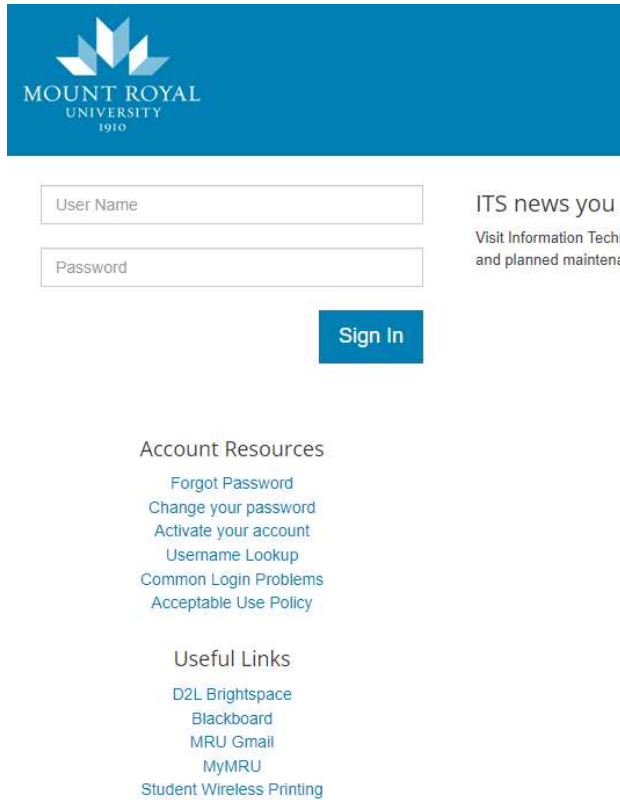


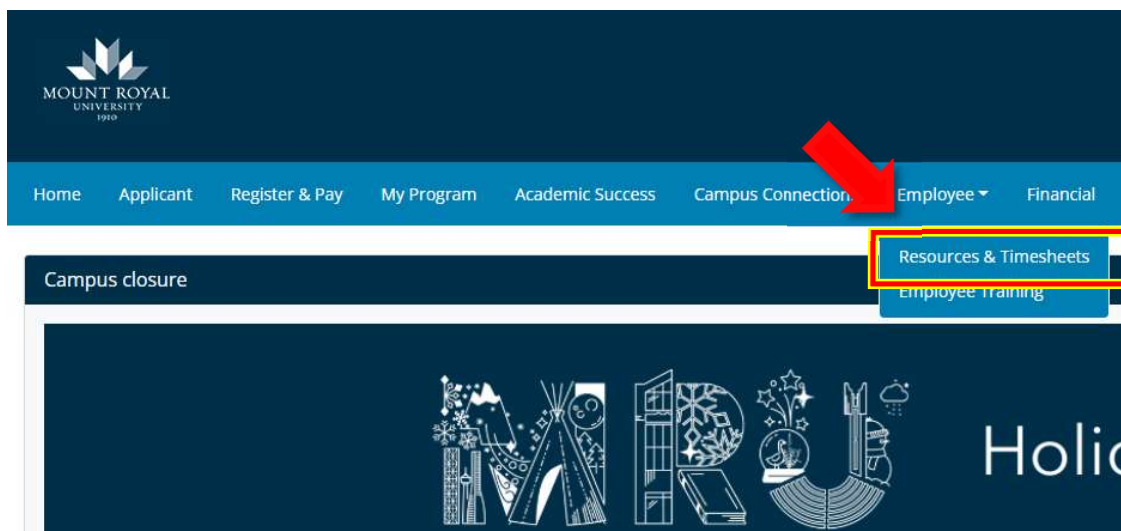
Submit a timesheet using Employee Self-Service

1. Log on to [MyMRU](#).



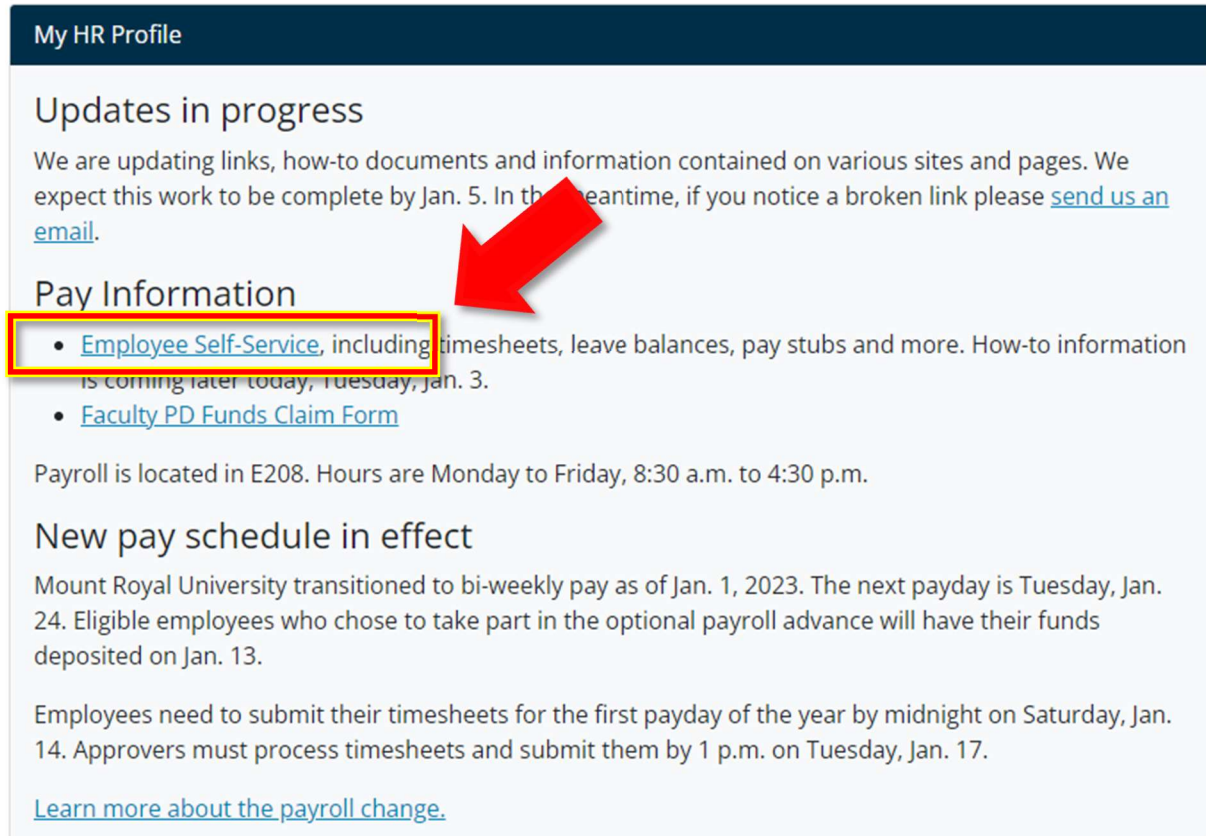
The image shows the MyMRU login page. At the top left is the Mount Royal University logo. Below it are two input fields: "User Name" and "Password". To the right of these fields is a "Sign In" button. Further down, there are sections for "Account Resources" (Forgot Password, Change your password, Activate your account, Username Lookup, Common Login Problems, Acceptable Use Policy) and "Useful Links" (D2L Brightspace, Blackboard, MRU Gmail, MyMRU, Student Wireless Printing).

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



Submit a timesheet using Employee Self-Service

3. In the Pay Information section, locate and select **Employee Self Service** (note that the link may be in a different location as the page is updated regularly, but it will always be in the left hand column).



My HR Profile

Updates in progress

We are updating links, how-to documents and information contained on various sites and pages. We expect this work to be complete by Jan. 5. In the meantime, if you notice a broken link please [send us an email](#).

