

PAYROLL SERVICES

Time Entry Training Guide for Employees and Time Keepers

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Time Entry and Approval Deadlines

Time & Labour Role	Time & Labour Responsibility	Deadlines
		Hours for the current week must be entered by 12:00 p.m.
Employees /	Entry	each Friday with a forecast of Saturday's time if
Timekeepers		worked(Weekly).
Supervisors /	1 st Level Review	Hours for the current week must be reviewed by 4:00 p.m.
Reports To		each Friday(Weekly).
Escalation	2nd Level	
process* to	Review/Approval	All hours must be approved by 12:00 noon Monday pay
Managers /		processing week- Escalation process will run at 1:00 pm
Approvers		the Monday after each pay week.
	2 nd Level to One-Up	All hours for current period and prior period changes must
Escalation One-	Approvers -	be approved by 12:00 noon Tuesday, Pay processing
Up	Review/Approval	week. Escalation 2 will run at 1:00 pm the following
process* <mark>(New)</mark>	(if required)	Tuesday after each pay week.

*Note: The escalation process will occur only if the approvals/reviews at 1st or 2nd level review/approval is not done by the deadline specified. With each instance, the time submission will go up to the next in line level review/approval.

Payroll Services Calendar & Schedules

All payroll period end dates and time submission & approval deadline dates are posted on the MacEwan intranet site under myportal.macewan.ca > Departments > Finance > Payroll Services > Services.

Navigating to Time Entry Self-Service

This section offers step-by-step instruction on how to enter yur own time.

Begin by going to the myMacEwan.ca portal and log in using your MacEwan Network credentials.

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MacEvan Single Sign On *	UV I BOOMBESEM I ENELUCIONINE E ST	· · · · · · · · · · · · · · · · · · ·	
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	Activan Network 1D Activante Activante Password Control Control Password Password Password Password Password Password Password Pas		

In Staff Home screen under Quick Links, select PeopleSoft.



You will be directed to the PeopleSoft homepage as shown below.



Select **Employee Self Service** tile. You will be re-directed to the **Employee Self Service Homepage**, as shown below.

	 Employee Self Service 		🚖 Q. 🗄 🕑
Company Directory	Tere	Payroll	
Personal Details	Talent Profile	MacEwan ESS Reports	
Manage Delegation			
	Company Directory EEEE Personal Details EEEE Manage Delegation	Company Directory Employee Self Service Time Company Directory Time Company Directory Talent Profile Company Directory Talent Profile	 Employee Self Service Company Directory Ime I

Click on the **Time** tile.

					Time					🟫 🔍	× .	: @
Enter Time	Enter Time Job Title Payroll Functional	i Analyst II				4 October - 27 (October 2018					
Time Summary					Ľ,	GMU BI-Weekly icheduled 0.00 R	Time Period Reported 70.00					
View Exceptions	View Legend										Su	bmit
C Report Daily Time						4 Week 2 Scheduled 35 F	of 2 Reported 35					
🔞 Weekly Time	Time Reporting Code /	Time Det	talls	Sunday 21	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27		
Payable Time												
III Leave Balances				Scheduled OFF Reported 0 hours	Scheduled 7 hours Reported 7 hours	Scheduled OFF Reported © hours						
	Regular Pay - REG		R		7.00	7 00	7.00	7.00	7.00		+	-
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		×	5								+	-
		Comments	s	Q	0	0	9	9	9	Q		

Your timesheet will open to the current week by default. To make an amendment to a different week, you can click the Previous week "<" arrow (a) or Next week ">" arrow (b).

Each column shows the date and day of the week. The list that displays in the Time Reporting Code (TRC) drop down is based on your job appointment.

The following refers to key fields within the time entry screen that you should be aware of.

