



THOMPSON RIVERS  
UNIVERSITY

# Self-Service 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](#)

Employee Announcements is where Payroll & Human Resource departments will post important and relevant notices for employees

Personal Announcements is a notice area targeted at individuals or smaller groups.

The screenshot shows an employee portal interface. At the top, there is a navigation bar with 'Home' and 'Employee Resources'. A welcome message reads 'Welcome Allen Rivers, You are currently logged in.' To the right are icons for 'E-mail', 'Calendar', 'Groups', 'Logout', and 'Help'. The date 'February 26, 2009' is displayed. The main content area is divided into several sections: 'Employee Announcements' (with a notice about T4's), 'Personal Announcements' (with 'Upcoming courses'), 'Important Links' (with links to Finance Forms, Pensions & Benefits, Purchasing Forms, and IT Service Desk), 'Time Approval' (with 'Update Approval Proxies'), and 'Employee Review' (with 'You have no employees to review'). A sidebar on the left contains 'Employee Resources' with links to Benefits, Direct Deposit, Pay Stub, Job Details, Leave Details, and Employee Directory. A 'Personal Information' section at the bottom left includes links to update addresses and emergency contacts. A 'Leave Request' section in the center lists requests for a Human Resources Assistant.

Employee Announcements

Personal Announcements

Important Links

Time Approval

Employee Review

Employee Resources

Benefits

Direct Deposit

Pay Stub

Job Details

Leave Details

Employee Directory

Personal Information

Update Addresses and Phones

Update E-mail Addresses

Update Emergency Contacts

Change PIN

Leave Request

Human Resources Assistant, 999951-00 - Instructional Design, 425100

Bi-Weekly - 5, Due Date : Mar 05, 2009

Bi-Weekly - 6, Due Date : Mar 19, 2009

Bi-Weekly - 7, Due Date : Apr 02, 2009

More

Update Approval Proxies

You have no employees to review

Finance Forms

Pensions & Benefits

Purchasing Forms

IT Service Desk

Upcoming courses

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

February 26, 2009

Logout Help

E-mail Calendar Groups

Welcome Allen Rivers

You are currently logged in.

Home Employee Resources

Important Links

Important Links

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

# Self-Service Documentation

Changing Password



### 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

Human Resources Assistant, 999951-00 - Instructional Design, 425100  
**Bi-Weekly - 5, Due Date : Mar 05, 2009**

#### Leave Request

Human Resources Assistant, 999951-00 - Instructional

### Time Approval

[Update Approval Proxies](#)

### Personal Information

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

Do not try to change password using the "Change PIN" link – it is disabled.

### Employee Review

no employees to review





To change your password, Click "My Account" in upper left of screen

[My Account](#)  
[Content Layout](#)

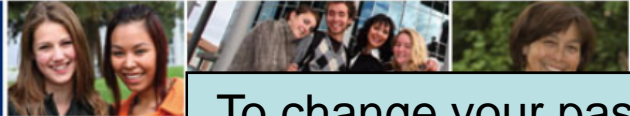

**Welcome All**  
You are currently logged in.

[myTRU Home](#) [Employee Resources](#)

**Personal Information** [Window Controls]

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

Do not try to change password using the "Change PIN" link – it is disabled.



[Back to Employee Resources Tab](#)

## My Account Preferences

### Change Password

Please enter your current password and new password

Current password:

New password:

Confirm password:

### Preferred Locale

**Preferred Locale Disabled**

The system is currently undergoing backup and the operation of this feature is disabled.

Current Locale: English-United States

### Privacy Settings

Calendar Searches:  Opt Out  Opt In

E-mail Searches:  Opt Out  Opt In

**\*NOTE:** Selecting the Opt In option allows other users to find you through the search features in the system. For example: in the Address Message feature, users will be able to search the campus directory for your E-mail address. In Calendar, users will be able to search for, and invite you to an event or meeting.

To change your password, follow the instructions on the screen.

Click the Save Changes button.

The next time you log in, your new password will be used.

