

INSTRUCTIONS FOR EMPLOYEES FOR [myTimecard on myInfo](#) or How to Enter Hours Worked for Part-time Hourly Employees.

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. 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.

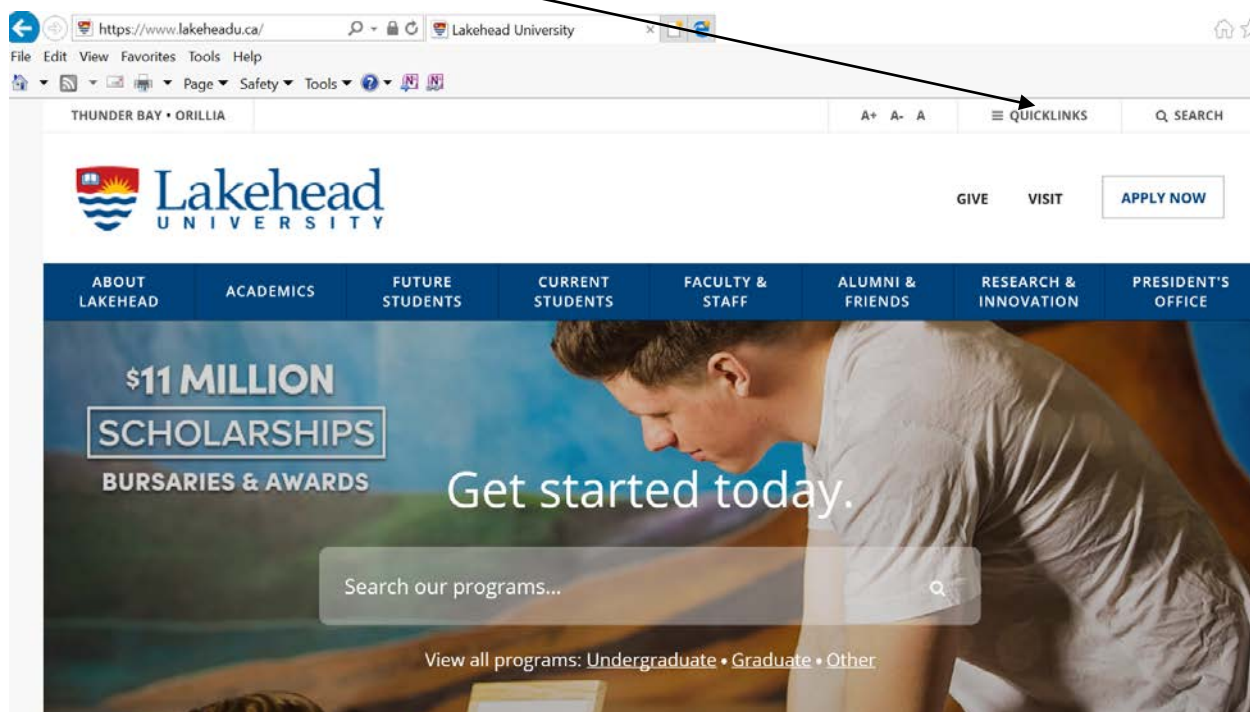
The part-time payroll cut-off schedule with pay period start, end and pay dates as well as deadlines for time entry and supervisor approvals is available at [Payroll- Forms and Schedules](#) entitled *Pay Schedule – Part-time Hourly*.

It is recommended you enter your time daily and save with the ‘submit’ button. At the end of the two week period your time is finalized by checking the ‘electronic signature ready for supervisor 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 myTimecard on myInfo until all your new hire forms have been submitted to and processed by Human Resources.

