



THOMPSON RIVERS
UNIVERSITY

Approver Documentation

March 2009

Log In

For LIVE self-service, you will use the following URL:

<http://mytru.tru.ca>



My Account
Content Layout

Welcome Allen Rivers
You are currently logged in.

Click the tab "Employee Resources" to access Employee Self-Service

myTRU Home

Employee Resources

February 26, 2009

Campus Services

- [Bookstore](#)
- [Careers](#)
- [Computer Labs](#)
- [Daycare](#)
- [Disability Services](#)
- [Food Services](#)
- [Gymnasium](#)
- [Harassment Prevention](#)
- [Health & Safety](#)
- [IT Services](#)
- [Library](#)
- [Print Services](#)
- [Telebook: TRU Phone Directory](#)
- [Wellness](#)
- [Writing Centre](#)

Campus Announcements

[Teaching Excellence Award: Nomination Deadline, Friday, February 27, 2009 at 4:00pm](#)

This Month at TRU

February 25, 2009

Visiting Artist Lecture, 12:00 PM to 1:30 PM, TRU Art Gallery
TRU [Visual and Performing Arts](#) presents Visiting Artist, Sean Caulfield.

February 26, 2009

[Science Seminar](#), 12:30 – 1:30m S373
James Harynuk, U of Alberta, "Multi dimensional separations: How can we turn data into information?"

How to Customize myTRU

Add your own tab

Add or delete channels

Content Layout, located in the top right corner, allows you to change the layout or REVERT TO DEFAULT

myTRU Blogs

[Create a myTRU blog](#)

[Login](#)

[View updated blogs](#)

- [Inside TRU](#)
- [TRU Notes with Josh Keller](#)



My Account Content Layout | Welcome Yvette Marie Laflamme You are currently logged in. | E-mail Calendar Groups Logout Help

myTRU Home Employee Resources | March 1, 2009

Employee Announcements
T4's will be mailed out on February 22, 2009

Personal Announcements

Important Links
[Finance Forms](#)
[Pensions & Benefits](#)
[Purchasing Forms](#)
[IT Service Desk](#)

Employment Details
[Benefits](#)
[Direct Deposit](#)
[Pay Stub](#)
[Job Details](#)
[Leave Details](#)
[Employee Directory](#)

Time Approval Channel
Select Department and Pay Period you want to approve.

[Bi-Weekly - 6, Due Date : Mar 19, 2009](#)
[Bi-Weekly - 7, Due Date : Apr 02, 2009](#)
[More](#)

Time Approval
1, 425100 , Instructional Design
[Bi-Weekly - 5, Period Ending : Mar 04, 2009, Time Sheet](#)
1, 205000 , Registrar
[Bi-Weekly - 6, Period Ending : Mar 18, 2009, Leave Request](#)
1, 425100 , Instructional Design
[Bi-Weekly - 6, Period Ending : Mar 18, 2009, Leave Request](#)
[More](#)
[Update Approval Proxies](#) [Act as Superuser](#)

Personal Information
[Update Addresses and Phones](#)
[Update E-mail Addresses](#)
[Update Emergency Contacts](#)
[Change PIN](#)

Employee Review
You have no employees to review

Employee

Search Go

[SITE MAP](#) [HELP](#)

Department Summary

Select the employee's name to access additional details.

COA: 1, TRU
Department: 205000, Registrar
Pay Period: Mar 05, 2009 to Mar 18, 2009
Act as Proxy: Not Applicable

Select New Department Select All, Approve or FYI Reset Save

ID	Name and Position	Transaction Status	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
T00010349	Andrew Faculty 999971 - 00	Not Started								
T00010350	Ben Faculty 999971 - 00	Not Started								
T00010351	Cari Faculty 999971 - 00	Not Started								
T00010352	Dawn Faculty 999971 - 00	Pending						<input type="checkbox"/>		Change Time Record Errors
T00010353	Ed Faculty 999971 - 00	Not Started								
T00010354	Frank Faculty 999971 - 00	Not Started								
T00010355	George Faculty 999971 - 00	Not Started								
T00010360	Greg Faculty 999971 - 00	Not Started								
T00010356	Helen Faculty 999971 - 00	Not Started								
T00010357	India Faculty	Not Started								

Double click on employee to view time sheet detail.

SunGard Higher Education - Microsoft Internet Explorer

Address: https://mytrudev.tru.ca/render.UserLayoutRootNode.uP7uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dcsctsb%26url%3dhttps://banssbtest.tru.ca/bantest/bwptais.P_WrapSelectApproverAction?p_sortby=N%2526p_payperiod=

myTRU

Click Approve after you have reviewed time sheet.

You can make corrections to time sheet yourself.

