Nishnawbe-Aski Legal Services Corporation

HRIS User Manual

Revised May 2, 2023

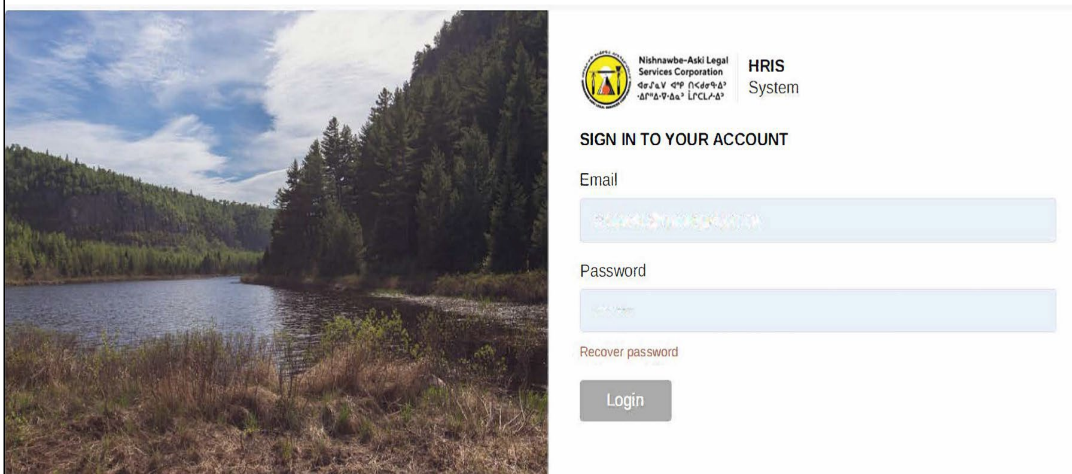
Table Of Contents

“How to fill out a **Timesheet.**”

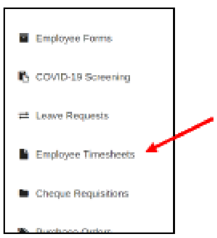
1. How to Fill Out and Submit a Timesheet

How to fill out in HRIS System:

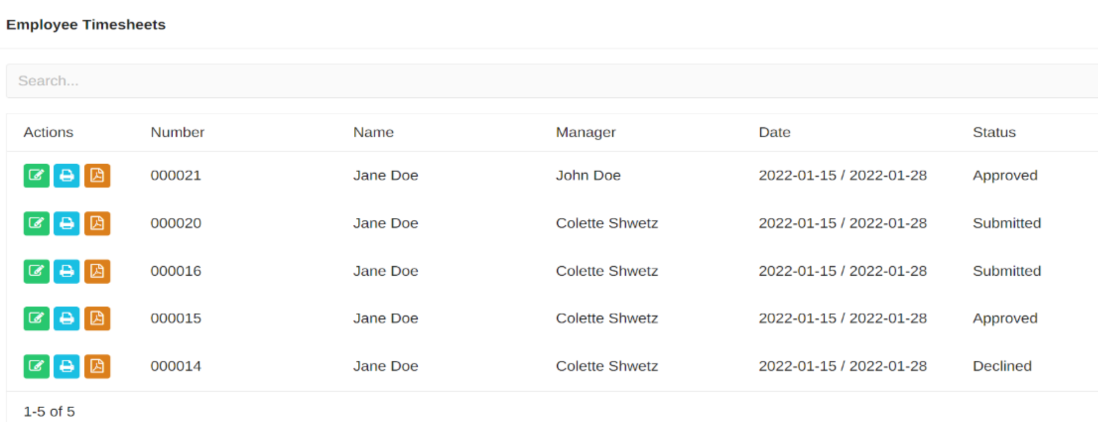
STEP 1 Open your employee account on the HRIS.



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

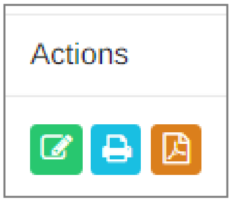
1-5 of 5

STEP 4 Press the Add button at the top right-hand corner to start a new timesheet.

