

Timesheet Entry - New Employees

Log-in page: hrs.humber.ca (Click on "HRMS SIGN IN")

Username: N#

Password: same as your current N# password

Timesheets through HRMS	Bi-Weekly Timesheets for Research Assistants
<ul style="list-style-type: none"> - 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. - You can search past timecards that you have submitted. - You can view the details of your active contract. - You can change your banking information on your profile. 	<ul style="list-style-type: none"> - You will receive bi-weekly timesheet deadline reminders. - You are required to take a screen shot of your hours and send to your supervisor and research@humber.ca. - You can revise timecards up until the timesheet deadline. - Hours are entered on a bi-weekly basis and the payroll deadlines are enclosed.

How to Submit Time:

Follow the steps included on page 2 of this document.

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".

If you have any questions, please contact:

- Jennifer Arulappu at jennifer.arulappu@humber.ca

Submit Time Cards

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 Time Card for the any Time Card Period.*
 - *The 'Status' section shows you the current status of your Time Card.*
 - *A 'New' status means that you have not yet submitted a Time Card for this week.*
 - *A 'Saved' status means you had previously entered your time but your Time Card 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 Time Card has been submitted and it's awaiting your Manager's review/approval.*
 - *An 'Approved' status means your Time Card has been sent for Payroll processing.*
5. Click on the **calendar icon** under **'Date'** heading to select the appropriate week for the time card 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. For example, after 5 hours of continuous work 'Reported', 30 minutes will be deducted, and after 7 hours of continuous work 'Reported', 1 hour will be deducted.*
- *'Calculated' hours are used for Payroll processing and determine your Pay.*

14. Click **'Submit'**.