

University  
of Regina

**CUPE 5791 Banner  
Time Card**



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# Background

Like a significant number of employers in Saskatchewan, the University of Regina has operated under an exemption in the old Labour Standards Act that allowed us to pay all of our employees on a monthly basis. With the passing of the new *Saskatchewan Employment Act* (section 2-33), all employees who are not paid a monthly salary will have to be paid bi-weekly or semi-monthly by July 1, 2018.

The University has a significant number of employees who are paid on the basis of an hourly wage, specifically CUPE 5791 and CUPE 2419. These employees will need to be moved to a new pay cycle. As the University does not have adequate human or system resources to operate two payroll cycles, we have come to the same conclusion as many Saskatchewan employers and will be moving to a single bi-weekly payroll cycle for **all** employees. It is our plan to move to this new bi-weekly pay schedule **January 1, 2018** which will align with the new tax year.

As a result of the change to the bi-weekly pay schedule, the University needs to replace the existing CUPE Web Time Card system as it can only process monthly exception time reporting. Long-term the University plans to purchase a third party time card software package; however, this software will not be in place for the January 1, 2018 bi-weekly conversion. As an interim solution, the University will be taking advantage of existing functionality within Banner and implementing Banner Web Time Entry as the **CUPE 5791 Salaried Exception Time Reporting** tool.

## Chapter I Employee Instructions

### 1. Logging on/off

#### A. To log on:

1. Go to the UR Self-Service log in page.
2. Enter your nine digit ID number and PIN.



The image shows a login form with two input fields: "User ID:" and "PIN:". Below the fields are two buttons: "Login" and "Forgot PIN?".

#### B. Representative Workforce Survey

The first time you login to UR Self-Service, you must complete the Representative Workforce Survey. To self-declare, answer the questions and press **Continue** at the bottom. If you choose not to self-declare, check the **I choose not to self-declare** checkbox and press **Continue**. To complete the survey at a later time, press **Ask Me Later**.

## 2. Time Sheet

- Entries into the time sheet are still exception time (time away from work).
- Time sheets must be submitted and approved for every pay period even when there is no exception time to report during the period.
- Entries into the time sheet **NO LONGER** include bank (float) time. In the previous system, employees entered work hours including bank time. In the new system, it is not necessary to enter bank time. Bank time is calculated outside of the payroll process and advanced at the beginning of the year.

Family	Previous System	New System
<ul style="list-style-type: none"> <li>• Operational Services</li> </ul>	7.5 hours	7.0 hours
<ul style="list-style-type: none"> <li>• Trade Services</li> <li>• Applied Scientific Services</li> <li>• Facility Services (excluding 12 hour shift workers)</li> </ul>	8.0 hours	7.6 hours
<ul style="list-style-type: none"> <li>• Security Services</li> <li>• Facility Services (12 hour shift workers)</li> </ul>	8.0/12.0 hours	8.0/12.0 hours

Note: Employees who work 12-hour shifts under the alternate hours of work arrangement do not earn bank (float) time. As a result, they will continue to enter time in the same manner as the previous system (ie absent from a 12 hour shift, enter 12 hours of leave time).

Note: If you work a non-standard work schedule, please contact [payroll@uregina.ca](mailto:payroll@uregina.ca) to find what your maximum exception time per day will be.

### Submission Deadlines:

Normal Submission Deadlines:

Time Entry: 11:59 am on the Monday following the end of the Pay Period

Monday Stat:

Time Entry: 8:59 am on the Tuesday following the end of the Pay Period

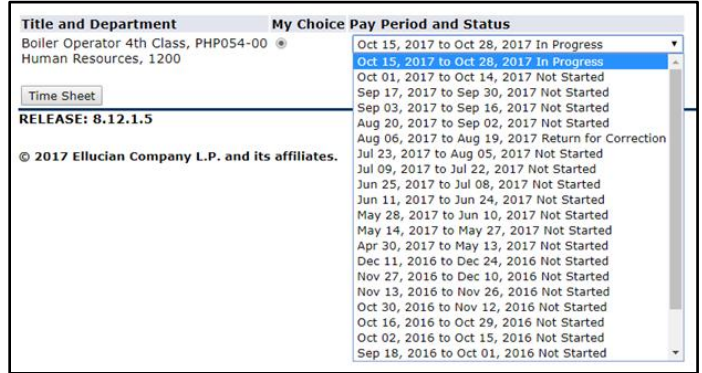
Tuesday through Friday Stat:

