University of Regina

Hourly Time Card Manual

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Background

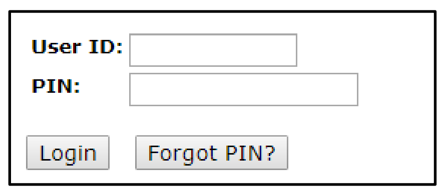
Like a significant number of employers in Saskatchewan, the University of Regina has operated under an exemption in the old Labour Standards Act that allowed us to pay all of our employees on a monthly basis. With the passing of the new *Saskatchewan Employment Act* (section 2-33), all employees who 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 move all employees to an electronic time card system in order to meet the shortened deadlines for time entry and approval. Human Resources has worked with Information Services to design an Hourly Time Card system that will be available for time entry and approval through UR Self-Service. This system will capture the same information that is currently collected on the paper time cards. Time worked starting January 1, 2018 must be entered into the electronic system, paper time cards will no longer be accepted.

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. Time Sheet

- Entries into the time sheet are actual hours worked.
- Time sheets must be submitted and approved for every pay period even when there is no time to report during the period.
- Time sheets must be submitted in order (oldest to newest) for each position number

Submission Deadlines:

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 (pushes pay day up to Thursday):
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

- 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

A. To complete your time sheet:

1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click the **Hourly Time Card** link.
4. On the **Employee** tab is the list of eligible pay periods. Items highlighted in green are actionable. Click the **View** button for the time card to be entered. The green line items will be removed once the time sheet has been submitted.

Employee | Employee Historical | Supervisor | Supervisor Historical | Proxies | Self-Service

Selected	Pay Period	Start Date	Position #	Suffix	End Date	Supervisor	ECLS	Title	Due Date	Sub Date	App Date	
	3	2017-Mar-01	FNCS3H	00	2017-Mar-04	Heather Anderson	FH	French Non-Credit Sess 3	2017-Mar-06 11:59 AM			View
	4	2017-Mar-05	FNCS3H	00	2017-Mar-18	Heather Anderson	FH	French Non-Credit Sess 3	2017-Mar-20 11:59 AM			View
	5	2017-Mar-19	FNCS3H	00	2017-Apr-01	Heather Anderson	FH	French Non-Credit Sess 3	2017-Apr-03 02:00 PM			View
	6	2017-Apr-02	FNCS3H	00	2017-Apr-15	Damer Flinn	FH	French Non-Credit Sess 3	2017-Apr-17 11:59 AM			View
	7	2017-Apr-16	FNCS3H	00	2017-Apr-29	Damer Flinn	FH	French Non-Credit Sess 3	2017-May-01 11:59 AM			View
	8	2017-Apr-30	FNCS3H	00	2017-May-13	Damer Flinn	FH	French Non-Credit Sess 3	2017-May-15 11:59 AM			View
	9	2017-May-14	FNCS3H	00	2017-May-15	Damer Flinn	FH	French Non-Credit Sess 3	2017-May-29 11:59 AM			View

5. All the dates for that time sheet will appear. Enter hours worked into the time sheet. If Teaching Hours, Overtime or a Premium apply, enter those accordingly. Press **Save**.

		Reg	Overtime	Premium Type	Premium Hours	Employee Comments
2017-Mar-05	Sunday			- None -		
2017-Mar-06	Monday	4		- None -		
2017-Mar-07	Tuesday	2		- None -		
2017-Mar-08	Wednesday			- None -		
2017-Mar-09	Thursday	6		- None -		
2017-Mar-10	Friday			- None -		
2017-Mar-11	Saturday			- None -		

6. At the bottom of the page, the time sheet will total the hours worked by each week of the pay period.
7. If the hours entered are correct, click **Save** and then **Submit**.
8. Once submitted, you will be redirected back to the employee page. The time sheet that was submitted will be stamped with the date and time of submission.

Selected	Pay Period	Start Date	Position #	Suffix	End Date	Supervisor	ECLS	Title	Due Date	Sub Date	App Date	
	3	2017-Mar-01	CUPESU	00	2017-Mar-04		CU	CUPE 1975 Student Hly	2017-Mar-06 11:59 AM			View
	4	2017-Mar-05	CUPESU	00	2017-Mar-18		CU	CUPE 1975 Student Hly	2017-Mar-20 11:59 AM	2017-Nov-01 01:44 pm		View

Note: You can view the submitted time sheet by clicking **View**. No changes can be made once you have submitted.

Note: Once approved the timecard can be viewed in the Employee Historical Tab. Any changes made by the supervisor prior to approval are identified by a red square with an exclamation mark.

Note: Once saved, you can exit UR Self-Service and your entries will be saved. Don't forget to log in and submit your timesheet.

B. For users with multiple positions:

1. Log in to **Hourly Time Card**.
2. On the **Employee** tab is a list of eligible pay periods for each job. Click the **View** button for the time sheet to be entered.

