Time Off Tracker
Supervisor Instructions

Contents
Opening the Time Off Tracker .................................................................................................................. 1
Approving Leave Time .............................................................................................................................. 2
Viewing Reports ....................................................................................................................................... 6
Submitting a Time Card on Behalf of an Employee (Proxy View) .......................................................... 8

Opening the Time Off Tracker

1) Login to UR Self Service using your nine-digit employee ID and six-digit PIN:
   https://banner.uregina.ca/prod/sct/twbkwbis.P_WWWLogin

   If you are having problems logging in, please contact the IT Support Centre at
   IT.Support@uregina.ca or at 306-585-4685.

2) Click on “Faculty & Staff Services”
3) Click on “APT and Out-of-Scope Vacation & Leaving Tracking”
Approving Leave Time

1) You are now in the Time Off Tracker, where you report your vacation and other leave time. The new supervisor approval functionality is located on the “Timecards” tab as shown below:
2) After clicking the tab, you should be presented with a list of the employees you supervise.

If you do not supervise one of the employees listed or if there is an APT or out-of-scope employee you supervise that is missing from your list, please contact payroll@uregina.ca.

Beside each employee is a listing of months with a letter status code under each month. Each letter represents a month’s timecard. The actual letter tells you the status of that time card.

- **X (red)** – means the employee has not yet started the time card for that month. As the supervisor, you should follow up with the employee to ensure they submit their leave time.
- **E (orange)** – means the employee started to enter the time for that month, but has not submitted it to you for approval. As the supervisor, you should follow up with the employee to ensure they submit their leave time.
- **R (orange)** – means you have sent back the time card to the employee for correction, but they have not yet returned it to you for approval.
- **S (blue)** – means the time card has been submitted and is ready for your approval.
- **A (green)** – means you have approved the time card, but Human Resources has not yet uploaded that time card to Banner. You still have the option to send back the time card for the employee’s correction.
- **B (green)** – means you have approved the time card and Human Resources has uploaded that time card to Banner. No further adjustments are allowed in the time off tracker. If an adjustment is necessary, contact hr.support@uregina.ca.
3) To approve a time card, click on an “S” status code. Additional information will appear to the right of employee listing as shown below:

You have the option to either approve the leave time as reported or send back the time card to the employee for correction. At this point, there is no notification functionality within the time off tracker. If you send a time card back, please let the employee know you have done so and why.
4) June is the final month of the vacation year. As such, the June time card has an extra approval step - you need to approve the vacation carry forward. The following appears just above the approval button:

<table>
<thead>
<tr>
<th>Carry-Over Vacation Days:</th>
<th>Approved 0</th>
<th>Not Approved 2.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>I approve the carry-over values for this employee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Comment (Optional)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To approve, type the number of days you approve for carry forward in the approved box, check the “I approve the carry-over values for this employee” and then press the approve button.

It is expected that you approve time cards on a monthly basis. Employees will have up to the 15th of the month to enter their leave time from the previous month. You as the supervisor will then have the remainder of the month to approve that time.
Viewing Reports

1) Click on the “Reports” tab at top of the page.

2) You should be presented with a list of all your direct-reports. You can view all your reports (including employees reporting to your direct-reports) by clicking the “Show All Reports (Click to Toggle)” button just under the header on the left.
3) The numbers displaying beside each employee are the current available balances for vacation, SDO’s and time-in-lieu as well as the current year sick time taken. You can click view beside any employee for additional information. (See image in step 2)

4) Most of the information displayed on the right is the same as the approval screen (note that the detail section only includes approved time, while the listing includes everything). The “Listing” section includes an option to download to Microsoft Excel.
Submitting Leave Time on Behalf of an Employee (Proxy View)

1) To submit leave time on behalf of an employee or approve leave time on behalf of a supervisor, go to the reports tab.

2) As described in the previous section, “Viewing Reports”, click on the “View” link beside the individual you wish to proxy.

3) On the upper right of the screen, a button will have appeared called “Begin Proxy Session As This Person”. Click the button.

4) You will have noticed the screen background has changed colour and in the upper right hand corner you will see a comment “Welcome, [Your Name] Acting as [Proxy Name].” These two features are to indicate that you are in proxy view. The proxy session will default to the “Calendar” Tab where you can enter leave time on behalf of this employee or you can click on the “Timecards” tab to approve leave time on behalf of this supervisor.
5) To exit proxy view, click the “End Proxy Session” button in the upper right hand corner of the screen. (See image in Step 4)