APT and Out-of-Scope Time Off Tracker

Information and FAQ's

The Time Off Tracker replaces the annual vacation statement each APT and Out-of-Scope employee previously received for completion each July. Unfortunately, the Time Off Tracker was not in place at the beginning of the 2014-15 vacation-year cycle, so everyone was required to enter their vacation, SDO, sick and time-in-lieu days from July 1, 2014 on.

Going forward, you will be required to enter your leave time for the previous month by the 15th of the current month. For example, February 2015 leave time should be entered into the application by March 15, 2015. If you did not have any leave time for a month, you are still required to log in to report you had no leave time.

To help everyone get in the habit of reporting leave time monthly, Human Resources sent out reminder emails to all APT and Out-of-Scope employees for the first year.

You can find the Time Off Tracker by:

1) Logging into UR Self-Service. (There is a link to UR Self-Service at the top of every uregina.ca webpage.) If you have problems logging in, please contact the IT Support Centre at 306-585-4585 or email IT.Support@uregina.ca.

2) Click on the "Faculty & Staff" link.

3) Click on the "APT and Out-of-Scope Vacation & Leave Tracking" link. It's the last link on the page.

Some tools that are available explaining the Time Off Tracker are available at the following links:

- The first is a training video developed by the Technology Learning Centre (TLC) explaining how to use the Time Off Tracker application. The video is approximately 8 minutes in length. You can find the video at: http://www.uregina.ca/is/training/manuals/video/time-off-tracker.html

- A three page quick sheet has also been prepared by the Technology Learning Centre (TLC), which can be found at: http://www.uregina.ca/is/training/manuals/public/TimeOffTrackerQS-March2015.pdf
IMPORTANT POINTS:

- At this time, your supervisor cannot see the time you enter in the Time Off Tracker. We hope to have supervisor approval in place by June 2015.
- If you think there is an error with your vacation or SDO balance, please contact HR.Support@uregina.ca. HR will examine your balances and make any necessary adjustments.
- Your supervisor must **pre-approve** any extra time in order to bank time-in-lieu. The pre-approval is not part of the Time Off Tracker, so pre-approval is given by traditional means (email, verbal, etc.)
- If you had a time-in-lieu balance as of July 1, 2014, please have your supervisor email HR.Support@uregina.ca with balance information and this will be input into the system.
- If you work part-time (less than 7.25 hours per day), do **NOT** use the shortcut buttons for the days. Always select "Hours", type the number of hours you were away, and then press "Submit Other". If you use the shortcut buttons, your leave bank will be reduced by a full day (7.25 hours).
- Time away for doctor's appointments, dentist's appointments or approved family leaves should be recorded as sick time. Part of phase 2 will include the ability to add notes to particular leave days, so going forward you will be able to better describe the purpose of the leave time.
- You can schedule leave time well in advance of the current month, however your supervisor cannot approve leave requests from within the Time Off Tracker. (Requesting time off is not part of phase 2; only approving leave time taken.) So again, pre-approval of leave requests must be given by traditional means - email, verbal, etc.

**Frequently Asked Questions**

- **We’ve never had to record our leave or TIL before. Why now?**

  The University has set up an electronic system for tracking leave including vacation, SDO’s and time-in-lieu which will form the official record of all accrual balances. This will be useful for the employee, the manager and the University.

  Hours of Work provisions can be found under Article 10 of the UR/URFA-APT CBA; Out-of-Scope within the Out-of-Scope guidelines.

- **Does the implementation of the Time Off Tracker amend the approval process in any way with respect to the accrual of Time in Lieu for APT members?**

  No. According to article 10.3 of the UR/URFA-APT collective agreement pertaining to work scheduling, management pre-approval is required for employees to work outside regular operating hours and the Out of Scope Head or designate is responsible for
ensuring work schedules are consistent with the average work week of 36.25 hours. The Time Off Tracker does not amend this approval process in any way.

- **How do I adjust time I already submitted?**

  At the moment you can retrieve and adjust any of the time you submitted. Under the "Submit to HR" button there is another button entitled "Retrieve Last Submitted". Press this button for each month you wish to go back, make your adjustment, then resubmit each month.

- **Do APT members have sick time? Should I track it?**

  Yes, APT members do have sick time. Before the release of the Time Off Tracker there was no requirement to track sick time. With the introduction of the Time Off Tracker, all APT and Out-of-Scope employees are required to track sick leave, which includes days off for illness, doctor's appointments, dentist appointments and personal leave.

  We realize tracking sick time is new, and you may not have tracked sick days between July 2014 and now. Please record the sick leave time that you have records for dating back to July 2014. Going forward, please record sick time as it occurs each month.

- **I have no sick balance. Is that Normal?**

  Yes. We don't accrue sick days for APT or Out-of-Scope employees. If you record a sick day your balance will be negative. We will clear the balance each July.

- **How do I record doctor or dentist appointments?**

  You should record this time as sick leave.

- **When will my new vacation allotment show in the Time Off Tracker?**

  New vacation, SDO allotments, and vacation carryover from the prior year will not show on the Time Off Tracker until after July payroll is complete. That will be on July 30, 2015.

- **Why doesn't the Time Off Tracker allow me to enter my July vacation?**

  In order to enter future leave time beyond June, you first need to submit your June time before the Time Off Tracker allows you to see the next vacation year. You can still edit your June time. Just press the "Retrieve Last Submitted" button, which is located under the "Submit to HR" button.
• For Supervisors: Can I see the leave time recorded for employees reporting to me?

We are still working to allow supervisors to approve the leave time their employees reported in the Time Off Tracker. Those improvements should be in place in late June or early July. The Time Off Tracker will replace the annual vacation statement paper-form that was completed each July.

• How do I record personal leave as described in Article 28 of the UR/APT Collective Agreement?

You should record this time as sick leave.

• Why does banked time-in-lieu show up as negative?

Banked time-in-lieu represents extra time worked. It’s the opposite of leave time, so the numbers are negative in the listing of leave days.

• Should Associate Deans track their time on the Time Off Tracker?

No. While Associate Deans are Out-of-Scope, we have traditionally tracked their vacation and other leave time using the same rules as faculty. Associate Deans should continue to track their vacation time as previous.

• When will supervisors be able to approve time cards?

Human Resources is currently working with Information Services to add this functionality to the Time Off Tracker. We hope to have it in place by the end of this vacation cycle (June 2015).

If you have any questions, please contact Payroll Services at payroll.office@uregina.ca