

Time Entry and Approval – Remote Login

Please use the following instructions to access the **Infor Human Resources Time Entry and Approval** application from a remote location.

Step 1: If you have Citrix Workspace for Chrome installed, please skip to **Step 7**.

- Open a **Chrome browser** and enter the URL link below:
- <https://chrome.google.com/webstore/detail/citrix-workspace/haiffjcadagilijoggckpgfnoeiflnem?hl=en>
- Click on Add to Chrome

Home > Apps > Citrix Workspace



Citrix Workspace

Offered by: Citrix

★★★★★ 2,189 | [Extensions](#)

Add to Chrome

Overview

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Step 2: Click on Add app



Add "Citrix Workspace"?

It can:

Exchange data with any device on the local network or internet

Access your serial devices

Display notifications

Use your microphone and camera

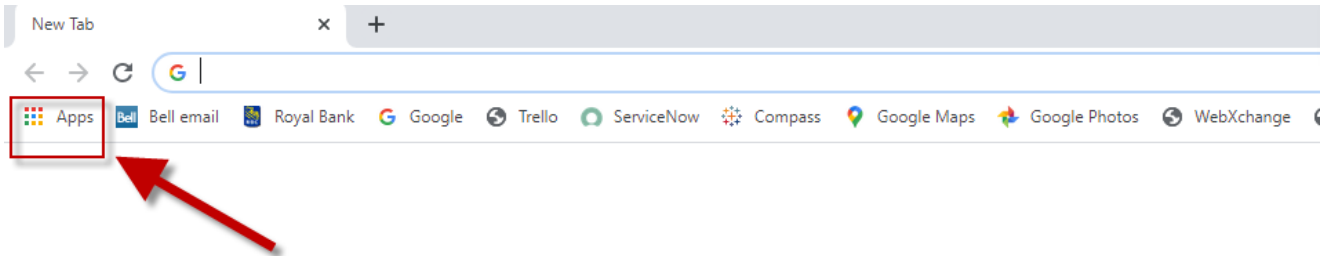
Read and modify data you copy and paste

Know your email address

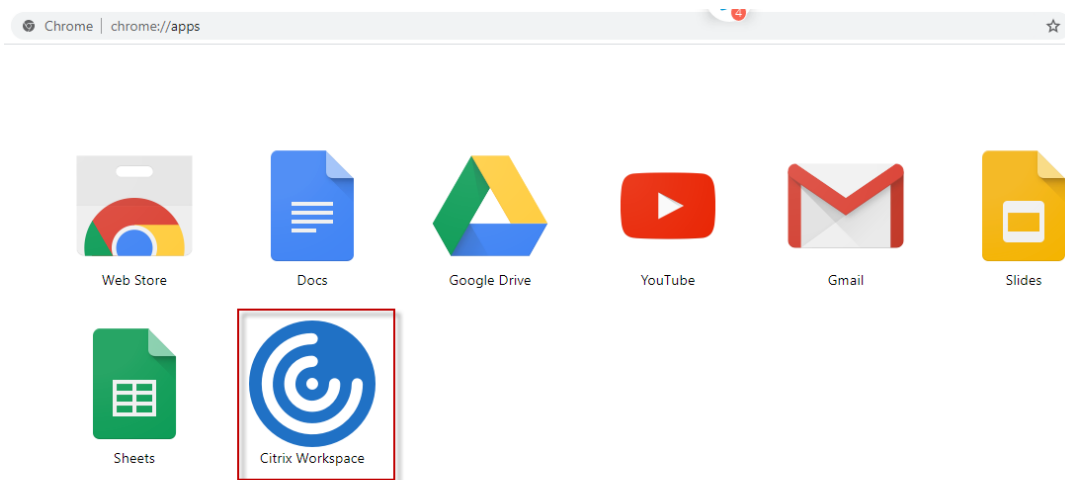
Add app

Cancel

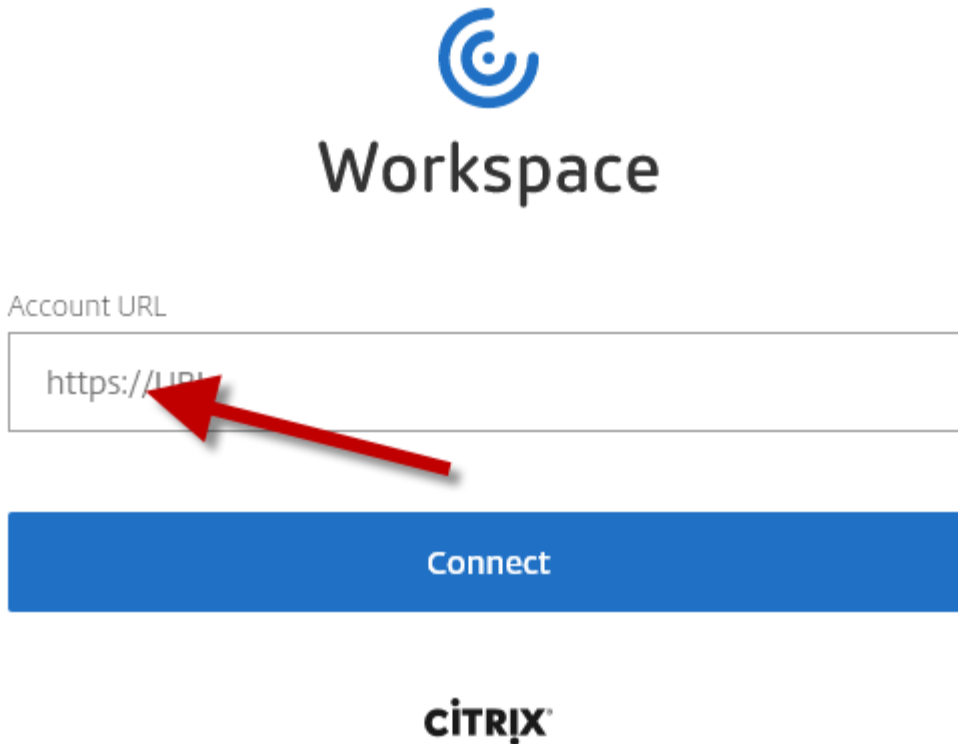
Step 3: Close and launch Chrome again, click on Apps