Password sync successful. Your password in Banner has been changed to match your password in Luminis.  
[Click Here](#) to continue

February 26, 2009

Important Links

- [Request Forms](#)
- [Pensions & Benefits](#)
- [Requesting Forms](#)
- [Service Desk](#)

## Password Synchronization:

If you use the Banner INB application to do your work as a TRU Employee, then your myTRU (Luminis) password will be synchronized to your Banner INB user account.

Synchronization automatically occurs when you click on a Banner Channel for Luminis such as "Time Reporting" or "Personal Information".

00 - Instructional Design, 425100  
[Bi-Weekly - 5, Due Date : Mar 05, 2009](#)

### Leave Request

Human Resources Assistant, 999951-00 - Instructional Design, 425100  
[Bi-Weekly - 6, Due Date : Mar 05, 2009](#)  
[Bi-Weekly - 7, Due Date : Apr 02, 2009](#)

Time Approval

[Update Approval Proxies](#)

Employee Review

You have no employees to review

# Employment Details Documentation

Pay Stubs

Direct Deposit

Employment Info.

---



[My Account](#)  
[Content Layout](#)

**Welcome Allen Rivers**  
You are currently logged in.

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**Employee Announcements**

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

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**Time Reporting**

**Time Sheet**

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**Leave Request**

Human Resources Assistant, 999951-00 - Instructional Design, 425100

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Bi-Weekly - 7, Due Date : Apr 02, 2009

**Personal Information**

- [Update Addresses and Phones](#)
- [Update E-mail Addresses](#)
- [Update Emergency Contacts](#)

**Employment Details Channel**

Click the links under this channel to access your personal information

[Requesting Forms](#)

[IT Service Desk](#)

**Time Approval**

[Update Approval Proxies](#)

**Employee Review**

You have no employees to review



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### Employee Announcements

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#### Leave Request

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### Personal Information

- [Update Addresses and Phones](#)
- [Update E-mail Addresses](#)
- [Update Emergency Contacts](#)

Employment Details Channel

Click the Benefits links to view current Benefits Statement

[Requesting Forms](#)  
[IT Service Desk](#)

### Time Approval

[Update Approval Proxies](#)

### Employee Review

You have no employees to review

Employee

Search

Benefit Statement Date Criteria

Select a date from the pull-down list or enter

As of date:   
Enter date: MM/DD/YYYY

Through the **Benefits** link you can look up your benefit statement for a listing of the benefits you are currently enrolled in and review your Beneficiaries and Dependents

[ [Retirement Plans](#) | [Health Benefits](#) | [Flexible Spending Accounts](#) | [Miscellaneous](#) | [Open Enrollment](#) | [Beneficiaries and Dependents](#) ]

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## Benefit Summary

---

Statement for Allen Rivers as of Feb 26, 2009  
Current Date is Feb 26, 2009

### *Personal Data*

**Department:** Instructional Design  
**Benefit Category:** Support FT Benefit Eligible  
**Date of Birth:** Dec 12, 1988  
**Original Hire Date:** Apr 01, 2008  
**Current Hire Date:** Apr 01, 2008  
**Adjusted Service Date:** Apr 01, 2008

[Basic AD&D](#) | [Basic Life Insurance](#) | [Dental](#) | [Disability Coverage](#) | [Medical](#) | [Optional](#) | [Pension Plans](#)

### Basic AD&D

#### *Basic Accidental Death & Dismb*

<b>PLANCODE:</b>	Support Basic AD&D
<b>Calculated Premium:</b>	\$ .58
<b>Calculated Insurance Salary:</b>	\$38,256.40
<b>Calculated Coverage Amount:</b>	\$77,000.00

[Return to Top](#)

### Basic Life Insurance





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### Personal Information

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Employment Details Channel

Click the Direct Deposit link to access direct deposit banking information

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[IT Service Desk](#)

### Time Approval

[Update Approval Proxies](#)

### Employee Review

You have no employees to review



Back to Employee Resources Tab

Employee

Search  Go

Direct Deposit Allocation

The following accounts are listed in the order in which your pay will be distributed.

