In April we announced that the University is required to move to a bi-weekly payroll cycle 1 January 2018. If you missed that announcement, you can view it 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 an automated Record of Employment (ROE) system. We plan to implement previously unused Banner functionality to meet both of these needs. However, in order for this Banner functionality to work, we need to make some significant changes to the Banner HR system and data. All of these changes need to be in place ahead of the conversion and this work is underway.

Banner HR currently breaks down salary amounts using a daily rate. However, both Banner’s time card system and ROE system assume all units of time are in hours, not days. Therefore, in order to utilize Banner’s full functionality, we need to convert all units from days to hours.

Human Resources plans to make the conversion from days to hours on 1 July 2016. This change should be invisible to most University employees; however, for salaried CUPE 5791 employees, you will notice one change: your vacation, float and sick time balances will also need to be converted from days to hours.

The APT and Out-of-Scope Time Off Tracker is unaffected. Leave balances for APT and Out-of-Scope employee will remain in days as these balances are not integrated into the payroll process.

CUPE 5791 vacation, float and sick balances are viewable on UR Self-Service. Once the balances are converted from days to hours, you can convert back to days by using the following formulas.

For CUPE 5791 employees who are included in the "Facility Services", "Trade Services", "Applied Scientific Services" or "Security Services" job families:
[balance in hours] / 8.0 = [balance in days]

For CUPE 5791 employees who are included in the "Operational Services" job family:
[balance in hours] / 7.5 = [balance in days]

The current Web Time Card system will remain unchanged while we remain on monthly payroll. CUPE 5791 employees will still enter their vacation, float and sick time in hours. However, those hours will no longer be converted to days when uploaded to Banner to process payroll.
We will send out another update once the days to hours conversion is complete.

Please forward any questions to payroll@uregina.ca.

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