CUPE 5791 Time Entry Changes – Bi-weekly Payroll Update

On November 9, 2017 Human Resources announced that we will be implementing Banner Web Time Entry for CUPE 5791 Exception Time Reporting as a temporary time card solution while we look for a 3rd party software solution. If you missed this communication, you can find it on the Human Resources website.

As part of the implementation of Banner Web Time Entry for CUPE 5791 employees and the conversion to bi-weekly Human Resources needs to make a change to the way CUPE 5791 employees enter their time. We want to assure all CUPE 5791 employees and their managers that this is only a change to the tracking mechanism and payroll procedure and not a reduction or change to the leave benefits as stated in the Collective Bargaining Agreement.

To explain the change, we first need to describe how CUPE 5791 banked (float) time works.

How Banked (Float) Time Works

Article 23.1.1 of the CUPE 5791 collective agreement outlines the provision for banked (float) time. The general concept is employees work unpaid for a small portion of each day. Those little bits of unpaid time accumulate and are given back to the employee as full days of paid leave.

Employees belonging to the operational services family work 7.5 hours per day. Of those hours, 7.0 hours are paid time. The remaining 0.5 hours is earned banked time. The unpaid 0.5 hours per day equates to 17.5 days over a full year.

Employees belonging to the applied scientific services, facility services (excluding heating plant) and trade services families work 8.0 hours per day. Of those hours, 7.6 hours are paid time. The remaining 0.4 hours is earned banked time. The collective bargaining agreement grants employees in these families 16 days of banked time each year.

Employees in Security Services and Facilities Services covered under the Alternate Hours of Work Arrangement (Heating Plant and Security) do not receive float time as outlined above. However, they do receive 3 days in lieu of the Christmas break. Although technically not float time, these days are commonly referred to as float time.

This understanding of float time may be new to many employees because the University advances the full float balance (less 3 days for Christmas Break) to each CUPE 5791 employee every January 1st. You may have been unaware how float time is earned.
New Method of Time Entry

When Banner Web Time Entry is implemented January 1, 2018, CUPE 5791 salaried employees (excluding Heating Plant and Security) will begin entering their exception time at the hours per day excluding float earned in the day.

Full time employees in **Operational Services** will enter the amount of time they are absent from work up to a maximum of 7.0 hours in a day.

Full time employees in **Applied Scientific Services, Facility Services and Trade Services** will enter the amount of time they are absent from work up to a maximum of 7.6 hours in a day.

Employees in **Security Services and Facilities Services covered under the Alternate Hours of Work Arrangement** (Heating Plant and Security) are unaffected by this change as they do not earn float.

***Employees who work part-time or on a compressed work schedule should contact payroll@uregina.ca and we will assist you in calculating the maximum number of hours per day***

Time Entry Examples

**Example 1:** A CUPE employee takes a full day of Vacation

CUPE Operational Services Time Entered: Vacation 7.0 hours

CUPE Applied Scientific Services, Facility Services and Trade Services Time Entered: Vacation 7.6 hours

**Example 2:** A CUPE Operational Services employee with a normal work schedule of 8:00 am – 4:30pm leaves at 2:30 for a doctor’s appointment.

Time Entered: Sick 2 hours

**Example 3:** A CUPE Maintenance employee with a normal work schedule of 3:00 pm – 11:00 pm come in late at 5:00 because she was at her child’s piano recital.

Time Entered: Vacation 2 hours

**Example 4:** A CUPE Operational Services employee with a normal work schedule of 8:00 am – 4:30pm goes home sick at 8:30 am

Time Entered: Sick 7 hours (since 7 hours is the maximum enterable for Operational Services Staff)

The general rule is the amount of time entered on the time card is the amount of time the employee was absent from work up to the maximum of 7.0 or 7.6 hours.
Leave Balances
Since CUPE members will be required to enter less hours in order to take a day of leave, a corresponding adjustment will be made to the Leave Balances.

Operational Services Example
An employee currently has 10 vacation days available. Under the old method their leave balance displayed in hours was:

10 days x 7.5 hours = 75 hours

Under the new method their leave balance displayed in hours is:

10 days x 7 hours = 70 hours

Applied Scientific Services, Facility Services and Trade Services
An employee currently has 10 vacation days available. Under the old method their leave balance displayed in hours was:

10 days x 8 hours = 80 hours

Under the new method their leave balance displayed in hours is:

10 days x 7.6 hours = 76 hours

Note: The days of vacation that the employee is entitled to has not changed.

Why Are We Making These Changes?
Including the unpaid earned float time on the time card is causing issues in payroll. For the payroll system to function correctly we should only be inputting paid time. We have workarounds in place to ensure no actual payroll errors occur, but the system will work much better if we stop entering unpaid time into the payroll system.

For those of you who want to fully understand the problem, we have prepared a supplement that outlines a couple examples of the issues caused by inputting unpaid time in our payroll system.

Register for Time Card Training
We will be explaining these new concepts on time card entry at CUPE 5791 Banner Time Card training. You can sign up for training on the Technology Learning Centre website. There are 20 training sessions available between November 22 and the Christmas break.

Leave Accrual Rates under Bi-Weekly
If you would like to see how your leave will accrue per pay period under the bi-weekly cycle please see the [Bi-Weekly CUPE Leave Accrual Rates](#) on the Human Resources Website.

**Have more questions?**

Please feel free to contact us with any questions or concerns:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Institution</th>
<th>Address</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Anderson</td>
<td>CPA, CMA, PCP</td>
<td>Payroll Systems Analyst</td>
<td>Payroll Services, Human Resources</td>
<td>University of Regina</td>
<td><a href="mailto:heather.anderson@uregina.ca">heather.anderson@uregina.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3737 Wascana Parkway</td>
<td>Regina, SK S4S 0A2</td>
<td></td>
</tr>
</tbody>
</table>