



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 for 'Allen Rivers' is displayed. The main content area is divided into several sections: 'Employee Announcements' (with a notice about T4s), 'Personal Announcements' (with 'Upcoming courses'), 'Important Links' (with links to Finance Forms, Pensions & Benefits, etc.), 'Time Approval' (with 'Update Approval Proxies'), and 'Employee Review' (with 'You have no employees to review'). A sidebar on the left contains 'Important Links' such as Benefits, Direct Deposit, and Job Details. A 'Leave Request' section is also visible, listing requests for Human Resources Assistant, 999951-00 - Instructional Design, 425100.

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](#)

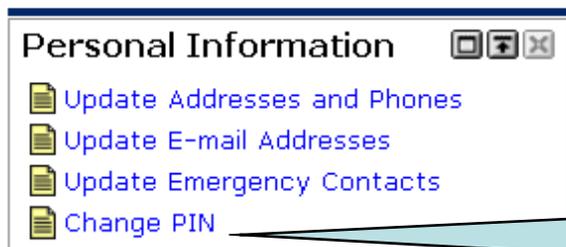
Do not try to change password using the "Change PIN" link – it is disabled.

Employee Review

no employees to review



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



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.



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Welcome Allen Rivers
You are currently logged in.

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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

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You have no employees to review



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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

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

[Return to Top](#)

Basic Life Insurance



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Employment Details Channel

Click the Direct Deposit link to access direct deposit banking information

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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



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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Employment Details Channel

Click the Pay Stub link to access sample pay stubs

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Time Approval

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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

Go

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
---------------	-----------------------	---------------------	-----------	---------	---------

Apr 24, 2008	Apr 03, 2008	Apr 16, 2008	1,471.40	1,050.49	
------------------------------	--------------	--------------	----------	----------	--

Apr 10, 2008	Mar 20, 2008	Apr 02, 2008	336.32	270.02	
------------------------------	--------------	--------------	--------	--------	--

[Change Year](#)

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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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Employee Review

You have no employees to review

Employment Details Channel

Click the Leave Details link to view current leave balances

Employee

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
Support Vacation Accrual	Hours	.00	.00	4.96	.00	4.96
CTO Bank	Hours	.00	.00	.00	.00	.00
Sick	Hours	28.80	.00	.00	.00	.00
Banked Overtime	Hours	.00	.00	.00	.00	.00
Vacation Balance	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

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

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
999951 00 Human Resources Assistant 1 425100 Instructional Design	Hours	Apr 01, 2008		.00	Apr 01, 2008	.00	4.96	.00	4.96

[Leave Balances](#)

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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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Welcome Allen Rivers
You are currently logged in.

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

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

Personal Information

- [Update Addresses and Phones](#)
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Employee Review

You have no employees to review



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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
Current : Feb 18, 2009 to (No end date) 101 Oak Kamloops, British Columbia V12 121	Primary : 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	<input type="text" value="02/18/2009"/>			
Until This Date:MM/DD/YYYY	<input type="text"/>			
Address Line 1:	<input type="text" value="101 Oak"/>			
Address Line 2:	<input type="text"/>			
Address Line 3:	<input type="text"/>			
City:	<input type="text" value="Kamloops"/>			
State or Province:	<input type="text" value="British Columbia"/>			
ZIP or Postal Code:	<input type="text" value="V12 121"/>			
County:	<input type="text" value="Not Applicable"/>			
Nation:	<input type="text" value="Not Applicable"/>			
Area Code:	<input type="text" value="121"/>			
Phone Number:	<input type="text" value="1212121"/>	OR	International Access Code and Phone Number:	<input type="text"/>
Extension:	<input type="text"/>			

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](#)]



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Personal Information Channel

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

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- [Update Emergency Contacts](#)

[Update Approval Proxies](#)

Employee Review

You have no employees to review

Search

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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

Type of E-mail to Insert:

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



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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	New Contact

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

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](#)

Time Reporting Channel
Time Sheet Entry

[Financial](#)

[Personal Benefits](#)

[Purchasing Forms](#)

[IT Service Desk](#)

Time Approval

[Update Approval Proxies](#)

Personal Information

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

Employee Review

You have no employees to review

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

[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
Total Hours:			7		7	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Employee

Search Go

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

Save Copy Account Distribution

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
Total Hours:			7		7	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Employee

Search

Copy

Click on the Check boxes to indicate which days you would like to copy the hours to.