Pay Information

- [Employee Self-Service](#), including timesheets, leave balances, pay stubs and more. How-to information is coming later today, Tuesday, Jan. 3.
- [Faculty PD Funds Claim Form](#)

Payroll is located in E208. Hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

New pay schedule in effect

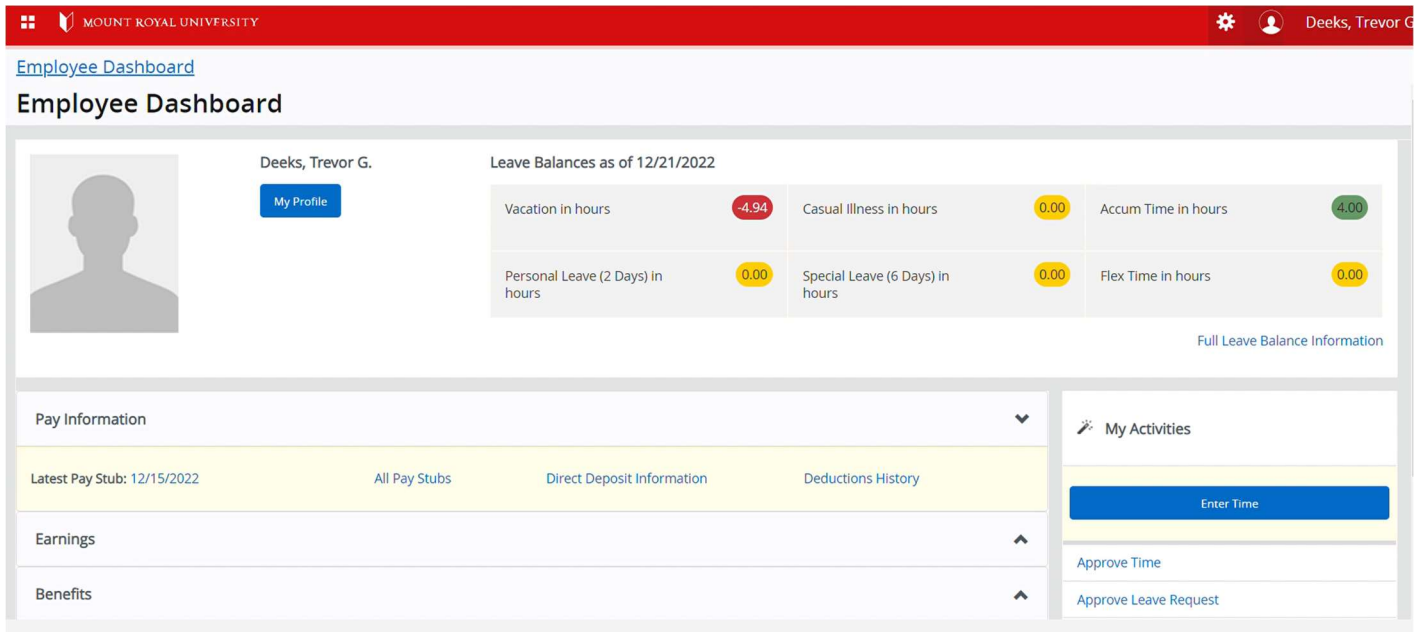
Mount Royal University transitioned to bi-weekly pay as of Jan. 1, 2023. The next payday is Tuesday, Jan. 24. Eligible employees who chose to take part in the optional payroll advance will have their funds deposited on Jan. 13.

Employees need to submit their timesheets for the first payday of the year by midnight on Saturday, Jan. 14. Approvers must process timesheets and submit them by 1 p.m. on Tuesday, Jan. 17.

[Learn more about the payroll change.](#)

Submit a timesheet using Employee Self-Service

4. Then you will see the Employee Dashboard.



The screenshot shows the Employee Dashboard for Trevor G. Deeks. The dashboard includes a profile section, leave balances, and a navigation menu. The 'My Activities' section is highlighted, showing the 'Enter Time' button.

Employee Dashboard

Deeks, Trevor G. [My Profile](#)

Leave Balances as of 12/21/2022

| | | | | | |
|----------------------------------|-------|---------------------------------|------|---------------------|------|
| Vacation in hours | -4.94 | Casual Illness in hours | 0.00 | Accum Time in hours | 4.00 |
| Personal Leave (2 Days) in hours | 0.00 | Special Leave (6 Days) in hours | 0.00 | Flex Time in hours | 0.00 |

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 12/15/2022 All Pay Stubs Direct Deposit Information Deductions History

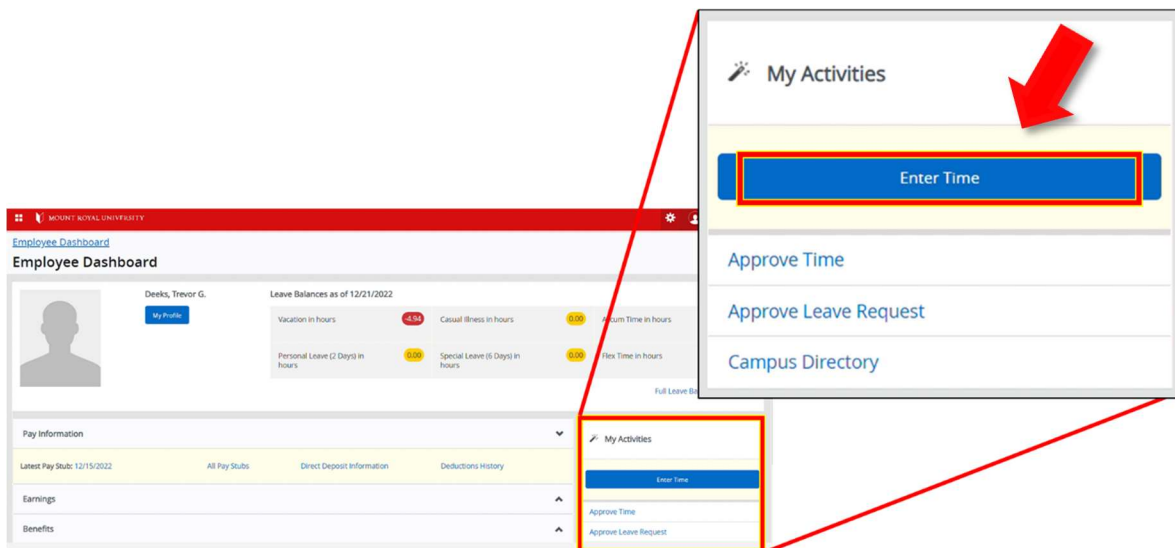
Earnings

Benefits

My Activities

- [Enter Time](#)
- [Approve Time](#)
- [Approve Leave Request](#)

5. To enter your time, click the **Enter Time** button In the My Activities section.



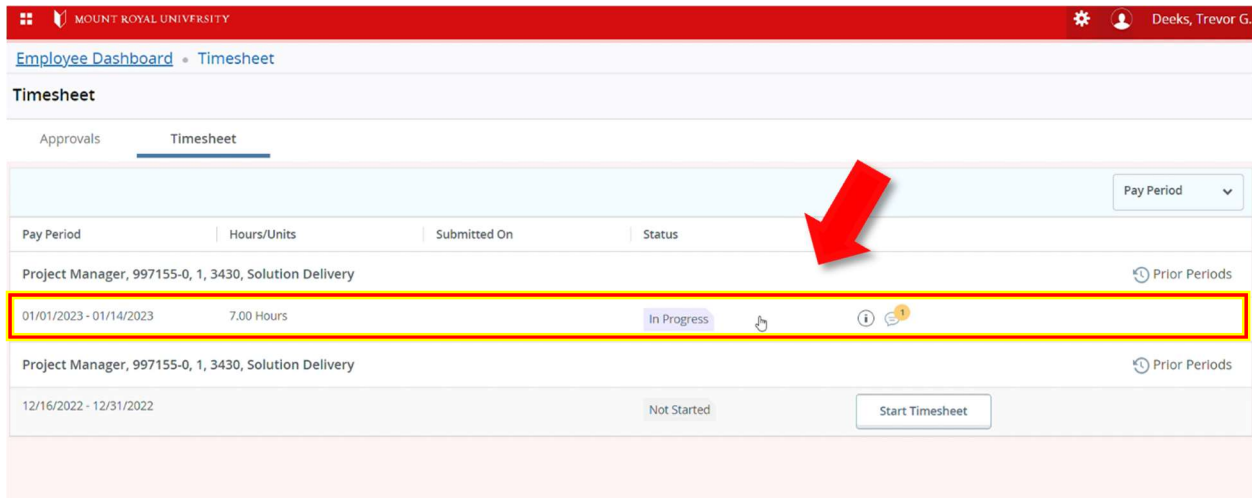
This screenshot is annotated to highlight the 'Enter Time' button. A red arrow points to the 'Enter Time' button in the 'My Activities' section. A red box highlights the 'Enter Time' button in the 'My Activities' section.

