Nishnawbe-Aski Legal Services Corporation

HRIS User Manual

Revised Jan 24, 2023

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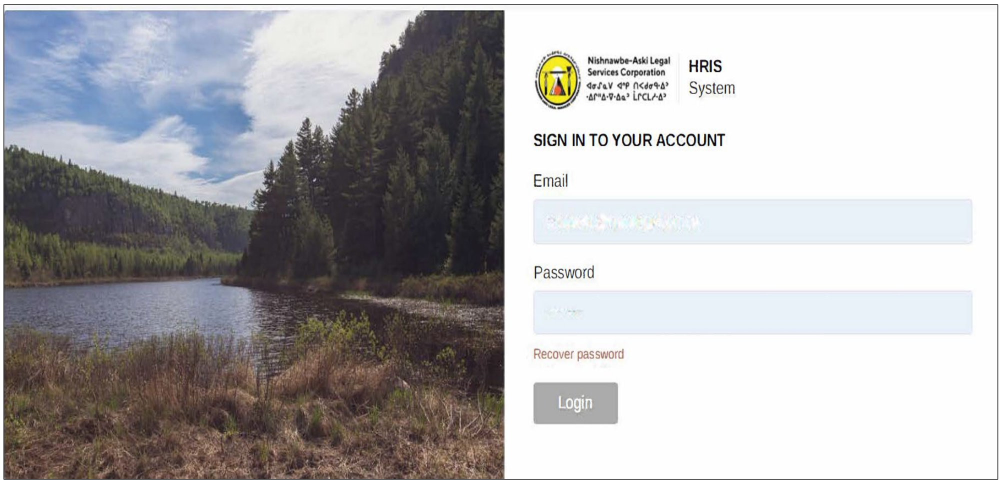
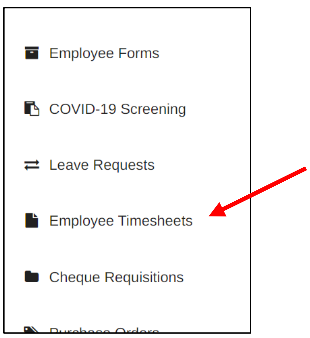
“How to fill out a **Timesheet**”

How to fill out and submit a **TIMESHEET**

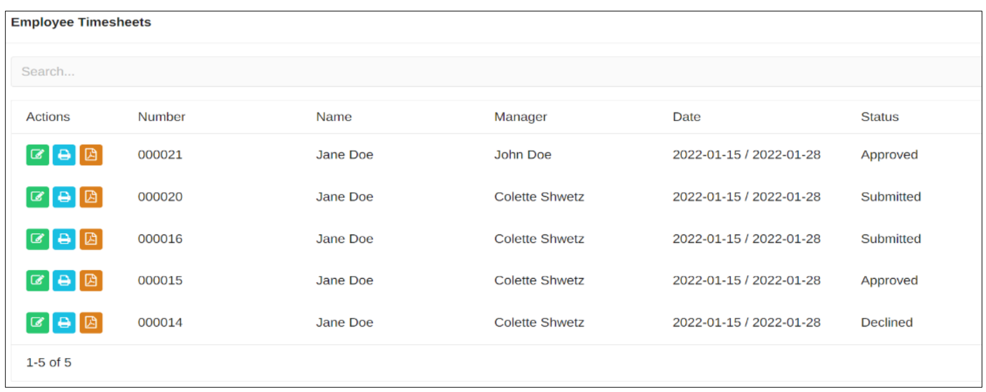
STEP 1 Open your employee account on the HRIS



STEP 2 Press on the **"EMPLOYEE TIMESHEETS"** tab on the left of the screen.



STEP 3 A screen will open with a summary of your previously submitted timesheets



Employee Timesheets

Search...