Pay Distribution as of Dec 18, 2008

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Royal Bank of Canada	000302360	5199112	Checking	1,500.00
Royal Bank of Canada	000302320	5141916	Checking	1,485.38
Total Net Pay				2,985.38

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
Royal Bank of Canada	000302360	5199112	Checking	1	\$ 1,500.00	1,500.00
Royal Bank of Canada	000302320	5141916	Checking	2	Remaining	1,485.38
Total Net Pay						2,985.38

[Update Direct Deposit Allocation](#)

[ [Earnings History](#) | [Pay Stub](#) | [Deductions History](#) ]

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Direct Deposit Allocation  
 Allows you to view current banking information.



Back to Employee Resources Tab

Calendar Logout Help

Employee

Search  Go

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

## Update Direct Deposit Allocation

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records. Enter the bank routing number and account information to add a direct deposit, then choose Save.

**Allocation:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Royal Bank of Canada	000302360	5199112	Checking	1		
Royal Bank of Canada	000302320	5141916	Checking	2		

Reorder

\* - indicates a required field.

**Add Allocation:**

Bank Routing Number: \*

Account Number: \*

Account Type:

Remaining Amount:

Amount or Percent:

Save

Can set up \$ Amount or Percentage (%) to deposit to different bank accounts

[Direct Deposit Allocation](#)



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- [Update Emergency Contacts](#)

Employment Details Channel

Click the Pay Stub link to access sample pay stubs

[Requesting Forms](#)  
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### Time Approval

[Update Approval Proxies](#)


### Employee Review

You have no employees to review

Employee

Search

## Pay Stub

 Choose a year and then select P

Pay Stub Year:

Click DISPLAY button to list available Pay Stubs

[ [Direct Deposit Allocation](#) | [Earnings History](#) | [Deductions History](#) ]

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Choose date of Pay Stub you would like to view

Employee

Search

## Pay Stubs

 Select the Pay Stub Date to access additional information

### *Pay Stubs for 2008*

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
<a href="#">Apr 24, 2008</a>	Apr 03, 2008	Apr 16, 2008	1,471.40	1,050.49	
<a href="#">Apr 10, 2008</a>	Mar 20, 2008	Apr 02, 2008	336.32	270.02	

[Change Year](#)

Pay Stubs can be printed BUT will remain in history for you to access at any point in time.

Pay Stub Detail

*Pay Stub Summary*

Pay Stub Date:	Apr 24, 2008	
Gross Amount:		1,471.40
Total Personal Deductions:		420.91
Net Amount:		1,050.49
Total Employer Contributions:		302.88

*Check or Direct Deposit*

Number	Document Type	Bank Name	Account Type	Amount
1143	Check			1,050.49

*Earnings*

Type	Hours	Rate	Amount
Regular Earnings Hourly	70.00	21.020000	1,471.40

*Benefits or Deductions*

Type	Personal Deduction	Employer Contribution
Basic Accidental Death & Dismb	.00	.58
Basic Life Insurance	.00	8.09
Canadian Pension Plan	67.91	67.91
Dental Coverage	.00	24.47
EI Rebate	.00	1.70
EI Reduced	25.46	31.67
Employer Contributions	.00	302.88

**Earnings**

Type	Hours	Rate	Amount
Regular Earnings Hourly	70.00	21.020000	1,471.40

**Benefits or Deductions**

Type	Personal Deduction	Employer Contribution
Basic Accident	.00	.58
Basic Life Ins	.00	8.09
Canadian Pen	67.91	67.91
Dental Covera	.00	24.47
EI Rebate	.00	1.70
EI Reduced	25.46	31.67
Employee Ass	.99	
Extended Hea	.00	14.48
Extended Hea	.00	.38
Extended Hea	.00	2.36
Federal Incom	129.95	
Initiation Due	5.00	
Medical Services Plan of BC	.00	27.00
Municipal Pension Plan	102.85	117.86
Parking	12.50	
Provincial Tax	46.67	
Support Union Dues CUPE	29.58	
Weekly Indemnity	.00	3.33
Work Safe BC	.00	2.06

Click on Pay Stubs link at the bottom to return to your summarized list of pay stubs

[Pay Stubs](#)





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**Time Approval**

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**Employee Review**


You have no employees to review

Employment Details Channel

Click the Leave Details link to view current leave balances

Search

## Leave Balances

 Select the link under the Type of Leave column for detailed information.