My Activities

- [Enter Time](#)
- [Approve Time](#)
- [Approve Leave Request](#)
- [Campus Directory](#)

Submit a timesheet using Employee Self-Service

6. Select Pay period in which you want to enter time.



Employee Dashboard • Timesheet

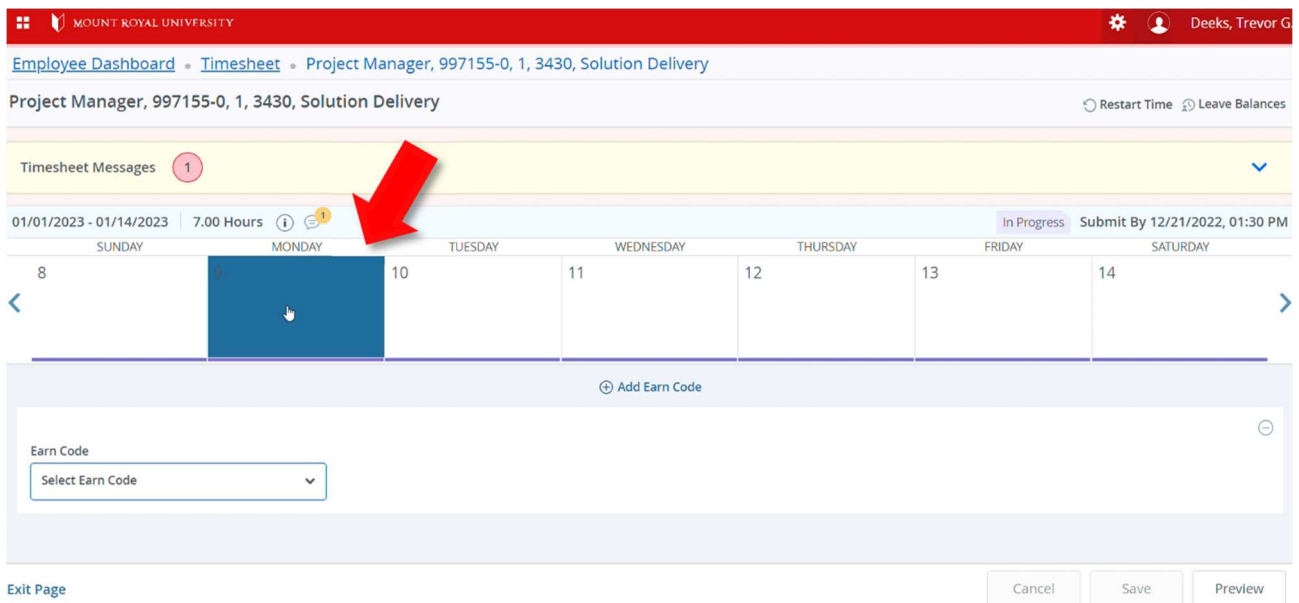
Timesheet

Approvals Timesheet

Pay Period Pay Period ▼

| Pay Period | Hours/Units | Submitted On | Status | |
|--|-------------|--------------|-------------|---|
| Project Manager, 997155-0, 1, 3430, Solution Delivery Prior Periods | | | | |
| 01/01/2023 - 01/14/2023 | 7.00 Hours | | In Progress | 📄 🗨️ 🔔 |
| Project Manager, 997155-0, 1, 3430, Solution Delivery Prior Periods | | | | |
| 12/16/2022 - 12/31/2022 | | | Not Started | Start Timesheet |

7. The calendar view of the selected pay period (14 days) appears. Click on one of the days to enter time for that day.



Employee Dashboard • Timesheet • Project Manager, 997155-0, 1, 3430, Solution Delivery

Project Manager, 997155-0, 1, 3430, Solution Delivery Restart Time Leave Balances

Timesheet Messages 1

01/01/2023 - 01/14/2023 | 7.00 Hours 📄 🗨️ 🔔 In Progress Submit By 12/21/2022, 01:30 PM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |

⊕ Add Earn Code

Earn Code

Select Earn Code ▼

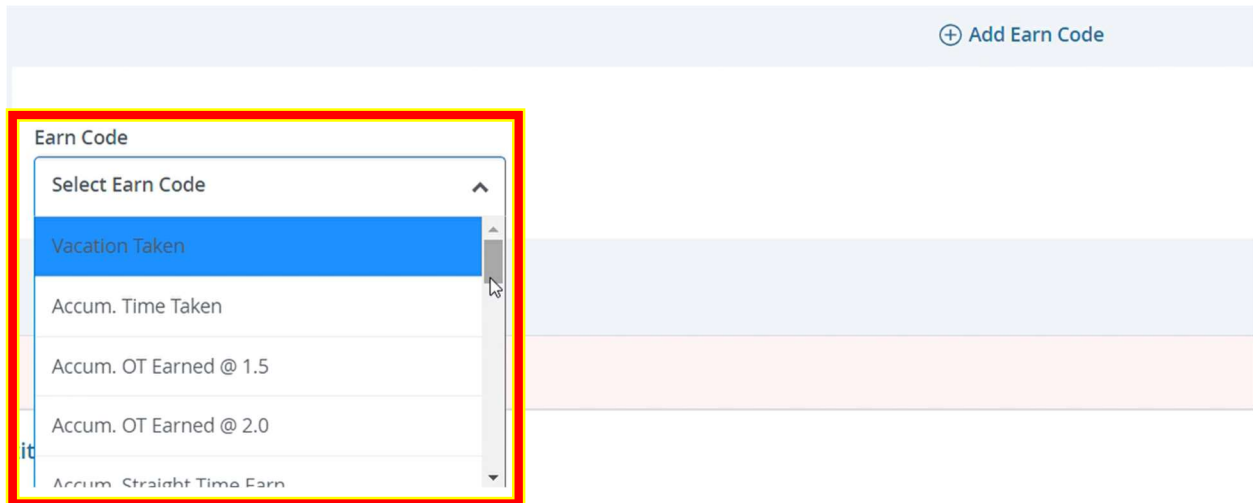
Exit Page Cancel Save Preview

Submit a timesheet using Employee Self-Service

8. Select the Earn Code from the drop down

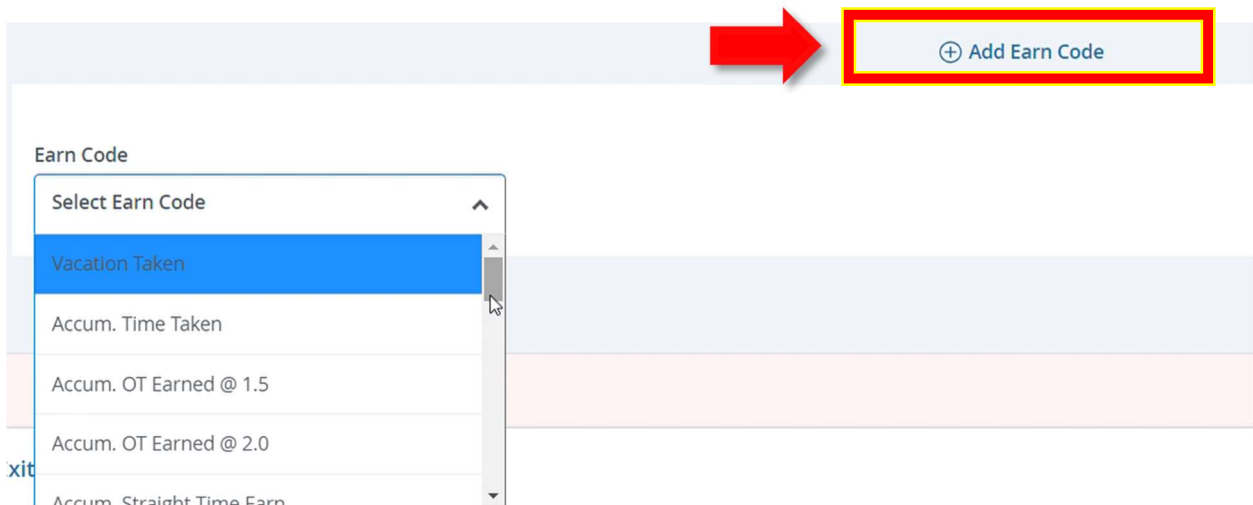
Regular employees: enter exception time (e.g., vacation, sick)

Casual employees: enter hours worked (e.g., regular, overtime)



The screenshot shows a light blue header bar with a button labeled '+ Add Earn Code'. Below the header is a table with two rows: a light blue row and a light pink row. A dropdown menu is open over the first row, titled 'Earn Code'. The menu contains the following options: 'Select Earn Code', 'Vacation Taken' (highlighted in blue), 'Accum. Time Taken', 'Accum. OT Earned @ 1.5', 'Accum. OT Earned @ 2.0', and 'Accum. Straight Time Earn'. A red box highlights the dropdown menu.