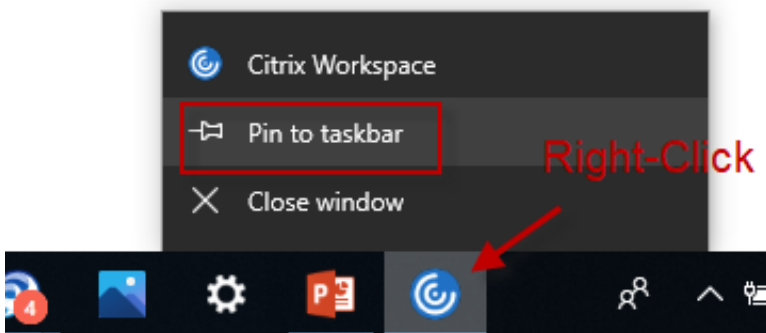
Step 4: Click on Citrix Workspace



Step 5: Enter <https://citrix.unityhealth.to>

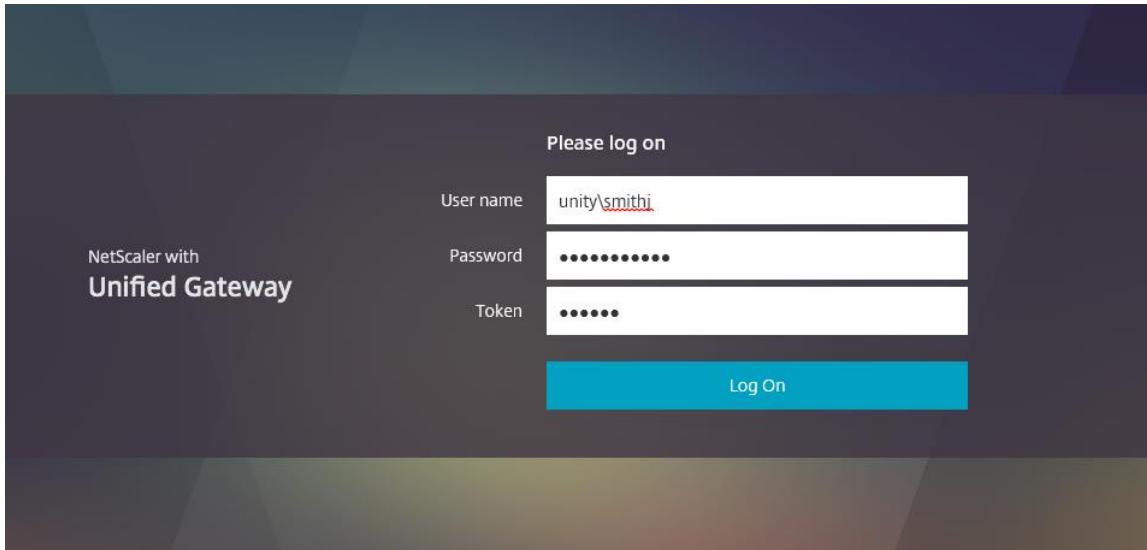


Step 6: Pin to Taskbar for easy access

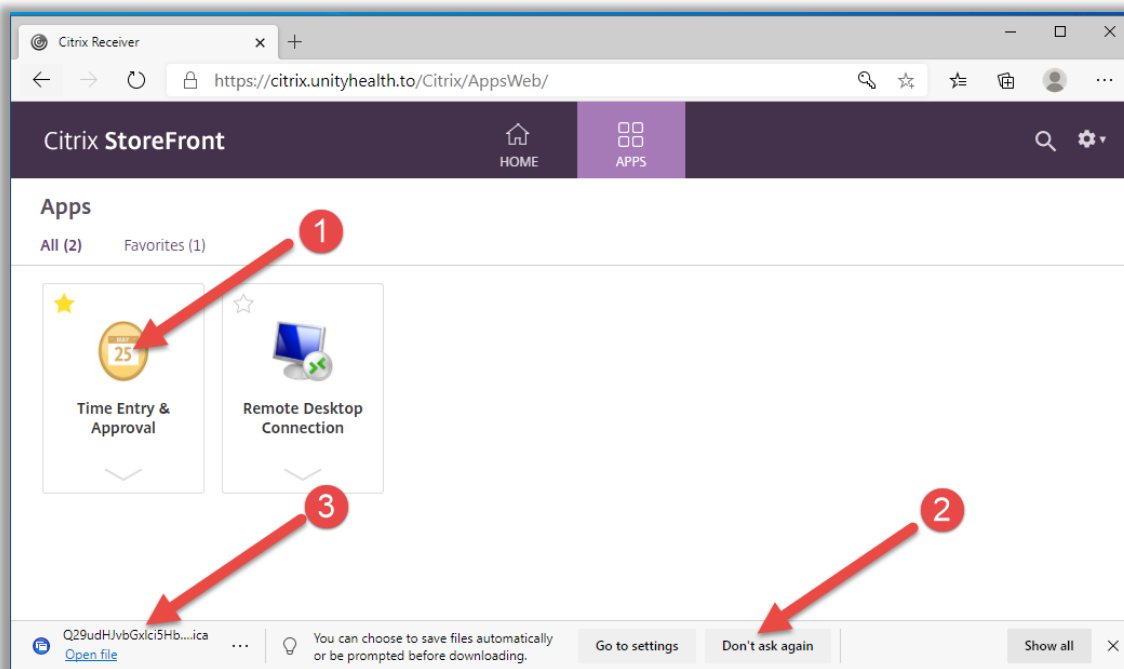