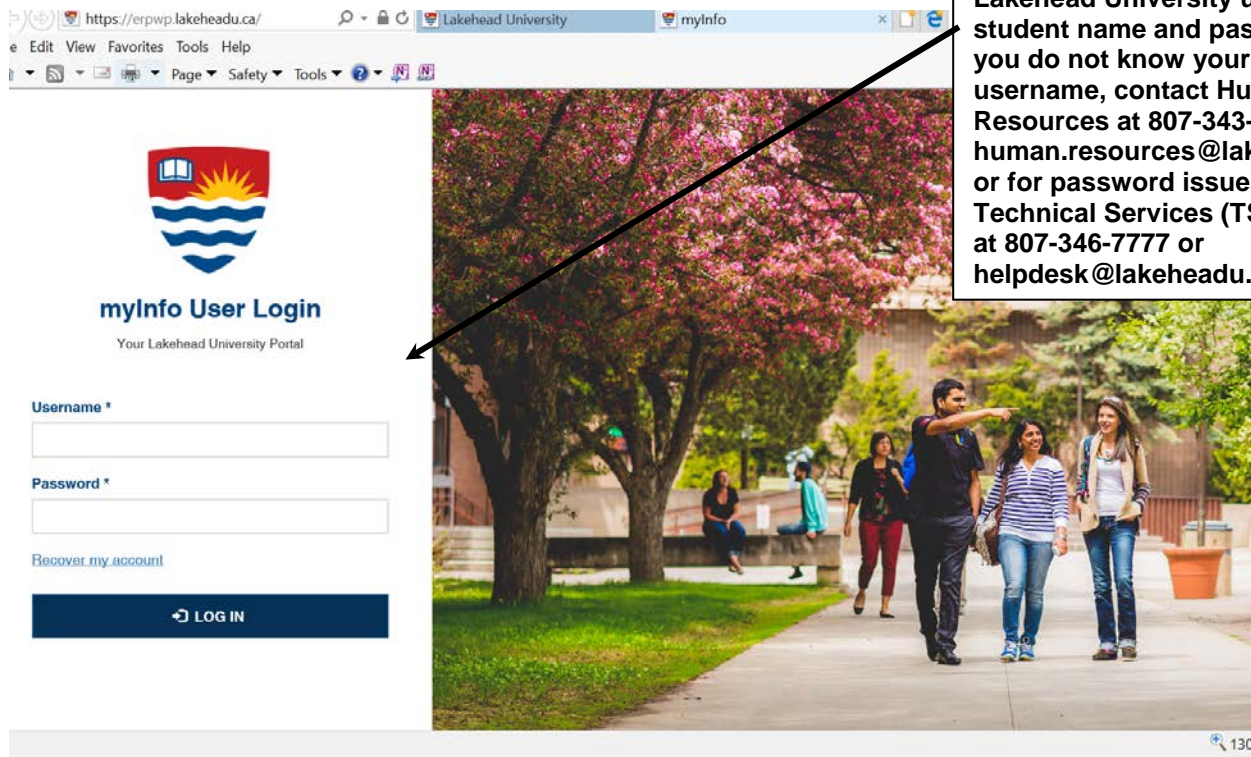
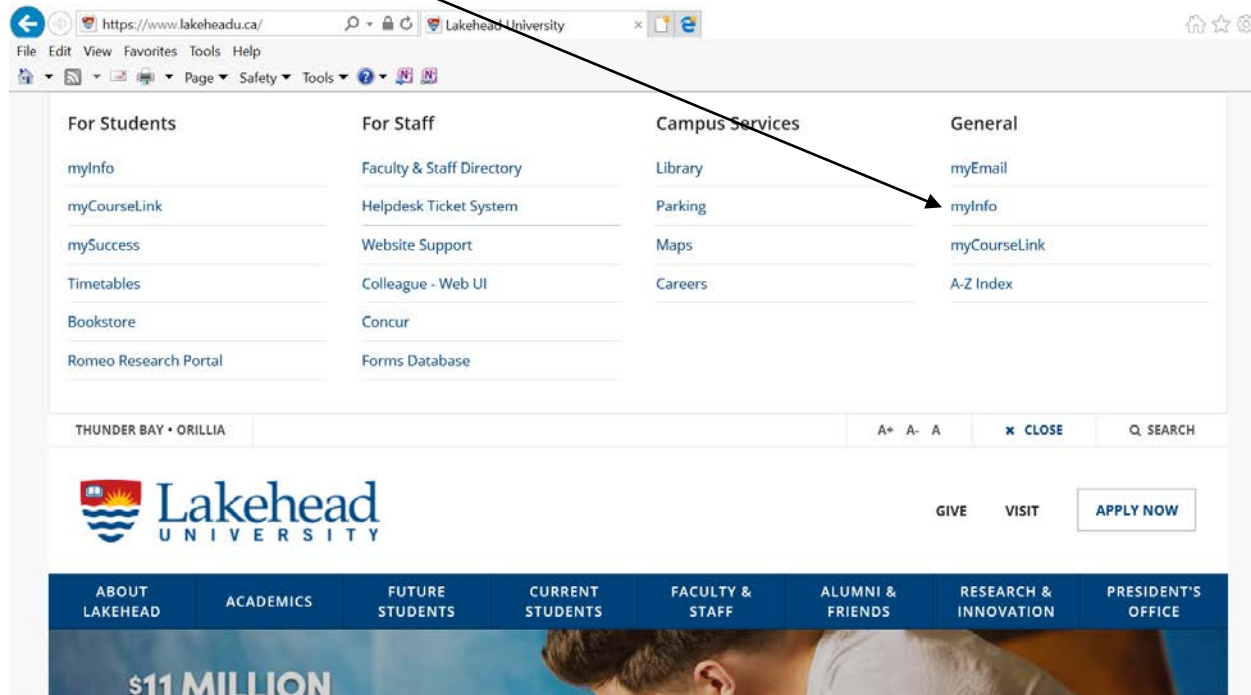
How to Enter Time Worked: Go to Lakehead University’s website www.lakeheadu.ca and click ‘quick links’ and a window will open – under ‘General’, select ‘myInfo’