STEP 5 Fill in the dates according to the pay period. (Use the sheet provided by Finance)

STEP 6 Select the Manager that will be approving your timesheet

STEP 7 Under **STATUS**, select "Submitted" *(only select pending if you are not ready to submit your timesheet for approval) Once submitted it will be **LOCKED**.*

STEP 8	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.** *For example, 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.**
STEP 9	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
STEP 10	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.
STEP 11	Press the orange button and your PDF timesheet will come up on your screen. Check your hours are correct.
STEP 12	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.
STEP 13	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. 

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

Nishnawbe-Aski Legal Services Corporation
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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
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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

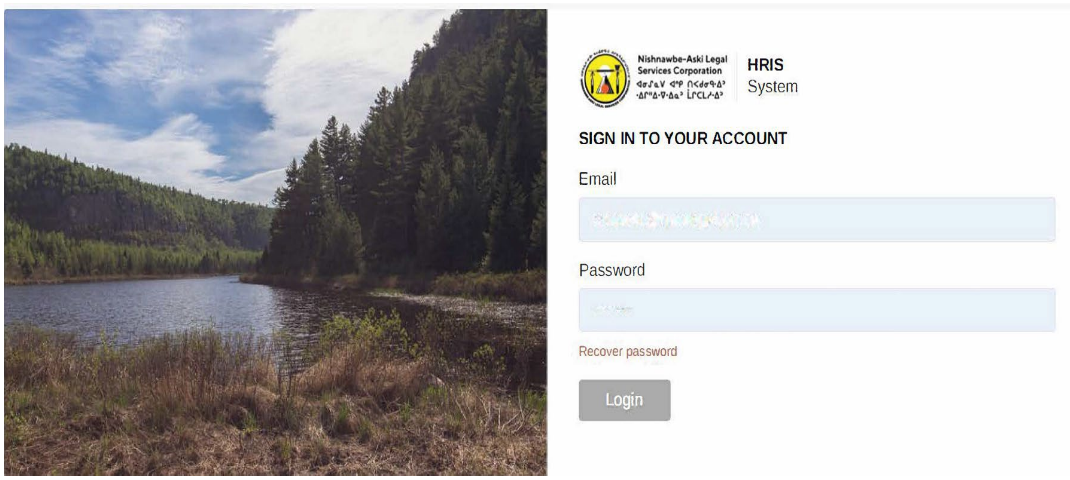
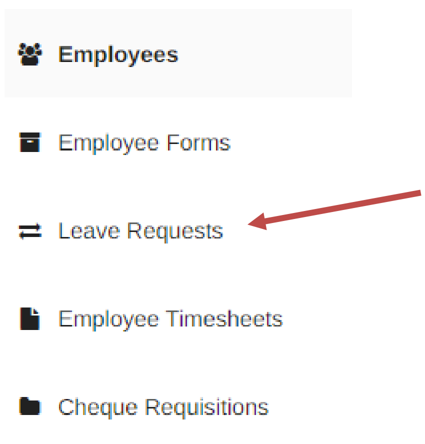
INCORRECT TOTAL HOURS FOR THIS PAYPERIOD BECAUSE YOUR HOURS WORKED IS **WRONG.**

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**"

2. How to Fill Out a Leave Request

How to fill out in HRIS System:

<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>
</table>

STEP 9	Next, clink on the shaded below status and change to **"pending"**
STEP 10	Enter information about your leave into the notes – **THIS IS REQUIRED.**
STEP 11	<u>OPTIONAL</u>: 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 12	Press the Save button at the bottom of your page.
STEP 13	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 14	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.

