CUPE 5791 Research Leave Time Reporting
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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.

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 15th of the month following the reporting month (ie January must be entered by February 15th)

- 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.

![Leave Report Selection](image)

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.

![Leave Report](image)

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**.

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.

**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**
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 15th of the month following the reporting period (ie January must be entered by February 15th)
Approval: 11:59 pm on the last day of the month following the reporting period (ie January must be approved by February 28th)

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.

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.

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.

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

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**.

```
<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position, Title and Department</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Extract</td>
</tr>
</tbody>
</table>
```

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.