The screenshot shows a web browser window with the URL <https://www.lakeheadu.ca/>. The page features the Lakehead University logo and a navigation menu with the following items: ABOUT LAKEHEAD, ACADEMICS, FUTURE STUDENTS, CURRENT STUDENTS, FACULTY & STAFF, ALUMNI & FRIENDS, RESEARCH & INNOVATION, and PRESIDENT'S OFFICE. A search bar is visible with the text "Search our programs...". A red arrow points from the text above to the "QUICKLINKS" button in the top right corner of the page.

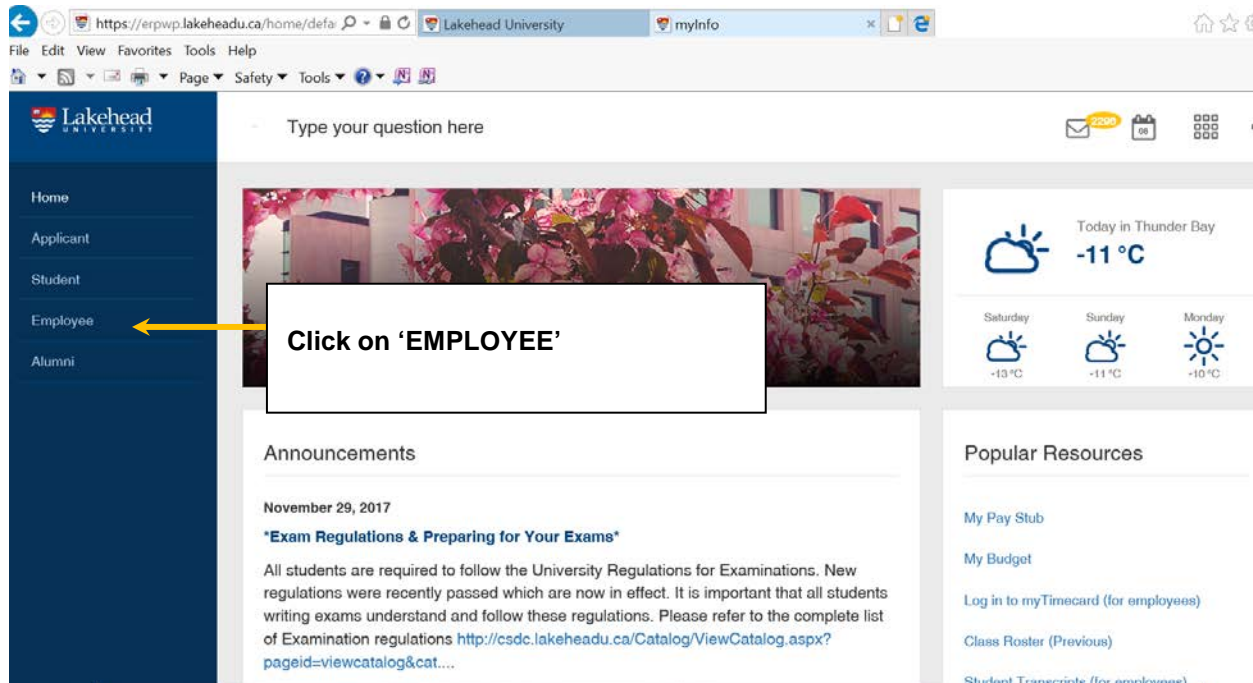
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Select 'myInfo'



Log in to myInfo with your Lakehead University user or student name and password (if you do not know your employee username, contact Human Resources at 807-343-8334 or human.resources@lakeheadu.ca or for password issues contact the Technical Services (TSC) helpdesk at 807-346-7777 or helpdesk@lakeheadu.ca

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https://erpwp.lakeheadu.ca/home/default.aspx?myInfo

File Edit View Favorites Tools Help

Page Safety Tools

Lakehead UNIVERSITY

Type your question here

Home
 Applicant
 Student
Employee
 Alumni

Click on 'EMPLOYEE'