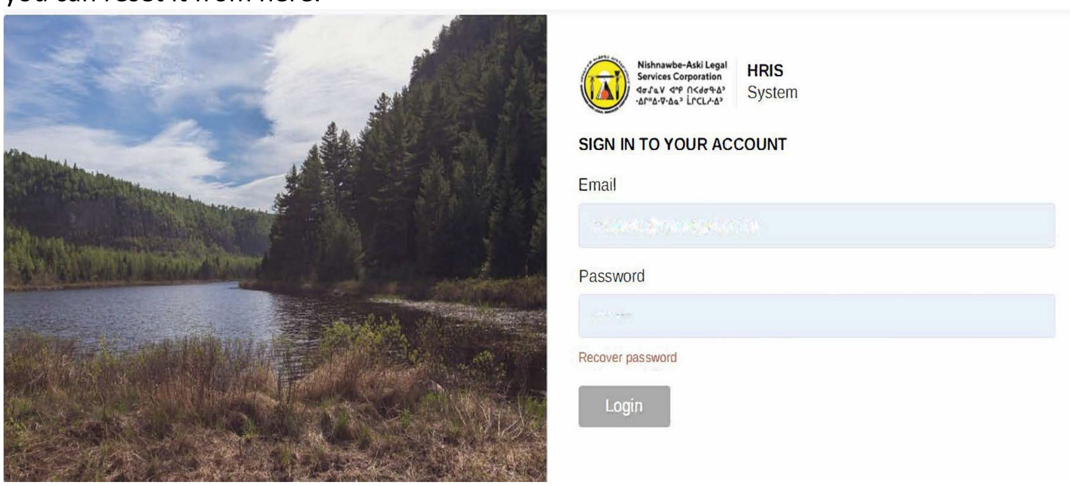
"How to fill out a **CHEQUE REQUISITION**"

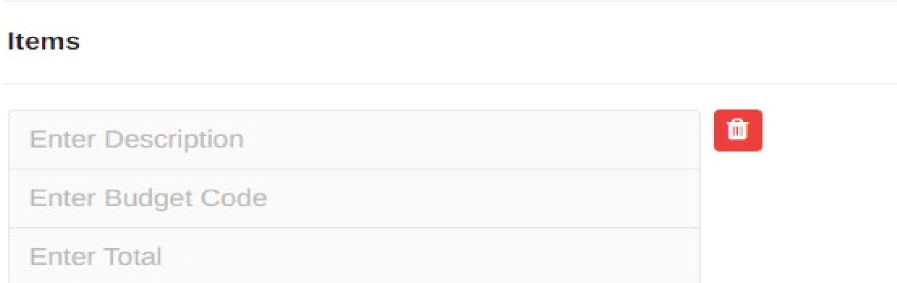
3. How to Fill Out a Cheque Requisition

Cheque Requisitions can be used for the following reasons:

1. Reimbursement for internet, cell phone (if using personal), work supplies.
2. Mileage – must upload a copy of mileage form.
3. Making a payment to third party person or vendor – RECIEPT or INVOICE MUST BE attached to be eligible for a claim.

How to fill out in HRIS System:

STEP 1	Sign into your HRIS account using your email and password. If you forgot your password, you can reset it from here. 
STEP 2	Press “**CHEQUE REQUISITIONS**” in the menu – on the left of your screen. A new screen will open. 
STEP 3	Press the Add button at the top right of your screen.
STEP 4	Enter the following information for a cheque requisition: - Date - Payable to (Staff, Vendor, etc.) - Purpose - Department - Manager - Status – stays in **pending** until Manager approves your claim.

STEP 5	Proceed to add items by clicking the + button.
STEP 6	Enter the description of the claim. 
STEP 7	Enter budget code – find budget codes at the top right hand of your screen by selecting the Budget Codes button.
STEP 8	Enter the total of the invoice or receipt. **IMPORTANT: You are permitted to add more than one receipt/invoice to claim by pressing the + to add more. This is the same for different budget codes.**
STEP 9	In the notes section include the following information: Name, 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.
STEP 10	Upload all receipts and invoices
STEP 11	Once you press the Save button, you will go to the main Cheque Requisition screen. You will see your submission. It should say **pending.** Once the manager reviews and approves, the status will change.
STEP 12	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 Cheque Requisition attached.
STEP 13	Once the manager approves, a 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.

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Cheque Requisitions

000963

This number **must** appear on your invoice and outside your packages.

Payable To
Sarah Doe

Purpose	Department
Reimbursement for Internet	ADM

Date	Requested By
2022-11-14	Jane Doe

Description	Budget Code	Subtotal
Internet April 2022	6015 ADM	$55.00
Supplies - pens/paper	6050 ADM	$12.99
Mileage April 2022	6005 ADM	$10.00

Conditions
Alterations to this requisition render it null and void.

