

Timesheet Entry

Log-in page: <https://mylogin.humber.ca>

Username: N#

Password: same as your current N# password

Timesheets are due on a bi-weekly basis. To view payroll dates and deadlines, please click [here](#). You will receive a bi-weekly reminder to enter your hours from research@humber.ca.

1. Enter your hours on HRMS:

Please take the time to watch this short instruction video (<https://youtu.be/tIzL6mcCqME>) on how to enter timesheets or follow the steps included below.

Timesheet Entry Steps:

1. Sign into Employee Direct Access (EDA) using your single sign-on ID and password.
2. Click on **'Time and Absence'**.
3. Click on the date in the Calendar you want to report.
4. A popup box **'Report Time'** will open.
5. Enter the **'Assignment Number'**, **'Payroll Time Type'** and verify the start and end date. **Payroll time type should always be "Regular Hours"**.
Enter **'Daily Start Time'** and **'Daily End Time'**.
6. Click on **'Save and Close'**.
Note: the screen will revert back to the calendar view showing the time that you have entered.
7. Click on **'Review and Submit'**.
*Note: The screen will revert to the **'Edit Time Card: Review Time'** screen. Review that the data entered has been captured.*
8. Click on **'Submit'**.
9. Click on **'OK'**.

IMPORTANT: You MUST click the "Submit" button after entering your time so that we can approve your hours. We cannot approve hours that are left as "Entered" or "Saved"

2. Supervisor Approval

Once you have entered your hours, e-mail a screen shot of the hours entered and send to your project supervisor for approval. Please copy research@humber.ca.

If you have any questions please contact Jackie Nicol at jaqueline.nicol@humber.ca, 416-675-6622 ext. 4988.