

## INSTRUCTIONS FOR SUPERVISORS ON TIMECARD APPROVAL

Supervisors must approve time before the deadline as they will lose access to a pay period that is closed. There is occasionally early cut-offs - check the schedule and monitor your email regularly. Ensure employees are entering hours for the whole pay period, rather than just one week. Changes can be made as required. This will ensure employees are paid correctly.

An employee can enter and make changes to hours for the current pay period up until the employee cut-off which is normally Sunday midnight following the bi-weekly Saturday pay cut-off. The system is accessible 24 hours a day, every day, from any device with an internet connection. The supervisor has extended access and can make adjustments until Tuesday at noon following the pay period cut-off. If a supervisor has a problem please contact Payroll to get it fixed as soon as possible.

The part-time payroll cut-off schedule with pay period start, end and pay dates as well as deadlines for time entry and supervisor approvals is available at [Payroll- Forms and Schedules](#) entitled Pay Schedule - Part-time Hourly.

Time worked outside of the pay period cannot be entered on-line and must be manually recorded on a late timecard, approved by the supervisor and sent to the payroll office. This is a labor-intensive process and may cause delays in payment to employees. Manual timecards will not appear in the on-line employee time history. The Late timecard form can be found at [Payroll- Forms and Schedules](#).

Note: You will not be able to use the timecard system until all your new hire forms have been submitted to and processed by Human Resources.







Lakehead University

Username\*

Password\*

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myportal.lakeheadu.ca





## Hello, Welcome to your myPortal!

Choose a category to get started.



### Tax Information

Here you can change your consent for e-delivery of tax information.



### Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Enrolment Management & Reporting

Tools



### Financial Management

Here you can view the financial health of your cost centers and your projects.

Timecard options are in here.

## Welcome to Colleague Employee Self-Service!



## Stipend History

Here you can view a list of your stipends.



## Time Entry

Here you can fill out your timecards.



## Time Approval

Here you can approve or reject timecards for the people you supervise



## Earnings Statements

Here you can view your earnings statement history.



## Employee Proxy

Here you can delegate certain types of work tasks to another employee.



## Time History

Here you can view your paid timecards.



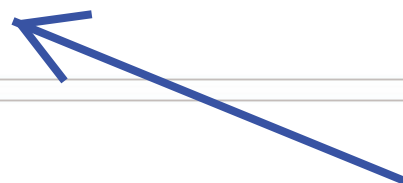
## Time History (Supervisor)

Here you can view paid timecards for the people you supervise.



## Position History

Here you can view a list of your positions.



Approve time  
here.

## Time Approval

[Employee](#)

Filter

Search for Employee

Employee Name or ID



Page

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of 1



Total: 1

Clear Search

## Pay Cycles

☒ Bi-Weekly - Hourly - Full Time

- ☐ 2022-11-18 - 2022-12-01
- ☐ 2022-12-02 - 2022-12-15
- ☐ 2022-12-16 - 2022-12-29
- ☐ 2022-12-30 - 2023-01-12
- ☐ 2023-01-13 - 2023-01-26
- ☐ 2023-01-27 - 2023-02-09
- ☐ 2023-02-10 - 2023-02-23

☒ Bi-Weekly - Hourly - Part Time

- ☐ 2022-11-20 - 2022-12-03
- ☐ 2022-12-04 - 2022-12-17
- ☐ 2022-12-18 - 2022-12-31
- ☐ 2023-01-01 - 2023-01-14
- ☐ 2023-01-15 - 2023-01-28
- ☐ 2023-01-29 - 2023-02-11
- ☐ 2023-02-12 - 2023-02-25

## Status

- ☐ Submitted
- ☐ Not Complete
- ☐ No Time Entered
- ☐ Approved
- ☐ Rejected

Reset Filters

Apply Filters

Pay Cycle

Pay Period

Due By

Status

Total Hours

Regular Hours

Overtime Hours

Additional Hours

Mr. Derek J. Klement - 0432443



Page

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of 1



Total: 1

You filter employees that you supervise by name, pay period, or submission status...

Filter

Search for Employee

Employee Name or ID



Page

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of 1



Total: 1

Clear Search

## Pay Cycles

☒ Bi-Weekly - Hourly - Full Time☐ 2022-11-18 - 2022-12-01 ☐ 2022-12-02 - 2022-12-15 ☐ 2022-12-16 - 2022-12-29 ☐ 2022-12-30 - 2023-01-12 ☐ 2023-01-13 - 2023-01-26 ☐ 2023-01-27 - 2023-02-09 ☐ 2023-02-10 - 2023-02-23 ☒ Bi-Weekly - Hourly - Part Time☐ 2022-11-20 - 2022-12-03 ☐ 2022-12-04 - 2022-12-17 ☐ 2022-12-18 - 2022-12-31 ☐ 2023-01-01 - 2023-01-14 ☐ 2023-01-15 - 2023-01-28 ☐ 2023-01-29 - 2023-02-11 ☐ 2023-02-12 - 2023-02-25 

## Status

☐ Submitted ☐ Not Complete ☐ No Time Entered ☐ Approved ☐ Rejected 

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Mr. Derek J. Klement - 0432443							
✓ Bi-Weekly - Hourly - Part Time	01/29/2023-02/11/2023	2023-02-14 12:30 PM	✓ Submitted	57.00	47.00	2.00	8.00
				✓ Approve ⚠ Reject 💬 Comments ... View			
✓ Bi-Weekly - Hourly - Part Time	02/12/2023-02/25/2023	2023-02-28 12:30 PM	⚠ No Time Entered	0.00	0.00	0.00	0.00
				✓ Approve ⚠ Reject 💬 Comments ... View			

Total: 1

Blue arrows pointing downward indicate that this line has additional information that you can access.