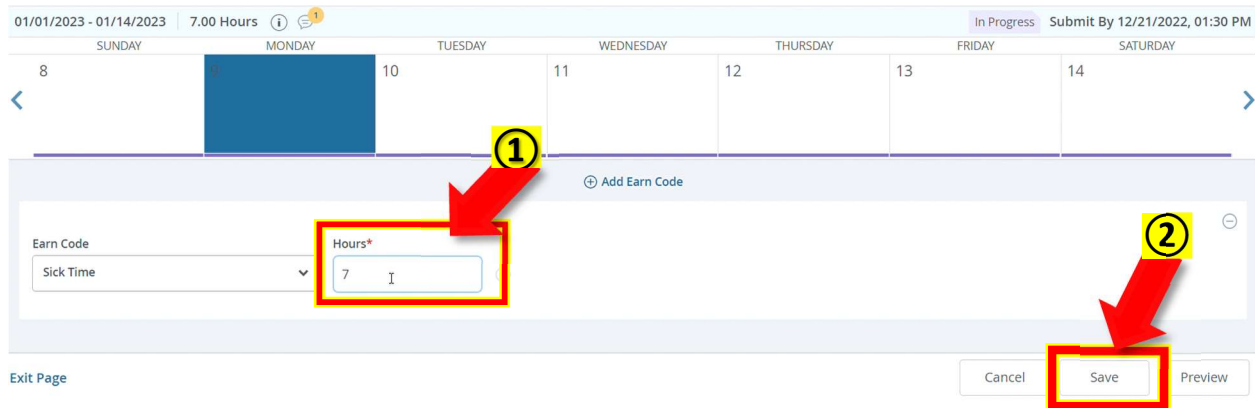
You can add multiple earn codes for one date by selecting **+ Add Earn Code** button



The screenshot shows the same interface as above, but with a red arrow pointing to the '+ Add Earn Code' button, which is highlighted with a red box. The dropdown menu is also open, showing the same options as in the previous screenshot. A red box highlights the dropdown menu.

Submit a timesheet using Employee Self-Service

9. Enter the hours and click the **Save** button.



01/01/2023 - 01/14/2023 | 7.00 Hours | In Progress | Submit By 12/21/2022, 01:30 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

8 10 11 12 13 14

⊕ Add Earn Code

Earn Code Sick Time

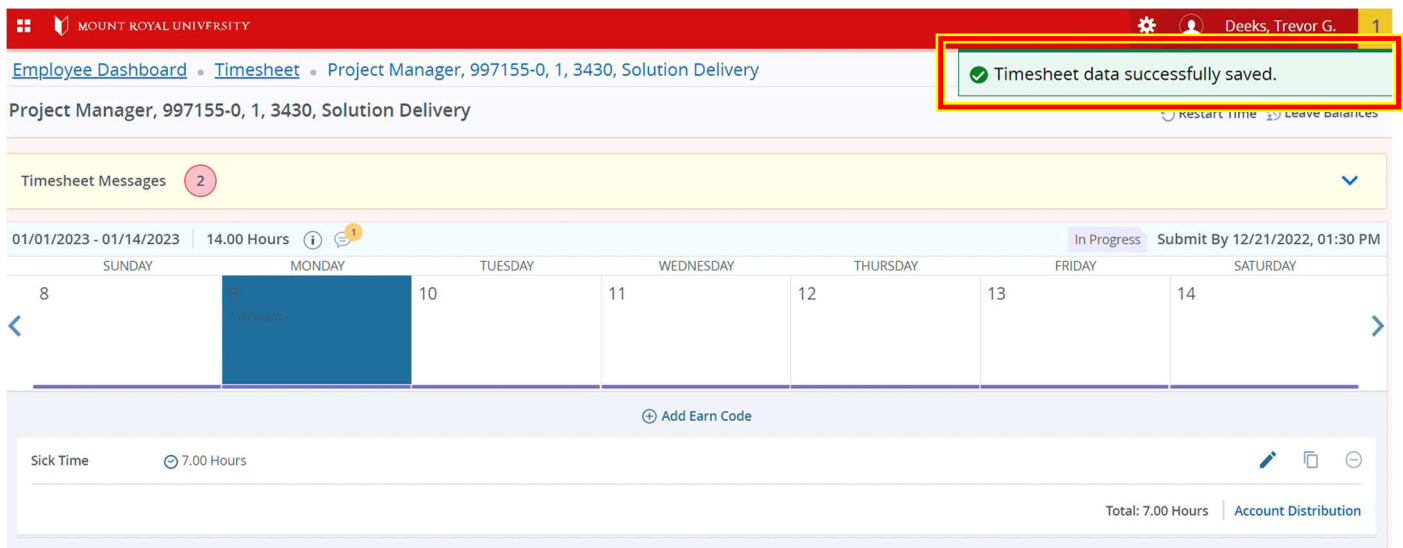
Hours* 7

Exit Page Cancel Save Preview

10. If the timesheet was saved successfully, you will see the message, **“Timesheet data successfully saved.”**

No changes? Go to step 14.

If there is an error message please contact Payroll.



MOUNT ROYAL UNIVERSITY | Deeks, Trevor G. | 1

Employee Dashboard • Timesheet • Project Manager, 997155-0, 1, 3430, Solution Delivery

Project Manager, 997155-0, 1, 3430, Solution Delivery

Timesheet Messages 2

01/01/2023 - 01/14/2023 | 14.00 Hours | In Progress | Submit By 12/21/2022, 01:30 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

8 10 11 12 13 14

⊕ Add Earn Code

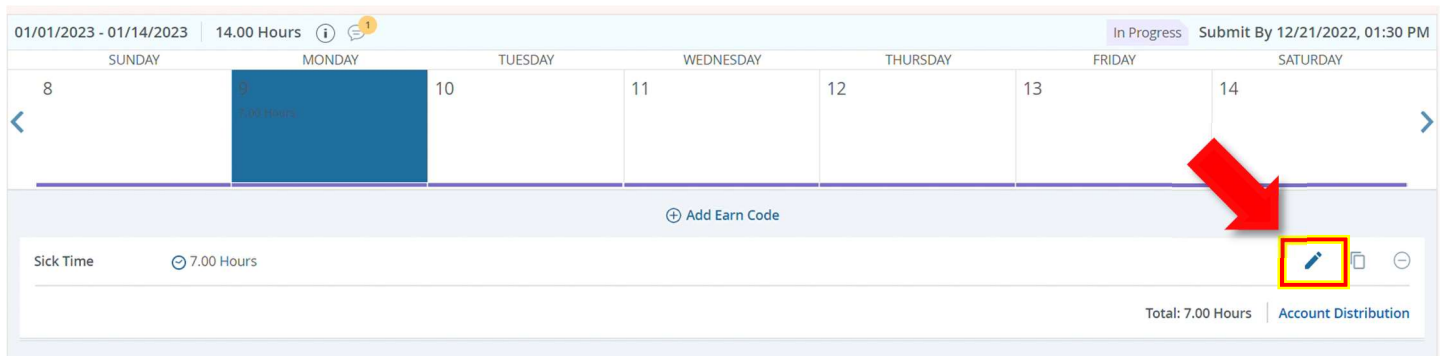
Sick Time 7.00 Hours

Total: 7.00 Hours | Account Distribution

11. If you want to edit time, click the day you want to edit.

Submit a timesheet using Employee Self-Service


And then, click the pencil icon 



01/01/2023 - 01/14/2023 | 14.00 Hours | In Progress | Submit By 12/21/2022, 01:30 PM

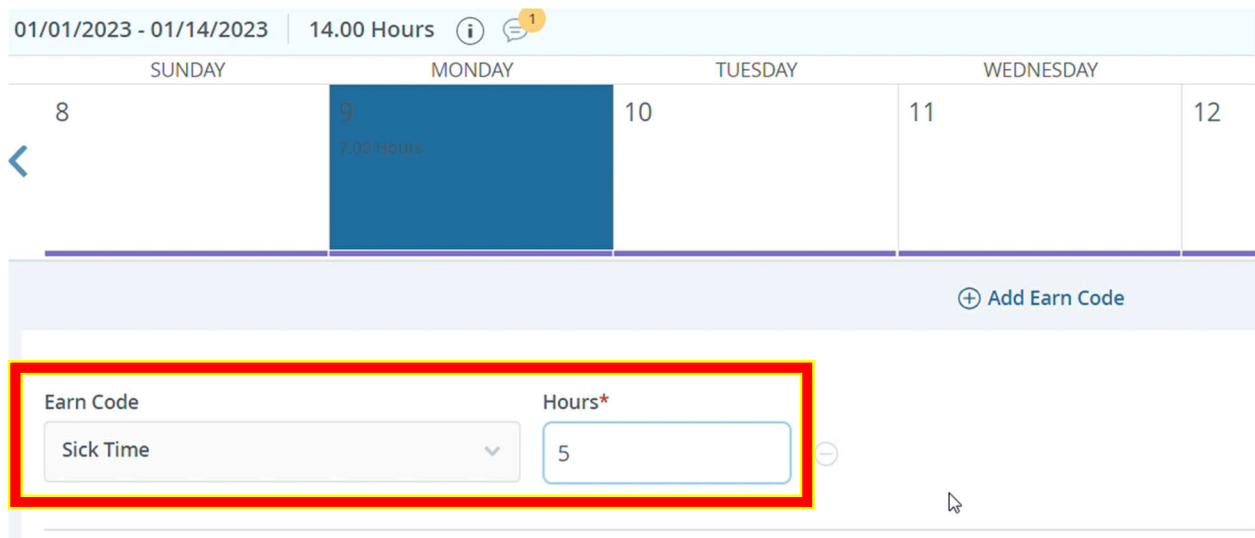
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-----------------|---------|-----------|----------|--------|----------|
| 8 | 9 7.00 Hours | 10 | 11 | 12 | 13 | 14 |



