New Time Card Systems/Processes – Bi-Weekly Payroll Update

In April, 2016 we announced that the University is required to move to a bi-weekly payroll cycle beginning January 1, 2018. If you missed that announcement or any of the subsequent announcements, you can view them on the Human Resources website.

The conversion to a bi-weekly payroll cycle will require several system changes, including a new time card system to replace the current Web Time Card system as well as converting the hourly employees who currently complete paper time cards to an electronic system. Converting the paper time cards to an electronic system is essential to being able to manage the compressed timelines for entry, approval and payroll processing under the bi-weekly cycle.

Human Resources has been investigating third party time card software solutions with mobile app capabilities that can handle both the CUPE 5791 exception time and the hourly employee time entry and approvals. We were hoping to purchase and implement a system in time for the bi-weekly conversion. Unfortunately, we were unable to implement a system in time. Instead we will be implementing two interim (temporary) solutions for time cards effective January 1, 2018.

While these solutions are not perfect, they have the functionality that we require to meet our bi-weekly conversion deadline and the compressed cycles under bi-weekly. Human Resources will continue our efforts to implement a third party time card solution and hope to have a new system in place by the end of 2018.

Employees who report their hours worked or exception time on a time card will now be required to complete a time card every 2 weeks in accordance with the time card deadlines on the payroll calendar available on the Human Resources Website.

CUPE 5791 Salaried Exception Time Reporting

For CUPE 5791 Salaried Exception Time reporters we will be implementing Banner Web Time Entry. Access to Banner Web Time Entry will be through UR Self-Service. A link titled “CUPE 5791 Salaried Exception Time Reporting” will be added under the Faculty & Staff tab.

Most of the functionality of the Banner Web Time Entry is very similar to the current Web Time Card product. However, UHP (Unsociable Hours Premium) cannot default into the time card and will now have to be entered onto the timecard by eligible employees. We realize that this is not ideal and will be looking to ensure this functionality is available in the long-term third party software solution.

Human Resources is working with the TLC (The Learning Center) to develop training sessions and a Manual for Banner Web Time Entry. These training sessions will be beginning November 22, 2017 and are available for registration on the TLC website. The Training Session is titled “CUPE 5791 Banner Time Card”

Hourly Time Cards (CUPE 5791 Casual, Recurring Relief and Students; CUPE 2419 Teaching Assistants and Research Assistants; Non-Union Hourly; Sessional Hourly; APT Hourly)

Human Resources has worked with Information Services to design a temporary Hourly Time Card system that will be available for time entry and approval through UR Self-Service. This system will capture the
same information that is currently collected on the paper time cards. Time worked starting January 1, 2018 must be entered into the electronic system, paper time cards will no longer be accepted.

There will not be any training sessions for this system. However, Human Resources is working with the TLC to produce a training manual for time entry and approval. If you require additional guidance, please take advantage of the drop-in sessions at the TLC on Friday mornings. A communication will be sent when the training manual is available.

**Normal Deadlines:**
Time Entry: 11:59 am on the Monday following the end of the Pay Period
Time Approval: 7:59 am on the Tuesday following the end of the Pay Period

These deadlines will be moved forward when a statutory holiday falls on the same week as pay day. A communication will be sent out in advance of those payrolls to communicate the special deadlines.

**Important Time Card Dates**

- **December 15, 2017** – Paper time cards due. Covers time from November 16 to December 15. This time will be paid on December 29.
- **December 18, 2017** – CUPE 5791 Web Time Cards due. Covers exception time from November 16 to December 15. Pay for overtime or premiums will be paid on December 29.
- **December 22, 2017** – for CUPE 5791 and all hourly employees who do NOT work over the Christmas break, Web Time Cards and paper time cards due to HR. Covers time and exception time from December 16 to December 31. This time will be paid on the first bi-weekly pay, January 12, 2018. These time cards will be completed on the old Web Time Card system for CUPE 5791 exception time employees or by paper time card for hourly employees.
- **January 2, 2018** – for CUPE 5791 and all hourly employee who DO work over the Christmas break, Web Time Cards and paper time card due to HR. Covers time and exception time from December 16 to December 31. This time will be paid on the first bi-weekly pay, January 12, 2018. These time cards will be completed on the old Web Time Card system for CUPE 5791 exception time employees or by paper time card for hourly employees.
- **January 8, 2018** – time card deadline for CUPE 5791 and hourly employees for the first bi-weekly payroll. Covers time from January 1 to January 6. These time cards will be completed on the new time card systems.

***Representatives from payroll and TLC trainers will be available all day on January 8, 2018 (the first bi-weekly timecard deadline) in the TLC ED 548 to assist with time entry and approval***

**Still Have Questions?**
Please feel free to contact us with any questions or concerns:

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