### List of Leave Types

TYPE of Leave	Hours Days	Banked	Available Beginning Balance	Earned as of Feb 26, 2009	Taken as of Feb 26, 2009	Available Balance as of Feb 26, 2009
<a href="#">Support Vacation Accrual</a>	Hours	.00	.00	4.96	.00	4.96
<a href="#">CTO Bank</a>	Hours	.00	.00	.00	.00	.00
<a href="#">Sick</a>	Hours	28.80	.00	.00	.00	.00
<a href="#">Banked Overtime</a>	Hours	.00	.00	.00	.00	.00
<a href="#">Vacation Balance</a>	Hours	.00	.00	.00	.00	.00

Access to your Vacation balances, Sick balances and various other leave balances. These balances will be as at the most recent pay cut off

Search

## Leave By Job

### *Job History Leave Balances for Support Vacation Accrual*

Position Number, Title and Organization Number and Description	Hours or Days	Begin Date	Termination Date	Banked	Date Available	Beginning Balance	Earned	Taken	Balance
<a href="#">999951 00 Human Resources Assistant 1 425100 Instructional Design</a>	Hours	Apr 01, 2008		.00	Apr 01, 2008	.00	4.96	.00	4.96

[Leave Balances](#)

Use links at bottom of screen to flip back and forth between leave screens.



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**Employee Review**

You have no employees to review

Employment Details Channel  
Employee Directory link is not available.

Search

Go

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

## Campus Directory



Campus Directory is not available.

---

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# Personal Information Documentation

Addresses & Phones  
email Addresses  
Emergency Contact

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You are currently logged in.

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#### Request

Human Resources Assistant, 999951-00 - Instructional Design, 425100

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

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### Personal Information

- [Update Addresses and Phones](#)
- [Update E-mail Addresses](#)
- [Update Emergency Contacts](#)

[Update Approval Proxies](#)

### Employee Review

You have no employees to review

**Personal Information Channel**  
Click the links under this channel to access your personal information



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Personal Information Channel  
Click the Update Addresses and Phones link

### Personal Information

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### Employee Review


You have no employees to review



Search

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## Update Addresses and Phones - Select Address

 Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.



Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

### *Addresses and Phones*


Permanent Residence	Phones
<a href="#">Current</a> : Feb 18, 2009 to (No end date) 101 Oak Kamloops, British Columbia V12 121	<a href="#">Primary</a> : 121-1212121

Type of Address to Insert:

Search

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

## Update Addresses and Phones - Update/Insert

 Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

### Permanent Residence

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Area Code:

Phone Number:  OR International Access Code

Extension:

-----

County:

Nation:

Area Code:

Phone Number:  OR International Access Code

and Phone Number:

After you have made your changes, click Submit to save your changes.

	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="button" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

View Addresses and Phones at bottom of screen takes you back to address selection screen

[ [View Addresses and Phones](#) ]



[My Account](#)  
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- [Leave Details](#)
- [Employee Directory](#)

**Time Reporting**

**Time Sheet**

Human Resources Assistant, 999900 - Instructional Design, 425100

[Bi-Weekly - 5, 05, 2009](#)

**Leave Request**

Human Resources Assistant, 999900 - Instructional Design, 425100

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

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

**Personal Information Channel**

Click Update E-mail addresses link to change e-mail information.

**Personal Information**

- [Update Addresses and Phones](#)
- [Update E-mail Addresses](#)
- [Update Emergency Contacts](#)

[Update Approval Proxies](#)

**Employee Review**


You have no employees to review

Search

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

## Update E-mail Addresses - Select Address

---

 Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.