[+ Add Earn Code](#)

Sick Time  7.00 Hours

Total: 7.00 Hours | [Account Distribution](#)

12. Edit the Earn Code or the Hours.



01/01/2023 - 01/14/2023 | 14.00 Hours |   1

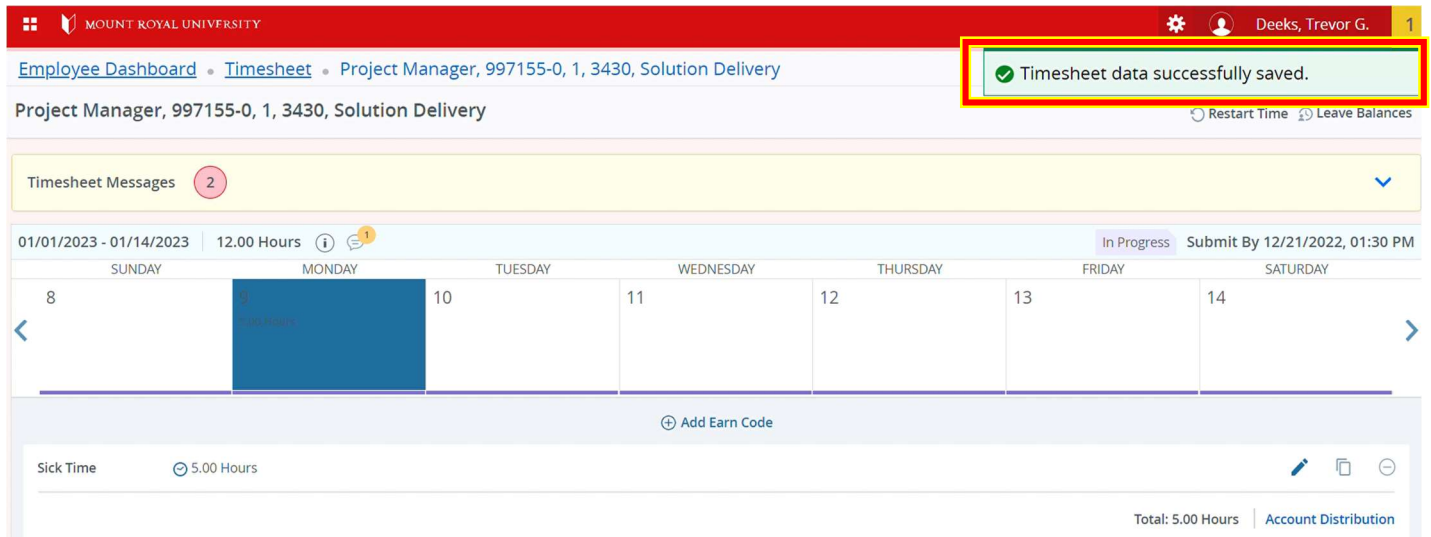
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|-----------------|---------|-----------|
| 8 | 9 7.00 Hours | 10 | 11 |
| | | | 12 |

[+ Add Earn Code](#)

Earn Code Hours*

Submit a timesheet using Employee Self-Service

13. Click save. You will see the message, **“Timesheet data successfully saved.”**



The screenshot displays the Mount Royal University Employee Self-Service interface for submitting a timesheet. At the top, a red navigation bar shows the university logo and the user's name, Trevor G. Deeks. Below this, a breadcrumb trail indicates the user is in the 'Timesheet' section for 'Project Manager, 997155-0, 1, 3430, Solution Delivery'. A green success message, 'Timesheet data successfully saved.', is highlighted with a red box in the top right corner. The main content area shows a calendar for the period 01/01/2023 to 01/14/2023, with a total of 12.00 hours. The calendar grid shows hours for each day from Sunday to Saturday. Below the calendar, there is a section for 'Sick Time' with a value of 5.00 Hours. At the bottom right, the total hours are shown as 5.00 Hours, and there is a link for 'Account Distribution'.

MOUNT ROYAL UNIVERSITY

Deeks, Trevor G.

Employee Dashboard • Timesheet • Project Manager, 997155-0, 1, 3430, Solution Delivery

Project Manager, 997155-0, 1, 3430, Solution Delivery

Timesheet Messages 2

01/01/2023 - 01/14/2023 | 12.00 Hours | In Progress | Submit By 12/21/2022, 01:30 PM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |

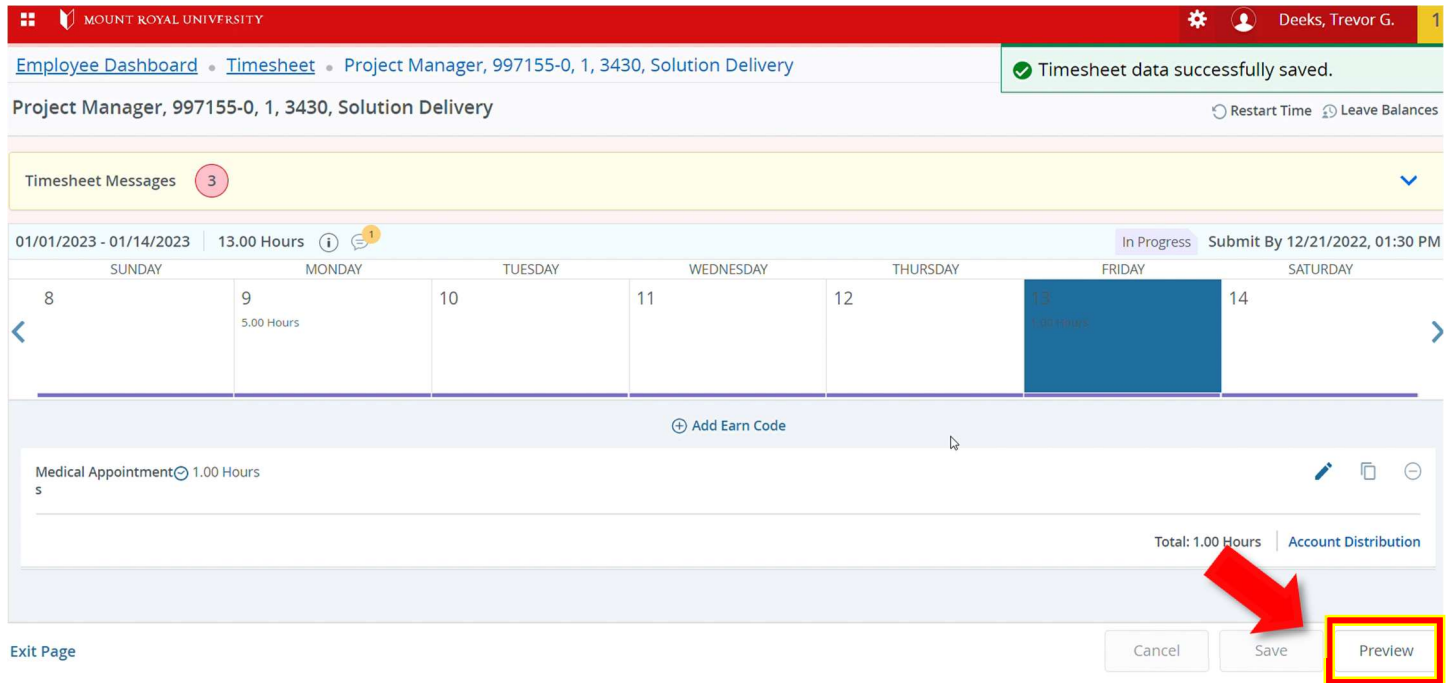
Add Earn Code

Sick Time 5.00 Hours

Total: 5.00 Hours | Account Distribution

Submit a timesheet using Employee Self-Service

14. Once you are satisfied with entries for your pay period, click **Preview**.



MOUNT ROYAL UNIVERSITY

Employee Dashboard • Timesheet • Project Manager, 997155-0, 1, 3430, Solution Delivery

Project Manager, 997155-0, 1, 3430, Solution Delivery

Timesheet Messages 3

01/01/2023 - 01/14/2023 | 13.00 Hours | In Progress | Submit By 12/21/2022, 01:30 PM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-----------------|---------|-----------|----------|------------------|----------|
| 8 | 9 5.00 Hours | 10 | 11 | 12 | 13 1.00 Hours | 14 |

Medical Appointment 1.00 Hours

Total: 1.00 Hours | Account Distribution

Cancel Save **Preview**

Submit a timesheet using Employee Self-Service

15. You will see an overview of your timesheet for the pay period.
If you scroll down, you can also enter comments to provide the approver with more information.