Total Due	$77.99

Authorized Signature

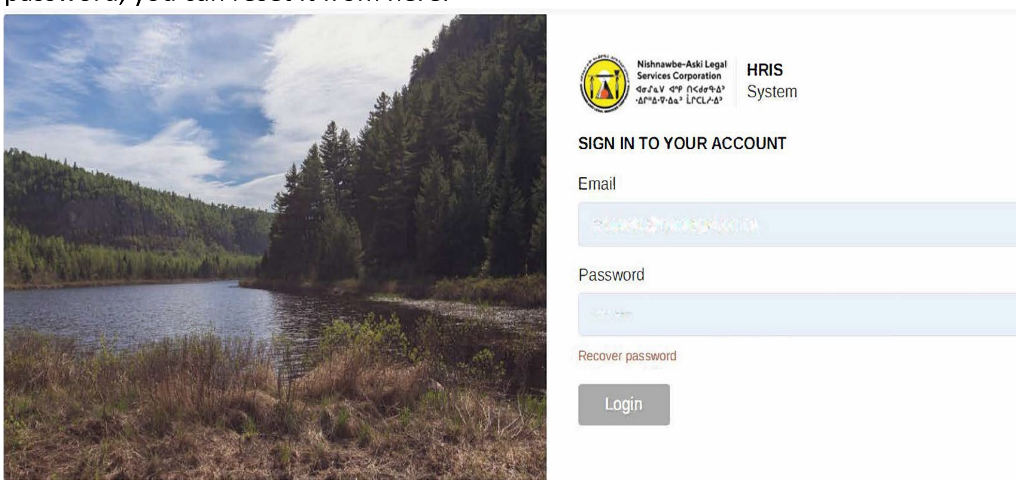
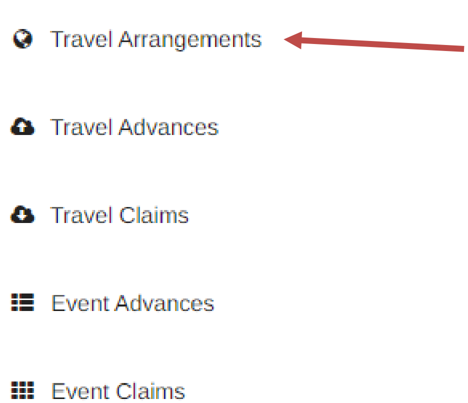
"How to fill out a **TRAVEL ARRANGEMENT**"

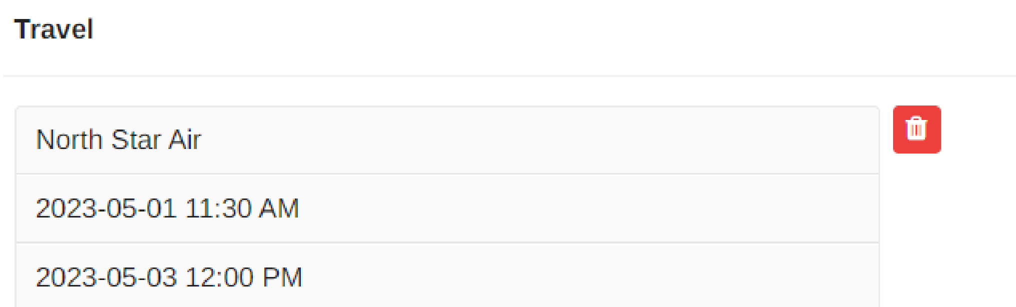
4. How To Fill Out A Travel Arrangement

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 Assistant or designate can have proper time to make the arrangements.