Employee | Employee Historical | Supervisor | Supervisor Historical | Proxies | Self-

Selected	Pay Period	Start Date	Position #	Suffix	End Date	Supervisor	ECLS	Title	Due Date	Sub Date	App Date	
	3	2017-Mar-01	AQUACS	00	2017-Mar-04	Rand al'Thor	CU	Aquatics Attendant, Comm Swim	2017-Mar-06 11:59 AM	For job 1		View
	3	2017-Mar-01	AQUAPO	00	2017-Mar-04	Rand al'Thor	CU	Aquatics Attendant, Pool Oper.	2017-Mar-06 11:59 AM	For job 2		View
	4	2017-Mar-05	AQUACS	00	2017-Mar-18	Rand al'Thor	CU	Aquatics Attendant, Comm Swim	2017-Mar-20 11:59 AM	For job 1		View
	4	2017-Mar-05	AQUAPO	00	2017-Mar-18	Rand al'Thor	CU	Aquatics Attendant, Pool Oper.	2017-Mar-20 11:59 AM	For job 2		View

3. All the dates for that time sheet will appear. Enter hours worked into the time sheet. If Teaching Hours, Overtime or a Premium apply, enter those accordingly. Press **Save**.
4. At the bottom of the page, the time sheet will total the hours worked by each week of the pay period.
5. If the hours entered are correct, click **Save** and then **Submit**.
6. Once submitted, you will be redirected back to the employee page. The time sheet that was submitted will be stamped with the date and time of submission.
7. Repeat steps 4 through 8 for each position.

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

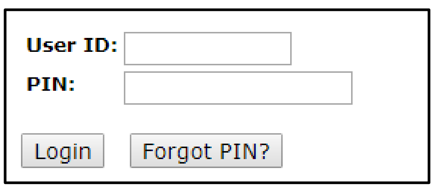
Monday Stat:
Time Entry: 8:59 am on the Tuesday following the end of the Pay Period
Approval: 11:59 am on the Tuesday following the end of the Pay Period

Tuesday through Friday Stat (pushes pay day up to Thursday):
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.



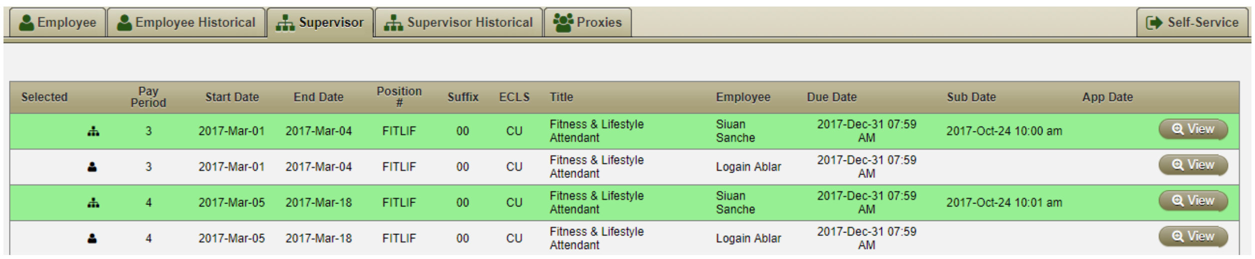
B. Representative Workforce Survey

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 Time Sheets

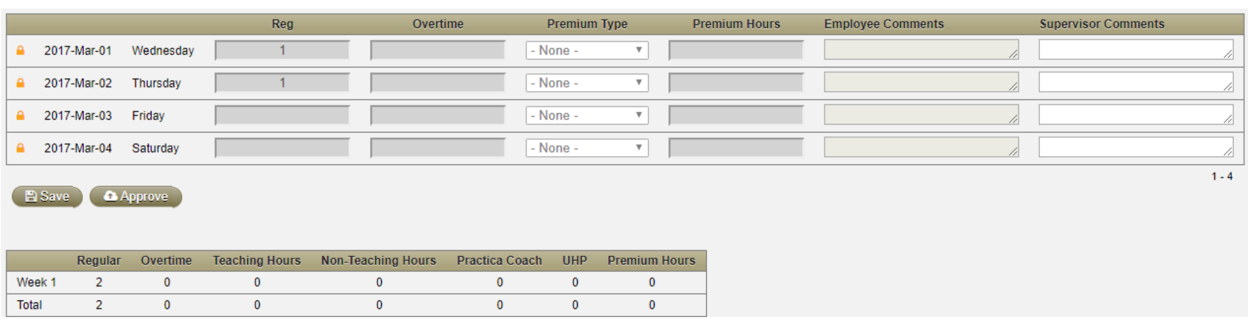
A. To approve time sheets:

1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click the **Hourly Time Card** link.
4. Click on the **Supervisor** tab to see a list of eligible pay periods and employees. You will see all employees that you approve. Only timesheets highlighted in green with a **Sub Date** have been submitted for approval. Click the **View** button for the time card to be approved.