Filter

Search for Employee

Employee Name or ID



Page

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of 1



Total: 1

Clear Search

Pay Cycles

☒ Bi-Weekly - Hourly - Full Time

- ☐ 2022-11-18 - 2022-12-01
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- ☐ 2023-01-13 - 2023-01-26
- ☐ 2023-01-27 - 2023-02-09
- ☐ 2023-02-10 - 2023-02-23

☒ Bi-Weekly - Hourly - Part Time

- ☐ 2022-11-20 - 2022-12-03
- ☐ 2022-12-04 - 2022-12-17
- ☐ 2022-12-18 - 2022-12-31
- ☐ 2023-01-01 - 2023-01-14
- ☐ 2023-01-15 - 2023-01-28
- ☐ 2023-01-29 - 2023-02-11
- ☐ 2023-02-12 - 2023-02-25

Status

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Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Mr. Derek J. Klement - 0432443							
Bi-Weekly - Hourly - Part Time	01/29/2023 - 02/11/2023	2023-02-14 12:30 PM		47.00	2.00	8.00	
			Reject  Comments ... View				
Bi-Weekly - Hourly - Part Time	02/12/2023 - 02/25/2023	2023-02-28 12:30 PM		0.00	0.00	0.00	
			Approve  Reject  Comments ... View				
Time Entered	02/12/2023 - 02/18/2023			0.00	0.00	0.00	0.00
			Approve  Reject  Comments ... View				
No Time Entered	02/19/2023 - 02/25/2023			0.00	0.00	0.00	0.00
			Approve  Reject  Comments ... View				
Tour Guide 4501PSUP0004							

In this case, this pay period was expanded into two separate weeks. The position for which time is entered can be dropped down as well.

Time is entered one week at a time. You can approve both weeks at the same time...

...or each week individually...

...but Payroll recommends that you View the time before approving.

## Time Approval - Mr. Derek J. Klement

[Time Approval](#)

Week 02/12/2023 - 02/18/2023

10.00 Total hours

Not Complete



Pending

Save

Other Actions



Approve

4501PSUP0004 • Tour Guide

Mr. Clint R. Mason • Student Success Centre • Thunder Bay Campus

10.00 | Not Complete

You can verify the employee's time entered here, view the summary by day and week below, and make any edits that are required...

...then click here to approve this week only (or wait until you're back on the main Time Approval screen and approve it there).

Earn Type	Sun 2/12	Mon 2/13	Tue 2/14	Wed 2/15	Thu 2/16	on the main Time Approval screen and approve it there).		Total
Casual PT vacpay4%.....CAS4NP	9:00 AM	1:00 PM	1:00 PM	00:00 AM	8:00 AM			10.00
	11:00 AM	3:00 PM	4:00 PM	00:00 AM	11:00 AM	00:00 AM	00:00 AM	
	+	+	+	+	+	+	+	
<div>+ Additional Time</div>								
Position Total Hours:	2.00	2.00	3.00	0.00	3.00	0.00	0.00	10.00

## Weekly Totals

Daily Total Hours:	2.00	2.00	3.00	0.00	3.00	0.00	0.00	10.00
Regular Hours:								10.00





crmason

Sign out

Help

[Employment](#) • [Employee](#) • Time Approval

## Time Approval - Mr. Derek J. Klement

[Time Approval](#)

Week 02/12/2023 - 02/18/2023

47.00 Total hours

Approved



Saved

Save

Other Actions



Approve

4501PSUP0004 • Tour Guide

Mr. Clint R. Mason • Student Success Centre • Thunder Bay Campus

47.00 | Approved

You can use these  
arrows to navigate  
from week to week.

Earn Type	Sun 2/12	Mon 2/13	Tue 2/14	Wed 2/15	Thu 2/16	Fri 2/17	Sat 2/18	
Casual PT vacpay4%.....CAS4NP	00:00 AM	8:00 AM	2:00 PM	1:00 PM	12:00 PM	1:00 PM	8:00 AM	39.00
	00:00 AM	1:00 PM	6:00 PM	4:00 PM	12:00 AM	2:00 PM	10:00 PM	
	+	+			+	+	+	
Holiday Pay @1.5X + 4%VP- HLD4								8.00
Position Total Hours:	0.00	5.00	4.00	11.00	12.00	1.00	14.00	47.00

Expanded options are available  
here: unapprove the card to return  
to editing, reject it, or leave a  
comment for the employee to see.

Weekly Totals

Daily Total Hours:	0.00	5.00	4.00	11.00	12.00	1.00	14.00	47.00
--------------------	------	------	------	-------	-------	------	-------	-------

Filter

Search for Employee

Employee Name or ID



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Total: 1

Clear Search

## Pay Cycles

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Bi-Weekly - Hourly - Part Time	01/29/2023 - 02/11/2023	2023-02-14 12:30 PM	Approved	57.00	47.00	2.00	8.00
				✓ Unapprove ⚠ Reject 💬 Comments ... View			
Bi-Weekly - Hourly - Part Time	02/12/2023 - 02/25/2023	2023-02-28 12:30 PM	Approved	62.00	51.00	3.00	8.00
				✓ Unapprove ⚠ Reject 💬 Comments ... View			
			Approved	47.00	36.00	3.00	8.00
				⚠ Reject 💬 Comments ... View			
	02/19/2023 - 02/25/2023		Approved			0.00	0.00
				⚠ Reject 💬 Comments ... View			

Approving both weeks...

... results in the entire timecard being approved. Congratulations, you're done!