

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

All approvals are done via [myInfo](#) on the 'for Employees' tab. Supervisors or their alternates can review and approve the hours entered by their employees up until the supervisor cut-off which is normally Tuesday noon following the Saturday pay cut-off. The system is accessible 24 hours a day, every day, from any device with an internet connection. If you are unavailable to approve your employees' timecards, please advise your alternate supervisor to approve on your behalf.

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 [Pay Schedule – Part-time Hourly](#).

You will receive emails from the system once your employees have completed their time entry, submitting it for supervisor approval. You have the ability to approve time for all of your employees before the system deadlines whether they have submitted it for approval or not. Unapproved time will not be paid.

If your employee resigns or leaves their position, notify the Human Resources department as soon as possible so their position and access to the timecard system is ended.

Note: You will not be able to see or access your part-time employees nor will the employees be able to enter time online through myTimecard on myInfo until all the new hire forms have been submitted to and processed by Human Resources. The supervisor and alternate supervisor names are designated on the staff information form for the employee.

Lakehead University has established recurring pay periods that are either bi-weekly or semi-monthly. According to the Ontario Employment Standards Act, 2000, Section 11, all employees must be paid for work performed within the established pay periods. Wages cannot be delayed, withheld, or the associated paperwork delayed or withheld without contravening this law. Lakehead University is liable for any wages and/or fines that would be incurred should a suit be filed. Side agreements with employees to defer payment are not allowed and cannot override the law.

All new hires must be set up in the system within the first week of their employment due to variables in pay cutoffs to ensure legal compliance. Your assistance in this matter is greatly appreciated.

*See: Employment Standards Act, 2000 PART V, PAYMENT OF WAGES, 11. (1)
(The full text can be viewed at
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm#BK15*

The supervisor has the ability to:

- Approve Regular Work Hours
- Reject an Employee's Time
- Make Changes to an Employee's Time Card
- Monitor time worked as the pay period progresses
- View employee's time history for past pay periods

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 [my Late Timecard](#).

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Approving Employee Time Worked:

Log into [myInfo](#):



myInfo User Login

Your Lakehead University Portal

Username *

Password *

[Recover my account](#)