Employee Title: 100010352 Dawn Faculty 999971-00 Lecturer Department: Registrar

Previous Menu Approve Return for Correction Change Record Delete Add Comment

Leave Request

Earnings Shift Special Total Total	Thursday, Friday	Saturday, Sunday	Monday, Tuesday	Wednesday, Thursday	Friday, Saturday	Sunday, Monday	Tuesday, Wednesday	Thursday, Friday	Saturday, Sunday	Monday, Tuesday	Wednesday, Thursday	
Total Hours:	0	0										
Total Units:	0	0										

Error and Warning Messages

Earning	Shift	Time

Routing Queue

Name	Originator	Status
Dawn Faculty	Originated Feb 26, 2009 10:53 am	
Dawn Faculty	Submitted Feb 26, 2009 05:47 pm	
Yvette Marie Laflamme	Pending	

Account Distribution Default Data

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Mar 05, 2009		100.00		100100	211000	611000	999999				

Previous Menu Approve Return for Correction Change Record Delete Add Comment

Done Internet

Employee
 Search Go

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: T00010365 Ben Rivers
Title: 999951-00 Human Resources Assistant
Department and Description: 1 - Functional Design
Transaction Status: Per

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift S	Thursday, Feb 23, 2009	Friday, Feb 24, 2009	Saturday, Feb 25, 2009	Sunday, Feb 26, 2009	Monday, Feb 27, 2009	Tuesday, Feb 28, 2009	Wednesday, Mar 01, 2009	Thursday, Mar 02, 2009	Friday, Mar 03, 2009	Saturday, Mar 04, 2009	Sunday, Mar 05, 2009	Monday, Mar 06, 2009	Tuesday, Mar 07, 2009	Wednesday, Mar 08, 2009
Regul															
Earnin															
Hourly															
Comp															
Time															
(CTO															
Vacat															
Total		5	5					5	5						
Total Oms.															

Routing Queue

Name	Action and Date
Ben Rivers	Originated Feb 25, 2009 03:43 pm
Ben Rivers	Submitted Mar 01, 2009 01:41 pm
Yvette Marie Laflamme	Pending

Account Distribution Default Data

Click Previous & Next to move through time sheets within a department.

Click Previous Menu to return to listing of time sheets by department to select another employee.

Employee

Search Go

Department Summary

Select the employee's name to access additional details.

COA: 1, TRU
 Department: 205000, Registrar
 Pay Period: Mar 05, 2009 to Mar 18, 2009
 Act as Proxy: Not Applicable

Select New Department | Select All, Approve or FYI | Reset | Save

Select All allows you to approve ALL time submitted in one department WITHOUT REVIEW.

ID	Name and Position	Transaction Status	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
T00010349	Andrew Faculty 999971 - 00	Not Started								
T00010350	Ben Faculty 999971 - 00	Not Started								
T00010351	Cari Faculty 999971 - 00	Not Started								
T00010352	Dawn Faculty 999971 - 00	Pending	Approve		00					Change Time record errors
T00010353	Ed Faculty 999971 - 00	Not Started								
T00010354	Frank Faculty 999971 - 00	Not Started								
T00010355	George Faculty 999971 - 00	Not Started								
T00010360	Greg Faculty 999971 - 00	Not Started								
T00010356	Helen Faculty 999971 - 00	Not Started								
T00010357	India Faculty	Not Started								

Transaction Status allows you to view status of all employee time sheets in a given department.

Employee

Search Go

[SITE MAP](#) [HELP](#)

Department Summary

Select the employee's name to access additional details.

COA: 1, TRU
Department: 205000, Registrar
Pay Period: Mar 05, 2009 to Mar 18, 2009
Act as Proxy: Not Applicable

ID	Name and Position	Transac Status	Return for Correction	Other Information
T00010349	Andrew Faculty 999971 - 00	Not Started		
T00010350	Ben Faculty 999971 - 00	Not Started		
T00010351	Cari Faculty 999971 - 00	Not Started		
T00010352	Dawn Faculty 999971 - 00	Pending	<input type="checkbox"/>	Change Time Record Errors
T00010353	Ed Faculty 999971 - 00	Not Started		
T00010354	Frank Faculty 999971 - 00	Not Started		
T00010355	George Faculty 999971 - 00	Not Started		
T00010360	Greg Faculty 999971 - 00	Not Started		
T00010356	Helen Faculty 999971 - 00	Not Started		
T00010357	India Faculty	Not Started		

Select New Department allows you to change department you are approving, if you are responsible for more than one.



Back to Employee Resources Tab

E-mail Calendar Groups Logout Help

Employee

Search Go

[SITE MAP](#) [HELP](#)

Approver Selection

Choose an Organization, Pay ID and Pay Period. Determine the Sort Order and then choose Select.

Time Sheet

Department and Description	My Choice	Pay Period
1, 205000, Registrar	<input checked="" type="radio"/>	BW, Feb 19, 2009 to Mar 04, 2009
1, 425100, Instructional Design	<input type="radio"/>	BW, Feb 19, 2009 to Mar 04, 2009
1, 720100, Human Resources	<input type="radio"/>	BW, Feb 19, 2009 to Mar 04, 2009

Leave Request

Department and Description	My Choice	Pay Period
1, 205000, Registrar	<input type="radio"/>	BW, Mar 05, 2009 to Mar 18, 2009
1, 425100, Instructional Design	<input type="radio"/>	BW, Mar 05, 2009 to Mar 18, 2009
1, 720100, Human Resources	<input type="radio"/>	BW, Mar 05, 2009 to Mar 18, 2009

Sort Order

Sort employees' records by Status then by Name:
Sort employees' records by Name:

Select

Choose another department and click select.