Actions	Number	Name	Manager	Date	Status
	000021	Jane Doe	John Doe	2022-01-15 / 2022-01-28	Approved
	000020	Jane Doe	Colette Shwetz	2022-01-15 / 2022-01-28	Submitted
	000016	Jane Doe	Colette Shwetz	2022-01-15 / 2022-01-28	Submitted
	000015	Jane Doe	Colette Shwetz	2022-01-15 / 2022-01-28	Approved
	000014	Jane Doe	Colette Shwetz	2022-01-15 / 2022-01-28	Declined

1-5 of 5

STEP 3 Press the Add button at the top right-hand corner to start a new timesheet.

STEP 4 Fill in the dates according to the pay period. (use the sheet provided by Finance)

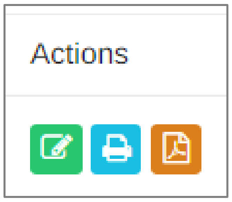
STEP 5 Select the Manager that will be approving your timesheet

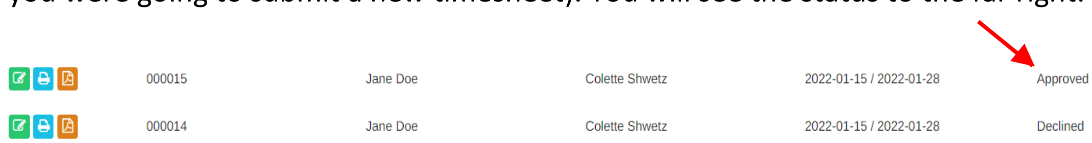
STEP 6 Under **STATUS**, select "Submitted" *(only select pending if you are not ready to submit your timesheet for approval) Once submitted it will be **LOCKED**.*

<table>
<tr><td>STEP 7</td><td>Enter the hours you worked ONLY under each day of the week – beginning with MONDAY.

Please keep in mind if you had any approved leaves (vacation, sick, etc.) you need to deduct the hours from the day you took the leave. ONLY RECORD HOURS WORKED.

<u>For example</u>, if you had 5 vacation hours approved for Wednesday, January 20, 2022 – make sure you only put only the 2 working hours on your time sheet for that day.

Please see examples of correct and incorrect timesheets on pages 3 and 4.</td></tr>
<tr><td>STEP 8</td><td>You will see the following buttons under “Actions.” To check, edit or print your timesheet, please press on the following boxes:

Green Button – Edit
Blue Button - Print
Orange Button – Full view in PDF</td></tr>
<tr><td>STEP 8</td><td>All approved leaves in the pay period will show at the bottom of your timesheet under a box titled “DEDUCTED.” If you had approved lieu time, it will show under a box titled “ACCUMULATED.”
**You MUST save your time sheet as "pending" for your leaves to show under DEDUCTED on your time sheet.</td></tr>
<tr><td>STEP 9</td><td>Press the orange button and your PDF timesheet will come up on your screen. Check your hours are correct.</td></tr>
<tr><td>STEP 10</td><td>If your timesheet is correct, press the Save button at the bottom right of your screen. An email will go to your manager to let them know you have submitted your timesheet and they need to review it.</td></tr>
<tr><td>STEP 11</td><td>Once your manager reviews it, you will receive an email from “noreply@nanlegal.on.ca.” At the bottom of the email, you will see – “Status: Approved or Declined” (which ever was decided by your manager)

You can also follow the link at the bottom of the email to check the status of your timesheet. When you get to the HRIS, press on “Employee Timesheets” (same as you were going to submit a new timesheet). You will see the status to the far right.
</td></tr>
</table>

SAMPLE: ✓ <u>Correctly</u> Filled Out Timesheet

Nishnawbe-Aski Legal Services Corporation ᐊᓂᔑᓇᐯ ᐊᔅᑭ ᑎᐸᑯᓂᑫᐎᐣ ᐅᒋᐦᐃᐁᐎᓇᐣ ᒫᒋᑕᐧᓯᐎᐣ	Nishnawbe-Aski Legal Services Corporation Attention: Accounts Payable 138B Mission Road Fort William First Nation, ON P7J 1K7 Tel: (807) 622-1413 Fax: (807) 622-3024

