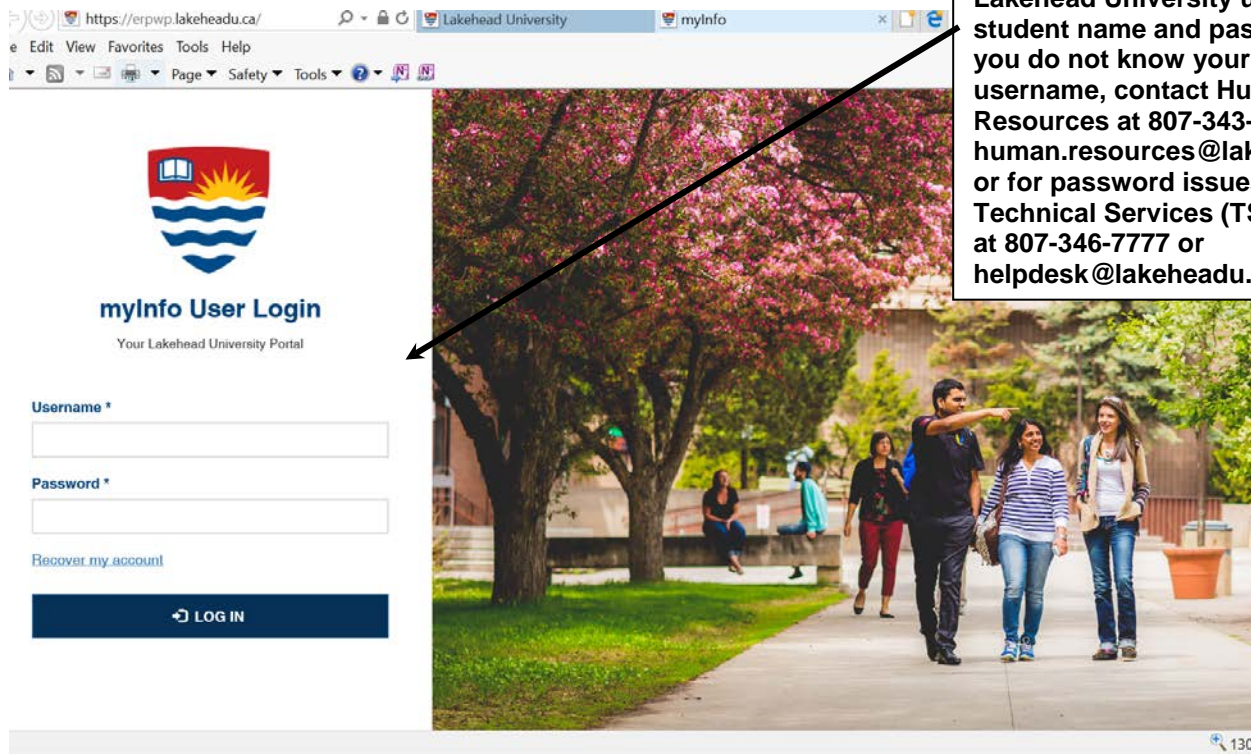
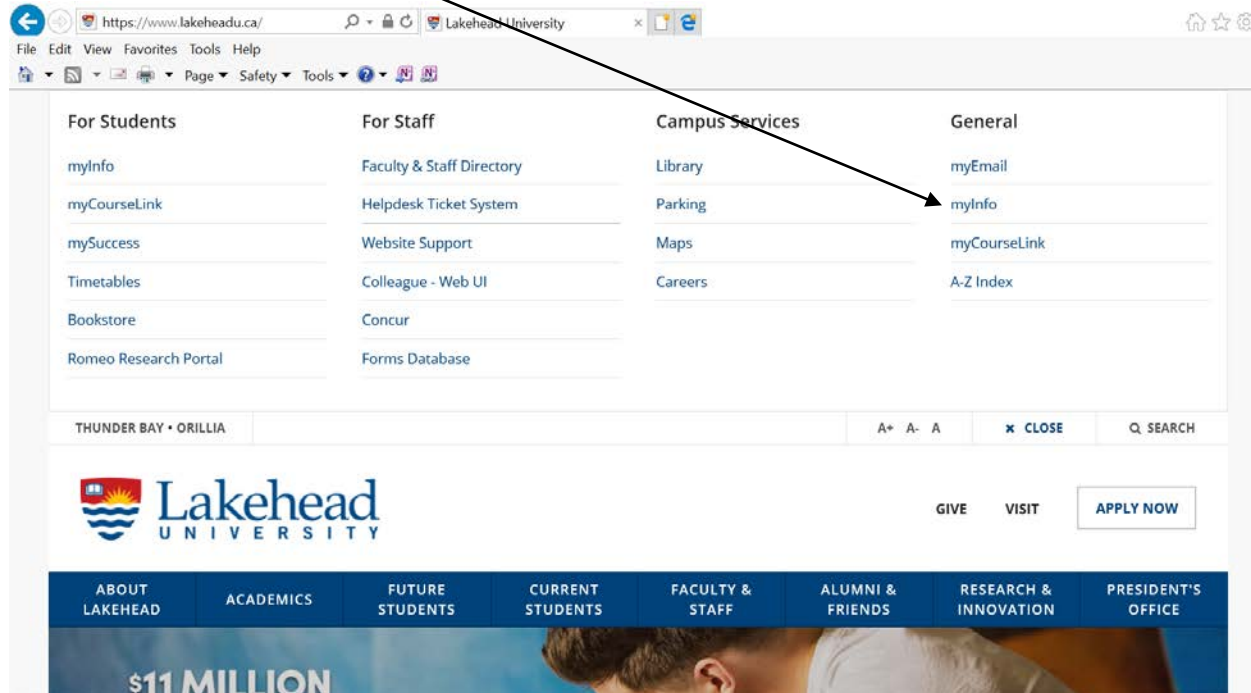


