Langara College
HUMAN RESOURCES

SWAP       Online Time sheet Tutorial

August - September, 2010
Monday – Wednesday 5:30 - 8:00 pm
Saturday 08:30 – 3:30

As listed in Bye The Way

Either Kevin Thien or Jackie Scheepbouwer will be available for training on online time sheet procedures during this period. We will be located inside the CS office in the Leap Study area.
Enter your User ID (listed on your appointment) Usually starts with a 100_______ Note the above PIN instructions.

On the next screen choose Employee Main Menu located on the left side directly under Employee Quick Links.
Choose Employee
Click on the Time Sheet option
Choose the pay period and then click on Time Sheet button.

NOTE: Fill these out the beginning of your pay period for both weeks. (This way you will not miss urgent payroll cut-off periods). If you are sick, you will make up classes as in previous practices.

If you miss a pay period, you will have to enter your hours for both the new and previous pay period.
Click here, then enter your hours in the box above as well as choose the appropriate shift if applicable, then press SAVE, enter hours for NEXT week and when completed SUBMIT FOR APPROVAL.
1. Enter hours worked per day.
2. Then click on Save. Your hours will show up as shown on May 5th. You will have to do this step for each day worked.
3. Click on Submit for Approval.
You will get a message confirming your submission.
Thank You!

If you have any questions, please give us a call!

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