Time Entry: 8:59 am on the Monday following the end of the Pay Period

- The first submission is due Monday, January 8.
- For the Bi-weekly Payroll Calendar please visit: <https://www.uregina.ca/hr/assets/docs/pdf/payroll/Payroll-Calendar-2018.pdf>
- The system allows users to enter exception time 6 pay periods (12 weeks) in advance.
- Time sheets “lock-down” and will no longer accept time entry after the due date/time has passed.
- If an employee misses the deadline, a Superuser can either enter time for them or submit a blank timecard for the supervisor to edit. Once the approval deadline has passed, the employee will need to complete a manual CUPE 5791 Late or Corrected Exception Time Form (available on the HR website).

**A. To start your time sheet:**

1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click **CUPE 5791 Salaried Exception Time Reporting**.
4. On the **Position Selection** page choose the correct time sheet from the **Pay Period and Status** dropdown menu and press **Time Sheet**.



Note: If you have more than one position, select the position you are entering in the **My Choice** column before selecting the pay period.

**B. To update and submit your time sheet:**

1. Find the appropriate row for the exception time you are entering (ie. Vacation time).
2. Navigate to the date in that row and click the **Enter Hours** button.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 20, 2017	Monday Aug 21, 2017	Tuesday Aug 22, 2017	Wednesday Aug 23, 2017	Thursday Aug 24, 2017	Friday Aug 25, 2017	Saturday Aug 26, 2017
Float Time Off	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

3. In the **Hours** field, enter the exception time and press **Save**.

**Time Sheet**

**Title and Number:** Boiler Operator 4th Class -- PHP054-00

**Department and Number:** Human Resources -- 1200

**Time Sheet Period:** Aug 20, 2017 to Sep 02, 2017

**Submit By Date:** Dec 31, 2017 by 12:00 PM

**Earning:** Vacation Time

**Date:** Aug 23, 2017

**Shift:**

**Hours:**

4. The time sheet will update to reflect the submission.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 20, 2017	Monday Aug 21, 2017	Tuesday Aug 22, 2017	Wednesday Aug 23, 2017	Thursday Aug 24, 2017	Friday Aug 25, 2017	Saturday Aug 26, 2017
Float Time Off	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time	1	0	7		Enter Hours	Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

5. Repeat steps 1-4 for additional exception time.
6. At the bottom of the page, click **Next** to access the second week of the time sheet.
7. Repeat steps 1-4 for additional exception time.
8. Click **Preview** to check that your submission is correct. Press **Previous Menu** to return to the time sheet.
9. Once all exception time has been entered, press **Submit for Approval**.

**C. To enter multiple dates into your time sheet:**

You are able to enter multiple dates for the same category simultaneously.

1. Find the appropriate row for the exception time you are entering (ie. Vacation time).
2. Navigate to the date in that row and click the **Enter Hours** button.
3. In the **Hours** field, enter the exception time and press **Copy**.
4. Check each date that you want to enter the time for and press **Copy**.

Sunday Aug 20, 2017	Monday Aug 21, 2017	Tuesday Aug 22, 2017	Wednesday Aug 23, 2017	Thursday Aug 24, 2017	Friday Aug 25, 2017	Saturday Aug 26, 2017
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday Aug 27, 2017	Monday Aug 28, 2017	Tuesday Aug 29, 2017	Wednesday Aug 30, 2017	Thursday Aug 31, 2017	Friday Sep 01, 2017	Saturday Sep 02, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu **Copy**

5. Click **Time Sheet** to return to the main Time Sheet page.

**D. To enter comments for the approver:**

1. Once in the time sheet, click **Comments**.
2. Enter your comments into the Comment field.
3. Press **Save** and then **Previous Menu** to return to the timecard. Comments will be visible in the preview.

Made By:	You
Comment Date:	Oct 24, 2017
Enter or Edit Comment:	Enter your comments here.
<input type="text"/>	
Save	Previous Menu

**E. To make changes after submission:**

If a time sheet is pending (has not yet been approved), users can recall their time sheet, make edits and resubmit the time sheet.

