

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.

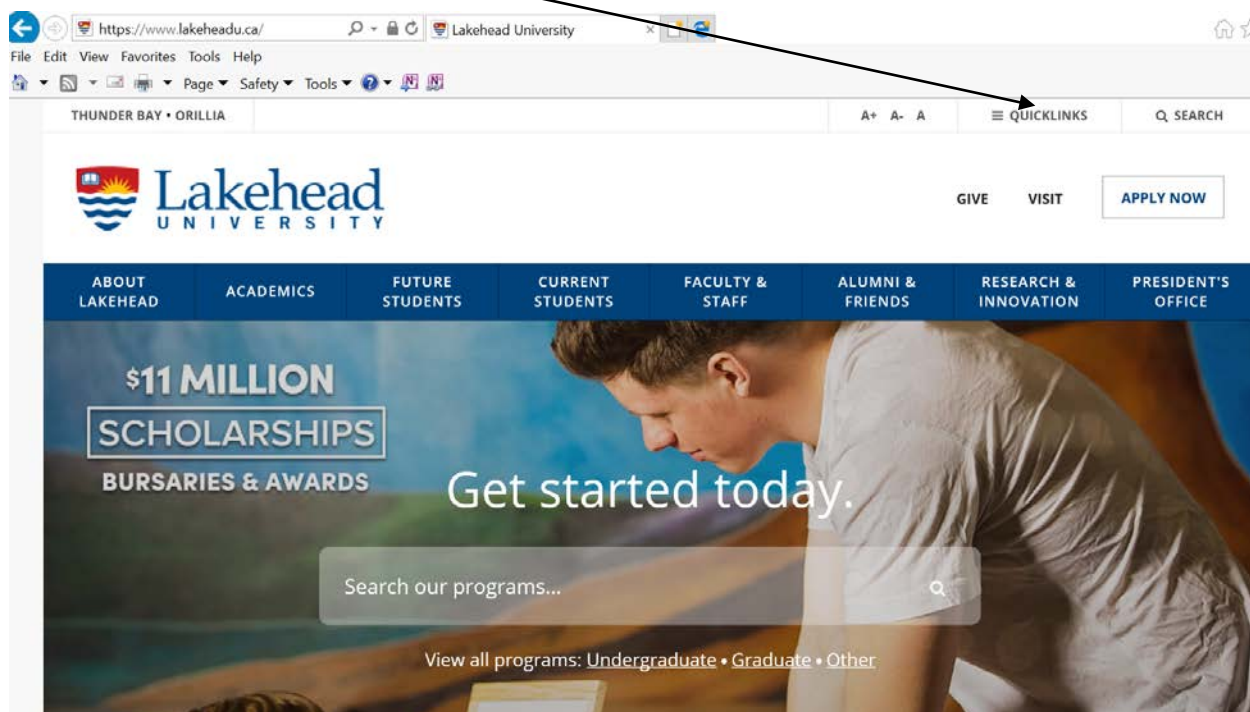
The part-time payroll cut-off schedule with pay period start, end and pay dates as well as deadlines for time entry and supervisor approvals is available at [Payroll- Forms and Schedules](#) entitled *Pay Schedule – Part-time Hourly*.

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](#).

