



THOMPSON RIVERS
UNIVERSITY

Self-Service Documentation

March 2009

Log In

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

<http://mytru.tru.ca>



Enter your User ID here. First initial, last name

Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)

Welcome to myTRU!

The myTRU service is your final Blackboard participant

Enter your password here. If you can't remember your password contact IT Service Desk (852-6800).



How do I get a user name and password?

Need Help
Contact the IT Service desk at 250-828-5320 or itservicedesk@tru.ca.

What's Inside?

— — — — —



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 Allen Rivers' message is displayed, along with utility icons for 'E-mail', 'Calendar', 'Groups', 'Logout', and 'Help'. The date 'February 26, 2009' is shown in the top right. The main content area is divided into several sections:

- Employee Announcements:** A callout points to this section, which contains the text: 'T4's will be mailed out on February 28, 2009'.
- Personal Announcements:** A callout points to this section, which contains the text: 'Upcoming courses'.
- Important Links:** A callout points to this section, which lists: 'Finance Forms', 'Pensions & Benefits', 'Purchasing Forms', and 'IT Service Desk'.
- Time Approval:** A callout points to this section, which contains the text: 'Update Approval Proxies'.
- Employee Review:** A callout points to this section, which contains the text: 'You have no employees to review'.

Other visible sections include 'Employee Announcements' (with window controls), 'Personal Information' (with links like 'Update Addresses and Phones'), and 'Leave Request' (with details for a Human Resources Assistant).

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

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[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](#)

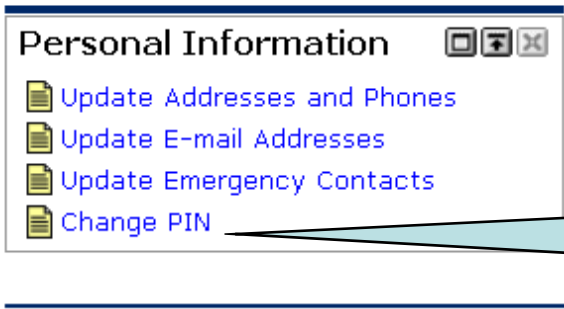
Do not try to change password using the "Change PIN" link – it is disabled.

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
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Employee Review

You have no employees to review

Employment Details Documentation

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Employment Info.



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Personal Information

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Employment Details Channel

Click the links under this channel to access your personal information

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Employment Details Channel

Click the Benefits links to view current Benefits Statement

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

Time Approval

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Employee Review

You have no employees to review

Employee

Search Go

Benefit Statement Date Criteria

Select a date from the pull-down list or enter

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

Select

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 |

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Basic Life Insurance



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Employee Review

You have no employees to review

Employment Details Channel

Click the Direct Deposit link to access direct deposit banking information



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

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Employee Review

You have no employees to review


Employment Details Channel

Click the Pay Stub link to access sample pay stubs

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 |
|------------------------------|-----------------------|---------------------|-----------|----------|---------|
| 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](#)

Pay Stub Detail

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

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

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](#)

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.

RELEASE: 8.1

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Personal Information Documentation

Addresses & Phones
email Addresses
Emergency Contact



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

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[Bi-Weekly](#)

Request

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

Personal Information

- [Update Addresses and Phones](#)
- [Update E-mail Addresses](#)
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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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[Update Approval Proxies](#)

Employee Review

You have no employees to review

Search

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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[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

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


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

Emergency Contacts

| Order Name | Address and Phone Relationship |
|------------|--------------------------------|
| 1 | New Contact |

[[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](#)]

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