Today in Thunder Bay
 -11 °C

Saturday -13 °C Sunday -11 °C Monday -10 °C

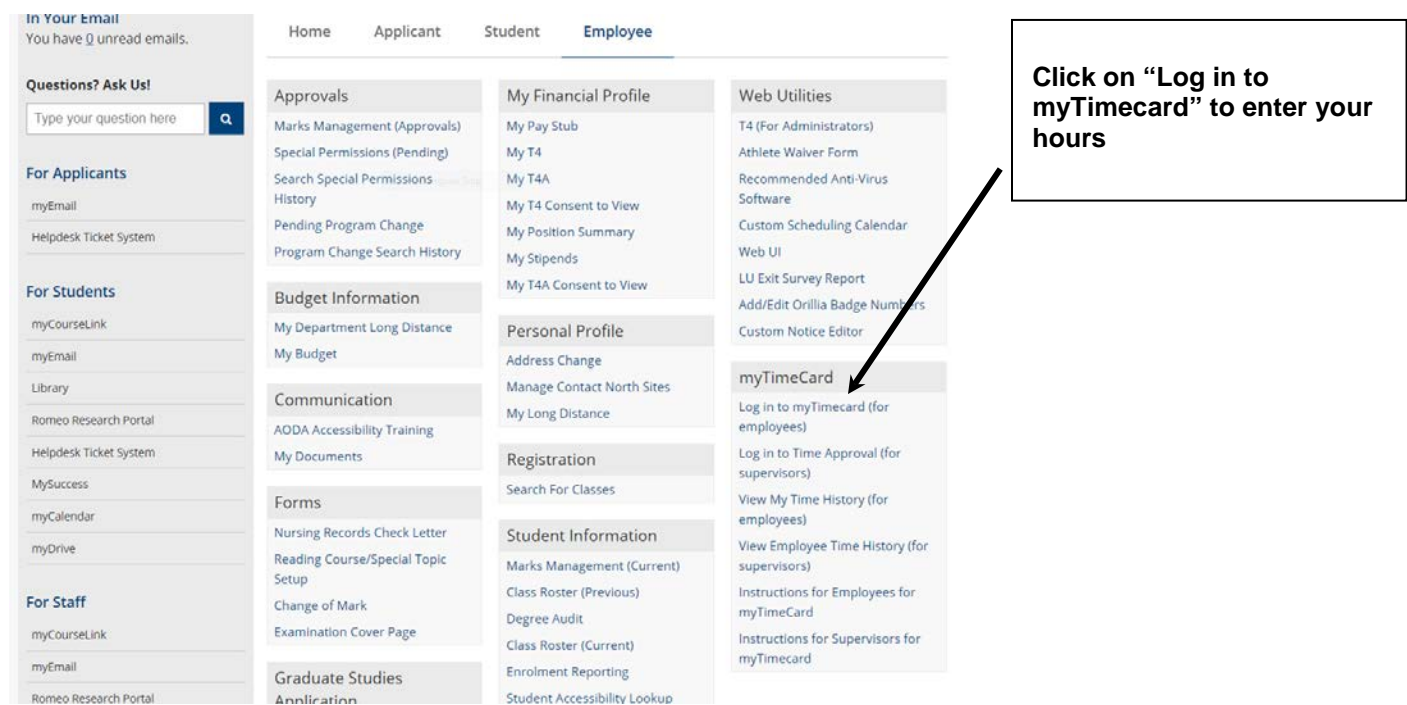
Announcements

November 29, 2017
Exam Regulations & Preparing for Your Exams

All students are required to follow the University Regulations for Examinations. New regulations were recently passed which are now in effect. It is important that all students writing exams understand and follow these regulations. Please refer to the complete list of Examination regulations <http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&cat...>

Popular Resources

My Pay Stub
 My Budget
[Log in to myTimecard \(for employees\)](#)
 Class Roster (Previous)
 Student Transcripts (for employees)



In Your Email
 You have 0 unread emails.

Questions? Ask Us!
 Type your question here

For Applicants
 myEmail
 Helpdesk Ticket System

For Students
 myCourseLink
 myEmail
 Library
 Romeo Research Portal
 Helpdesk Ticket System
 MySuccess
 myCalendar
 myDrive

For Staff
 myCourseLink
 myEmail
 Romeo Research Portal

Home Applicant Student **Employee**

Approvals
 Marks Management (Approvals)
 Special Permissions (Pending)
 Search Special Permissions History
 Pending Program Change
 Program Change Search History

Budget Information
 My Department Long Distance
 My Budget

Communication
 AODA Accessibility Training
 My Documents

Forms
 Nursing Records Check Letter
 Reading Course/Special Topic Setup
 Change of Mark
 Examination Cover Page

