Avanti User Guide – Entering Time Exceptions

1. From your preferred browser, go to https://myavanti.ca/concordia, enter your user name and password
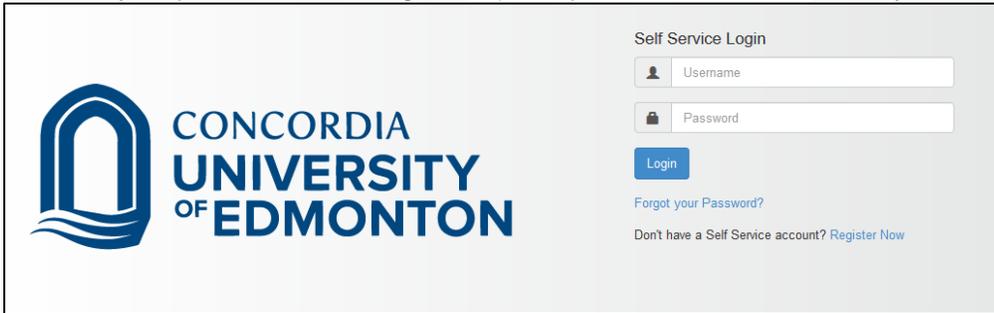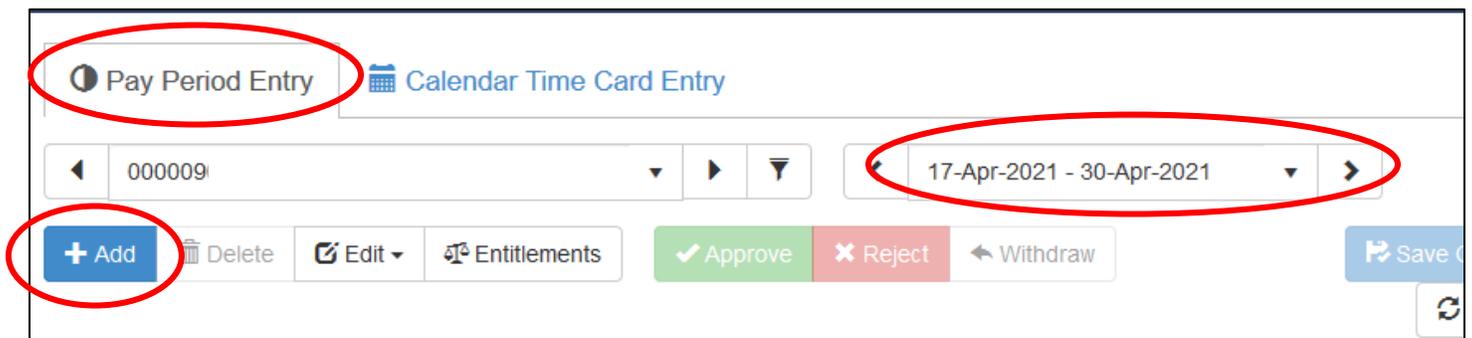

2. Choose the Time Data dropdown, then choose Time Entry
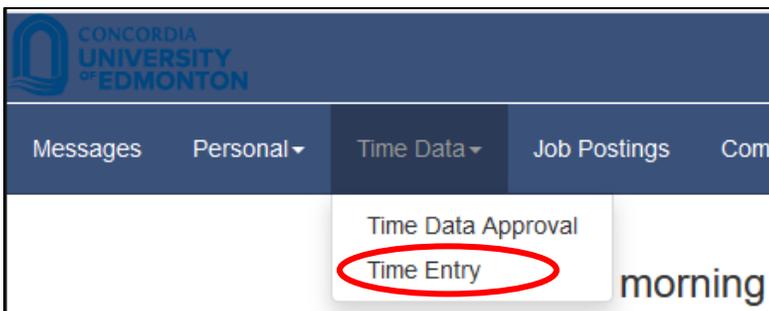
OPTION 1: Pay Period Entry Screen

a) Select the "Date" field box select the date range for your time request

b) Click on Add (Blue Box)

c) Using the calendar icon, choose the first day of time off from the "Date" drop down box.
Under the "Earning" dropdown, choose the desired type of time off.

If you do not see the earning code available that you are wishing to use, please send a request to the Human Resources Department at hr@concordia.ab.ca

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d) Your job position should already be in the "Position" field but if you hold multiple roles, choose your primary role

e) In the "Unit" column, enter the number of hours

f) Enter any comments if applicable (not required)

g) Save the entry, and repeat this action for each day you are requesting
  - If you have multiple similar entries, you can check the box on the first entry, then select the drop-down menu "Edit", select "Copy", then select "Paste"
  - If you made an entry by accident and it is not approved by a supervisor yet, you can select the check box on the line item, then click "Delete"
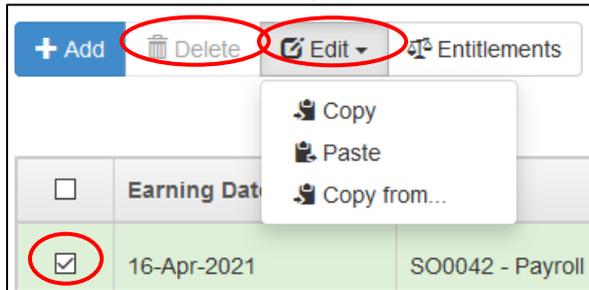
Please do not enter more than one day worth of hours per date**

h) Ensure you click the "Save Changes" button near the top right before changing screens or exiting your browser

i) To see what you have accrued in your entitlements, click the "Entitlements" button to open a pop-up screen

Code	Description	UOM	Carry Forward Units	Accrued Units	Taken Units	Previous Remaining Units	Pending Taken Units	Current Remaining Units
849	Vac Accrual	Hours	31.17	79.35	32	78.52	37.5	41.02
888	Banked Time Accrual	Hours	0	45.13	40.88	4.25	0	4.25
889	Personal/Family Leave	Hours	0	37.5	20.12	17.38	0	17.38
891	Medical Leave	Hours	0	90	16	74	0	74

j) Once you have completed all your entries and you have saved them, your screen should look similar to the example below.

OPTION 2: Calendar Time Card Entry Screen

a) Select the "Calendar Time Card Entry" tab

b) The default view will open in "Month" format. You can switch to week or day format by clicking the appropriate button near the top right

c) To enter a new time entry, double click on the day you wish to enter the time for. Alternatively, you can also right-click on the day and select "Add" from the menu

d) From the pop-up window, follow steps c) to i) from the Option 1 instructions to add time entries

You can then log out. Your supervisor will be notified by e-mail of your requests for their review and approval.

Once your supervisor has reviewed your request, you will receive an email advising you that your time request has been reviewed. This email will show the time has been approved or not by each day requested.

ConcordiaWorkflows@myavanti.ca
to me ▾

Your time request has been reviewed:
31 Jan 2017 - Vacation Taken 1.00 Day : Approved
30 Jan 2017 - Vacation Taken 1.00 Day : Approved
27 Jan 2017 - Vacation Taken 1.00 Day : Approved
26 Jan 2017 - Vacation Taken 1.00 Day : Approved
25 Jan 2017 - Vacation Taken 1.00 Day : Approved
24 Jan 2017 - Vacation Taken 1.00 Day : Approved
23 Jan 2017 - Vacation Taken 1.00 Day : Approved

It is your responsibility to ensure your supervisor processes your requests. If you see that your supervisor has not processed your request within 1 week, please follow-up with them.