1. On the **Position Selection** page, choose the time sheet you want to edit from the **Pay Period and Status** dropdown menu and select **Time Sheet**.

<b>Title and Department</b>	<b>My Choice Pay Period and Status</b>
Boiler Operator 4th Class, PHP054-00 Human Resources, 1200	<div style="border: 1px solid black; padding: 2px;">             Aug 20, 2017 to Sep 02, 2017 Pending              Oct 15, 2017 to Oct 28, 2017 In Progress              Oct 01, 2017 to Oct 14, 2017 Not Started              Sep 17, 2017 to Sep 30, 2017 Not Started              Sep 03, 2017 to Sep 16, 2017 Not Started              Aug 20, 2017 to Sep 02, 2017 Pending           </div>
Time Sheet	
RELEASE: 8.12.1.5	

2. At the bottom of the Time Sheet page, click **Return Time**.
3. Make any edits to the time sheet. When finished, click **Submit for Approval**.

Note: To ensure your time sheet has been submitted successfully, return to the **Position Selection** page and click on the **Pay Period and Status** dropdown menu. If the time sheet is *Pending*, it has been submitted successfully. If the time sheet says *Error*, please contact HR at HR.Support@uregina.ca.



# Chapter II Approver Instructions

Submission and approval times are listed below:

**Normal Deadlines:**

Time Entry: 11:59 am on the Monday following the end of the Pay Period

Approval: 7:59 am on the Tuesday following the end of the Pay Period

**Monday Stat:**

Time Entry: 8:59 am on the Tuesday following the end of the Pay Period

Approval: 11:59 am on the Tuesday following the end of the Pay Period

**Tuesday through Friday Stat:**

Time Entry: 8:59 am on the Monday following the end of the Pay Period

Approval: 11:59 am on the Monday following the end of the Pay Period

## 1. Logging on/off

**A. To log on:**

1. Go to the UR Self-Service log in page.
2. Enter your nine digit ID number and six digit PIN.



The image shows a login form with two input fields: 'User ID:' and 'PIN:'. Below the fields are two buttons: 'Login' and 'Forgot PIN?'. The form is enclosed in a rectangular border.

**Representative Workforce Survey:**

The first time you login to UR Self-Service, you must complete the Representative Workforce Survey. To self-declare, answer the questions and press **Continue** at the bottom. If you choose not to self-declare, check the **I choose not to self-declare** checkbox and press **Continue**.

To complete the survey at a later time, press **Ask Me Later**.

## 2. Approving Time Sheets

### A. To access time sheets:

1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click **CUPE 5791 Salaried Exception Time Reporting**.
4. If you are only an approver, select **Approve or Acknowledge Time** and press **Select**.

**OR**

If you are an approver but also submit a timecard, to submit your timecard your choice is **Access My Time Sheet**. See instructions above for submitting your time sheet.

5. Choose the Pay Period from the dropdown menu. Leave the Sort Order on the default **Sort employees' records by Status then by Name**. Press **Select**.
6. On the **Summary** page, time sheets that have been submitted and are pending approval are listed at the top under **Pending**. Time sheets yet to be submitted will be listed under **Not started**.

The screenshot shows a web interface with a dropdown menu for 'Department and Description' set to 'U, 1200, Human Resources'. To its right is a 'Pay Period' dropdown menu with the following options: '26, Aug 07, 2016 to Aug 20, 2016', '26, Oct 15, 2017 to Oct 28, 2017', '26, Aug 20, 2017 to Sep 02, 2017', '26, Aug 06, 2017 to Aug 19, 2017', and '26, Aug 07, 2016 to Aug 20, 2016'. Below this is a 'Sort Order' section with two radio buttons: 'Sort employees' records by Status then by Name' (selected) and 'Sort employees' records by Name'. A 'Select' button is at the bottom.

Note: All employees under the department org will be visible in the **Not started** listing not just those that you approve.

### B. To approve time sheets:

1. Check the **Approve or FYI** checkbox to approve the timesheet.
2. Press **Save** at the bottom of the page.

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
200384210	Daffy Duck PHP054 - 00 Boiler Operator 4th Class	Approve	42.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

### C. To view time sheets:

1. Click on the employees name in the **Name, Position and Title** field to view the time sheet.

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
200384210	Daffy Duck PHP054 - 00 Boiler Operator 4th Class	Approve	42.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

2. Once finished, press **Approve** at the bottom of the page.
3. Press **Previous Menu** to return to the **Summary** page.