### *E-mail Addresses*

**Business or Work**

[train22@tru.ca](mailto:train22@tru.ca)

Type of E-mail to Insert:

---

[ [View E-mail Addresses](#) ]



[My Account](#)  
[Content Layout](#)

**Welcome Allen Rivers**  
You are currently logged in.

      
**E-mail** **Calendar** **Groups** **Logout** **Help**

[myTRU Home](#) [Employee Resources](#)

February 26, 2009

### Employee Announcements

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

### Personal Announcements

[Upcoming courses](#)

### Important Links

[Finance Forms](#)

### Employment Details

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

### Time Reporting

#### Time Sheet

Human Resources Assistant, 999900 - Instructional Design, 425100  
[Bi-Weekly - 5, 05, 2009](#)

#### Leave Request

Human Resources Assistant, 999900 - Instructional Design, 425100  
[Bi-Weekly - 6, Due Date : Mar 19, 2009](#)  
[Bi-Weekly - 7, Due Date : Apr 02, 2009](#)

**Personal Information Channel**  
Click [Update Emergency Contacts](#) link to change contact information.

### Personal Information

- [Update Addresses and Phones](#)
- [Update E-mail Addresses](#)
- [Update Emergency Contacts](#)


[Update Approval Proxies](#)

### Employee Review

You have no employees to review

Search

## Update Emergency Contacts

 Update a contact by selecting that contact and making changes.

### Emergency Contacts

Order Name	Address and Phone Relationship
1	<a href="#">New Contact</a>

Click New Contact to open an edit screen to add Emergency Contact Information

[ [View Emergency Contacts](#) ]

## Update Emergency Contacts

 Enter a new emergency contact. When finished, Submit Changes.

**Remove Contact:**

**Order:**

**Relationship:**

**First Name:**

**Middle Initial:**

**Last Name:**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**City:**

**State or Province:**

**Zip or Postal Code:**

**Country:**

**Area Code:**  **Phone Number:**  **Extension:**

After you have made your changes, click the Submit Changes button to save your changes.

[ [View Emergency Contacts](#) ]



# Time Reporting Documentation

Time Sheets



### Employee Announcements

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

### Employment Details

- Benefits
- Direct Deposit
- Pay Stub
- Job Details
- Leave Details
- Employee Directory

### Personal Information

- Update Addresses and Phones
- Update E-mail Addresses
- Update Emergency Contacts
- Change PIN

### Personal Announcements

Upcoming courses

### Time Reporting

#### Time Sheet

Human Resources Assistant, 999951-00 - Instructional Design, 425100

**Bi-Weekly - 5, Due Date : Mar 05, 2009**

#### Leave Request

Human Resources Assistant, 999951-00 - Instructional Design, 425100

Bi-Weekly - 6, Due Date : Mar 19, 2009

Bi-Weekly - 7, Due Date : Apr 02, 2009

[More](#)

Time Reporting Channel  
Time Sheet Entry

Financial Services  
Personal Benefits  
Purchasing Forms  
IT Service Desk

### Time Approval

[Update Approval Proxies](#)

### Employee Review

You have no employees to review

### Employee Announcements

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

### Personal Announcements

[Upcoming courses](#)

### Employment Details

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

### Time Reporting

#### Time Sheet

Human Resources Assistant, 999951-00 - Instructional Design, 425100

**Bi-Weekly - 5, Due Date : Mar 05, 2009**

#### Leave Request

Human Resources Assistant, 999951-00 - Instructional Design, 425100

Bi-Weekly - 6, Due Date : Mar 19, 2009

Bi-Weekly - 7, Due Date : Apr 02, 2009

[More](#)

[Financial](#)

[Personal Benefits](#)

[Purchasing Forms](#)

[IT Service Desk](#)

### Time Approval

[Update Approval Proxies](#)

### Employee Review

You have no employees to review

Time Reporting Channel  
Leave Request



Employee

Search

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

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through

Enter time in hours box. Click SAVE button or hit enter when done. Hours will update in time sheet.

**Time Sheet**

**Title and Number:**

**Department and Number:**

**Time Sheet Period:**

**Submit By Date:**

**Earning:**

**Date:**

**Shift:**

**Hours:**

TEST Manager -- 9  
 Biological Science C  
 Feb 19, 2009 to M  
 Mar 05, 2009 by 0

Sick Employee  
 Feb 19, 2009  
 1

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Feb 19, 2009	Friday Feb 20, 2009	Saturday Feb 21, 2009	Sunday Feb 22, 2009	Monday Feb 23, 2009	Tuesday Feb 24, 2009	Wednesday Feb 25, 2009
Vacation	1	0	7		7	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Employee	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Family	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unassisted Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compassionate Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Dock Pay (System Generated)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			7		7	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Employee

Search

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

Time and Leave Reporting

The copy by date feature allows employees to quickly enter same hours and earn type to multiple days.