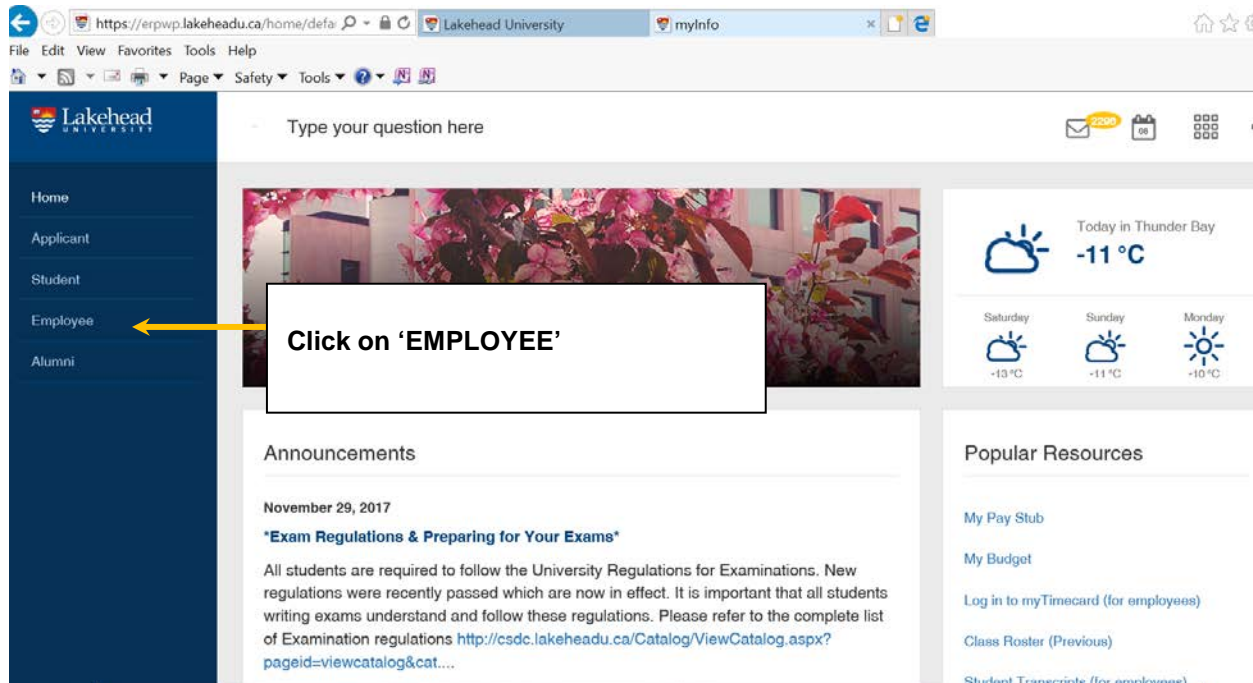


# INSTRUCTIONS FOR EMPLOYEES FOR [myTimecard on myInfo](#) or How to Enter Hours Worked for Part-time Hourly Employees.

Select 'myInfo'



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



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'

