HUMBER
Research & Innovation

Timesheet Submission
INSTRUCTIONS

PROCESS

Timesheet submissions are a two-step process.

Begin by logging in to HRMS.
Log-in page: humber.ca/peoples-and-culture (Click on "HRMS", then select "HRMS LOG IN")
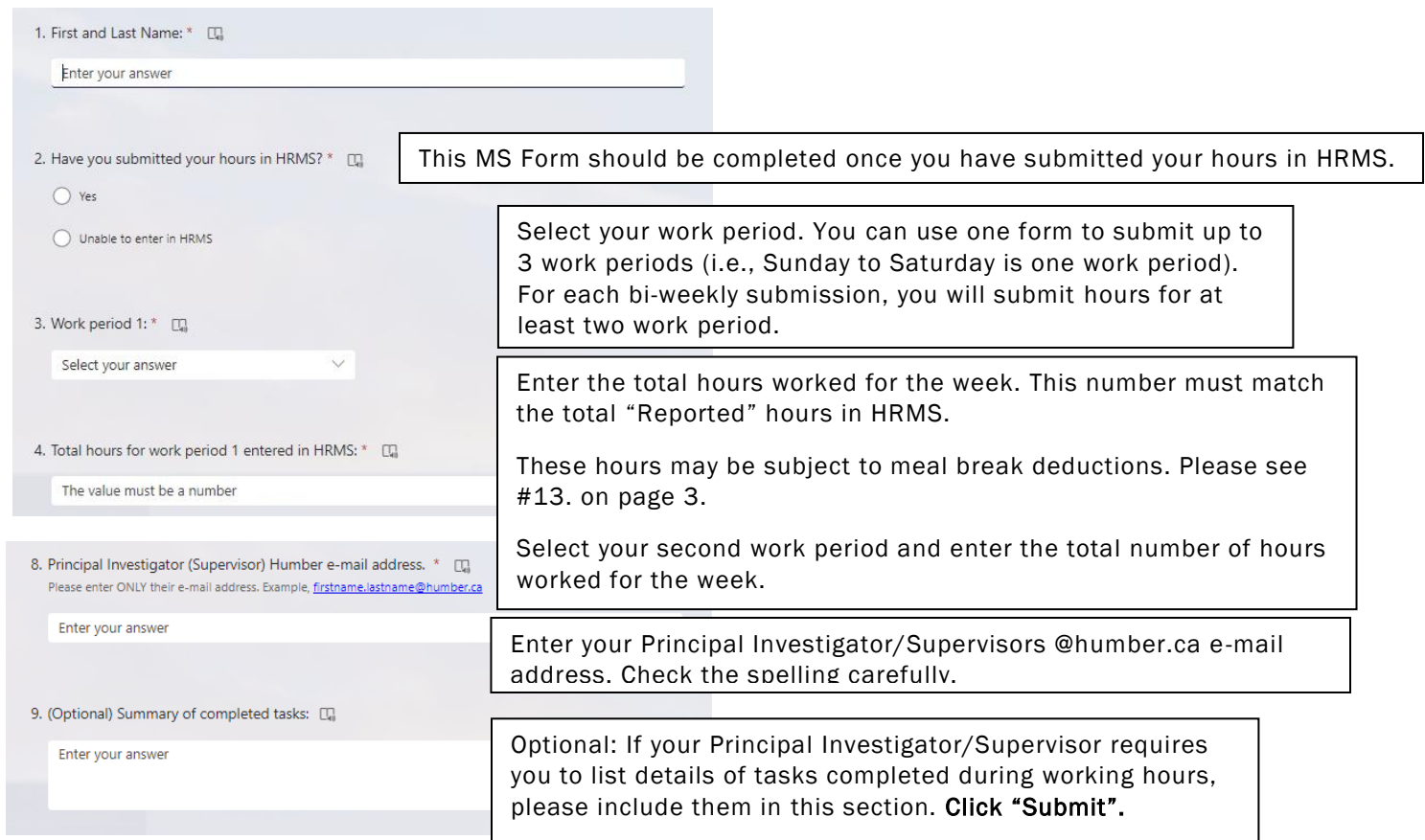**Username:** N#
Password: Your N# password

STEP 1

Enter hours in HRMS. Detailed instructions found on page 2-3.

STEP 2

Submit a request for timesheet approval to your project supervisor using this MS Form.