Graduate Studies Application

My Financial Profile
 My Pay Stub
 My T4
 My T4A
 My T4 Consent to View
 My Position Summary
 My Stipends
 My T4A Consent to View

Personal Profile
 Address Change
 Manage Contact North Sites
 My Long Distance

Registration
 Search For Classes

Student Information
 Marks Management (Current)
 Class Roster (Previous)
 Degree Audit
 Class Roster (Current)
 Enrolment Reporting
 Student Accessibility Lookup

Web Utilities
 T4 (For Administrators)
 Athlete Waiver Form
 Recommended Anti-Virus Software
 Custom Scheduling Calendar
 Web UI
 LU Exit Survey Report
 Add/Edit Orillia Badge Numbers
 Custom Notice Editor

myTimeCard
 Log in to myTimecard (for employees)
 Log in to Time Approval (for supervisors)
 View My Time History (for employees)
 View Employee Time History (for supervisors)
 Instructions for Employees for myTimeCard
 Instructions for Supervisors for myTimeCard

Click on "Log in to myTimecard" to enter your hours

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Entering Regular Work Hours

Step 1

Click the box to choose the position to enter your hours then click the submit button

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	09/03/15	09/03/28	Equipment Rm ATTENDANT 1st Yr	08/09/03	Athletics			09/03/30 11:59PM
<input type="checkbox"/>	09/03/15	09/03/28	Equipment Rm ASSISTANT	08/09/03	Athletics	I		09/03/30 11:59PM

Ensure all your hours for the pay period have been entered by the date and time indicated.