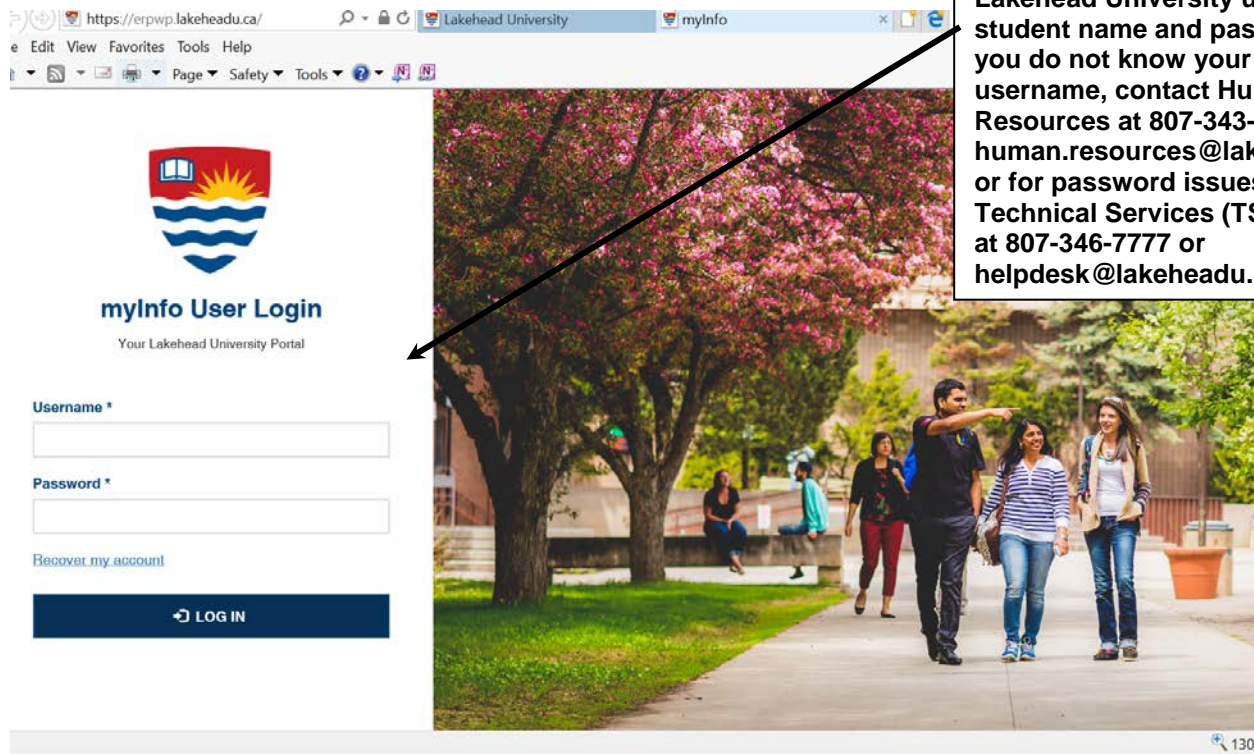
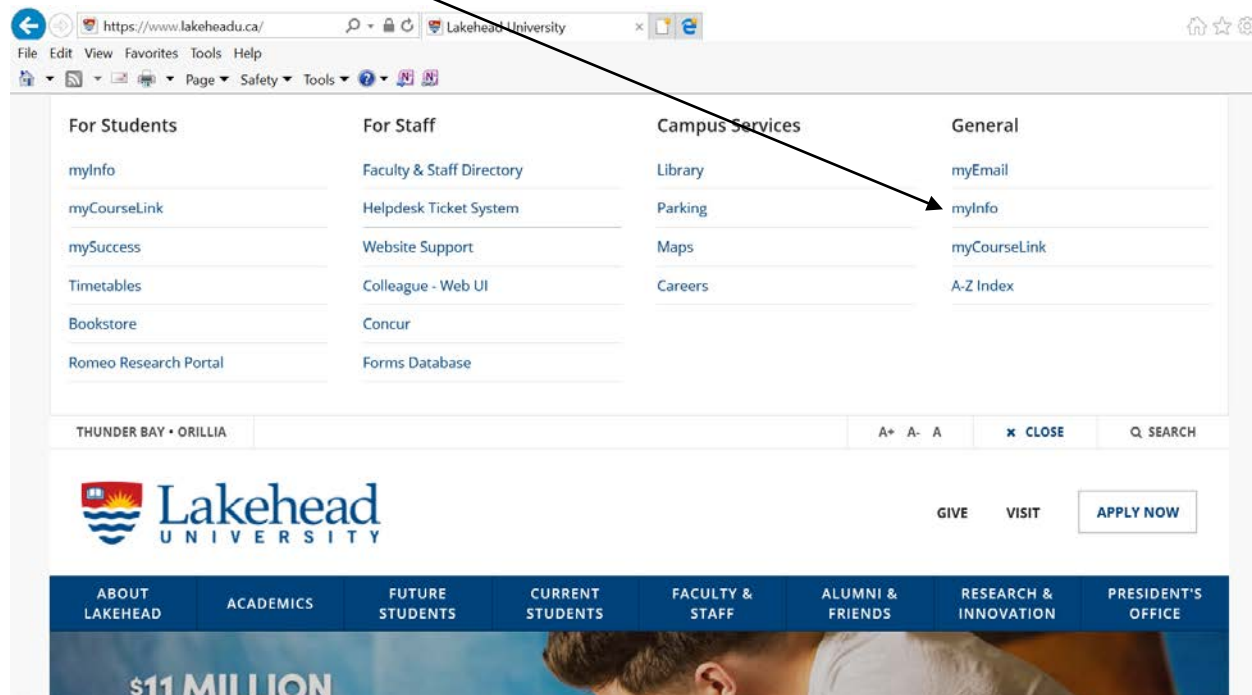
Note: You will not be able to use myTimecard on myInfo until all your new hire forms have been submitted to and processed by Human Resources.