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

How to fill out in HRIS System:

<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 "TRAVEL ARRANGEMENT" 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>
</table>

STEP 4	Enter the following information for a Travel Arrangement: - Date – current date of request - Legal Name – must provide full legal name; requirement for flights and rentals - Date of Birth – must provide; requirement for flights and rentals - Department (ex. ADM is Administration Department) - Departure – location of where you are departing from - Destination – where you are going - Manager - Status – stays in **pending** until Manager approves your claim.
STEP 5	Proceed to adding **Travel** items by clicking the button.
STEP 6	Enter the travel information: a. Company b. Departure date and time c. Return date and time 
STEP 7	Proceed to adding **Hotel** items by clicking the button.
STEP 8	Enter the hotel information: a. Company b. Check in date c. Check out date d. Location

	Hotel Victoria Inn 2023-05-01 2023-05-03 Thunder Bay
STEP 9	**IMPORTANT: If an employee is travelling to multiple locations during their trip, they may add the details of their travel by pressing the button.**
STEP 10	In the notes section include any information relevant to your travel.
STEP 11	Upload Any additional information
STEP 12	Once you press the Save button, you will go to the main Travel Arrangement 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 Travel Arrangement requests attached.
STEP 14	Once the manager approves, a copy will be sent to staff and Travel Assistant.

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Travel Arrangements

000222

Date	Department
2022-11-14	Administration
Legal Name	**Departure**
Sarah Jane Doe	Thunder Bay
Date of Birth	**Destination**
1999-01-01	Toronto

Travel Company	Departure Date	Return Date
Porter Airlines	2022-11-21 10:30 AM	2022-11-24 05:55 PM

Hotel Company	Check-In	Check-Out	Location
Chelsea Hotel	2022-11-21	2022-11-24	Toronto Downtown

Employee Signature
Jane Doe
Authorized Signature

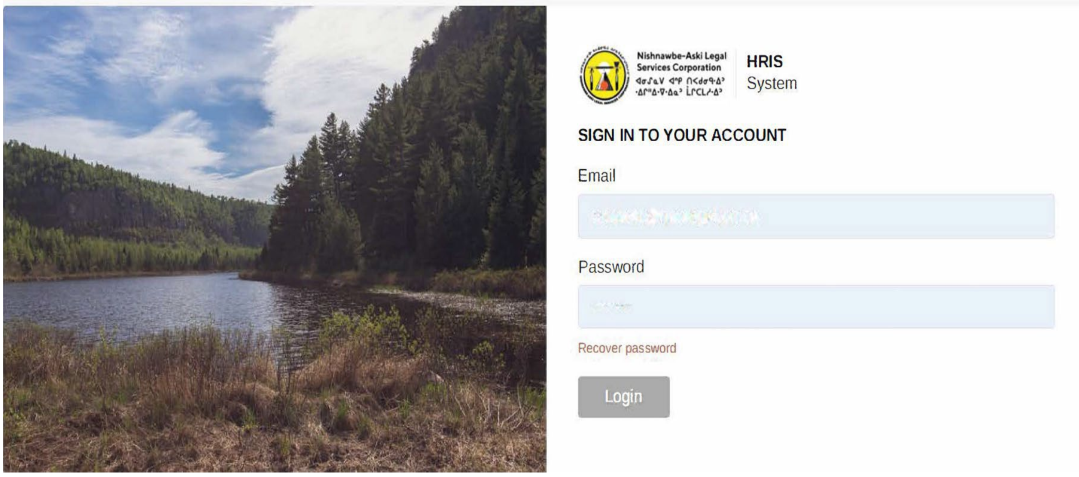
"How to Fill Out a **TRAVEL ADVANCE**"

5. How to Fill out a Travel Advance

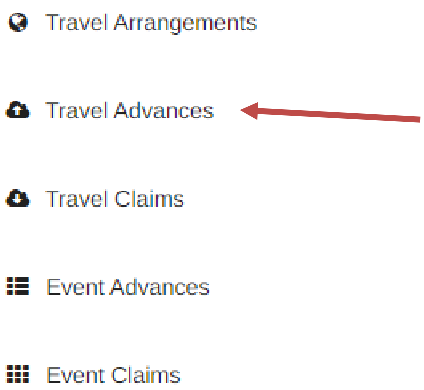
Once your Travel Arrangement has been approved. Staff can fill out a Travel Advance - if you require an advance, use this form, and do a cost estimate of your travel needs.