MOUNT ROYAL UNIVERSITY
Deeks, Trevor G.

[Employee Dashboard](#) • [Timesheet](#) • [Project Manager, 997155-0, 1, 3430, Solution Delivery](#) • [Preview](#)

Timesheet Detail Summary

Project Manager, 997155-0, 1, 3430, Solution Delivery 🖨️

Pay Period: 01/01/2023 - 01/14/2023 | 13.00 Hours | In Progress | Submit By 12/21/2022, 01:30 PM

| Time Entry Detail | | | |
|-------------------|---------------------------|-------|------------|
| Date | Earn Code | Shift | Total |
| 01/06/2023 | VCA, Vacation Taken | 1 | 7.00 Hours |
| 01/09/2023 | SIC, Sick Time | 1 | 5.00 Hours |
| 01/13/2023 | DRS, Medical Appointments | 1 | 1.00 Hours |

| Summary | | | | |
|---------------------------|-------|--------|--------|------------|
| Earn Code | Shift | Week 1 | Week 2 | Total |
| VCA, Vacation Taken | 1 | 7.00 | | 7.00 Hours |
| SIC, Sick Time | 1 | | 5.00 | 5.00 Hours |
| DRS, Medical Appointments | 1 | | 1.00 | 1.00 Hours |
| Total Hours | | 7.00 | 6.00 | |

| Routing and Status | | |
|--------------------|--------------|----------------------|
| Name | Action | Date & Time |
| Deeks, Trevor G. | Originated | 12/21/2022, 11:57 AM |
| Hiebert, Ronald M. | In the Queue | |

Comment (Optional):

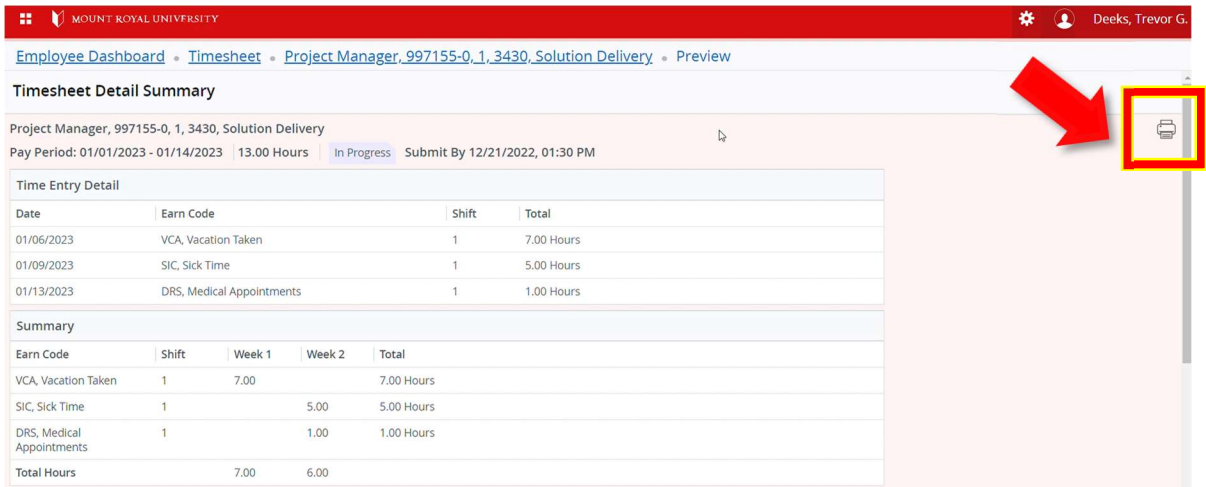
Add Comment

2000 characters remaining

Return
Submit

Submit a timesheet using Employee Self-Service

- To print this information, click the print icon.

[Employee Dashboard](#) • [Timesheet](#) • [Project Manager, 997155-0, 1, 3430, Solution Delivery](#) • [Preview](#)

Timesheet Detail Summary

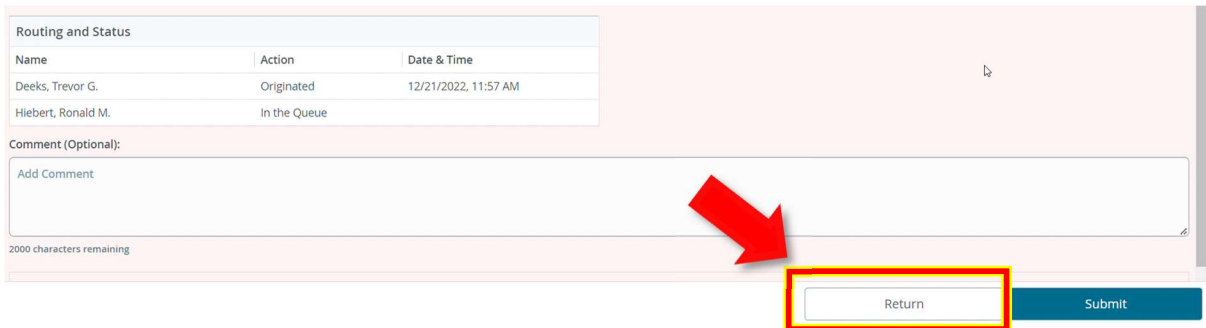
Project Manager, 997155-0, 1, 3430, Solution Delivery

Pay Period: 01/01/2023 - 01/14/2023 | 13.00 Hours | [In Progress](#) | Submit By 12/21/2022, 01:30 PM

| Time Entry Detail | | | |
|-------------------|---------------------------|-------|------------|
| Date | Earn Code | Shift | Total |
| 01/06/2023 | VCA, Vacation Taken | 1 | 7.00 Hours |
| 01/09/2023 | SIC, Sick Time | 1 | 5.00 Hours |
| 01/13/2023 | DRS, Medical Appointments | 1 | 1.00 Hours |

| Summary | | | | |
|---------------------------|-------|--------|--------|------------|
| Earn Code | Shift | Week 1 | Week 2 | Total |
| VCA, Vacation Taken | 1 | 7.00 | | 7.00 Hours |
| SIC, Sick Time | 1 | | 5.00 | 5.00 Hours |
| DRS, Medical Appointments | 1 | | 1.00 | 1.00 Hours |
| Total Hours | | 7.00 | 6.00 | |

- Click the **Return** button to go back to the Calendar view.



| Routing and Status | | |
|--------------------|--------------|----------------------|
| Name | Action | Date & Time |
| Deeks, Trevor G. | Originated | 12/21/2022, 11:57 AM |
| Hiebert, Ronald M. | In the Queue | |

Comment (Optional):