Announcements

November 29, 2017

**\*Exam Regulations & Preparing for Your Exams\***

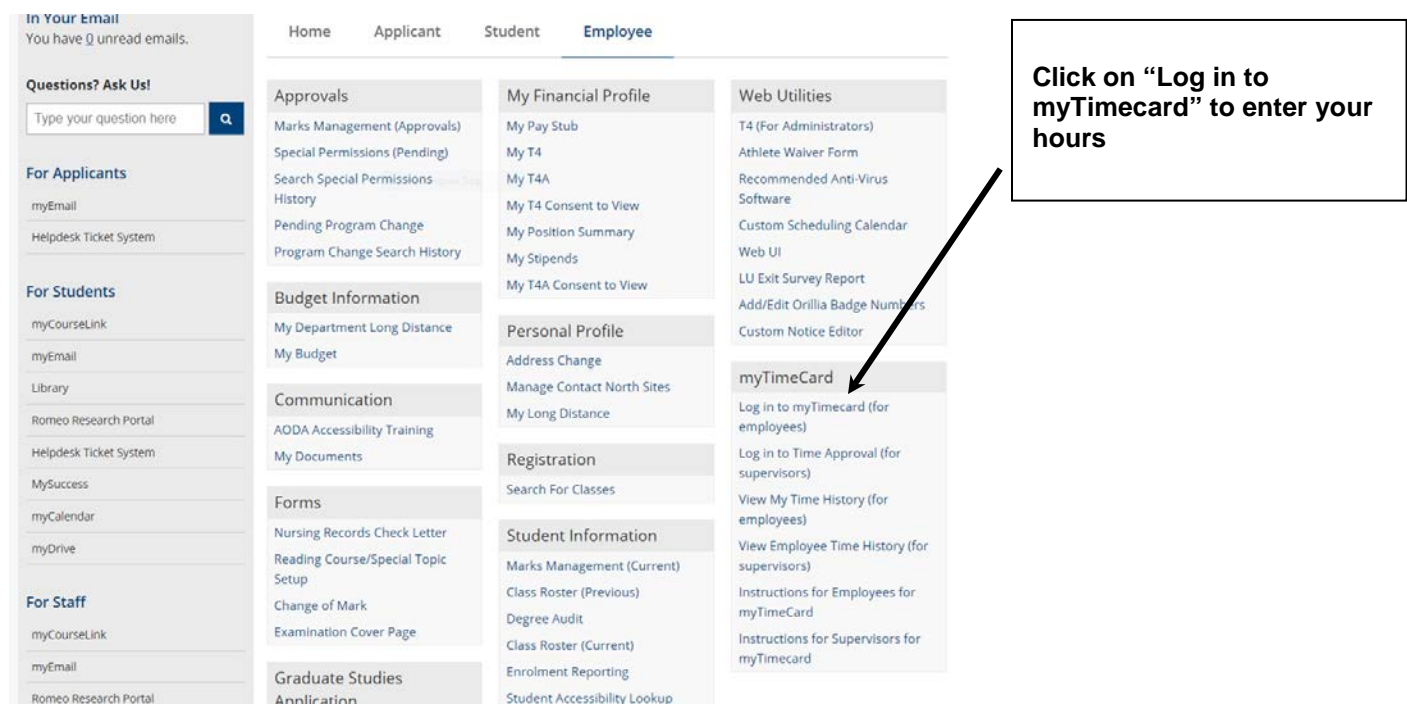
All students are required to follow the University Regulations for Examinations. New regulations were recently passed which are now in effect. It is important that all students writing exams understand and follow these regulations. Please refer to the complete list of Examination regulations <http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&c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

Today in Thunder Bay  
 -11 °C

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

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

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

## 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			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

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

**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.

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

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.