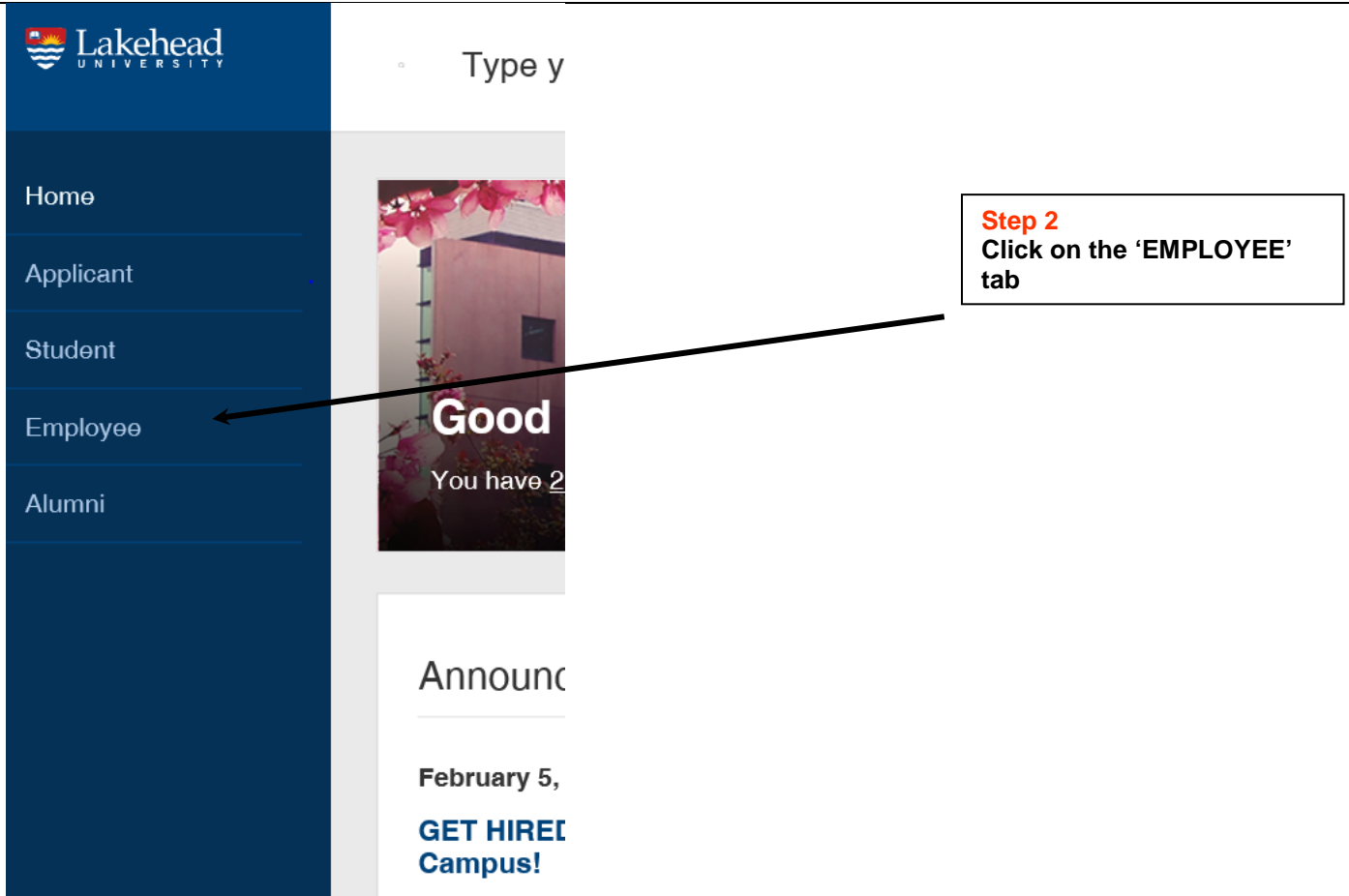
 LOG IN



Step 1

Log in to myInfo with your Lakehead University user name and password

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The screenshot shows the Lakehead University myInfo portal. On the left is a dark blue navigation menu with the following items: Home, Applicant, Student, Employee, and Alumni. The 'Employee' item is highlighted in a lighter blue. A black arrow points from a callout box to the 'Employee' tab. The callout box contains the text: **Step 2**
Click on the 'EMPLOYEE'
tab. The main content area of the portal is white and shows a search bar with the text 'Type y', a 'Good' notification with the text 'You have 2', and an announcement for February 5, 'GET HIRED Campus!'.

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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](#)

Step 3

In the myTimecard section, Click on “Time Approval (for supervisors)” to review and approve your employee’s hours

Approving Regular Work Hours

Once an employee has entered their hours worked for the pay period and electronically signs their timesheet as complete, you will receive an email advising you that the employee has submitted their hours for approval. Please note the alternate supervisor will not receive email notifications from the employee.

If you will not be available to approve time, please be sure to notify your alternate to complete the approval on your behalf.

Check the Review Box for all employees’ hours you want to review. De-select the check box for any employee’s hours you do not want to review. Click Submit. [myTimecard on myInfo](#) will present your employees’ detailed timesheet to you one at a time for your review and approval.

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Step 1

Time approval (for supervisors)

Check the review box to view an employee's detailed timesheet.

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/03/15	09/03/28	09/03/31 12:00PM			Equipment Rm ASSISTANT	Athletics		4.25
<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/03/15	09/03/28	09/03/31 12:00PM			Equipment Rm ATTENDANT 1st Yr	Athletics		4.25
<input type="checkbox"/>	<input type="checkbox"/>	09/03/15	09/03/28	09/03/31 12:00PM			Marker, Lab Demonstrator - Learning Assistance Ctr	Student Services		0.00

If you need to review multiple employees, click the review box for all employees you wish to view. Then click Submit.

Security Access Messages

None

Approve time entries on behalf of

Step 2

Your employee's daily summary hours will display. In the example at the left, a total of 2.5 hours were entered by the employee for Monday; and 2 hours Paid Emergency leave for Tuesday and 2 hours work for Wednesday.