Employee Timesheets

000016

Requested By	Date
Jane Doe	2022-01-27

Start Date	End Date
2022-01-15	2022-01-28

LEFT EMPTY BECAUSE NO HOURS WERE WORKED THAT DAY – Took the leave recorded below under "DEDUCTED"

Hours

Description	Sat	Sun	Mon	Tues	W			ubtotal
Week 1			7.00	7.00	7.00	7.00	7.00	35.00
Week 2			7.00	7.00		7.00	7.00	28.00
Total							**TOTAL HOURS WORKED**	63.00

Kilometers

ALL STAFF, <u>EXCEPT DISCHARGE PROGRAM DRIVERS,</u> CAN DISREGARD THIS SECTION

Hours worked + your approved PAID leave

Accumulated

2022-01-15 - 2022-01-15 / Lieu Time / Workshop on the weekend	5.00
Total	5.00

Deducted

2022-01-25 - 2022-01-25 / Vacation / Personal leave	7.00
Total **TOTAL PAID LEAVE HOURS**	7.00

Total	70.00

Authorized Signature

<u>CORRECT</u> TOTAL HOURS FOR THIS PAYPERIOD.

****IMPORTANT TO NOTE:** Your timesheet may look different based on your worked time and leave time.*

SAMPLE: ~~Incorrectly~~ Filled Out Timesheet

Nishnawbe-Aski Legal Services Corporation

Nishnawbe-Aski Legal Services Corporation
Attention: Accounts Payable
138B Mission Road
Fort William First Nation, ON P7J 1K7
Tel: (807) 622-1413 Fax: (807) 622-3024

Employee Timesheets

000014

Requested By	Date
Jane Doe	2022-01-27

Start Date	End Date
2022-01-15	2022-01-28

Hours

Description	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Subtotal
Week 1			7.00	7.00	7.00	7.00	7.00	35.00
Week 2			7.00	7.00	7.00	7.00	7.00	35.00
Total								70.00

Kilometers

Description	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Subtotal
Week 1								0.00
Week 2								0.00
Total								0.00

Accumulated	
2022-01-15 - 2022-01-15 / Lieu Time / Workshop on the weekend	5.00
Total	5.00

Deducted	
2022-01-25 - 2022-01-25 / Vacation / Personal leave	7.00
Total	7.00

Total	77.00

Notes
PP#3

Authorized Signature

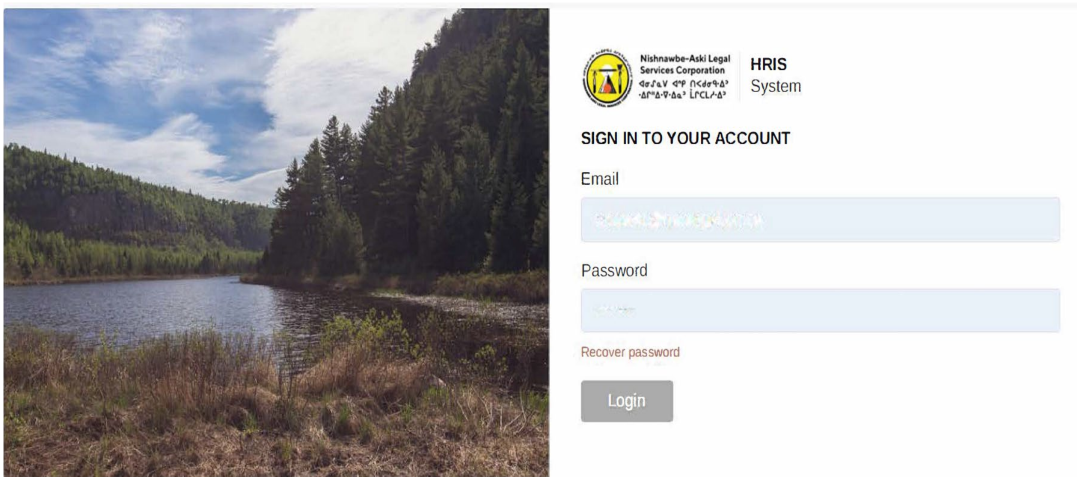
INCORRECT TOTAL HOURS FOR THIS PAYPERIOD BECAUSE YOUR HOURS WORKED IS **WRONG.**

You could not have worked on the Wednesday because you were off on leave. Check under the "Deducted" category.