Select the link under a date to enter hours or

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Date:

Shift:

Hours:

Manager -- 999594-00  
 Biological Science Chairperson -- 211000  
 Feb 19, 2009 to Mar 04, 2009  
 Mar 05, 2009 by 04:00 P.M.  
 Sick Employee  
 Feb 19, 2009  
 1

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Feb 19, 2009	Friday Feb 20, 2009	Saturday Feb 21, 2009	Sunday Feb 22, 2009	Monday Feb 23, 2009	Tuesday Feb 24, 2009	Wednesday Feb 25, 2009
Vacation	1	0	7		7	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Employee	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Family	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unassisted Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compassionate Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Dock Pay (System Generated)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			7		7	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



Employee

Search  Go

SITE MAP HELP

Copy

Verification that your hours were copied.

Copy options include ability to copy to the end of the pay period, including Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and Account Distribution is also copied.

Your hours have been copied successfully.

Earnings Code:

Sick Employee, Shift 1

Date and Hours to Copy:

Feb 19, 2009, 7 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Thursday Feb 19, 2009 <input type="checkbox"/>	Friday Feb 20, 2009 <input type="checkbox"/>	Saturday Feb 21, 2009 <input type="checkbox"/>	Sunday Feb 22, 2009 <input type="checkbox"/>	Monday Feb 23, 2009 <input type="checkbox"/>	Tuesday Feb 24, 2009 <input type="checkbox"/>	Wednesday Feb 25, 2009 <input type="checkbox"/>
Thursday Feb 26, 2009 <input type="checkbox"/>	Friday Feb 27, 2009 <input type="checkbox"/>	Saturday Feb 28, 2009 <input type="checkbox"/>	Sunday Mar 01, 2009 <input type="checkbox"/>	Monday Mar 02, 2009 <input type="checkbox"/>	Tuesday Mar 03, 2009 <input type="checkbox"/>	Wednesday Mar 04, 2009 <input type="checkbox"/>

Time Sheet Previous

Click Time Sheet to return to your Time Sheet entry form



Department and Number:  
 Time Sheet Period:  
 Submit By Date:

Instructional Design -- 425100  
 Mar 31, 2011 to Apr 13, 2011

Earning: Regular Earnings Hourly  
 Date: Mar 31, 2011  
 Shift:   
 Hours:

**Shift Premium**  
 Change shift to 2 or 3 for  
 afternoon and evening shifts.  
 2=Afternoons (shift ends  
 between 6pm and midnight)  
 3=Nights (shift ends between  
 midnight and 8am)

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thur 2011	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Regular Earnings Hourly	1		70	63											
Compressed Time Off (CTO)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Employee	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Family	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Banked Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 2.0	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
General Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Banked Overtime Earned 2.0	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compassionate Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Banked Time Paid Out	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Business	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Additional Hours at Reg Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Dock Pay (System Generated)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compressed Time Off (CTO) Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			63		7	7	0	0	0	0	0	7	7		
<b>Total Units:</b>				0	0	0	0	0	0	0	0	0	0		

Back to Employee Resources Tab

Calendar Logout Help

**Department and Number:** Instructional Design -- 425100  
**Time Sheet Period:** Mar 31, 2011 to Apr 13, 2011  
**Submit By Date:** Apr 14, 2011 by 04:00 P.M.

**Earning:** Regular Earnings Hourly  
**Date:** Mar 31, 2011  
**Shift:**   
**Hours:**

Save Copy Account Distribution

Weekend Premium is calculated by the System. ONLY PAID for employee's with regular schedule that falls on Saturday and/or Sunday.