Resources	Hourly - Part Time	Resources	Campus	Department	Total Hours
Assistant					

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
18/02/04	Sunday							<input type="checkbox"/>
18/02/04	Sunday							<input type="checkbox"/>
18/02/05	Monday	08:30AM	11:00am					<input type="checkbox"/>
18/02/05	Monday					2	Emergency Leave-Paid 2 Daysmax	<input type="checkbox"/>
18/02/06	Tuesday							<input type="checkbox"/>
18/02/06	Tuesday							<input type="checkbox"/>
18/02/07	Wednesday	8:30am	10:00AM					<input type="checkbox"/>
18/02/07	Wednesday							<input type="checkbox"/>
18/02/08	Thursday							<input type="checkbox"/>
18/02/08	Thursday							<input type="checkbox"/>

Step 3

To view the "Time In and Time Out" detail for your employee's work shift, click on the review box. The detail form will show you the clocked time in and out your employee entered.

Note: Hours in 'Non-exempt Other Position Hours' means the employee has another position which hours will be

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added to the hours from the position you are reviewing to calculate overtime. (non-exempt = eligible for overtime). The overtime costs will be charged to whichever position hits the overtime threshold first (44 hours in a week).

18/02/15	Thursday											
18/02/16	Friday											
18/02/17	Saturday											

Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

The employee has time in/out data. To review it, check the box

Non-Exempt Other Position Hours	Exempt Other Position Hours
7.00	0.00

Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Resources	Hourly - Part Time	Resources	Campus	11:00 AM
Assistant				

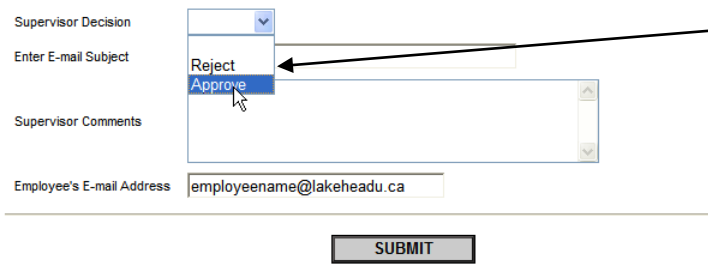
Leave Type	Leave Balance
Emergency Leave - Unpaid 8 Day	56.00
Emergency Leave - Paid 2 Days	14.00

You will notice the Emergency leave plan has 56 hours unpaid and 14 paid (8 seven hour days or 2 fourteen hour days). The length of your employees' day will be their regular shift or whatever hours they normally work OR any part of a day taken as emergency leave.

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
18/02/04	Sunday							<input type="checkbox"/>
18/02/04	Sunday							<input type="checkbox"/>
18/02/05	Monday	08:30AM	11:00am					<input type="checkbox"/>
18/02/05	Monday					2	Emergency Leave-Paid 2 Daysmax	<input type="checkbox"/>
18/02/06	Tuesday							<input type="checkbox"/>
18/02/06	Tuesday							<input type="checkbox"/>
18/02/07	Wednesday	8:30am	10:00AM					<input type="checkbox"/>
18/02/07	Wednesday							<input type="checkbox"/>
18/02/08	Thursday							<input type="checkbox"/>
18/02/08	Thursday							<input type="checkbox"/>

If you disagree with any of the time your employee has entered you are able to change it during the review. This includes entering any time that was missed. An email will notify your employee that you have changed their time.

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The screenshot shows a web form with the following fields:

- Supervisor Decision:** A dropdown menu with 'Reject' and 'Approve' options. An arrow points to the 'Approve' option.
- Enter E-mail Subject:** An empty text input field.
- Supervisor Comments:** A large text area with a scroll bar.
- Employee's E-mail Address:** A text input field containing 'employeename@lakeheadu.ca'.
- SUBMIT:** A button located below the form.

Step 4

To approve your employee's time, click on the drop down box for Supervisor Decision. Select Approve and click submit.

An email will be sent to the employee advising them that their time has been approved for payroll processing.

A few things to note on the above screen capture. "Non-Exempt and Exempt Other Position Hours" show the total hours the employee has recorded in other positions they may hold on campus, including additional positions they may have in your department. This is 'for information' only. Details for this time cannot be viewed on this screen.

All employees should be checking the electronic signature box on their time card to indicate their acknowledgement that the time they entered is accurate and ready for your approval. Once this box is checked, the employee is locked from making any changes to their timecard. Only the supervisor can make changes to the timecard once the electronic signature box is selected.

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View of Employee's electronic authorization

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

The supervisor approval form in [myTimecard on myInfo](#) indicates whether the employee has signed their card or not. Below, we can see that the employee did not sign their card as "No" is indicated in this section.



Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

REJ - Reject

APP - Approve


We recommend supervisors approve the timecard even if the employee did not electronically sign it. Send an email to the employee reminding them of the importance of signing their time card. Please note supervisors will not

receive email notification that their employee has submitted time for their approval unless the employee electronically signs their time card.

Rejecting an Employee's Time

The only time you will reject an employee's time is if they check the 'electronic signature' box before they have finished entering their time. Sometimes employees will enter their hours for the first day in the pay period and click the electronic box not realizing this locks them from accessing their timesheet.

If you receive an email early in the pay period advising you the employee has submitted their time for approval, chances are they checked the box too early. To return control of the timesheet to the employee, login to [myTimecard on myInfo](#) and select the employee's time card. In the supervisor approval section, select Reject.



Supervisor Decision

Enter E-mail Subject

REJ - Reject

APP - Approve

Supervisor Comments

You will be required to enter a subject and supervisor comments.

Note: Do not reject an employee's timecard if the employee's cut-off time has passed. Employees cannot access their timesheet after the employee cut-off date and time.

Making Changes to an Employee's Time Card

Supervisors have complete edit authorization in [myTimecard on myInfo](#). You can add, delete or change any all employee data entry prior to approving the timecard. To edit an employee's hours, simply click on the appropriate box and make any changes necessary. **Please ensure to make changes on the Employee's "Time In and Time Out" form** or your edit will not be captured by the system. Once you change an employee's timecard, select "Approve". This locks the timecard from the employee preventing them from overriding your changes.

In the 'supervisor comments' section, enter a message to the employee advising them of the changes you made. They will receive this message when you approve their time card.

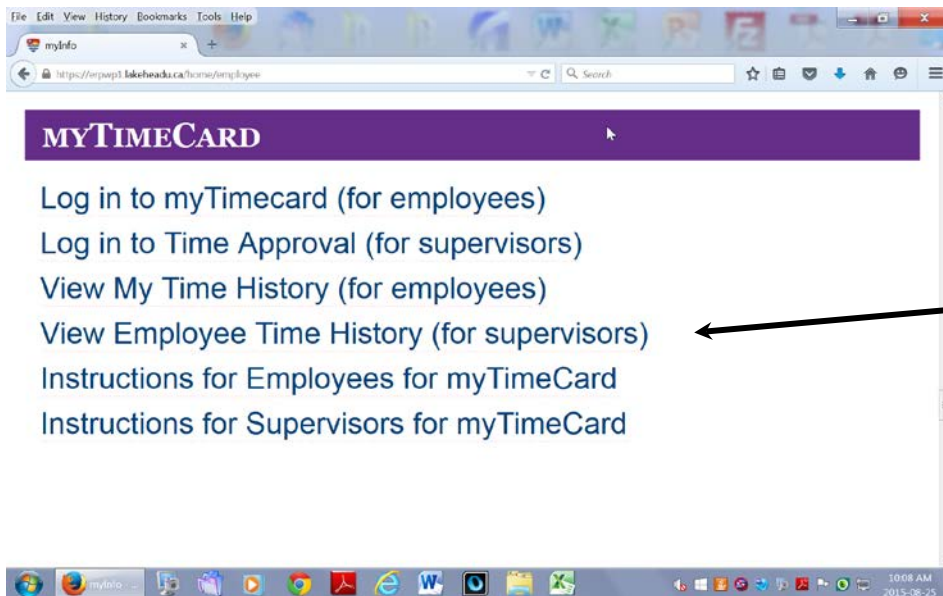
Do not reject an employee's timecard because of inaccurate time entry. Make any required changes on the timecard yourself and approve. You may review with your employee the changes you made to their timecard and discuss any go forward instructions that may need to ensure future timecards are accurate.

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Overtime Payments

[myTimecard on myInfo](#) will automatically calculate the employee's eligible overtime based on the hours entered. Overtime hours cannot be manually entered by the employee; nor changed by the supervisor. Enter only those hours worked in the current pay period. Entering hours from the prior pay period in the current timeframe will result in inaccurate pay calculations for your employee.

View employee's time history for past pay periods



In the myTimecard section,
Click on "View Employee
Time History (for
supervisors)" to view your
employee's work history

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

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