Selected	Pay Period	Start Date	End Date	Position #	Suffix	ECLS	Title	Employee	Due Date	Sub Date	App Date	
	3	2017-Mar-01	2017-Mar-04	FITLIF	00	CU	Fitness & Lifestyle Attendant	Siuan Sanche	2017-Dec-31 07:59 AM	2017-Oct-24 10:00 am		View
	3	2017-Mar-01	2017-Mar-04	FITLIF	00	CU	Fitness & Lifestyle Attendant	Logain Ablar	2017-Dec-31 07:59 AM			View
	4	2017-Mar-05	2017-Mar-18	FITLIF	00	CU	Fitness & Lifestyle Attendant	Siuan Sanche	2017-Dec-31 07:59 AM	2017-Oct-24 10:01 am		View
	4	2017-Mar-05	2017-Mar-18	FITLIF	00	CU	Fitness & Lifestyle Attendant	Logain Ablar	2017-Dec-31 07:59 AM			View

5. At the bottom of the page, the hours entered by the employee will be visible.
6. To approve the time sheet, click **Approve**.



		Reg	Overtime	Premium Type	Premium Hours	Employee Comments	Supervisor Comments
2017-Mar-01	Wednesday	1		- None -			
2017-Mar-02	Thursday	1		- None -			
2017-Mar-03	Friday			- None -			
2017-Mar-04	Saturday			- None -			

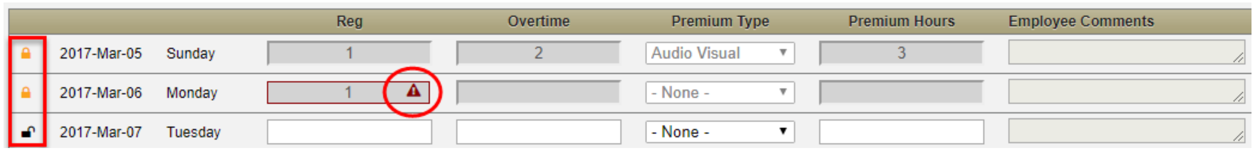
	Regular	Overtime	Teaching Hours	Non-Teaching Hours	Practica Coach	UHP	Premium Hours
Week 1	2	0	0	0	0	0	0
Total	2	0	0	0	0	0	0

Note: You are unable to reject the time sheet. If the time sheet is incorrect, you must correct it and approve it for your employee to be paid.

Note: It is the responsibility of the supervisor to follow-up with employees that have not submitted their time.

B. To edit time sheets:

1. Log in to **Hourly Time Card**.
2. Click on the **Supervisor** tab to see a list of eligible pay periods and employees. You will see all employees that you approve. Only timesheets with a **Sub Date** have submitted a time sheet. Click the **View** button for the time card to be approved.
3. To edit the time sheet, find the entry to be edited. Click the **Lock** icon at the beginning of the row. When it changes to **Unlock**, edit the entry, enter a comment explaining the change in the Supervisor Comment box and press **Save** at the bottom.
4. Once all edits are complete, click **Approve**.



Note: Time sheets entries that have been edited can be identified by an exclamation sign. The employee can see edits to their time cards under the Employee Historical tab.

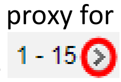
C. To view previously approved time sheets:

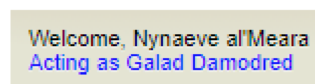
1. Log in to **Hourly Time Card**.
2. Click on the Supervisor Historical tab to see a list of previously approved time sheets.
3. Click the **View** button to review the detail.

3. Proxy Access

When in Proxy mode, the background is a rose pink colour. Proxy access allows a proxy user to submit time sheets for an employee. By default, approvers have proxy to any individual they approve. Proxy approval is one-up proxy access.

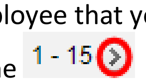
A. To access and edit time sheets as a proxy:

1. Log in to UR Self-Service.
2. Click on the **Faculty and Staff** link.
3. Click the **Hourly Time Card** link.
4. Click on the **Proxies** tab. You may need to press **Show All Reports** to see employees.
5. Choose the employee that you are acting as a proxy for and press **Begin Proxy**. You may need to press the  button to see more individuals. The proxy access will be identified in the top right corner.



6. Once the proxy access has begun, click on the **Employee** tab.
7. Choose the pay period to be entered and click **View**.
8. Enter the appropriate hours and press **Submit**. (see Chapter 2, Section 1)

B. To approve time sheets as a proxy:

1. Log in to **Hourly Time Card**.
2. Click on the **Proxies** tab. You may need to press **Show All Reports** to see employees.
3. Choose the employee that you are acting as a proxy for and press **Begin Proxy**. You may need to press the  button to see more individuals. The proxy access will be identified in the top right corner.
4. Once the proxy access has begun, click on the **Supervisor** tab.
5. Find the time sheet to be approved. Click **View**.
6. To approve the time sheet, press **Approve**. To edit the time sheet, see Chapter 2, Section 2.

C. To end a proxy session:

1. Click on the **Proxies** tab.
2. Click **End Proxy**.