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’



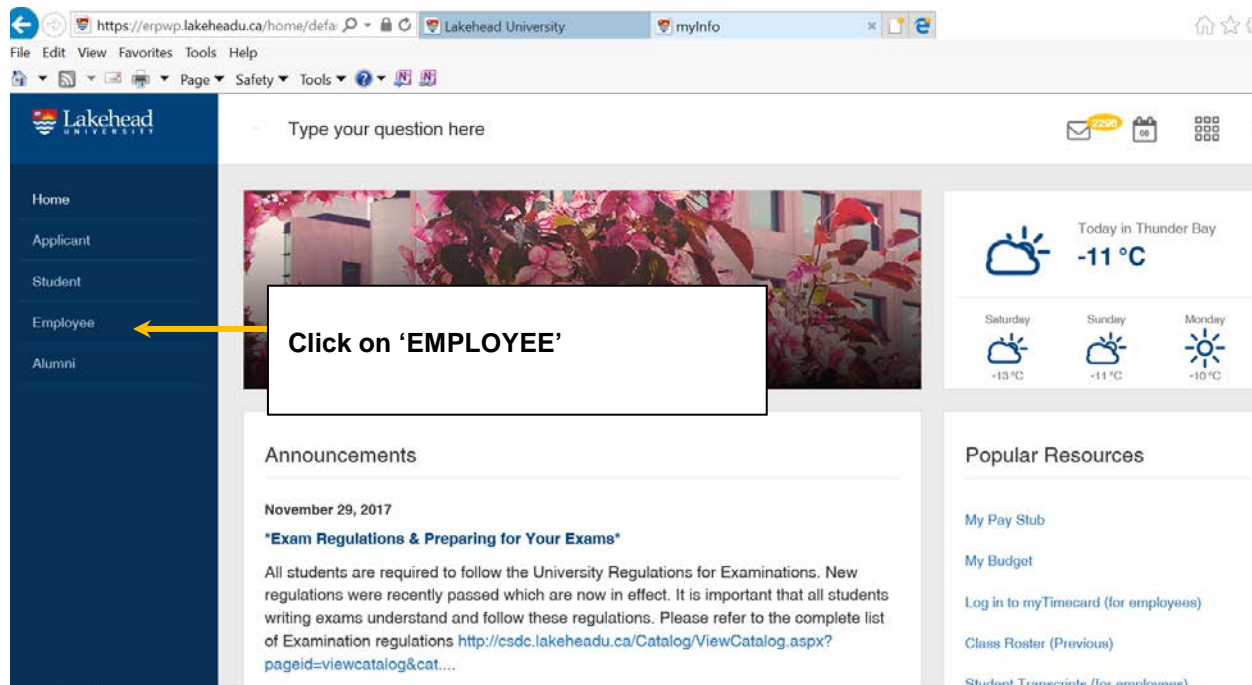
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Select 'myInfo'



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 Lakehead University myInfo

Type your question here

Home
Applicant
Student
Employee
Alumni

Click on 'EMPLOYEE'

