



# **CUPE 5791 Research Leave Time Reporting**

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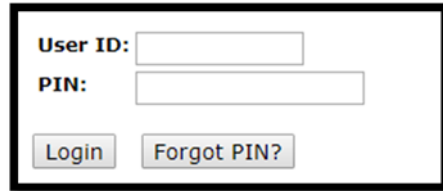
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# Chapter I Employee Instructions

## 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. Leave Report

- Entries into the leave report are exception time (time away from work).
- Leave Reports must be submitted and approved every month, even when there is no exception time to report during the period.

### Submission Deadlines:

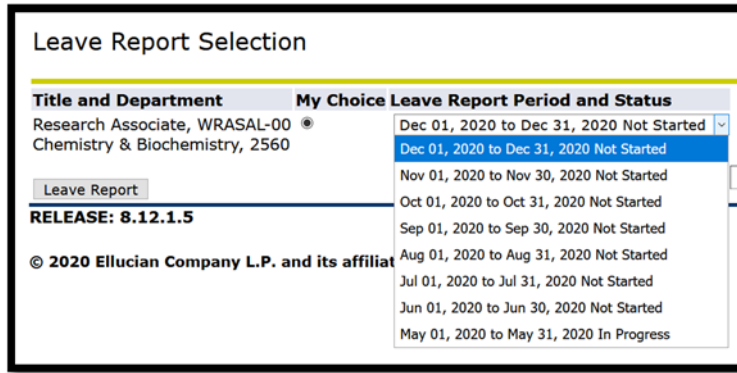
Normal Submission Deadlines:

Time Entry: 11:59 pm on the 15<sup>th</sup> of the month following the reporting month (ie January must be entered by February 15<sup>th</sup>)

- The first submission is due June 15, 2020 (for the Month of May 2020)
- Leave Reports “lock-down” and will no longer accept time entry after the due date/time has passed.
- If an employee misses the deadline, their Supervisor is able to submit the leave report on the employee’s behalf. Once submit the Supervisor is able to edit the time that was entered prior to approving.
- Superusers with org security are able to submit, edit and approve on behalf of an employee and/or Supervisor
- Time is entered in Days A full time employee (100% Appointment Percentage) will enter a Day as “1”
  - Part time employees will enter a Day as the equivalent fraction of their appointment percentage (ie 80% Appointment will enter .80 for a “Day”)
    - If you do not know your appointment percentage please contact [HR.Support@uregina.ca](mailto:HR.Support@uregina.ca)
  - A “Day” is defined as 8 hours. If you are taking a part day of leave you would enter the fraction of time of an 8 hour day that you are absent (ie 2 hours absence =  $2/8 = 0.25$  days)

**A. To start your Leave Report:**

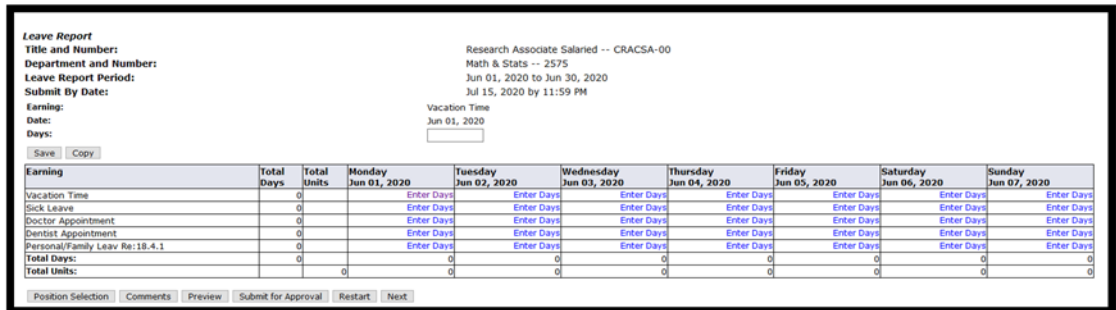
1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click **CUPE 5791 Research Leave Reporting**.
4. On the **Position Selection** page choose the correct Leave Report from the **Leave Report Period and Status** dropdown menu and press **Leave Report**.