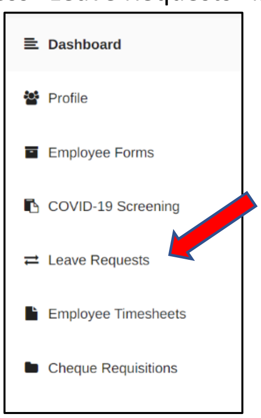
"How to fill out a **LEAVE REQUEST FORM**"

Filling Out A Leave Request

<table>
<tr><td>STEP 1</td><td>Sign into your HRIS account using your email and password. If you forgot your password, you can reset it from here.



</td></tr>
<tr><td>STEP 2</td><td>Press “Leave Requests” in the menu – on the left of your screen. A new screen will open.



</td></tr>
<tr><td>STEP 3</td><td>Press the Add button at the top right of your screen.</td></tr>
<tr><td>STEP 4</td><td>Select a manager from the drop down.</td></tr>
<tr><td>STEP 5</td><td>Select the type of leave you want from the drop down. For example - sick, vacation, lieu time, bereavement, etc.</td></tr>
<tr><td>STEP 6</td><td>Enter in your start and end date for your leave. A calendar will come up when you press the shaded area.</td></tr>
<tr><td>STEP 7</td><td>Enter in the amount of time you need – IMPORTANT: Vacation time must be entered in hours.</td></tr>
<tr><td>STEP 8</td><td>Enter whether you are taking leave (deducted) or adding leave (accumulated) Accumulated is for lieu time only.</td></tr>
<tr><td>STEP 9</td><td>Next, clink on the shaded below status and change to “pending”</td></tr>
</table>

STEP 10	Enter information about your leave into the notes – **THIS IS REQUIRED.**
STEP 11	OPTIONAL: Upload a document if needed. *For example, if you are off sick for more that 3 days, you will need to submit a Dr.'s note. This is where you can upload that document.*
STEP 11	Press the Save button at the bottom of your page.
STEP 12	Once you press the Save button, you will go to the main Leave Request screen. You will see your submission. It should say **pending.** Once the manager reviews and approves, the status will change.
STEP 13	An email will go directly to the manager you chose at the beginning. The manager will be prompted to go and review your request. Once approved you will receive an email with a copy of your leave requests attached.

"How fill out a **CHEQUE REQUISITION**"

CHEQUE REQUISITIONS

Cheque Requisitions can be used for many reasons. Such as and not limited to the following:

- Reimbursement for internet, cell phone (if using personal and don't have a work cell), supplies, mileage (but must attach mileage form to the CR)
- Making payment to a third party person, must attach a receipt or invoice to be eligible for claim. Or if you didn't use a purchase order.

1. Date: today's date
2. Payable to: person you want to pay
3. Purpose: what is the purpose of the payment
4. Department: which department is to be charged
5. Manager
6. Pending

You must press the Green button to add items to your cheque requisition as you can add multiple items to your claim.

Items:
Description: ex. Internet
Enter Budget Code: ex. 6015 ADM
Amount: ex. 55.00

You can itemize each amount so that it breaks down which budget code you want to charge.
You must upload your receipts

In the notes section, please add the address, city, postal code, phone or email if requesting a cheque and/or if banking information is being added, please make sure to get copy of banking information of third party.

Press SAVE, Manager will receive your request and can be approved or declined

Once manager approves, copy will be sent to staff and Payroll & Payables emails.

Cheque Requisitions will be processed on Wednesday's during the EFT run. Must receive by noon on Wednesday, anything received after this time will not be processed.