How to fill out in HRIS System:

<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 “Travel Advance” 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>Enter the following information for a Travel Advance:

a. Enter budget code – find budget codes at the top right hand of your screen by selecting the Budget Codes on.
b. Enter departure date - should be same as Travel Arrangement.
c. Enter return date – should be same as Travel Arrangement.
d. Destination.
e. Fellow travelers – include staff who will be travelling with you.
f. Enter the purpose of travel – court, meetings, training, etc.
g. Manager – enter your manager.
h. Status – set to **pending**.</td></tr>
</table>

STEP 5	Proceed to adding estimated Expenses under **items.** - Under each date of travel, enter the cost for the following items listed on the HRIS
STEP 6	**IMPORTANT: If an employee is travelling to multiple locations during their trip, they may add the details of their travel by pressing the ✚ button.**
STEP 7	In the notes section include any information relevant to your travel.
STEP 8	Upload Any additional information
STEP 9	Once you press the Save button, you will go to the main Travel Advance screen. You will see your submission. It should say **pending.** Once the manager reviews and approves, the status will change.
STEP 10	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 Travel Advance requests attached.
STEP 11	Once the manager approves, a copy will be sent to staff and Payroll & Payables emails.

Nishnawbe-Aski Legal Services Corporation

Travel Advances

000302

Requested By	Date
Sarah Doe	2022-11-14

Budget Code	Destination
ADM	Toronto
Depart Date	**Fellow Travellers**
2022-11-21	NONE
Return Date	**Purpose of Travel**
2022-11-24	Training

Description	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Total
Breakfast ($20.35)				$20.35	$20.35	$20.35		$61.05
Lunch ($20.60)			$20.60			$20.60		$41.20
Dinner ($50.55)			$50.55	$50.55	$50.55			$151.65
Incidentals ($17.30)			$17.30	$17.30	$17.30			$51.90
Taxi			$30.00			$30.00		$60.00
Parking			$25.00			$25.00		$50.00
Private Accom. ($50.00)								$0.00
Childcare ($35.00/1st - $15.00/nth)			$35.00	$35.00	$35.00			$105.00
Mileage ($0.57/KM)								$0.00
Other								$0.00
Total								$520.80

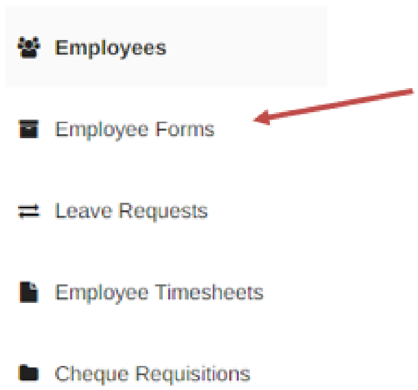
Authorized Signature

"How to **CANCEL** YOUR TRAVEL"

6. <u>How to Cancel your Travel</u>

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** your manager so that this can be submitted to Travel Assistant and Finance Department to remove your travel purchase orders or visa bookings and travel advance.

How to fill out in HRIS System:

STEP 1	Sign into your HRIS account using your email and password.
STEP 2	Press **"EMPLOYEE FORMS"** in the menu – on the left of your screen. A new screen will open. 
STEP 3	Fill out the form called **"TRAVEL CANCELLATION FORM"**
STEP 4	Complete the form in its entirety and **EMAIL** to your Manager.
STEP 5	If your travel advance was <u>**not**</u> processed, Finance can take out your advance before the EFT batch is submitted for processing. The cancellation must be received **Wednesday at 12PM.**
STEP 6	If your travel advance <u>**was**</u> 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.
STEP 7	The balance at the bottom will show the amount owed to NALSC.
STEP 8	Press Save
STEP 9	<u>**Once approved**</u>, the form will be submitted to the Payroll & Payables email and will be forwarded to the Payroll Department for deduction.

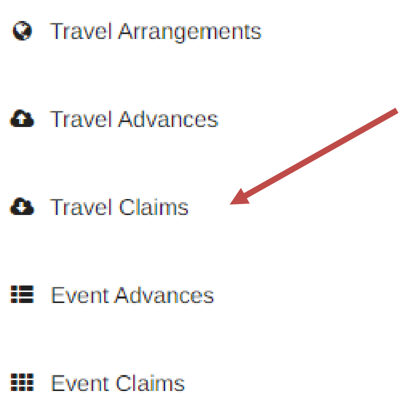
"How to fill out a **TRAVEL CLAIM FORM**"

7. <u>How to Fill Out a Travel Claim Form</u>

Use this for expenses paid out of pocket during travel for work. Staff **must** submit their travel claims as soon as they return to office or no later than 3 days as per **<u>NALSC Policy Section: Travel and Travel Advances, page 115</u>**

If not received by said date, Travel Assistant or designate will submit to Finance Department for deduction.