You may have only one position or several. You can choose only one at a time to enter hours worked. Be very careful to enter your hours worked on the correct position.

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Equipment Rm ATTENDANT 1st Yr	09/03/28	Bi-Weekly - Hourly - Part Time	Athletics			09/03/30 11:59PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
09/03/15	Sunday							<input type="checkbox"/>
09/03/15	Sunday							<input type="checkbox"/>
09/03/16	Monday	9:00AM	11:15AM					<input type="checkbox"/>
09/03/16	Monday							<input type="checkbox"/>
09/03/17	Tuesday	4:30PM	6:30PM					<input type="checkbox"/>
09/03/17	Tuesday							<input type="checkbox"/>
09/03/18	Wednesday							<input type="checkbox"/>

Step 2

Although you can enter hours each day or all at once at the end of the pay period it is good practice to enter your hours at the end of each day to avoid mistakes and missing time.

To enter hours, enter your start time in the "Time In" column that corresponds to your work date. Enter your end time in the "Time Out" column. Be sure to specify AM or PM where applicable.

In the example at the left, the employee started their shift at 9:00AM and concluded at 11:15 AM on Monday. They returned on Tuesday and worked 4:30 – 6:30 PM.

Note: Do not time in and out on paid breaks or lunch hours or you will not be paid for them.

IMPORTANT: Only use the 'Insert Line' field if you have more than one shift per day and need to add an additional line to this form to fill in more detail. If you check this box and do not enter hours, the system will not save anything you have done.

If you are entering your hours at the end of each shift, enter your time in and time out next to the day worked and click the submit button. This will provide you with a summary of your time to date. **DO NOT** check the "electronic signature" box

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

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UNTIL you have entered all your hours for the period and are prepared to send your final timesheet to your supervisor for approval.

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval

Supervisor Comments

Confirmation

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date 09/03/28

Time Entry Status Complete

Current Pay Period	Hours
Regular Hours	4.25
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	4.25

OK

Step 3

When you have entered all your time for the **ENTIRE** pay period, check this box. This is your electronic signature that your time card is complete and accurately reflects the times you worked. You will receive a confirmation confirming your total hours submitted to your supervisor for approval.

Overtime Payments

[myTimecard on myInfo](#) will automatically calculate your eligible overtime based on the hours entered. Overtime hours cannot be manually entered.

Entering Statutory Holiday Pay Hours

If you work on a Statutory Holiday; enter your hours in [myTimecard](#) if you meet the following criteria:

- You worked during the holiday and;
- You are eligible for holiday pay compensation at time and a half;

If you work on the following statutory holidays and you are eligible to receive time and half compensation; do not enter your time-in time-out hours; rather go the right hand side of your timecard and enter your total hours worked under "Other Time Hours" and select "Holiday Pay@1.5" from the drop down box.

