

INSTRUCTIONS FOR EMPLOYEES ON TIMECARD SUBMISSION

You must enter your time before the deadline as you will lose access to a pay period that is closed. There is occasionally early cut-offs - check the schedule and monitor your email regularly. Enter your hours for the whole pay period if you know what your hours will be. Changes can be made as required. This will ensure you are paid.

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. Your supervisor has extended access and can make adjustments on your behalf until Tuesday at noon following the pay period cut-off. If you have a problem please see your supervisor 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.

It is recommended you enter your time daily and save with the 'save' button. At the end of the two week period your time is finalized by checking the 'Submit for Approval' button which sends your supervisor an email to approve your time. Unapproved time will not be paid.

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

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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 Approval

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



Employee Proxy

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



Time History (Supervisor)

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



Time Entry

Here you can fill out your timecards.



Earnings Statements

Here you can view your earnings statement history.



Time History

Here you can view your paid timecards.



Position History

Here you can view a list of your positions.

Enter time here.

Time Entry

Bi-Weekly - Hourly - Part Time

01/15/2023 - 01/21/2023Due by: 2023-01-29 11:59 PM
Total: 0.00 Hours

PT Support - Biology

**01/22/2023 - 01/28/2023**Due by: 2023-01-29 11:59 PM
Total: 0.00 Hours

PT Support - Biology



Click the week you wish to enter time into.

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

Pay Period 01/15/2023 - 01/28/2023

[All Time Sheets](#)

< Week 01/15/2023 - 01/21/2023 12.00 Total hours >

Saved just now

Save

1606PSUP0005 • PT Support - Biology
Mr. Derek J. Klement • Biology • Thunder Bay Campus
12.00

Note that you're entering time for a 1 week period only.

Earn Type	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
Casual PT vacpay4%.....CAS4NP	8:00 AM	00:00 AM	2:00 AM	00:00 AM	12:00 PM	00:00 AM	00:00 AM	12.00
	12:00 PM	00:00 AM	6:00 AM	00:00 AM	4:00 PM	00:00 AM	00:00 AM	
	+	+	+	+	+	+	+	

+ Additional Time

Position Total Hours:

4.00

4.00

0.00

0.00

12.00

Comments

Submit for Approval

Enter time here. Some views will show time in/time out, others will display only the number of hours to enter, depending on your position.

Weekly Totals



crmason

Sign out

Help

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

Pay Period 01/15/2023 - 01/28/2023

[All Time Sheets](#)Week 01/15/2023 - 01/21/2023
12.00 Total hours

Saved just now

Save

1606PSUP0005 • PT Support - Biology
Mr. Derek J. Klement • Biology • Thunder Bay Campus
12.00

Earn Type	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
Casual PT vacpay4%.....CAS4NP	8:00 AM	00:00 AM	2:00 AM	00:00 AM	12:00 PM	00:00 AM	00:00 AM	12.00
	12:00 PM	00:00 AM	6:00 AM	00:00 AM	4:00 PM	00:00 AM	00:00 AM	
	+	+	+	+	+	+	+	

[+ Additional Time](#)

Position Total Hours:	4.00	0.00	4.00	0.00	4.00	0.00	0.00	12.00
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[Comments](#)[Submit for Approval](#)

Click submit to send to your supervisor.

Weekly Totals



crmason

Sign out

Help

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

Pay Period 01/15/2023 - 01/28/2023

[All Time Sheets](#)Week 01/15/2023 - 01/21/2023
12.00 Total hours

Saved just now

Save

1606PSUP0005 • PT Support - Biology
Mr. Derek J. Klement • Biology • Thunder Bay Campus
12.00

Click this arrow to move to week two of this pay period and follow the same process.

Earn Type	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
Casual PT vacpay4%.....CAS4NP	8:00 AM	00:00 AM	2:00 AM	00:00 AM	12:00 PM	00:00 AM	00:00 AM	12.00
	12:00 PM	00:00 AM	6:00 AM	00:00 AM	4:00 PM	00:00 AM	00:00 AM	
	+	+	+	+	+	+	+	

[+ Additional Time](#)

Position Total Hours:	4.00	0.00	4.00	0.00	4.00	0.00	0.00	12.00
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[Comments](#)[Submit for Approval](#)

Weekly Totals



crmason

Sign out

Help

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

Pay Period 01/15/2023 - 01/28/2023

[All Time Sheets](#)[Week 01/22/2023 - 01/28/2023](#)
10.00 Total hours

Saved at 10:56 AM

Save

1606PSUP0005 • PT Support - Biology
Mr. Derek J. Klement • Biology • Thunder Bay Campus
10.00 | Submitted

Earn Type	Sun 1/22	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Total
Casual PT vacpay4%.....CAS4NP	00:00 AM	8:00 AM	8:00 AM	2:00 PM	00:00 AM	4:00 PM	00:00 AM	10.00
	00:00 AM	12:00 PM	10:00 AM	4:00 PM	00:00 AM	6:00 PM	00:00 AM	
	+	+	+	+	+	+	+	
Position Total Hours:	0.00	4.00	2.00	2.00	0.00	2.00	0.00	10.00

Comments

Return Timecard to Edit

If you make a mistake before your supervisor approves it, click here to go back and edit. After approval, your supervisor must unapprove the timecard to allow you to edit.

Weekly Totals

Daily Total Hours:	0.00	4.00	2.00	2.00	0.00	2.00	0.00	10.00
Regular Hours:								10.00

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

Pay Period 01/15/2023 - 01/28/2023

[← All Time Sheets](#)

Go back to the main timecard screen here.

< Week 01/22/2023 - 01/28/2023
10.00 Total hours >

Saved

Save

1606PSUP0005 • PT Support - Biology
Mr. Derek J. Klement • Biology • Thunder Bay Campus
10.00 | Submitted

Earn Type	Sun 1/22	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Total
Casual PT vacpay4%.....CAS4NP	00:00 AM	8:00 AM	8:00 AM	2:00 PM	00:00 AM	4:00 PM	00:00 AM	10.00
	00:00 AM	12:00 PM	10:00 AM	4:00 PM	00:00 AM	6:00 PM	00:00 AM	
	+	+	+	+	+	+	+	
Position Total Hours:	0.00	4.00	2.00	2.00	0.00	2.00	0.00	10.00

Comments

Return Timecard to Edit

Weekly Totals

Daily Total Hours: 0.00 4.00 2.00 2.00 0.00 2.00 0.00 10.00

Regular Hours: 10.00

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

Time Entry

Bi-Weekly - Hourly - Part Time

01/15/2023 - 01/21/2023Due by: 2023-01-29 11:59 PM
Total: 12.00 Hours

Submitted

PT Support - Biology

**01/22/2023 - 01/28/2023**Due by: 2023-01-29 11:59 PM
Total: 10.00 Hours

Submitted

PT Support - Biology



Double check that both weeks
have been submitted.
Congratulations, you're done!