How to fill out in HRIS System:

<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 “TRAVEL CLAIM” 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>Enter the following information for a Travel Claim:
i. Enter budget code – find budget codes at the top right hand of your screen by selecting the Budget Codes button.
j. Enter departure date - should be same as Travel Arrangement.
k. Enter return date – should be same as Travel Arrangement.
l. Destination.
m. Fellow travelers – include staff who will be travelling with you.
n. Enter the purpose of travel – court, meetings, training, etc.
o. Manager – enter your manager.
p. Status – set to pending.</td></tr>
<tr><td>STEP 5</td><td>Proceed to adding expenses incurred under items.

Under each date of travel, enter the cost for the following items listed on the HRIS:
a. Breakfast.
b. Lunch.
c. Dinner.
d. Incidentals - only trips for over night.
e. Taxi.</td></tr>
</table>

	f. Parking. g. Private Accommodations. h. Childcare. i. Mileage. j. Other.
STEP 6	You will also be required to include the number of the Travel Advance. (ex.00001)
STEP 7	In the notes section include any information relevant to your travel.
STEP 8	Upload Any receipts where applicable.
STEP 9	Once you press the Save n, you will go to the main Travel Claim screen You will see your submission. It should say **pending.** Once the manager reviews and approves, the status will change.
STEP 10	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 Travel Claim requests attached.
STEP 11	Once the manager approves, a copy will be sent to staff and Payroll & Payables emails. Travel Claims will be processed on Wednesdays; therefore, they need to be submitted Wednesday by 12pm.

Nishnawbe-Aski Legal Services Corporation
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Travel Claims

000567

Requested By	Date
Sarah Doe	2022-11-14

Budget Code	Destination
ADM	Toronto
Depart Date	**Fellow Travellers**
2022-11-21	None
Return Date	**Purpose of Travel**
2022-11-24	Training

Description	Days	Total
Breakfast $20.35 per day (Travel before 7:30 AM)	3	$61.05
Lunch $20.60 per day (Include only if not provided)	2	$41.20
Dinner $50.55 per day (Travel after 7:00 PM)	3	$151.65
Incidentals ($17.30)	3	$51.90
Taxi (Receipts required)		$65.00
Parking (Receipts required)		$50.00
Private Accomm. $50.00 per night (Receipts required)		$0.00
Childcare $35.00 per night 1st child - $15.00 per night per nth child (Receipts required)		$105.00
Mileage $0.57 per km		$5.65
Other (Receipts required)		$0.00

Advance: 000302

Total	$531.45
Less Advance	$520.80
Owed to Traveller	$10.65
Owed to NALSC	$0.00

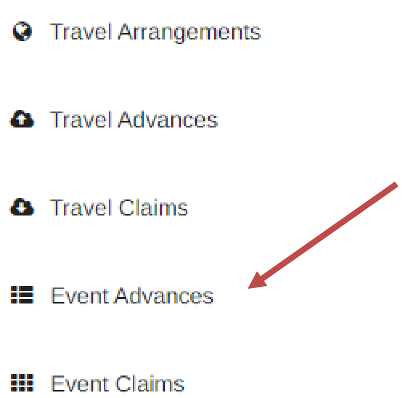
Authorized Signature

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

8. How to fill out an 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 in HRIS System:

STEP 1	Sign into your HRIS account using your email and password. If you forgot your password, you can reset it from here.
STEP 2	Press “**EVENT ADVANCE**” in the menu – on the left of your screen. A new screen will open. 
STEP 3	Press the Add button at the top right of your screen.
STEP 4	Enter the following information for an Event Advance: a. Enter budget code – find budget codes at the top right hand of your screen by selecting the Budget Codes button. b. Enter start date. c. Enter end date. d. Department. e. Community f. Purpose of Event g. Manager – enter your manager. h. Status – set to pending.
STEP 5	Proceed to adding **the** estimated cost for the following items listed on the HRIS: a. Food & Beverage. b. Supplies. c. Hall Rental. d. Honorariums. e. Facilitator. f. Misc.