Earning	Shift Default Hours or	Total Hours	Total Units	Thursday Mar 31	Friday Apr 01, 2011	Saturday Apr 02, 2011	Sunday Apr 03, 2011	Monday Apr 04, 2011	Tuesday Apr 05, 2011	Wednesday Apr 06, 2011
Regular					7	Enter Hours	Enter Hours	0	7	7
Compre					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacatio					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Em					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Far					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Banked					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
General					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Banked					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereave					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compassionate Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Banked Time Paid Out	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Business	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Additional Hours at Reg Rate	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Dock Pay (System Generated)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compressed Time Off (CTO) Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		63		7	7	0	0	0	7	7
<b>Total Units:</b>		0		0	0	0	0	0	0	0

Leave Request

**Title and Number:** Human Resources Assistant -- 999951-00  
**Department and Number:** Instructional Design -- 425100  
**Leave Request Period:** Mar 05, 2009 to Mar 18, 2009  
**Submit By Date:** Mar 04, 2009 by 04:00 P.M.  
**Earning:** Vacation  
**Date:** Mar 05, 2009  
**Shift:**   
**Hours:**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 05, 2009	Friday Mar 06, 2009	Saturday Mar 07, 2009	Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009
Vacation	1		0	7	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Employee	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Family	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Banked Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
General Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compassionate Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Business	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Dock Pay (System Generated)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>				7	7	0	0	0			
<b>Total Units:</b>				0	0	0	0	0			

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

Once time sheet is complete, click the Submit for Approval button. Can ONLY SUBMIT ONCE. Approver will need to return to you for correction if needed.

<b>Total Hours:</b>	14	14	0	0	0	0	0	0	C
<b>Total Units:</b>	0	0	0	0	0	0	0	0	C

[Position Selection](#) [Comments](#) [Preview](#) [Next](#)

**Submitted for Approval By:** You on Feb 26, 2009


**Approved By:**



**Waiting for Approval From:** Yvette Laflamme

RELEASE: 8.1

powered by  
**SUNGARD** HIGHER EDUCATION

You can view the approval status of your time sheet at anytime.

Personal Announcements   
[Upcoming courses](#)

Time Reporting  

**Time Sheet**



Human Resources Assistant, 999951-00 - Instructional Design, 425100  
[Bi-Weekly - 5, Due Date : Mar 05, 2009](#)

**Leave Request**

Human Resources Assistant, 999951-00 - Instructional Design, 425100  
[Bi-Weekly - 6, Due Date : Mar 19, 2009](#)  
[Bi-Weekly - 6, Due Date : Mar 19, 2009](#)

[More](#)

To change the number of Bi-weekly pay periods that are displayed in the Time Reporting Channel, Click the Pencil Icon.

Time Reporting  

**Preferences**

**Number of Rows:**

**Display:**  All Records  Time Entry/Leave Report

[Back](#) [Reset](#) [Apply](#)

Enter the number of Bi-weekly pay periods you would prefer and click Apply, Then click "Back" to return to view.

## Time Reporting



### Time Sheet

Human Resources Assistant, 999951-00 - Instructional Design, 425100

[Bi-Weekly - 5, Due Date : Mar 05, 2009](#)

### Leave Request

Human Resources Assistant, 999951-00 - Instructional Design, 425100

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

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

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

[Bi-Weekly - 8, Due Date : Apr 16, 2009](#)

[Bi-Weekly - 9, Due Date : Apr 30, 2009](#)

[Bi-Weekly - 10, Due Date : May 14, 2009](#)

[More](#)

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# Time Reporting Documentation

Leave Requests



### Employee Announcements

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

### Employment Details

- Benefits
- Direct Deposit
- Pay Stub
- Job Details
- Leave Details
- Employee Directory

### Personal Information

- Update Addresses and Phones
- Update E-mail Addresses
- Update Emergency Contacts
- Change PIN

### Personal Announcements

Upcoming courses

### Time Reporting

#### Time Sheet

Human Resources Assistant, 999951-00 - Instructional Design, 425100  
**Bi-Weekly - 5, Due Date : Mar 05, 2009**

#### Leave Request

Human Resources Assistant, 999951-00 - Instructional Design, 425100  
Bi-Weekly - 6, Due Date : Mar 19, 2009  
Bi-Weekly - 7, Due Date : Apr 02, 2009  
[More](#)

## Time Reporting Channel

## Leave Request

Financial Services  
Personal Benefits  
Purchasing Forms  
IT Service Desk

### Time Approval

[Update Approval Proxies](#)