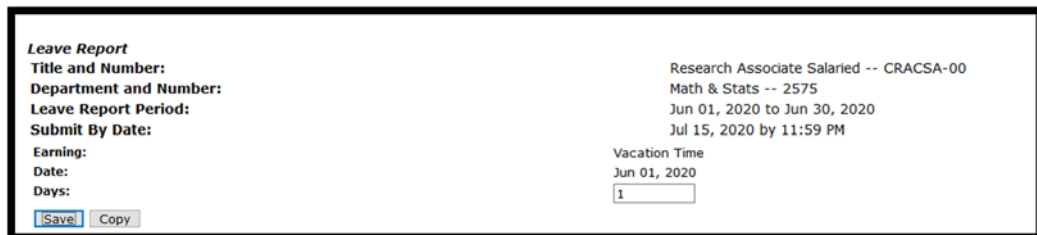
Note: If you have more than one position, select the position you are entering in the **My Choice** column before selecting the pay period.

**B. To update and submit your Leave Report:**

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 Days** button.



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



4. The Leave Report will update to reflect the submission.
5. Repeat steps 1-4 for additional exception time.

6. At the bottom of the page, click **Next** to access the next week of the Leave Report.
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 Leave Report.
9. Once all exception time has been entered, press **Submit for Approval**.

Note: Once you have submit your Leave Report for approval it cannot be retrieved. Best practice is to wait until the last day of the month to submit to ensure that no changes are needed.

**C. To enter multiple dates into your Leave Report:**

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 Days** button.
3. In the **Days** 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 **Leave Report** to return to the main Leave Report page.

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

1. Once in the Leave Report, 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.  
 Save Previous Menu

**E. Part-time employees and part days off**

1. A full time employee (100% Appointment Percentage) will enter a Day as “1”
2. Part time employees will enter a Day as the equivalent fraction of their appointment percentage (ie 80% Appointment will enter .80 for a “Day”)
  - a. If you do not know your appointment percentage please contact [HR.Support@uregina.ca](mailto:HR.Support@uregina.ca)
3. A “Day” is defined as 8 hours. If you are taking a part day of leave you would enter the fraction of time of an 8 hour day that you are absent (ie 2 hours absence = 2/8 = 0.25 days)

## Chapter II Approver Instructions

Submission and approval times are listed below:

### Normal Deadlines:

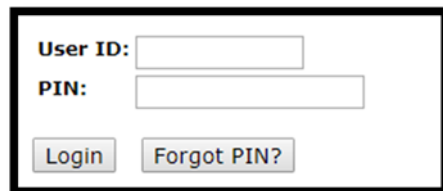
Time Entry: 11:59 pm on the 15<sup>th</sup> of the month following the reporting period (ie January must be entered by February 15<sup>th</sup>)

Approval: 11:59 pm on the last day of the month following the reporting period (ie January must be approved by February 28<sup>th</sup>)

## 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?".

### 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. Approving Leave Reports

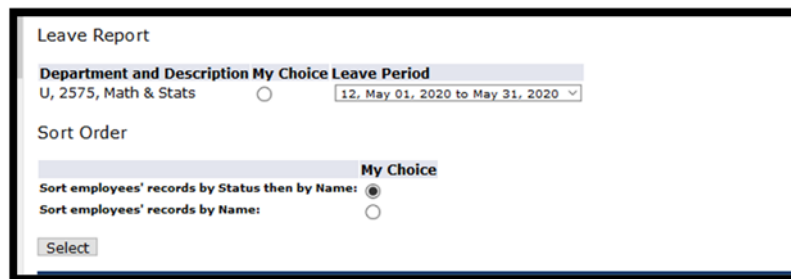
### A. To access Leave Reports:

1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click **CUPE 5791 Research Leave 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 Leave Report**. See instructions above for submitting your Leave Report.

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**. Supervisors will not be able to view Leave Reports until at least one of their employees has started their Leave Report.



The screenshot shows a web interface for 'Leave Report'. It includes a 'Department and Description' field with a radio button for 'My Choice' and a dropdown menu for 'Leave Period' set to '12, May 01, 2020 to May 31, 2020'. 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 located at the bottom left of the form.

6. On the **Summary** page, Leave Report that have been submitted and are pending approval are listed at the top under **Pending**. Leave Reports yet to be submitted will be listed under **Not started**.