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Date	Day	Time In	Time Out	Other Time Hours	Other Time Types	Insert Line
09/03/15	Sunday					<input type="checkbox"/>
09/03/15	Sunday					<input type="checkbox"/>
09/03/16	Monday			1.00		<input type="checkbox"/>
09/03/16	Monday				Holiday Pay @1.5	<input type="checkbox"/>
09/03/17	Tuesday					<input type="checkbox"/>
09/03/17	Tuesday					<input type="checkbox"/>

Click the drop down box and select "Holiday Pay @1.5"

Statutory Holidays

New Years Day
 Family Day
 Good Friday
 Easter Monday (not mandatory)
 Victoria Day
 Canada Day
 Civic Holiday (not mandatory)
 Labour Day
 Thanksgiving
 Christmas Day
 Boxing Day

For a list of the calendar dates for
 Statutory Holidays, please refer to
 Lakehead's Human Resources web site
 at <http://hr.lakeheadu.ca>

If you do not come to work on the statutory holiday, do not enter time on [myTimecard](#). The Payroll system will automatically calculate your entitlement to statutory holiday pay per the provincial labour requirements.

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Entering Personal Emergency Leave Paid or Unpaid:

Enter your total hours worked under “Other Time Hours” and select “Emergency Leave Paid – 2 days max” or “Emergency Leave Unpaid – 8 days max” from the drop down box.

IMPORTANT: any part of a day or shift counts as a day of emergency leave

The system will keep track whether you have any hours available - but remember the number of DAYS overrides any hours that are shown here. The final approval rests with your supervisor. The total of 2 days paid and 8 days unpaid are over ALL positions at Lakehead University (not for each position).

Finance		Hourly - Part Time		Campus		11:59PM
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Leave Type	Leave Balance
Emergency Leave - Unpaid 8 Day	56.00
Emergency Leave - Paid 2 Days	14.00

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
18/01/21	Sunday							<input type="checkbox"/>
18/01/21	Sunday							<input type="checkbox"/>
18/01/22	Monday							<input type="checkbox"/>
18/01/22	Monday					1		<input type="checkbox"/>
18/01/23	Tuesday							<input type="checkbox"/>
18/01/23	Tuesday						Holiday Pay @1.5X + 4%VP-HLD4	<input type="checkbox"/>
18/01/24	Wednesday						Emergency Leave-Paid 2 Daysmax	<input type="checkbox"/>
18/01/24	Wednesday						Emergency Lv Unpaid-8 Days Max	<input type="checkbox"/>
18/01/24	Wednesday							<input type="checkbox"/>
18/01/25	Thursday							<input type="checkbox"/>
18/01/25	Thursday							<input type="checkbox"/>