If third party does not have banking information, a cheque will be issued and mailed out on a Thursday

"How to fill out a **TRAVEL ARRANGEMENT"**

TRAVEL ARRANGEMENT FORM

Staff are required to fill out the Travel Arrangement Form prior to their trip and must be approved by your manager. The form should be submitted prior to traveling and at least 3 days advance notice for the Travel Coordinator or designate can have proper time to make the arrangements.

Staff are responsible to search and choose their flights/hotels in the most economical way that suites their travel needs. From time to time, flights and hotels maybe booked, it will be Travel Coordinator or designate will choose alternative flights/hotels, etc.

How to fill out Travel Arrangement from in the HRIS System:

1. Date of Request – today's date
2. Legal Name – must provide your full name as this is a requirement especially for flights
3. Date of Birth – must provide your date of birth as this is a requirement for flights
4. Department – must note your program (ex. ADM is for Administration Department)
5. Departure – where are you departing from
6. Destination – where are you going to if multiple locations than add the details
7. Manager – Select your designed manager
8. Status – Pending
9. Notes – If you have additional notes, please make sure to add them

Arrangement Details: If a staff member has multiple locations during the trip, the HRIS system has capabilities to add. Use the green plus button to add additional details of your trip.

Flight/Bus/Train Arrangements

1. Name of Company – Ex. North Stat
2. Departure Date and Time
3. Return Date and Time

Hotel Arrangements

1. Name of Company – Ex. Victoria Inn
2. Check In Date
3. Check Out Date
4. Location

Car Rentals

1. Name of Company
2. Pick up Date
3. Return Date
4. Location of rental company

Notes: Use this area if you want to provide additional information to your travel

Press SAVE and the request will go to your manager to be approved or declined.

Once manager approves, copy will be sent to staff, Travel Arrangement and Payroll & Payables emails.

Then its now to proceed with a Travel Advance if you require one, if not proceed to Travel Claim once you return from you trip.

"How fill out a **TRAVEL ADVANCE"**

TRAVEL ADVANCE

Once your Travel Arrangement has been approved. Staff can fill out a Travel Advance, if you require an advance, use this form and do a cost estimate of your travel needs.

How to fill out the Travel Advance in HRIS System:

1. Budget Code: is your code & department ex. 6000 ADM
2. Departure Date: Date you're traveling and should coincide with your travel arrangement
3. Return Date:
4. Destination: where are you going?
5. Fellow Travellers: if you are travelling by yourself or others
6. Purpose of Travel: why are you requesting the advance. Ex. Meetings, Circle, Court, Training, etc.
7. Manager: select designate
8. Status: Pending

Travel Advance Details:

1. Enter details of your meals if some meals are included in your trav. Do not claim
2. Enter estimated details of parking, taxi, private accommodations, childcare (child must be under the age of 15), mileage or other.

Notes: Use this area if you want to provide additional information to your travel

Press SAVE, Manager will receive your request and may approve or decline

Once manager approves, copy will be sent to staff and Payroll & Payables emails.

Travel Advances will be processed on Wednesday's during the EFT run. Must receive by noon on Wednesday, anything received after this time will not be processed.

"How to **CANCEL** **YOUR TRAVEL"**

TRAVEL CANCELLATION

This form should be filled out as soon as you find out that you must cancel your trip due to a situation. Fill out the details of your arrangements and email to your manager so that this can be submitted to Travel Coordinator and Finance Department to remove your travel purchase orders or visa bookings and travel advance.

If your travel advance was **not** processed, Finance can take out your advance before the EFT batch is submitted for processing. The cancellation must be received before noon on Wednesday or at your earliest convenience.

If your travel advance **was** processed, staff are required to fill out the Travel Claim Form in the HRIS. Leave all the amounts blank. In the Advance Section of the HRIS system, please use the drop-down menu to find your advance number…ex: 0000001 and the amount will automatically appear.

The balance at the bottom will show the amount owed to NALSC.