### Employee Review

You have no employees to review



Employee

Search  Go

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

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

### Leave Request

**Title and Number:** Human Resources Assistant -- 999951-00  
**Department and Number:** Instructional Design -- 425100  
**Leave Request Period:** Mar 05, 2009 to Mar 18, 2009  
**Submit By Date:** Mar 04, 2009 by 04:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 05, 2009	Friday Mar 06, 2009	Saturday Mar 07, 2009	Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Employee	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Family	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Banked Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
General Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compassionate Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Business	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Dock Pay (System Generated)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for App

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

Position Selection allows you to choose different Pay Period to request leave in.

Search

### Leave Request Selection


 Make a selection from My Choice, choose a Leave Request period from the pull-down list, and select Leave Request

Title and Department	My Choice Pay Period and Status
Human Resources Assistant, 999951-00 Instructional Design, 425100	Mar 05, 2009 to Mar 18, 2009 In Progress

Drop down for list of available Pay Periods. At TRU you will be able to request leaves in advance up to 1 year.

Search

## Leave Request Selection

 Make a selection from My Choice, choose a Leave Request period from the pull-down list, and select Leave Request.

Title and Department	My Choice Pay Period and Status
Human Resources Assistant, 999951-00 Instructional Design, 425100	Mar 05, 2009 to Mar 18, 2009 In Progress

RELEASE: 7.0

Title and Department	My Choice Pay Period and Status
Human Resources Assistant, 999951-00 Instructional Design, 425100	<ul style="list-style-type: none"><li>Mar 05, 2009 to Mar 18, 2009 In Progress</li><li><b>Mar 05, 2009 to Mar 18, 2009 In Progress</b></li><li>Mar 05, 2009 to Mar 18, 2009 Not Started</li><li>Mar 19, 2009 to Apr 01, 2009 Not Started</li><li>Apr 02, 2009 to Apr 15, 2009 Not Started</li><li>Apr 16, 2009 to Apr 29, 2009 Not Started</li><li>Apr 30, 2009 to May 13, 2009 Not Started</li><li>May 14, 2009 to May 27, 2009 Not Started</li><li>May 28, 2009 to Jun 10, 2009 Not Started</li><li>Jun 11, 2009 to Jun 24, 2009 Not Started</li><li>Jun 25, 2009 to Jul 08, 2009 Not Started</li><li>Jul 09, 2009 to Jul 22, 2009 Not Started</li><li>Jul 23, 2009 to Aug 05, 2009 Not Started</li><li>Aug 06, 2009 to Aug 19, 2009 Not Started</li><li>Aug 20, 2009 to Sep 02, 2009 Not Started</li><li>Sep 03, 2009 to Sep 16, 2009 Not Started</li><li>Sep 17, 2009 to Sep 30, 2009 Not Started</li><li>Oct 01, 2009 to Oct 14, 2009 Not Started</li><li>Oct 15, 2009 to Oct 28, 2009 Not Started</li><li>Oct 29, 2009 to Nov 11, 2009 Not Started</li><li>Nov 12, 2009 to Nov 25, 2009 Not Started</li></ul>

RELEASE: 7.0

Employee  
 Search  Go [SITE MAP](#) [HELP](#)

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

### Leave Request

**Title and Number:** Human Resources Assistant -- 999951-00  
**Department and Number:** Instructional Design -- 425100  
**Leave Request Period:** Mar 05, 2009 to Mar 18, 2009  
**Submit By Date:** Mar 04, 2009 by 04:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 05, 2009	Friday Mar 06, 2009	Saturday Mar 07, 2009	Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009
Vacation	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Employee	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Family	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Banked Time Taken	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
General Leave	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Bereavement Leave	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Compassionate Leave	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Union Business	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Dock Pay (System Generated)	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0


Position Selection | **Comments** | Preview | Submit

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

Comments allows you to include additional information about the leave you are requesting.

Search

## Comments

 Enter or edit comments until you submit the record for approval.

**Made By:** You

**Comment Date:** Feb 26, 2009

**Enter or Edit Comment:**

# 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