Note 1: Approvers who approve both CUPE 5791 Exception Time Sheets and CUPE 5791 Research Leave Reports will be able to access both Time Sheets and Leave Reports from this screen.

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



**B. To approve the Leave Report:**

1. Check the **Approve or FYI** checkbox to approve the Leave Report.
2. Press **Save**.

Change Selection   Select All, Approve or FYI   Reset   Save										
<b>Pending</b>										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	CRACSA - 00 Research Associate Salaried	Approve	.50	.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Leave Record</a> <a href="#">Leave Balance Warning</a>
<b>Not Started</b>										
ID	Name, Position and Title	Other Information								
	CPDOCF - 00 Post Doctoral Fellow									
	CRASSA - 00 Research Assistant Salaried									

**C. To view the Leave Report:**

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

<b>Leave Report</b>																							
Earnings	Total Days	Total Units	Friday May 01, 2020	Saturday May 02, 2020	Sunday May 03, 2020	Monday May 04, 2020	Tuesday May 05, 2020	Wednesday May 06, 2020	Thursday May 07, 2020	Friday May 08, 2020	Saturday May 09, 2020	Sunday May 10, 2020	Monday May 11, 2020	Tuesday May 12, 2020	Wednesday May 13, 2020	Thursday May 14, 2020	Friday May 15, 2020	Saturday May 16, 2020	Sunday May 17, 2020	Monday May 18, 2020	Tuesday May 19, 2020	Wednesday May 20, 2020	
Vacation Time	.5		.5																				
<b>Total Days:</b>	.5		.5																				
<b>Total Units:</b>		0																					

<b>Leave Balances as of May 28, 2020</b>							
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Sick Leave	Days	0	Jan 01, 2020	0	.21	0	.21
Vacation	Days	0	Jan 01, 2020	0	.31	0	.31

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

**D. To edit a Leave Report:**

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

# Chapter III Superusers

Superusers have access to enter Leave Reports for anyone within their Org code. They will also have access to view, approve or edit any Leave Reports 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 Research Leave Reporting**.
4. Check the **Superuser** checkbox and press **Select**.
5. Choose the **Leave Number** you want to access from the dropdown menu and press **Select**. Leave Numbers correspond to the month (ie January = 1, February = 2, etc)
6. If the Leave Number was not correct, press **Change Selection** to go back and change the **Pay Number**.
7. All employees Leave Reports should be visible and separated into **Pending, In Progress** and **Not Started**.

<b>COA:</b>	U, University of Regina									
<b>Department:</b>	All									
<b>Leave Frequency:</b>	12, Monthly Leave Reporting									
<b>Leave Period:</b>	May 01, 2020 to May 31, 2020									
<b>Act as Proxy:</b>	Not Applicable									
<b>Leave Period Leave Entry Status:</b> Open until Jun 30, 2020, 11:59 PM										
<input type="button" value="Change Selection"/> <input type="button" value="Select All, Approve or FYI"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>										
<b>Pending</b>										
ID	Name, Position, Title and Department	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
[REDACTED]	CRACSA - 00 Research Associate Salaried 2565, Computer Science	Override	1.00	.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance Warning
<b>In Progress</b>										
ID	Name, Position, Title and Department	Total Days	Total Hours	Total Units	Cancel	Other Information				
[REDACTED]	CRACSA - 00 Research Associate Salaried 2575, Math & Stats	.50	.00	.00		Leave Balance Warning				
<b>Not Started</b>										
ID	Name, Position, Title and Department	Other Information								
[REDACTED]	CPDOCF - 00 Post Doctoral Fellow 2570, Geology	Extract								

For **Pending** Leave Reports, see **Chapter 2, Section 2** to approve, view, or change the Leave Report.

For **In Progress and Not Started** Leave Reports, wait for the employee to submit the Leave Report.

## B. To submit a Leave Report for an employee:

1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click **CUPE 5791 Research Leave Reporting**.
4. Check the **Superuser** checkbox and press **Select**.

5. Choose the **Leave Number** you want to access from the dropdown menu and press **Select**. Leave Numbers correspond to the month (ie January = 1, February = 2, etc)
6. If the Pay Number was not correct, press **Change Selection** to go back and change the **Pay Number**.
7. All employees Leave Reports 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
		Extract

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



10. Enter the Leave Report (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 Leave Report.