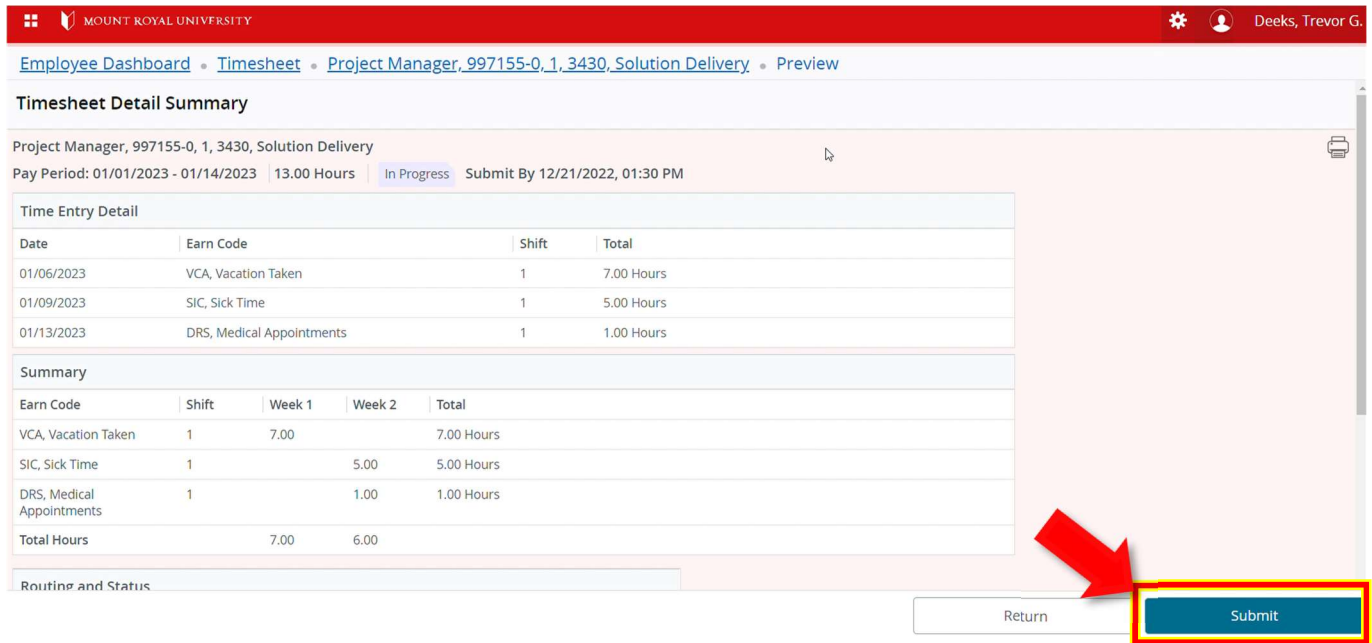
Add Comment

2000 characters remaining

[Return](#) [Submit](#)

Submit a timesheet using Employee Self-Service

16. After reviewing the information, click the **Submit** button.



MOUNT ROYAL UNIVERSITY

Deeks, Trevor G.

[Employee Dashboard](#) » [Timesheet](#) » [Project Manager, 997155-0, 1, 3430, Solution Delivery](#) » [Preview](#)

Timesheet Detail Summary

Project Manager, 997155-0, 1, 3430, Solution Delivery

Pay Period: 01/01/2023 - 01/14/2023 | 13.00 Hours | In Progress | Submit By 12/21/2022, 01:30 PM

| Time Entry Detail | | | |
|-------------------|---------------------------|-------|------------|
| Date | Earn Code | Shift | Total |
| 01/06/2023 | VCA, Vacation Taken | 1 | 7.00 Hours |
| 01/09/2023 | SIC, Sick Time | 1 | 5.00 Hours |
| 01/13/2023 | DRS, Medical Appointments | 1 | 1.00 Hours |

| Summary | | | | |
|---------------------------|-------|--------|--------|------------|
| Earn Code | Shift | Week 1 | Week 2 | Total |
| VCA, Vacation Taken | 1 | 7.00 | | 7.00 Hours |
| SIC, Sick Time | 1 | | 5.00 | 5.00 Hours |
| DRS, Medical Appointments | 1 | | 1.00 | 1.00 Hours |
| Total Hours | | 7.00 | 6.00 | |

Routing and Status

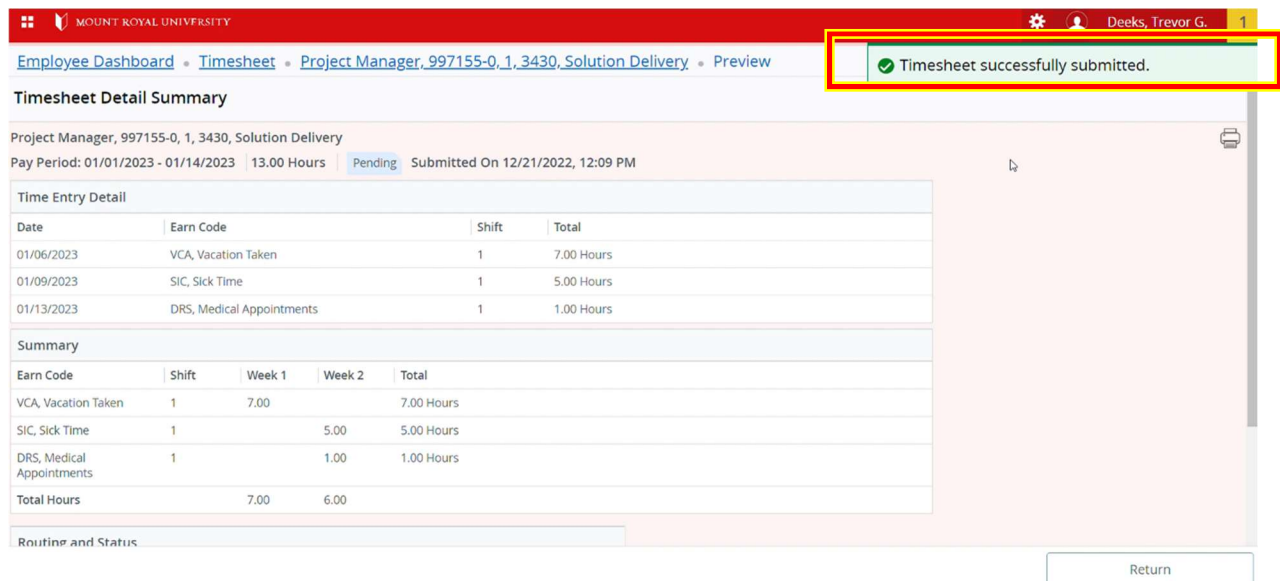
Return **Submit**

Submit a timesheet using Employee Self-Service

17. If the timesheet was submitted successfully, you will see the message, **“Timesheet data successfully submitted.”**

If there are no further changes, you have successfully submitted your timesheet. Continue to step 18, if you would like to recall your timesheet to make further amendments.

If there is an error message, please contact Payroll.



The screenshot shows the 'Employee Dashboard' with a navigation path: [Employee Dashboard](#) > [Timesheet](#) > [Project Manager, 997155-0, 1, 3430, Solution Delivery](#) > [Preview](#). A green notification box at the top right displays a checkmark icon and the text 'Timesheet successfully submitted.' Below this, the 'Timesheet Detail Summary' is shown for 'Project Manager, 997155-0, 1, 3430, Solution Delivery'. The 'Pay Period' is 01/01/2023 - 01/14/2023, with 13.00 Hours. The status is 'Pending' and it was 'Submitted On 12/21/2022, 12:09 PM'. The 'Time Entry Detail' table lists three entries: VCA, Vacation Taken (7.00 Hours), SIC, Sick Time (5.00 Hours), and DRS, Medical Appointments (1.00 Hours). The 'Summary' table shows a total of 7.00 hours for Week 1 and 6.00 hours for Week 2. A 'Return' button is located at the bottom right.

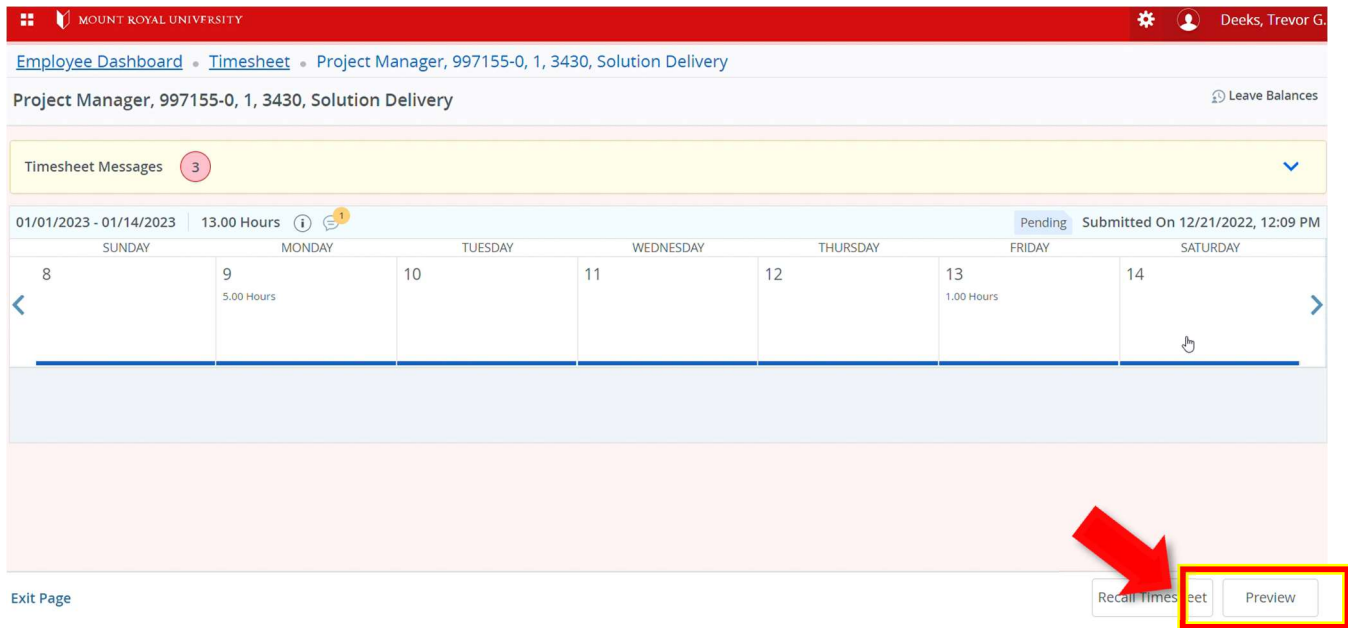
| Date | Earn Code | Shift | Total |
|------------|---------------------------|-------|------------|
| 01/06/2023 | VCA, Vacation Taken | 1 | 7.00 Hours |
| 01/09/2023 | SIC, Sick Time | 1 | 5.00 Hours |
| 01/13/2023 | DRS, Medical Appointments | 1 | 1.00 Hours |