Time Reporting Code / Time Details	5 Sunday 23	Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28	Saturday 29		
	Scheduled OFF Reported 0 hours	Scheduled 7 hours Reported 5 hours	Scheduled 7 hours Reported 8 hours	Scheduled 7 hours Reported 7 hours	Scheduled 7 hours Reported 7 hours	Scheduled 7 hours Reported 7 hours	Scheduled OFF Reported 0 hours		
Regular Pay - REG 🗸		5.00	8.00		7.00	7.00		+	-
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Comments	\bigcirc	\heartsuit	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\heartsuit		
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Employees have the option to enter time as follows:

- Enter time for current pay period
- Enter time for up to 2 weeks previous (one pay period before the current period)
- Enter time for up to 4 weeks in advance (two pay periods)

Note: Time periods outside of this window are view only. For any approved time entry corrections, please send it to biweekly@macewan.ca

Time Reporter Groupings & Time Entry Instructions

There are two types of time reporters. Depending on your arrangement at hire, you may be classified as an exception time reporter or a positive time reporter.

As an **Exception Time Reporter**, all scheduled hours per day will display. Exception time reporters are salaried employees with defined work schedules. They do not have to submit their regular time but MUST report their exception time. (I.e. vacation, sick, overtime, on call, call back etc.)

As a **Positive Time Reporter**, all hours worked MUST be reported including your regularly worked hours per day/week. If a positive time reporter does not submit their

time by the deadline date, they will not be paid.

Regardless of which time reporter grouping you are attached to, the following describes instruction on how to enter time as well as key fields to be mindful of.

	Enter Time Job Title		(23 S	September - 29 S Week cheduled 0.00 R C	d eptember 2018 ly eported 34.00				Submit
	Time Reporting Code / Time Details	Sunday 23	Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28	Saturday 29	e
		Scheduled OFF Reported 0 hours	Scheduled 7 hours Reported 5 hours	Scheduled 7 hours Reported 8 hours	Scheduled 7 hours Reported 7 hours	Scheduled 7 hours Reported 7 hours	Scheduled 7 hours Reported 7 hours	Scheduled OFF Reported 0 hours	
	Regular Pay - REG 🗸 👻		5.00	8.00		7.00	7.00		+ -
11	Sick Leave Paid - SICK 🗸 🚽				7.00				+ -
	a 🗸 🖷								+ -
	Comments	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	b

- First step, review of regular hours worked:
 - For exception time reporters (BWE)you would check your scheduled hours REG (Regular Pay) hours are accurate.
 - For positive time reporters (BWH), you will first have to enter all REG (Regular Pay) time you worked.
- If you are to report time other than REG (Regular Pay), you can add rows/ hours with the correct applicable TRC (Time Reporting Code) from the dropdown list (a). (I.e. SICK, VAC, LWOP, etc.).

The total number of hours /day should equal your scheduled daily hours.

- You can add as many rows as is required to capture all the TRC's (Time Reporting Codes) needed for the week by using the 💽 (b) button.
- If the week contains a Statutory/General Holiday, you will not see any hours for that day. STP (Stat Holiday Paid) will be generated by the system when time administration is processed by Payroll Services. No action required on the part of the person entering time.
- The time entered for the week will be shown at the top of the timesheet (d), as

well as the total hours of time scheduled for the week and the total hours reported (c).

• When entering leave time, you can check your available balance by checking the Leave Balances page under the Time tile.

		Time			^	QT	- 1	۲
Leave Balances								
Leave Balances Summary (I Leave Type	n Hours) Balance	Maximum Balance						
Sick	46.84	210	>					
Vacation	33.38	9999	>					
Personal	0.00	35	>					
58	15.00	21	>					
н								
	Leave Balances Leave Balances Summary (I Leave Type Sick Vacation Personal 58	Leave Balances Leave Balances Summary (In Hours) Balance Sick 46.84 Vacation 33.38 Personal 0.00 58 15.00	Leave Balances Leave Balances Summary (In Hours) Leave type Balance Maximum Balance Sick 46.84 210 Vacation 33.38 9999 Personal 0.00 35 58 15.00 21	Leave Balances Leave Balances Summary (In Hours) Leave type Balance Sick 46.84 210 Vacation 33.38 9999 Personal 0.00 58 15.00 21	Leave Balances Leave Type Balance Maximum Balance Sick 46.84 210 > Vacation 33.38 9999 > Personal 0.00 35 > 58 15.00 21 >	Leave Balances Leave Type Balance Maximum Balance Sick 46.84 210 > Vacation 33.38 9999 > Personal 0.00 35 > 58 15.00 21 >	Leave Balances Leave Type Balance Maximum Balance Sick 46.84 210 > Vacation 33.38 9999 > Personal 0.00 35 > 58 15.00 21 >	Leave Balances Leave Balances Summary (In Hours) Leave Type Balance Sick 46.84 210 Vacation 33.38 Personal 0.00 58 15.00 21