RELEASE: 8.1

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Address: https://mytrudev.tru.ca/tag_2f016a35369a3116.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u141s2&uP_tparam=fm&fm=

myTRU Development

Welcome Yvette Marie Laflamme
You are currently logged in.

My Account Content Layout

E-mail Calendar Groups Logout Help

myTRU Home Employee Resources

March 1, 2009

Employee Announcements

T4's will be mailed out on February 28, 2009

Personal Announcements

[Upcoming courses](#)

Important Links

- [Finance Forms](#)
- [Pensions & Benefits](#)
- [Purchasing Forms](#)
- [IT Service Desk](#)

Employment Details

- [Benefits](#)
- [Direct Deposit](#)
- [Pay Stub](#)
- [Job Details](#)
- [Leave Details](#)
- [Employee Directory](#)

Time Reporting

Time Sheet

TEST Manager, 999594-00 - Biological Science
Chairperson, 211000
[Bi-Weekly - 5, Due Date : Mar 31, 2009](#)

Time Approval

- 1, 425100 , Instructional Design
[Bi-Weekly - 5, Period Ending : Mar 04, 2009, Time Sheet](#)
- 1, 425100 , Instructional Design
[Bi-Weekly - 6, Period Ending : Mar 18, 2009, Leave Request](#)
- 1, 720100 , Human Resources
[Bi-Weekly - 6, Period Ending : Mar 18, 2009, Leave Request](#)

[Update Approval Proxies](#) [Act as Superuser](#)

Personal Information

- [Update Addresses and Phone](#)
- [Update E-mail Addresses](#)
- [Update Emergency Contacts](#)
- [Change PIN](#)

Update Approval Proxies when you are unable to review time sheets.

Employee Review

You have no employees to review

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Google Search Bookmarks Find Sign In

 myTRU

Back to Employee Resources Tab

Calendar Logout Help

Employee

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Proxy Set Up

Name	Add	Remove
<input type="text" value="wf wfuser01, WFUSER01"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE: 8.1

Done

Use drop down to select your proxy.

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Google Search

myTRU

Back to Employee Resources Tab

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Employee

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Proxy Set Up

Name	Add	Remove
wf wfuser03, WFUSER03	<input type="checkbox"/>	<input type="text"/>
Hannah Thompson, HTHOMPSON		
Kara Thompson, KTHOMPSON		
Laura Thompson, LTHOMPSON		
Ned Thompson, NTHOMPSON		
Oprah Thompson, OTHOMPSON		
Penny Thompson, PTHOMPSON		
Rachel Thompson, RTHOMPSON		
Terry Thompson, TTHOMPSON		
Uma Thompson, UTHOMPSON		
Victor Thompson, VTHOMPSON		
Wayne Thompson, WTHOMPSON		

Select your proxy from drop down list.

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Address https://mytrudev.tru.ca/render.UserLayoutRootNode.uP?uP_param=utf&utf=%2fcp%2fip%2flogin%3fsys%3dscs%26url%3dhttps%2f%2fbansbtest.tru.ca%2fbantest%2fbwptais.P_DisplayProxySetUp Go Links

Google Search Bookmarks Find Check AutoFill Sign In

myTRU

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Employee

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Proxy Set Up

Name	Add	Remove
wf wfuser02, WFUSER02	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

RELEASE: 8.1

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Done Internet

Click ADD to confirm your selection.

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Employee

Search Go

RETURN TO MENU SITE MAP HELP

Proxy Set Up

Name Add Remove

Save

RELEASE: 8.1

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Done Internet

Click Save button to update your proxy.

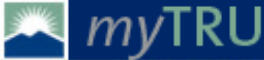
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File Edit View Favorites Tools Help

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Address https://mytrudev.tru.ca/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctsb%26url%3dhttp Go Links

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 myTRU

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Employee

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Proxy Set Up

Name	Add	Remove
wf wfuser02, WFUSER02	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="wf wfuser01, WFUSER01"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE: 8.1 **SUNGARD** HIGHER EDUCATION

Done Internet

Click REMOVE to end your proxy selection.

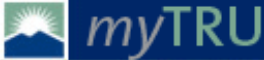
SunGard Higher Education - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://mytrudev.tru.ca/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctsb%26url%3dhttp Go Links

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Back to Employee Resources Tab Calendar Logout Help

Employee

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Proxy Set Up

Name	Add	Remove
wf wfuser02, WFUSER02	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="wf wfuser01, WFUSER01"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE: 8.1

Click Save button to complete removal of your proxy.

Done Internet

Click the Employee Resources Tab link in upper left hand corner to navigate back to the main Employee Self-Service Area

IF YOU NEED HELP

Payroll

- Teri Froescul 250-371-5617
- Donna Bloxom 250-371-5650
- Julie Orobko 250-371-5618

Human Resources

- Breeanne Hollett 250-852-6381
- Ellen Wilson 250-377-6123
- Donna Dallas 250-371-5531

IT Service Desk 250-852-6800