

# TIMESHEET SUBMISSION

Time Management Login Website

<https://timemanagement.humber.org:8080/>

**Welcome to Humber College Time Management.**

**Enter your time daily at the end of each shift.** Enter the correct date for the time actually worked, regardless of how long ago it was. Your manager will approve and edit your time every two weeks on the Monday preceding Pay Day.

Pay Day is every 2nd Friday by direct deposit to your bank account.

You can view the detailed Payroll Calendar at <http://hrs.humber.ca/payroll>

- Your **User ID** is your 9 digit Humber Employee number eg. 070003809
- Your **default password** is your date of birth in the format YYYYMMDD eg. January 16, 1980 would be 19800116. **We recommend you change your password regularly.**
- Your manager can provide your Humber Employee number by logging into Time Management as an Approver / Manager.
- To update your date-of-birth in HR Services records or to have your **password reset**, please contact 416-675-6622 Thomas Silcox-Childs at x4585 or Andy Wong at x2270 or Cindy Shen at x5684.

In order to receive your T4, Record of Employment and other HR Services documents, you must **keep your address up to date by contacting HR Services** at 416-675-6622 x4393.  
(This address is separate to the student Registrar systems home address.)

For up-to-date information see the Humber College HR Services website at <http://hrs.humber.ca>

User ID/Employee #:  Password:   

Please login first



**Step 1:** Enter your User ID and password. Once you are on-boarded as an NFT contract employee, Laurie Cooper will email your employee number. Please keep record of this information. Your User ID is your 9 digit Humber Employee number. Your default password is your date of birth in the format YYYYMMDD eg. January 16, 1980 would be 19800116. We recommend you change your password regularly.

The Time Management entry system is not remote-accessible. You are required to submit your time on campus, during regular business hours, through Humber computer network access.

Welcome  
(Mouse over name for address on file)

To ensure your tax documents get to you by mail, make sure HR Services has your **current address**. Hold your mouse over your name to display the address on file. Send any changes by email to [HumanResources@humber.ca](mailto:HumanResources@humber.ca)

**Online Pay Stubs**



Welcome

- Employee Time Entry
- Change Your Password
- Logout



See Due Dates  
See Pay Stubs

**ONLINE PAY STUBS**

**HRS**

**NOW AVAILABLE**

Starting May 12 you can access your pay stubs online at [humber.ca/paystubs](http://humber.ca/paystubs)

**STARTING MAY 12**

Humber is replacing your paper pay stub with an online version. Paper copy will stop June 1.

Go to [humber.ca/paystubs](http://humber.ca/paystubs) to access your online pay stub or see a short video/FAQ. Watch the Communique for more information.

Welcome  
(Mouse over name for address on file)

| Hours Worked                          | Date Worked          | Pay Code         | Status  |
|---------------------------------------|----------------------|------------------|---|
| <input type="text"/>                  | <input type="text"/> | Please Select... |  |
| <input type="button" value="Add..."/> |                      |                  |   |



See Due Dates  
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**Step 2:** Enter the number of hours you have worked and the date on which you worked them.

Time can be entered in the following format:

15 minutes = .25

30 minutes = .5

45 minutes = .75

60 minutes/1 hour = 1.0

Round to the nearest 15-minute interval.

**Step 3:** Select the appropriate pay code for your contract with Applied Research & Innovation covering your current contract. If your contract has been renewed, select the pay code listing your current contract date range.. And click 'Add'.

**Step 4:** Take a screenshot of the submitted time by clicking the 'Print Screen' button on the keyboard and saving the image.

If your computer does not prompt you to save the screenshot upon selection, open a new file in a basic image-creation program such as Paint or Photoshop and press 'Ctrl+V' to paste the screenshot, and save the file.

**Step 5:** Send the screenshot to [research@humber.ca](mailto:research@humber.ca).

To update your date-of-birth in HR Services records or to have your password reset, please contact 416-675-6622 x4680 or x5483.

In order to receive your T4, Record of Employment and other HR Services documents, you must keep your address up to date by contacting HR Services at 416-675-6622 x4393.