| Earn Code | Shift | Week 1 | Week 2 | Total |
|---------------------------|-------|--------|--------|------------|
| VCA, Vacation Taken | 1 | 7.00 | | 7.00 Hours |
| SIC, Sick Time | 1 | | 5.00 | 5.00 Hours |
| DRS, Medical Appointments | 1 | | 1.00 | 1.00 Hours |
| Total Hours | | 7.00 | 6.00 | |

Submit a timesheet using Employee Self-Service

18. If you want to adjust your time after submitting, click **Recall Timesheet** on the calendar view page. **You can recall your timesheet before it's been approved.**

The process to enter and submit timesheet is same as the steps above (7~16).



Employee Dashboard • Timesheet • Project Manager, 997155-0, 1, 3430, Solution Delivery

Project Manager, 997155-0, 1, 3430, Solution Delivery Leave Balances

Timesheet Messages 3

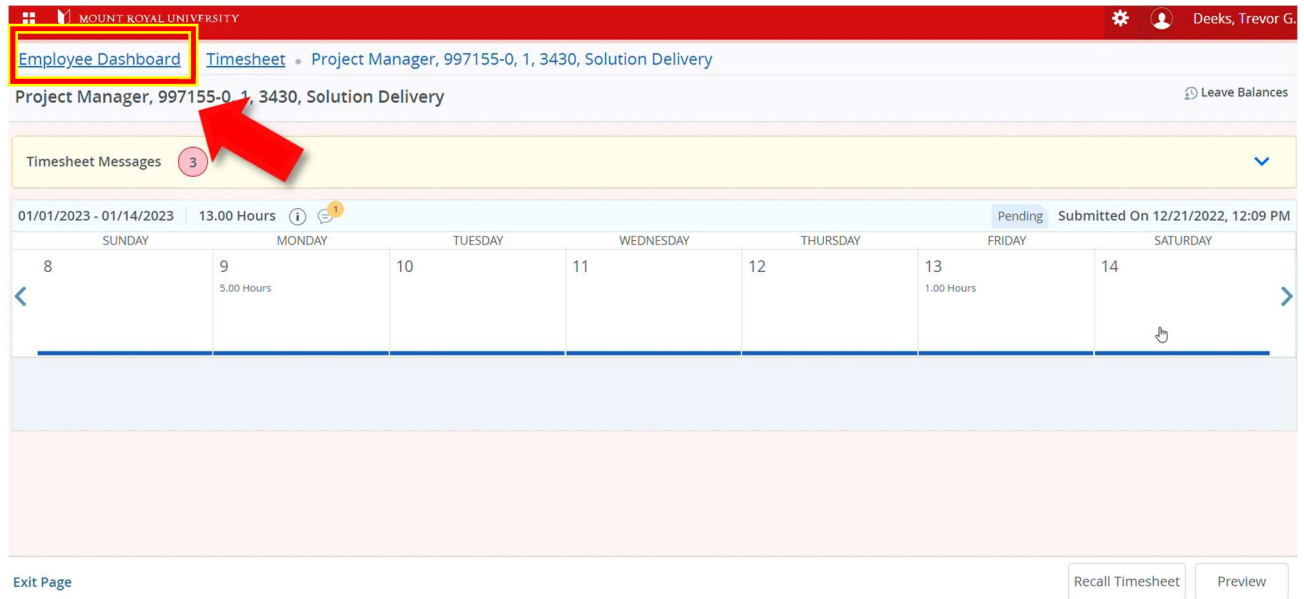
01/01/2023 - 01/14/2023 | 13.00 Hours 1 1 Pending Submitted On 12/21/2022, 12:09 PM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-----------------|---------|-----------|----------|------------------|----------|
| 8 | 9 5.00 Hours | 10 | 11 | 12 | 13 1.00 Hours | 14 |

Exit Page Recall Timesheet Preview

Submit a timesheet using Employee Self-Service

19. You can go back to your Employee Dashboard to click **Employee Dashboard** at the top.



MOUNT ROYAL UNIVERSITY

Employee Dashboard Timesheet • Project Manager, 997155-0, 1, 3430, Solution Delivery

Project Manager, 997155-0, 1, 3430, Solution Delivery Leave Balances

Timesheet Messages 3

01/01/2023 - 01/14/2023 13.00 Hours Pending Submitted On 12/21/2022, 12:09 PM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-----------------|---------|-----------|----------|------------------|----------|
| 8 | 9 5.00 Hours | 10 | 11 | 12 | 13 1.00 Hours | 14 |

Exit Page Recall Timesheet Preview

Submit a timesheet using Employee Self-Service


20. If you go back to the Timesheet page, you can see the status of the Pay Period you had submitted has turned from **In Progress** In Progress to **Pending** Pending .

[Employee Dashboard](#) • [Timesheet](#)

Timesheet

Approvals Timesheet

| Pay Period | Hours/Units | Submitted On | Status |
|---|-------------|--------------|--|
| Project Manager, 997155-0, 1, 3430, Solution Delivery | | | |
| 01/01/2023 - 01/14/2023 | 14.00 Hours | 12/21/2022 | Pending |
| Project Manager, 997155-0, 1, 3430, Solution Delivery | | | |
| 12/16/2022 - 12/31/2022 | | | Not Started Start Timesheet |

- If you click this icon  , you can see the List of Approvers.


MOUNT ROYAL UNIVERSITY Deeks, Trevor G.


[Employee Dashboard](#) • [Timesheet](#)

Timesheet

Approvals Timesheet

| Pay Period | Hours/Units | Submitted On | Status |
|---|-------------|--------------|-------------|
| Project Manager, 997155-0, 1, 3430, Solution Delivery | | | |
| 01/01/2023 - 01/14/2023 | 14.00 Hours | 12/21/2022 | Pending |
| Project Manager, 997155-0, 1, 3430, Solution Delivery | | | |
| 12/16/2022 - 12/31/2022 | | | Not Started |





List of Approvers


Originated On 12/21/2022, 11:57 AM by Deeks, Trevor G.

Submitted On 12/21/2022, 12:11 PM by Deeks, Trevor G.

Approve by 12/21/2022, 02:00 PM

Hiebert, Ronald M.
Sequence 1.00
Pending Approval


Submit a timesheet using Employee Self-Service

If you click this icon  , you can see the Comments, which includes status times and messages.

Timesheet

Approvals **Timesheet**

Pay Period ▼

| Pay Period | Hours/Units | Submitted On | Status | |
|--|-------------|--------------|-------------|---|
| Project Manager, 997155-0, 1, 3430, Solution Delivery Prior Periods | | | | |
| 01/01/2023 - 01/14/2023 | 14.00 Hours | 12/21/2022 | Pending |  |
| Project Manager, 997155-0, 1, 3430, Solution Delivery | | | | |
| 12/16/2022 - 12/31/2022 | | | Not Started | <input type="button" value="Start"/> |

Comments

Deeks, Trevor G.
In Progress On 12/21/2022 | 12:10 PM

Comment: Timesheet recalled (System Generated)

Deeks, Trevor G.
In Progress On 12/21/2022 | 12:01 PM

Comment: Timesheet recalled (System Generated)