



myAvanti User Guide – Approving Time Exceptions/Hourly Time Cards

When a position who is assigned to you enters a time card requiring your review and approval, you will receive a notification by e-mail.

Time Request(s) from

ConcordiaWorkflows@myavanti.ca
to me ▾

Exception Time Request from [redacted]

After reviewing the attached report, please log in to approve/decline the time requested.

<https://myavanti.ca/concordia>

 ReportExcTime.pdf

20-Jul-2020 09:59

**Concordia University of Edmonton
Employee Exception Time Request - Concordia University**

Employee	Name	Code	Description	Earning Date	Unit	Code	Approved	Comments
00000E		391	Medical Leave Taken	30-Jul-2020	1.50	Hour	No	Medical appointment
00000E		391	Medical Leave Taken	21-Jul-2020	1.00	Hour	No	Medical appointment

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



Self Service Login

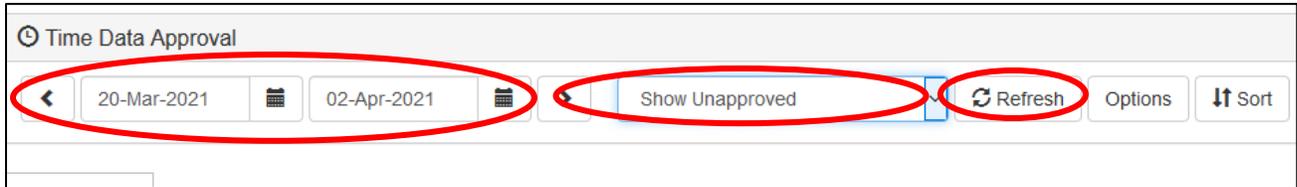
[Forgot your Password?](#)

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

1. Choose the Time Data dropdown, then choose "Time Data Approval"



2. Select your desired date range. You can also choose to only approved, unapproved, or both.
Please ensure you click the "refresh" button after making any selection changes



3. From the information shown in this Time Data tab, there are multiple ways to manage time card entries.

A screenshot of the 'Time Data Approval' table. The 'Time Data' tab is circled in red. The table displays employee service hours for a date range from 20-Mar-2021 to 02-Apr-2021. The table has columns for Employee, Total, and dates from Tue, 23-Mar-2021 to Tue, 30-Mar-2021. A red dashed circle highlights the entry '390 - PSFMLV - 3.00' in the 'Mon, 29-Mar-2021' column for employee 00000892.

Employee	Total	021	Tue, 23-Mar-2021	Wed, 24-Mar-2021	Thu, 25-Mar-2021	Fri, 26-Mar-2021	Sat, 27-Mar-2021	Sun, 28-Mar-2021	Mon, 29-Mar-2021	Tue, 30-Mar-2021
00000871	7.50									
00000882	7.50									
00000892	10.50							390 - PSFMLV - 3.00		
00000902	7.50									
00000911	7.50									
Grand Total Service Hours:	40.50								3.00	

- a. You may select one or more dates from along the top, which will highlight the same day for all employees in your available list
 - b. You may click on an employee's name at the left to highlight all dates in the selected date range for that one employee
 - c. You may use your mouse to click and drag vertically and/or horizontally to select any group combination of multiple time cards in the screen
 - d. You may hold down the control button while selecting individual time cards to highlight multiple time cards at one time
 - e. You may double-click on a time card to open the details of that entry in a pop-up window, then approve, reject or withdraw from the pop-up window (no further action required if processed using this method)
4. Once you have selected all applicable time cards you wish to process, you may do so by either:
 - a. Opening the "Approvals" drop down on the left had side, then selecting the desired action
 - b. Right-clicking on one of the selected time cards, then selecting the desired action

Time Data | **Approved Time Data** | Results

Approvals ▾ Edit ▾ Break Rules ▾ ? Help

Approve
 Reject
 Withdraw

	Total	021	Tue, 23-
	7.50		

390 - PSF

- Add
- Edit
- Delete
- Copy
- Paste
- Approve
- Reject
- Withdraw
- Apply Break Rules
- Unapply Break Rules
- Select All

5. Please ensure you also check for unapproved time cards older than the date you selected. To do this, open the "View Unapproved Data" menu, and select "Past Data". This will open a pop-up screen showing you any individual historical time cards still requiring processing, listed by date. Click on an earning date to have the system bring you to the time cards requiring attention.

Time Data | **Approved Time Data** | Results

Approvals ▾ Edit ▾ Break Rules ▾ ? Help View Unapproved Data ▾

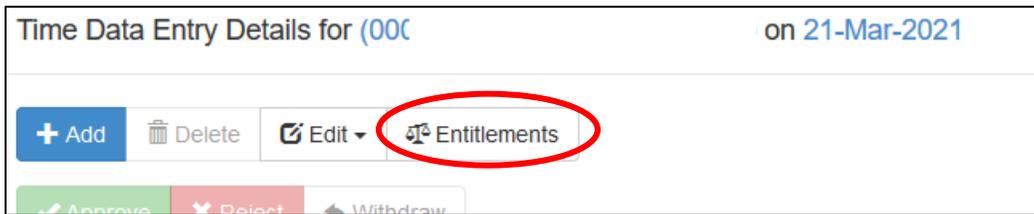
Employee Total Sat, 20-Mar-2021

Past Data
 Future Data

Unapproved Time Prior To 20-Mar-2021

0000090	001	4	Hours
0000091	001	3	Hours
Earning Date: 10-Mar-2021			
0000090	001	5	Hours
0000090	001	4	Hours
0000091	001	6	Hours
0000091	ie	001	8 Hours
Earning Date: 12-Mar-2021			
0000090	001	5	Hours
0000091	001	6	Hours
0000091	001	2.45	Hours

6. You can check your employee's available entitlements (vacation, sick time, banked time, etc.) two different ways.
- Double-click on a time card to open the details of that entry in a pop-up window, then click the "Entitlements" button



- By navigating to the "Personal" drop down on the top left of the main screen, selecting "Entitlements" and choosing your employee's name from the drop down.