Step 7: Click launch and login

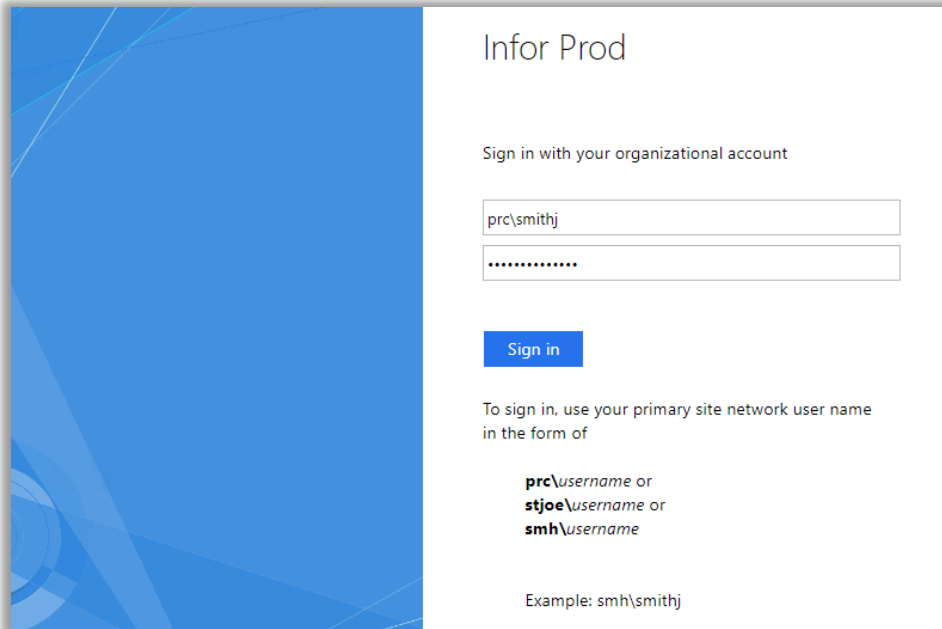
Log in with your Unity Health network account. This is similar to the account you use to log into your Windows Desktop when you're at work except that you must prefix your account with "unity\".