**D. To edit time sheets:**

1. Click on the employees name in the **Name, Position and Title** field to view the time sheet.
2. At the bottom of the page, click **Change Record**.
3. Make the necessary changes to the time sheet. See **Chapter 1, Section 2** for instructions.
4. Press **Approve** at the bottom of the time sheet.
5. Press **Previous Menu** to return to the **Summary** page.

**E. To return time sheets for correction:**

1. Click on the employees name in the **Name, Position and Title** field to view the time sheet.
2. At the bottom of the page, click **Return for Correction**.
3. Notify the employee that the time sheet has been returned for correction and must be resubmitted. This is important as the system will NOT notify the employee that the time sheet must be resubmitted.
4. Press **Previous Menu** to return to the **Summary** page.

### 3. Proxy Access

Proxy access allows a proxy user to approve time sheets in the absence of the regular approver. The default proxy will be one-up proxy access. To add additional proxies, please contact [HR.Support@uregina.ca](mailto:HR.Support@uregina.ca).

**A. To access time sheets as a proxy:**

1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click **CUPE 5791 Salaried Exception Time Reporting**.
4. In the **Act as Proxy** dropdown menu, choose the employee that you are acting as a proxy for and press **Select**.
5. Choose the Pay Period from the dropdown menu. Leave the Sort Order on the default **Sort employees' records by Status then by Name**. Press **Select**.
6. On the **Summary** page, time sheets that have been submitted and are pending approval are listed at the top under **Pending**. Time sheets yet to be submitted will be listed under **Not started**.
7. To approve, edit or return the timesheet, see **Chapter 2, Section 2** for instructions.

The screenshot shows a 'Selection Criteria' form with the following elements:

- A header bar with a grey background and the text 'My Choice'.
- Five rows of radio button options:
  - Access my Time Sheet:
  - Access my Leave Report:
  - Access my Leave Request:
  - Approve or Acknowledge Time:
  - Approve All Departments:
- An 'Act as Proxy:' dropdown menu with 'Self' selected.
- An 'Act as Superuser:' dropdown menu with 'Foghorn Leghorn FLD266' selected.
- A 'Select' button at the bottom left.

# Chapter III Superusers

Superusers have access to enter timecards for anyone within their Org code. They will also have access to view, approve, edit or return any timecards that have been submitted for their Org code.

## A. To act as a superuser:

1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click **CUPE 5791 Salaried Exception Time Reporting**.
4. Check the **Superuser** checkbox and press **Select**.
5. Choose the **Pay Number** you want to access from the dropdown menu and press **Select**. For pay numbers, please see the Bi-weekly Payroll Calendar.  
<https://www.uregina.ca/hr/assets/docs/pdf/payroll/Payroll-Calendar-2018.pdf>
6. If the Pay Number was not correct, press **Change Selection** to go back and change the **Pay Number**.
7. All employees timesheets should be visible and separated into **Pending**, **Returned for Correction**, **In Progress** and **Not Started**.

Type of Records:	Time Sheets ▾
Year:	2017 ▾
Pay ID:	26, Bi-weekly Payroll ▾
Pay Number:	18 ▾
COA:	17 University of Regina
Department:	18 ▾
	22 ▾

Pending									
ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
200384211	Tweety Bird PHP053 - 00 Boiler Operator 4th Class 1200, Human Resources	Override	12.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

Returned for Correction				
ID	Name, Position, Title and Department	Total Hours	Total Units	Other Information
200384213	Tasmanian Devil PHP013 - 00 Caretaker Phase 4 1200, Human Resources	7.00	.00	Leave Balances

In Progress					
ID	Name, Position, Title and Department	Total Hours	Total Units	Cancel	Other Information
200384219	Wile E. Coyote PHP011 - 00 Postal Clerk Phase 2 1200, Human Resources	.00	.00		Change Time Record Leave Balance

Not Started		
ID	Name, Position, Title and Department	Other Information
		Extract

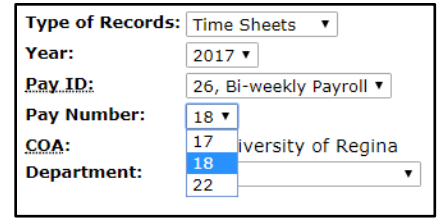
For **Pending** time sheets, see **Chapter 2, Section 2** to approve, view, change or return the time sheet.