Press the SAVE button and it will be emailed to your manager for approval.

Once approved, the form will be submitted to the Payroll & Payables email and will be forwarded to the Payroll Department for deduction.

"How to fill out a **TRAVEL CLAIM FORM"**

<u>TRAVEL CLAIM</u>

Staff must submit their travel claims as soon as they return to office or no later than 3 days as per policy **<u>Section: Travel and Travel Advances, page 115</u>**

If not received by date, Travel Coordinator or designate will submit to Payroll Department for deduction.

How to fill out Travel Claim in HRIS System:

1 Budget Code: is your code and department ex. 6000 / 6005 ADM – Administration
2 Departure Date:
3 Return Date:
4 Destination:
5 Purpose of Travel:
6 Manager: select designate
7 Status: Pending

Travel Claim Details:

1. Enter details of your meals
2 Enter actual details of parking, taxi, private accommodations, childcare (child must be under the age of 15), mileage or other. You must upload all your receipts to be reimbursed.

Advance Details: Record the number of your advance as this will automatically add your amount owing to you, or NALSC or to zero out.

Notes: Use this area if you want to provide additional information to your travel

Press SAVE, Manager will receive your request and can be approved or declined

<u>Once manager approves</u>, copy will be sent to staff and Payroll & Payables emails.

Travel Claims will be processed on Wednesday's during the EFT run. Must receive before Noon on Wednesdays, anything received after this time will not be processed.

If you owe a balance to NALSC, a copy of your Travel Claim will be sent to Payroll Department for deduction.

"How to fill out an **EVENT ADVANCE FORM"**

EVENT ADVANCE

If you require an event advance, please use this form and do a cost estimate of your event needs. Ex. Circles, Honorariums, Activities, or presentations.

How to fill out an Event Advance in HRIS System:

1. Budget Code: is your department code ex. 6070 Honorariums, 7045 Workshop/Circles, 6050 Supplies
2. Start Date: date of your event
3. End Date
4. Community
5. Purpose of Event: what are you doing/hosting
6. Manager: select designate
7. Status: Pending

Event Advance Details, enter estimated amounts that staff will require.

1. Food & Beverages
2. Supplies
3. Hall Rental
4. Honorariums: for elders that assist in your circles
5. Facilitator: if you invited a special guest to do a presentation
6. Miscellaneous
7. Other

Notes: Use this area if you want to provide additional information about your event.

Press SAVE, Manager will receive your request and can be approved or declined

Once manager approves, copy will be sent to staff and Payroll & Payables emails.

Travel Advances will be processed on Wednesday's during the EFT run. Must receive by noon on Wednesday, anything received after this time will not be processed.

"How to fill out an **EVENT CLAIM FORM**"

EVENT CLAIM

Once your event is completed, please use this Event Claim Form of all cost expensed. You must have all receipts attached and uploaded to your claim. If none is attached to your request will not be processed.

How to fill out an Event Claim in HRIS System:

1. Budget Code: is your department code ex. 6070 Honorariums, 7045 Workshop/Circles, 6050 Supplies
2. Start Date: date of your event
3. End Date
4. Community
5. Purpose of Event:
6. Manager: select designate
7. Status: Pending

Event Claim Details, enter the actual amounts that staff will require.

1. Food & Beverages
2. Supplies
3. Hall Rental
4. Honorariums: for elders that assist in your circles
5. Facilitator: if you invited a special guest to do a presentation
6. Miscellaneous
7. Other

Advance Details: Record the number of your advance as this will automatically add your amount owing to you, or NALSC or to zero out.

Notes: Use this area if you want to provide additional information about your event.

Press SAVE, Manager will receive your request and can be approved or declined

Once manager approves, copy will be sent to staff and Payroll & Payables emails.

Even Claims will be processed on Wednesday's during the EFT run. Must receive by noon on Wednesday, anything received after this time will not be processed.

If you owe a balance to NALSC, a copy of your Event Claim will be sent to Payroll Department for deduction.