[HELP](#)

Copy options include ability to copy to the end of the pay period, including the end of the pay period, and to 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 the Hours or Units will be copied.

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Sick Employee, Shift 1

Feb 19, 2009, 7 Hours

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

RELEASE: 8.1

After you have checked the desired box or boxes above, click "Copy". Your time sheet will be updated.

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 Time Sheet](#)

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 30 Mar 2011	Fri 31 Mar 2011	Sat 01 Apr 2011	Sun 02 Apr 2011	Mon 03 Apr 2011	Tue 04 Apr 2011	Wed 05 Apr 2011	Wed 06 Apr 2011
Regular Earnings Hourly	1		70	63								7
Compressed Time Off (CTO)	1		0	0	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
Sick Employee	1		0	0	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
Banked Time Taken	1		0	0	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
General Leave	1		0	0	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
Bereavement Leave	1		0	0	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
Jury Duty	1		0	0	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
Union Business	1		0	0	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
Dock Pay (System Generated)	1		0	0	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
Total Hours:			63		7	7	0	0	0	0	0	7
Total Units:				0	0	0	0	0	0	0	0	0



Back to Employee Resources Tab



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
Jury Duty	1	0	0		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
Union Business	1	0	0		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
Dock Pay (System Generated)	1	0	0		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
Total Hours:		63			7	7	0	0	7	7
Total Units:			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
Total Hours:				7	7	0	0	0			
Total Units:				0	0	0	0	0			

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

RELEASE: 8.1

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.

Total Hours:	14	14	0	0	0	0	0	0	C
Total Units:	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](#)

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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				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

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	<input type="radio"/> Mar 05, 2009 to Mar 18, 2009 In Progress

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Title and Department	My Choice Pay Period and Status
Human Resources Assistant, 999951-00 Instructional Design, 425100	<input type="radio"/> Mar 05, 2009 to Mar 18, 2009 In Progress <input checked="" type="radio"/> Mar 05, 2009 to Mar 18, 2009 In Progress <input type="radio"/> Mar 05, 2009 to Mar 18, 2009 Not Started <input type="radio"/> Mar 19, 2009 to Apr 01, 2009 Not Started <input type="radio"/> Apr 02, 2009 to Apr 15, 2009 Not Started <input type="radio"/> Apr 16, 2009 to Apr 29, 2009 Not Started <input type="radio"/> Apr 30, 2009 to May 13, 2009 Not Started <input type="radio"/> May 14, 2009 to May 27, 2009 Not Started <input type="radio"/> May 28, 2009 to Jun 10, 2009 Not Started <input type="radio"/> Jun 11, 2009 to Jun 24, 2009 Not Started <input type="radio"/> Jun 25, 2009 to Jul 08, 2009 Not Started <input type="radio"/> Jul 09, 2009 to Jul 22, 2009 Not Started <input type="radio"/> Jul 23, 2009 to Aug 05, 2009 Not Started <input type="radio"/> Aug 06, 2009 to Aug 19, 2009 Not Started <input type="radio"/> Aug 20, 2009 to Sep 02, 2009 Not Started <input type="radio"/> Sep 03, 2009 to Sep 16, 2009 Not Started <input type="radio"/> Sep 17, 2009 to Sep 30, 2009 Not Started <input type="radio"/> Oct 01, 2009 to Oct 14, 2009 Not Started <input type="radio"/> Oct 15, 2009 to Oct 28, 2009 Not Started <input type="radio"/> Oct 29, 2009 to Nov 11, 2009 Not Started <input type="radio"/> Nov 12, 2009 to Nov 25, 2009 Not Started

RELEASE: 7.0

SunGard Higher Education - Microsoft Internet Explorer

Address: https://mytrudev.tru.ca/render:UserLayoutRootNode.uP7uP_param=utf&utf=%2fcp%2fip%2flogin%3fsys%3dscstsb%26url%3dhttps://bansbtest.tru.ca/bantest/bwpkteis.P_SelectTimeSheetDriver?PayPeriod=2009.BW.6.N%2526Jobs

myTRU

Back to Employee Resources Tab

E-mail Calendar Groups Logout Help

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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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

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

Error on page. Internet

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