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

## 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"/>

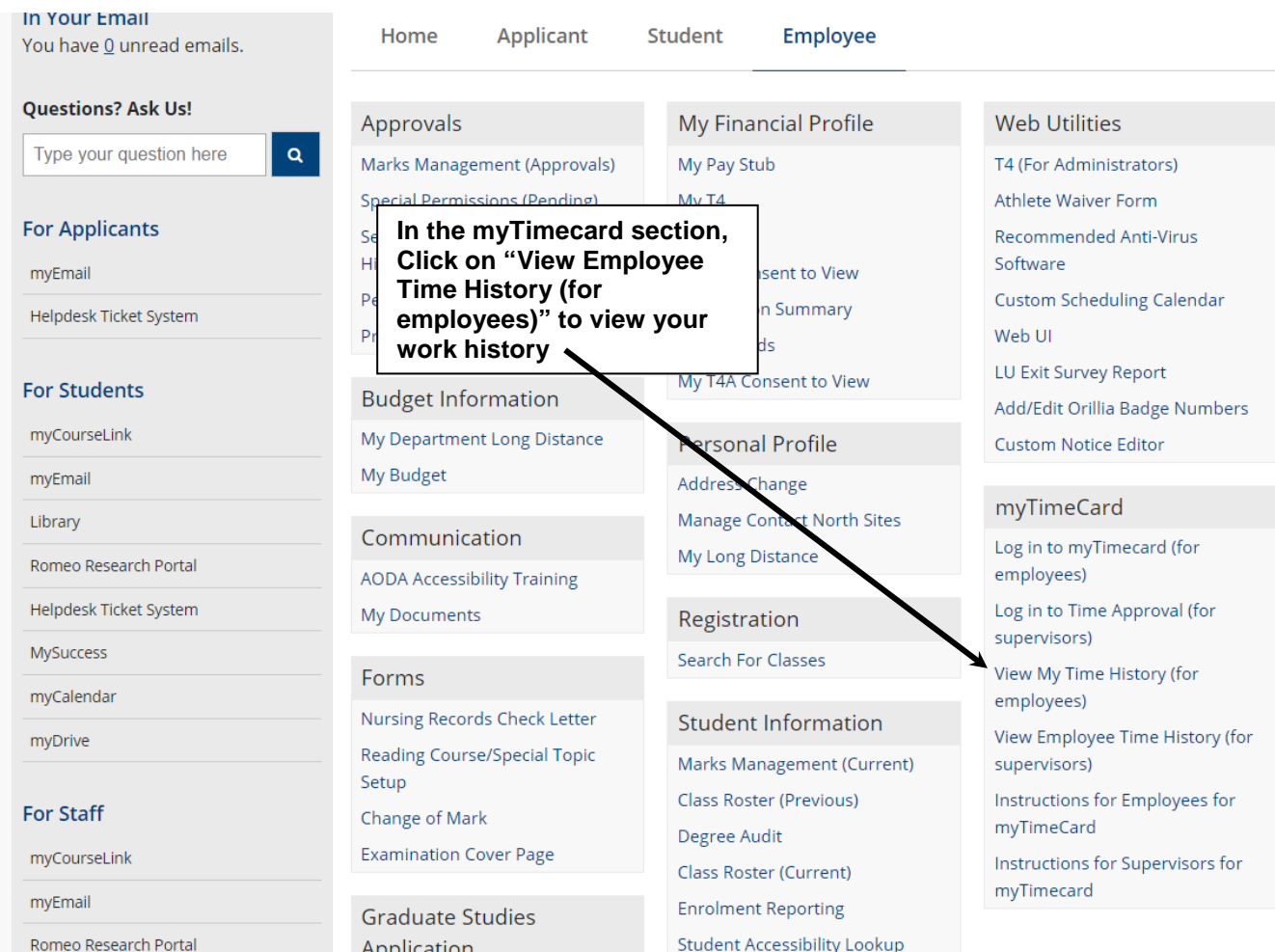
## Receiving Confirmation from your Supervisor

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.

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

## View employee's time history for past pay periods



The screenshot shows the myInfo portal interface for an employee. The top navigation bar includes 'Home', 'Applicant', 'Student', and 'Employee'. The 'Employee' section is active. A callout box with a black border and white background contains the text: "In the myTimecard section, Click on 'View Employee Time History (for employees)' to view your work history". A black arrow points from this callout to the 'View My Time History (for employees)' link in the 'myTimeCard' menu on the right side of the page. The 'myTimeCard' menu also includes links for 'Log in to myTimecard (for employees)', 'Log in to Time Approval (for supervisors)', 'View Employee Time History (for supervisors)', 'Instructions for Employees for myTimeCard', and 'Instructions for Supervisors for myTimeCard'.

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 - 807-343-8010 Ext. 8721 or payroll.analyst2@lakeheadu.ca  
 Derek Klement - 807-343-8010 Ext. 8078 or payroll.analyst3@lakeheadu.ca  
 Debbie Meredith - 807-343-8010 Ext. 8603 or payroll.analyst@lakeheadu.ca  
 Gail Wdowiak - 807-343-8010 Ext. 8143 or managerpayroll.finance@lakeheadu.ca