Announcements

November 29, 2017
Exam Regulations & Preparing for Your Exams

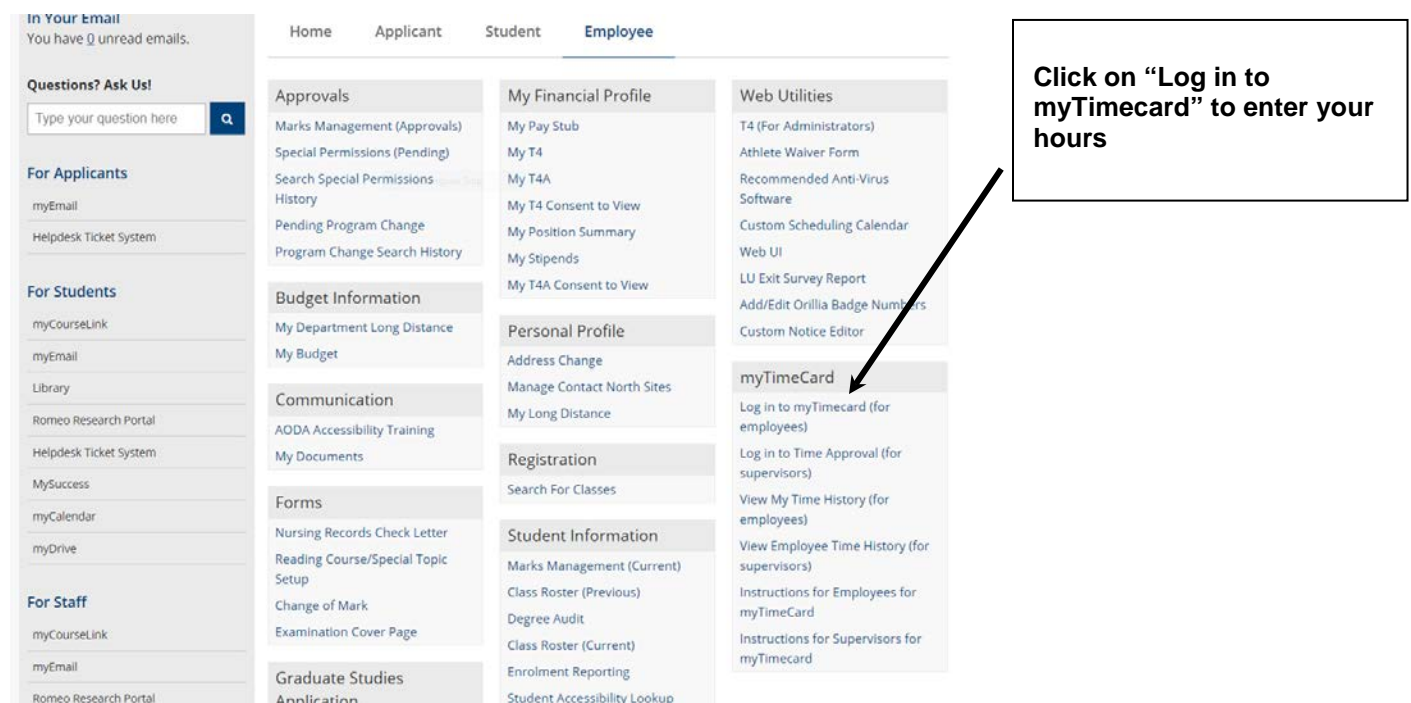
All students are required to follow the University Regulations for Examinations. New regulations were recently passed which are now in effect. It is important that all students writing exams understand and follow these regulations. Please refer to the complete list of Examination regulations <http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&c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

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

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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			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"/>

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 ☐

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.

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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"/>

