A. Sign in to UR Self Service

1. From any Uregina.ca page, click the link at the top to sign into UR Self-Service.

2. Enter your Employee ID # and Pin.

3. Click the Tab at the top of the screen.

4. Click the link APT and Out-of-Scope Vacation and Leave Tracking.

5. Parts of Screen.

A video tutorial is also available at http://www.uregina.ca/is/training/manuals/videos.html
B. Adding and Removing Time

1. Select the Type: Time-in-lieu (Banked), Time-in-lieu (Used), Vacation, Sick Leave or SDO

   **Note:** All Time-in-Lieu must be pre-approved by your supervisor.

2. Use the calendar and click on the first day away for the time off type you have selected.

3. Use the Quick Buttons to enter the amount of time away. Ex: 0.25 Days, 0.50 Days, 0.75 Days, 1 Day, 2 Days etc. You may also enter in the number of hours away and click the Other Button.

   **Note:** Part Time Employees should always enter their time in as hours.

   **Note:** Do not include weekends or stat holidays in the total time away. If your first day away was on Friday and you clicked 2 days, the system would ignore Saturday and Sunday and track time away for Friday and Monday.

4. You will see a pop-up notification that X number of days has been added and they now appear in the listing box, colour coded based on type. As you enter time, your balances will be reflected in the Information area at the top-left of the page.

5. You may also select a date in the next time period by using the calendar. For example, I can enter vacation time in for the end of February even though I will only be submitting the month of January to HR. If dates or times change you may make changes before submitting a time period.

6. To remove time, select the row you would like to remove and click Remove Selected.
C. Reports

1. There are three different report views to choose from.
   a. **Primary**: Lists all time by date and colour coded by type
   b. **By Type**: Lists all time and totals by type (SDO, Vacation, Sick, Time-in-Lieu)
   c. **Monthly Vac/SDO**: Lists only Vacation and SDO

   ![Report by Type](image1.png)

   ![Monthly Vac/SDO Report](image2.png)

2. You can **download** a report to CSV, HTML or email a copy to any recipient.
   a. In the listing box, click **Actions**, then **Download**
   b. Select a file type to download or email.
   c. If you choose email, enter the recipient(s) and click send.

D. Submit Data to HR

1. Click **Submit to HR: 2015-Jan** to submit the time entered for the period. After submitting, the status column will show Submitted.

2. If you see any errors, click **Retrieve Last Submitted** to make changes then re-submit. Retrieving last submitted will only work if HR has not yet downloaded the data.

**Note:** You must login and submit **every** month even if you do not have any time to enter. The current month must be submitted by the 15th of the following month. For example, the month of January must be submitted by February 15th and the month of February must be submitted by March 15th.
E. FAQ

I forgot to record a day off, but have already submitted to HR. How do I make the change? Under the submit button there is a button labeled "Retrieve Last Submitted". This button will return you to the previous month. If you need to go back several months, then you need to press the button multiple times. Once you make the change, you will need to press the submit button to resubmit the leave time. If you went back several months, you will need press the submit button multiple times to bring the Time Off Tracker back to the current month.

I didn't track my sick time. What should I do? We realize tracking sick time is new. Please record the all sick time that you have records for. We do realize there will be some inaccuracies between July 2014 and January 2015. Going forward, please record sick time as it occurs.

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.

If you have any questions about the Time Off Tracker or leave time in general, please contact HR.Support@uregina.ca