1. First and Last Name: *

Enter your answer

2. Have you submitted your hours in HRMS? *

○ Yes

○ Unable to enter in HRMS

This MS Form should be completed once you have submitted your hours in HRMS.

3. Work period 1: *

Select your answer

Select your work period. You can use one form to submit up to 3 work periods (i.e., Sunday to Saturday is one work period). For each bi-weekly submission, you will submit hours for at least two work period.

4. Total hours for work period 1 entered in HRMS: *

The value must be a number

Enter the total hours worked for the week. This number must match the total "Reported" hours in HRMS.

These hours may be subject to meal break deductions. Please see #13. on page 3.

Select your second work period and enter the total number of hours worked for the week.

8. Principal Investigator (Supervisor) Humber e-mail address. *
Please enter ONLY their e-mail address. Example, firstname.lastname@humber.ca

Enter your answer

Enter your Principal Investigator/Supervisors @humber.ca e-mail address. Check the spelling carefully.

9. (Optional) Summary of completed tasks:

Enter your answer

Optional: If your Principal Investigator/Supervisor requires you to list details of tasks completed during working hours, please include them in this section. **Click "Submit".**

Timesheet Submission

INSTRUCTIONS

IMPORTANT DETAILS

- Employees can log their timesheets remotely, 24/7, 365 days a year.
- You need to identify a start and end time for each shift entered in the HRMS.
- You can search past timecards in the HRMS.
- You can change your banking information through your HRMS.
- You will receive bi-weekly reminders of timesheet deadlines.
- You must use the MS form to submit your timecard hours to your principal investigator/supervisor.
- You can revise timecards up until the timesheet deadline.
- Hours are entered on a bi-weekly basis and the payroll deadlines can be on [this page](#).

If you have any questions, please contact jennifer.arulappu@humber.ca.

ENTERING HOURS ON HRMS

1. Sign in to the HRMS using your single sign-on ID and password

2. Click on **'Time & Absences'**

3. Click on **'Existing Time Cards'**

4. Click on **'+ Add'**.
   - *From this page, you can only submit a timecard for any timecard period.*
   - *The 'Status' section shows you the current status of your timecard.*
   - *A 'New' status means that you have not yet submitted a timecard for this week.*
   - *A 'Saved' status means you had previously entered your time, but your timecard is in Draft mode and is not available for your Manager to review/approve. You must click on 'Submit' to complete your time entry submission.*
   - *A 'Submitted' status means your timecard has been submitted and it's awaiting your Manager's review/approval.*
   - *An 'Approved' status means your timecard has been sent for Payroll processing.*

5. Click on the **calendar icon** under **'Date'** heading to select the appropriate week for the *timecard* you wish to submit.

6. To enter your hours, click **'+ Add'**.

7. Select **'Assignment Number'** from the drop-down menu.
   - After selecting the assignment number, the associated Job title, Department, and Manager will auto-populate. If you have multiple assignments, verify that you are submitting time against the correct assignment.

8. Select **'Payroll Time Type'**.
   - This page allows employees to enter more than one different time type based on employee eligibility. For example, you can enter the regular hours as the first entry, and any applicable exceptions as the next entry.

9. Click on the **calendar icon** below **'Select Dates'** to select one or more worked days. A range of dates can be selected, but the start and end times must be the same for all dates. If your start and end times differ from day to day, then click on **'add another date'** for each day worked.

10. Select **'Start and End time'** either enter by typing or via the scroll method option.
    Important: Enter the time in the same format as this example: 3:45 PM

11. When you are finished, click **'OK'**.
    - If you have multiple assignment and/or would like to submit time for another Assignment or Payroll Time Type, then repeat steps 4-10 before proceeding to next steps.

12. **Reported Hours** appear at the top of the page. To view Calculated Hours, click on 'Show Details'.

13. Click **'Calculate'**.
    - There is a difference between 'Reported' and 'Calculated' hours.
    - 'Reported' hours reflects number of hours you had entered in previous steps.
    - 'Calculated' hours reflects automatic deduction of meal breaks from the previously entered 'Reported' hours.

    MEAL BREAKS

    - 0-5 hours of continuous work, no meal breaks will deducted.
    - After 5 hours of continuous work, 30 minutes will be deducted.
    - After 7 hours of continuous work, 1 hour will be deducted.

14. Click **'Submit'**.

IMPORTANT: You MUST click the "Submit" button after entering your time so that we can approve your hours. We cannot approve hours that are left as "Entered" or "Saved".