Step 8: On the Citrix StoreFront page **1** click on the Time Entry & Approval application. If you are presented with a prompt at the bottom of your browser similar to the image below **2** click on the **Don't ask again** link and then **3** click to open the application. This will ensure the application opens automatically in the future.



Step 9: You should be presented with the following login page. Enter the username in the form of **prc\username** (example: **prc\smithj**). Enter your password and then click Sign in.



Infor Prod

Sign in with your organizational account

prc\smithj

.....

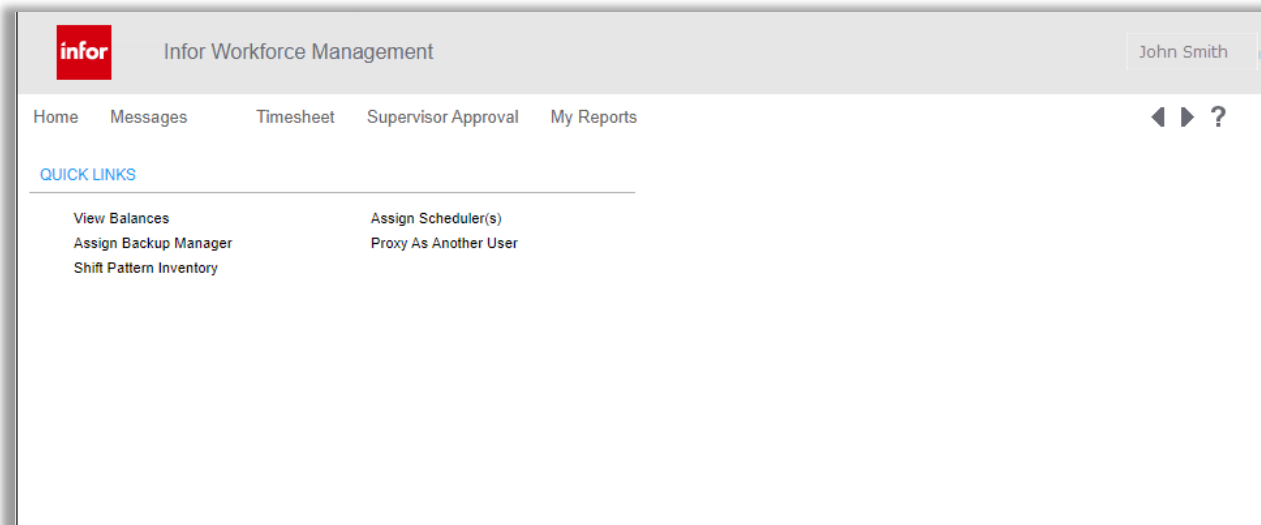
Sign in

To sign in, use your primary site network user name in the form of

prc\username or
stjoe\username or
smh\username

Example: smh\smithj

Step 10: At this point, you should be in the Infor Workforce Management (Time Entry & Approval) application.



infor Infor Workforce Management John Smith

Home Messages Timesheet Supervisor Approval My Reports

QUICK LINKS

View Balances Assign Scheduler(s)
Assign Backup Manager Proxy As Another User
Shift Pattern Inventory

If you encounter any issues, please contact Help Desk at HelpDesk@providence.on.ca or ext. 3000 or 416-285-3666, ext. 3000 from offsite.