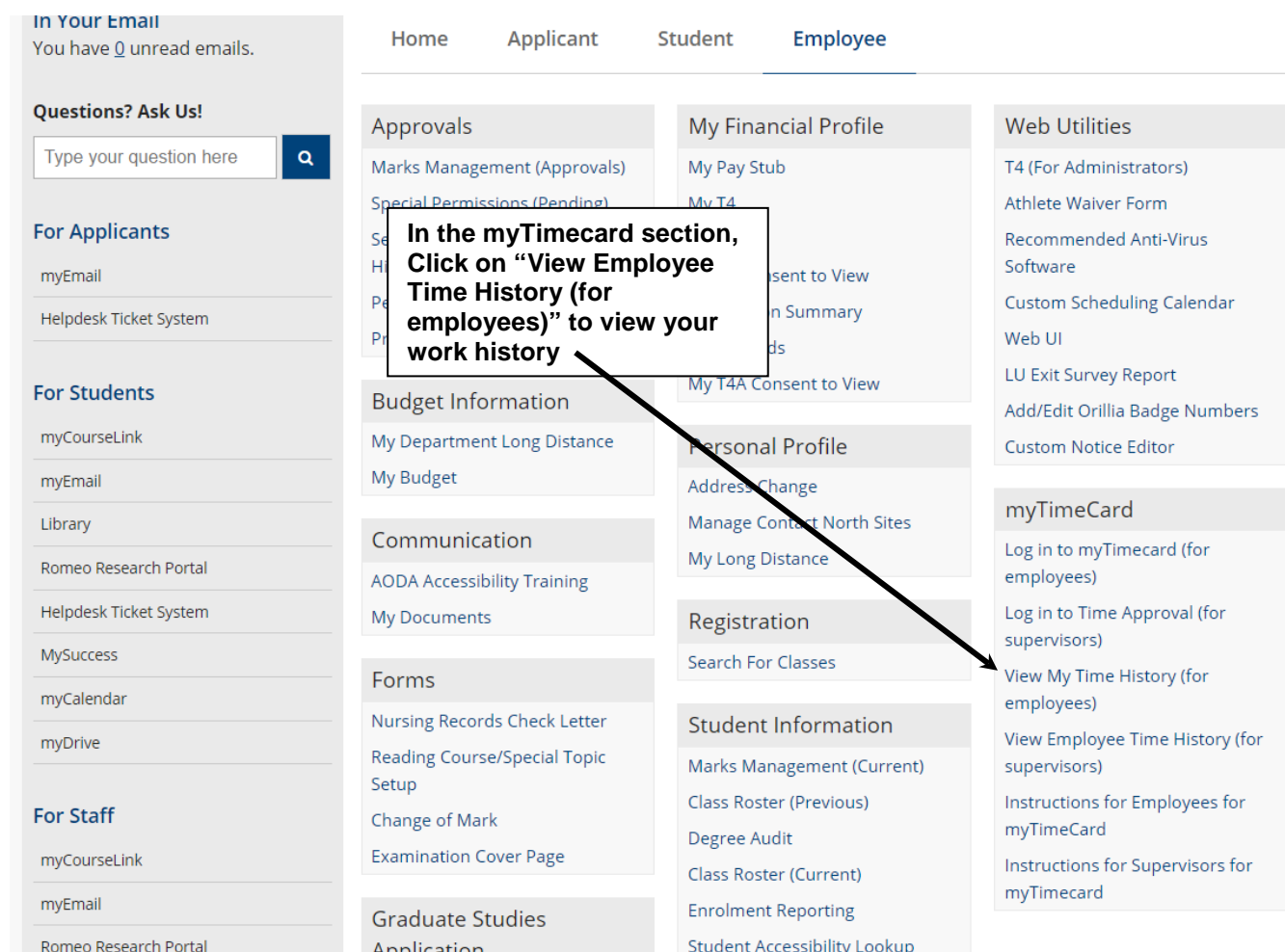
Receiving Confirmation from your Supervisor

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 sidebar with sections: 'In Your Email' (0 unread emails), 'Questions? Ask Us!' (search bar), 'For Applicants' (myEmail, Helpdesk Ticket System), 'For Students' (myCourseLink, myEmail, Library, Romeo Research Portal, Helpdesk Ticket System, MySuccess, myCalendar, myDrive), and 'For Staff' (myCourseLink, myEmail, Romeo Research Portal). The top navigation bar has tabs: Home, Applicant, Student, and Employee (selected). The main content area is divided into three columns. The first column contains 'Approvals' (Marks Management, Special Permissions), '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), and 'Graduate Studies' (Application). The second column contains 'My Financial Profile' (My Pay Stub, My T4), 'Personal Profile' (Address Change, Manage Contact North Sites, My Long Distance), 'Registration' (Search For Classes), and 'Student Information' (Marks Management, Class Roster, Degree Audit, Class Roster, Enrolment Reporting, Student Accessibility Lookup). The third column contains 'Web Utilities' (T4, Athlete Waiver Form, Recommended Anti-Virus Software, Custom Scheduling Calendar, Web UI, LU Exit Survey Report, Add/Edit Orillia Badge Numbers, Custom Notice Editor) and 'myTimeCard' (Log in to myTimecard, Log in to Time Approval, View My Time History, View Employee Time History, Instructions for Employees, Instructions for Supervisors). A callout box with the text 'In the myTimecard section, Click on “View Employee Time History (for employees)” to view your work history' has an arrow pointing to the 'View My Time History (for employees)' link in the myTimeCard section.

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