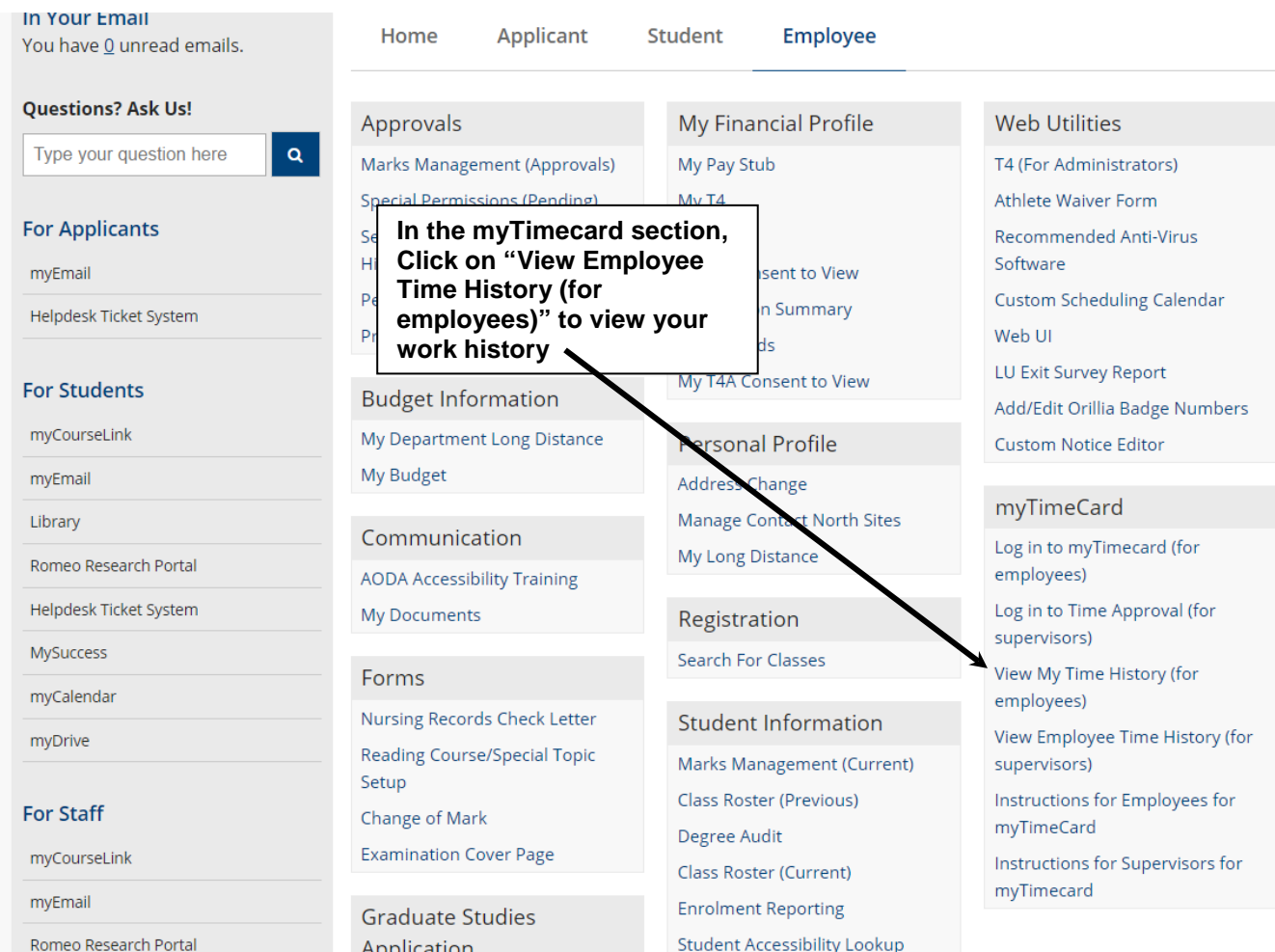
Receiving Confirmation from your Supervisor

When you electronically sign your timecard; your time is sent to your supervisor for approval. Your supervisor will receive an email notifying them that you have submitted your time for review. You will not be able to access your timecard once you have electronically signed and submitted your time to your supervisor.

Once your supervisor has reviewed and approved your time card; you will receive an email from your supervisor notifying you that your time has been submitted for payroll processing.

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View employee's time history for past pay periods



The screenshot shows the myInfo portal interface. On the left is a navigation sidebar with sections: 'In Your Email', 'Questions? Ask Us!', 'For Applicants', 'For Students', and 'For Staff'. The main content area has a top navigation bar with 'Home', 'Applicant', 'Student', and 'Employee' tabs. Below this are several menu categories: 'Approvals', 'My Financial Profile', 'Web Utilities', 'Budget Information', 'Personal Profile', 'myTimeCard', 'Communication', 'Registration', 'Forms', 'Student Information', and 'Graduate Studies'. The 'myTimeCard' section is highlighted, and a callout box with an arrow points to the 'View My Time History (for employees)' link within it.

In the myTimecard section, Click on “View Employee Time History (for employees)” to view your work history

If you have questions or encounter problems with the software, please check the MyTimecard - FREQUENTLY ASKED QUESTIONS a [Payroll Forms/Schedules](#) or call or email us as follows:

Vincenza Michaliuk - 807-343-8721 or vmichali@lakeheadu.ca
 Derek Klement - 807-343-8078 or djklemen@lakeheadu.ca
 Shayla Gibson - 807-343-8603 or payroll.analyst@lakeheadu.ca
 Gail Wdowiak - 807-343-8143 or managerpayroll.finance@lakeheadu.ca