For **Returned for Correction** time sheets, wait for the employee to resubmit the time sheet. Make sure the employee has been notified.

For **In Progress and Not Started** time sheets, wait for the employee to submit the time sheet.

**B. To submit a timesheet for an employee:**

1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click **CUPE 5791 Salaried Exception Time Reporting**.
4. Check the **Superuser** checkbox and press **Select**.
5. Choose the **Pay Number** you want to access from the dropdown menu and press **Select**. For pay numbers, please see the Bi-weekly Payroll Calendar.



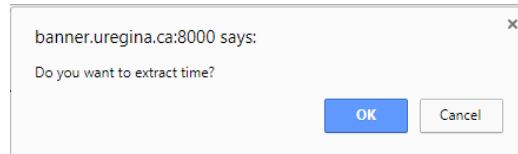
Type of Records: Time Sheets  
Year: 2017  
Pay ID: 26, Bi-weekly Payroll  
Pay Number: 18  
COA: 17 University of Regina  
Department: 22

<https://www.uregina.ca/hr/assets/docs/pdf/payroll/Payroll-Calendar-2018.pdf>

6. If the Pay Number was not correct, press **Change Selection** to go back and change the **Pay Number**.
7. All employees timesheets should be visible and separated into **Pending, Returned for Correction, In Progress** and **Not Started**.
8. In the **Not Started** list, find the employee and click **Extract**.

Not Started		
ID	Name, Position, Title and Department	Other Information
		<a href="#">Extract</a>

9. In the pop-up dialogue box, click **OK**.



banner.uregina.ca:8000 says:  
Do you want to extract time?  
OK Cancel

10. Enter the time sheet (see **Chapter 1, Section 2**).
11. Press **Submit for Approval** at the bottom of the page.
12. At the bottom of the page, the buttons have now changed. Press **Approve** to approve the time sheet.

# Appendix 1 Time Card examples

## Examples of Time Card use:

In order to understand how to enter time using this new method it is important to standardize the way that everyone thinks about their time. Since float is advanced at the beginning of the year employees must earn it by working either 0.50 hours (30 minutes) or 0.4 hours (24 minutes) every day (depending on the CUPE family they belong to).

### Example 1:

<b>CUPE Clerical</b>		<b>Paid Time (Hours)</b>
Float Earned	8:00 am-8:30 am	0
Paid Time	8:30 am-12:00 pm	3.50
Lunch	12:00 pm–1:00 pm	0
Paid Time	1:00 pm -	3.50
<b>Total Paid Time</b>		<b>7.00</b>

### Example 2:

<b>CUPE Facilities Services</b>		<b>Paid Time (Hours)</b>
Float Earned	3:00 pm-3:24 pm	0
Paid Time	3:24 pm-7:00 pm	4.1
Lunch	7:00 pm–7:30 pm	0
Paid Time	7:30 pm – 11:00 pm	3.50
<b>Total Paid Time</b>		<b>7.60</b>

Using the logic above, exception time should always be entered as the amount of time that the employee was absent from their full work day 7.5 or 8 hours to a maximum of 7.0 or 7.6 hours.

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

<b>Earn Code</b>	<b>CUPE Clerical Time Entered</b>	<b>CUPE Facilities Services Time Entered</b>
VAC	7.0 hours	7.60 hours

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

<b>Earn Code</b>	<b>Time Entered</b>
SIC	2.0 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.

<b>Earn Code</b>	<b>Time Entered</b>
VAC	2.0 hours

\*Since float earned is taken from the first time worked in the day, this employee will earn their float from 5:00 pm-5:24 pm

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

<b>Earn Code</b>	<b>Time Entered</b>
SIC	7.0 hours

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.

**Example:** A CUPE Clerical employee with a 50% appointment who normally works 8:15 am – 12:00 pm on Wednesdays calls in sick.

<b>Earn Code</b>	<b>Time Entered</b>
SIC	3.5 hours

\*This employee only works half days on Wednesday and only earns half of the normal float (.25 hours). They are supposed to be present for 3.75 hours so the maximum time they can enter that day is 3.5 hours