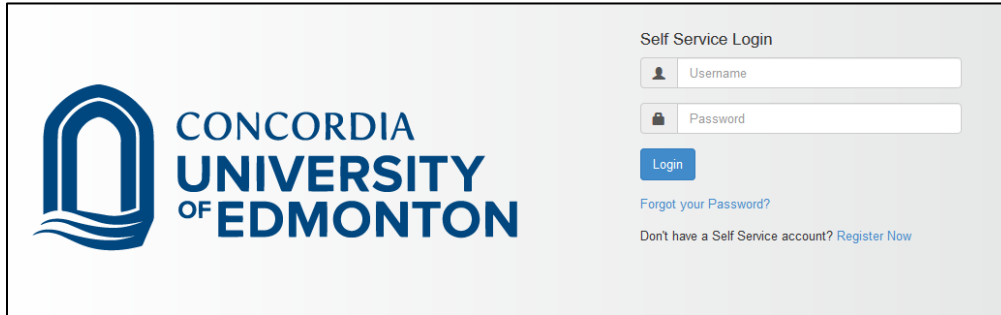


## Avanti User Guide – Entering Hours Worked

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



Self Service Login

CONCORDIA  
UNIVERSITY  
OF EDMONTON

Username

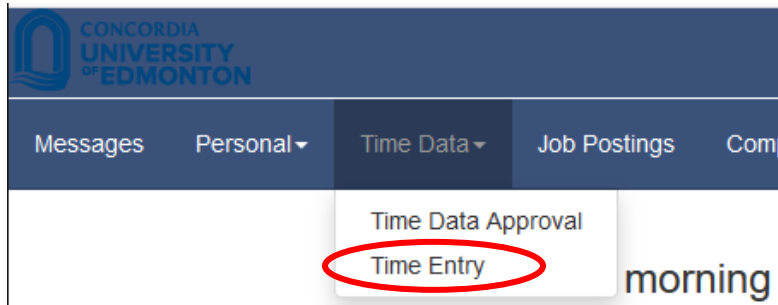
Password

Login

[Forgot your Password?](#)

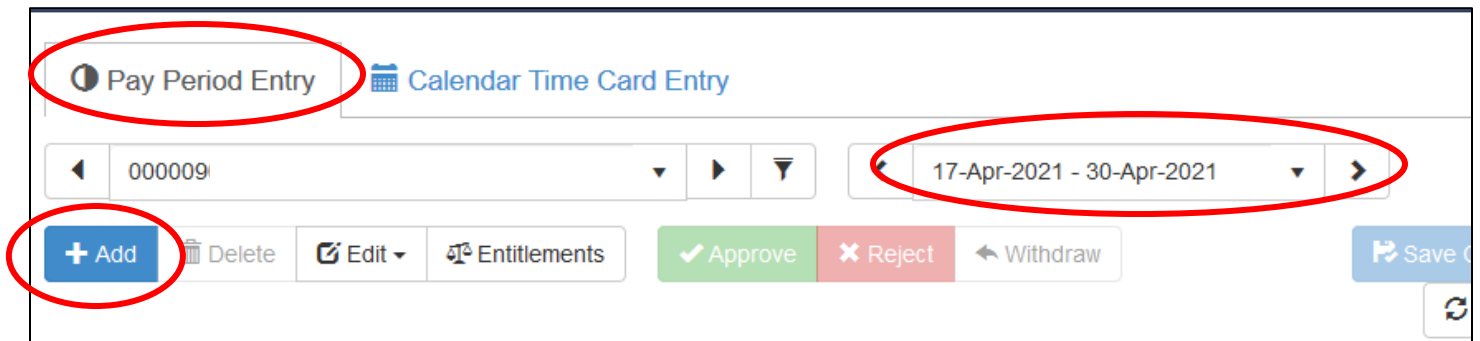
Don't have a Self Service account? [Register Now](#)

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)



Pay Period Entry Calendar Time Card Entry

000009

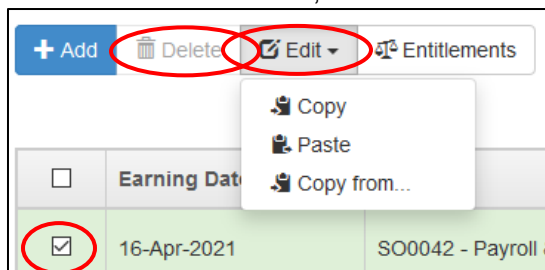
17-Apr-2021 - 30-Apr-2021

+ Add Delete Edit Entitlements Approve Reject Withdraw Save

- c) Using the calendar icon, choose the first day of time off from the “Date” drop down box

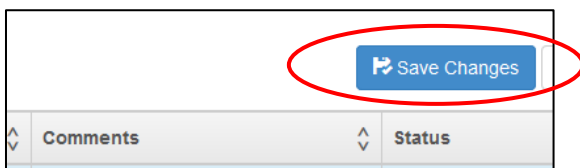
If you do not see the earning code available that you are wishing to use, please send a request to the Human Resources Department at [hr@concordia.ab.ca](mailto:hr@concordia.ab.ca)

- 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 entering
  - o 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"
  - o 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

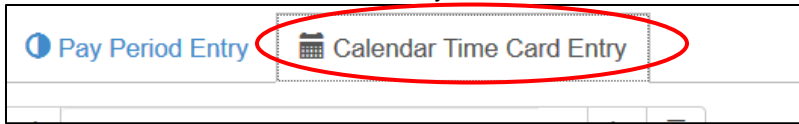


- i) Once you have completed all your entries and you have saved them, your screen should look similar to the example below.

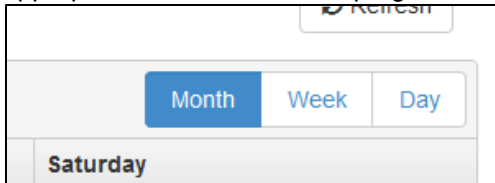
	Earning Date	Position	Earning Code	Unit	Unit Code	Comments	Status
<input type="checkbox"/>	19-Apr-2021	SO0042 - Payroll Systems Coordinator	348 - Vacation Taken	7.50	Hours		Unapproved
<input type="checkbox"/>	18-Apr-2021	SO0042 - Payroll Systems Coordinator	348 - Vacation Taken	7.50	Hours		Unapproved
<input type="checkbox"/>	17-Apr-2021	SO0042 - Payroll Systems Coordinator	348 - Vacation Taken	7.50	Hours		Unapproved
<b>Totals</b>	<b>Hours: 22.50</b>						

## OPTION 2: Calendar Time Card Entry Screen

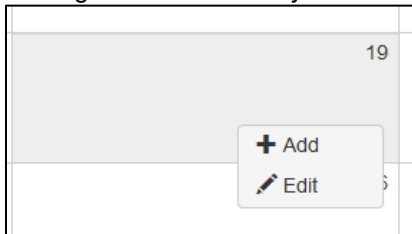
- a) Select the “Calendar Time Card Entry” tab



- 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 h) from the Option 1 instructions to add time entries

19-Apr-2021									
+ Add		Delete	Edit	Entitlements	Approve	Reject	Withdraw	Save Changes	Refresh
<input type="checkbox"/>	Earning Date	Position	Earning Code	Unit	Unit Code	Comments	Status		
<input type="checkbox"/>	19-Apr-2021	SO004	348 - Vacation Taken	7.50	Hours		Unapproved		
<b>Totals</b>		Hours: 7.50							

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.**