	g. Other
STEP 6	In the notes section include any information relevant to your Event.
STEP 7	Once you press the Save button, you will go to the main Event Advance screen. You will see your submission. It should say **pending.** Once the manager reviews and approves, the status will change.
STEP 8	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 Event Advance.
STEP 9	Once the manager approves, a copy will be sent to staff and Payroll & Payables emails. Event Advance will be processed on Wednesdays; therefore, they need to be submitted Wednesday by 12pm.

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Event Advances
000048

Requested By	Date
Sarah Doe	2022-11-14

Budget Code	Department
7045 / 6070 / 6050	ADM
Start Date	**Community**
2022-11-22	Thunder Bay
End Date	**Purpose of Event**
2022-11-22	Circle

Description	Total
Food & Beverage	$40.00
Supplies	$20.00
Hall Rentals	$100.00
Honorariums	$200.00
Facilitator Costs	$0.00
Miscellaneous	$0.00
Other	$0.00
Total	$360.00

Notes

Doing a circle on Nov 22/22 for X...family.
Booked a hall to accommodate 10 people

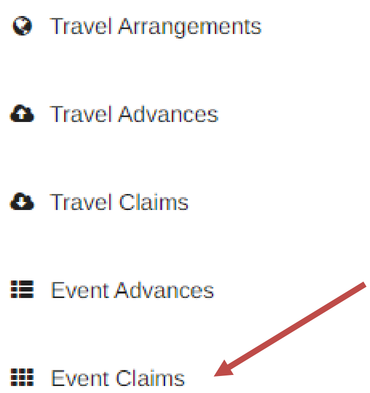
Authorized Signature

"How to fill out an
EVENT CLAIM FORM"

9. How to Fill Out an 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 in HRIS System:

STEP 1	Sign into your HRIS account using your email and password. If you forgot your password, you can reset it from here.
STEP 2	Press “**EVENT CLAIM”** in the menu – on the left of your screen. A new screen will open. 
STEP 3	Press the Add button at the top right of your screen.
STEP 4	Enter the following information for an Event Claim: q. Enter budget code – find budget codes at the top right hand of your screen by selecting the Budget Codes button. r. Enter start date. s. Enter end date. t. Department. u. Purpose of Event. v. Manager – enter your manager. w. Status – set to pending.
STEP 5	Proceed to adding Expenses incurred under **items.** Under each date of travel, enter the cost for the following items listed on the HRIS: Enter the estimated cost for the following items listed on the HRIS: a. Food & Beverage b. Supplies c. Hall Rental d. Honorariums e. Facilitator f. Misc. g. Other

STEP 6	Include the number of your submitted Event Advance previously approved (if applicable). The event advance and event claim should balance, owe you, or you may require to have a payroll deduction if over paid.
STEP 7	In the notes section include any information relevant to your event.
STEP 8	Upload Any receipts where applicable.
STEP 9	Once you press the Save button, you will go to the main Event Claim screen. You will see your submission. It should say **pending.** Once the manager reviews and approves, the status will change.
STEP 10	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 Event Claim attached.
STEP 11	Once the manager approves, a copy will be sent to staff and Payroll & Payables emails. Event Claims will be processed on Wednesdays; therefore, they need to be submitted **Wednesday by 12pm.**

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Event Claims

000032

Requested By	Date
Sarah Doe	2022-11-14

Budget Code	Department
6070 ADM - 7045 ADM - 6050 ADM	ADM
Start Date	**Community**
2022-11-23	Thunder Bay
End Date	**Purpose of Event**
2022-11-23	Circle

Description	Total
Food & Beverage	$35.65
Supplies	$15.99
Hall Rentals	$100.00
Honorariums	$200.00
Facilitator Costs	$0.00
Miscellaneous	$0.00
Other	$0.00

Advance: 000048

Total	$351.64
Less Advance	$360.00
Owed to Employee	$0.00
Owed to NALSC	$8.36

Authorized Signature