It is important to check that you have enough time available to use. Please note; the balances are as of the last leave accrual run (last pay period). When time is submitted the displayed balance is updated.

- Once you are done entering time, click the **Submit (e)** button. You may re-submit as many times as required (with any necessary modifications) until the entry deadline.
- You should receive a confirmation message for your time entry submission. The
 option to control this setting can be set in the following page: Employee Self
 Service > Time Reporting > User Preferences.

Timesheet is submitted for the period 2018-09-30 - 2018-10-06

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Tips and Tricks

A timesheet can also be accessed through the Navigation Bar > Main Menu > Self Service > Time Reporting > Report Time > Timesheet.

🔇 Employee Self	Service				Timeshe	et			Â	Q	۲	: (٢
Timesheet								NavBar			1		0
Mintorione Dese									Main Menu				
victoriana Rope					E	mployee ID		\odot	Self Service				
Actions	Time Course		Schedule		E	mpl Record	0	Recent Places	Time Reporting	g			
Actions -	Time Source		Constant		Earliest C	nange Date	2018-09-03		Report Time				
Select Another	Timesheet							- -	Timesheet				
	*View By	Week		~		Previ	ious Week Next Wee	My Favorites					
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			Re	norted Hours 30 (10			=					
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From Sunday 2018	3-09-30 to Sat	urday 2018	3-10-06 ⑦					23					
Sun 30/9		Mon 1/10	Tue 2/10	Wed 3/10	Thu 4/10		Fri 5/10	Company					
		7.00	8.00	9.00	6.00			Directory					
		1.00	0.00	3.00	0.00			\bigcirc					
Submit								Team Time					
< Submit													

Additional information about your timesheet can be found by using the tabs at the bottom of the timesheet as shown below.

	e Self Service					Timesh	eet				<u>^</u>	Q.	٣.		۲
Actions •	Time Sourc	ie -	Schedule		Earliest Chang	ge Date 2018-0	9-03								
Select An	other Timeshee	et													
	*View	By Week		~		Previous Wee	k Next Week								
	°D	ate 2018-09-	30 🛗 🗘												
			Repo	orted Hours 30.00											
From Sunda	v 2018-09-30 to	Saturday 20	18,10.06 (2)												
rion suita	Sun 30/9	Mon 1/10	Tue 2/10	Wed 3/10	Thu 4/10	Fri 5/10	Sat 6/10	Total	Time Reporting Code		*Taskgro	up			
		7.00	8.00	9.00	6.00			30.00	Regular Pay - REG	Ŷ	DEFAUL	T,	۹	+	
		1.00								Lind					
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Reported Reported Tim Q Date 2018-10-01	I Time Status A Time Status Reported St Submitted	Summary	Exceptions C Total 7.00	Payable Time d TRC D REG	Description Regular Pay		Add C	1.4 comments	e	Ling					
Si Reported Tin IIII Q Date 2018-10-01 2018-10-02	d Time Status ane Status Reported St Submitted Submitted	Summary	Exceptions C Total 7.00 8.00	Payable Time d TRC P REG P REG	Description Regular Pay Regular Pay		Add C	1-4 comments	e						
S Reported Reported Tim Q 2018-10-01 2018-10-02 2018-10-03	d Time Status and Status Reported St Submitted Submitted	Summary D	Exceptions C C Total 7.00 8.00 9.00	Payable Time d TRC D REG D REG D REG	Description Regular Pay Regular Pay		Add C	1-4 comments Q Q	e						

You can check to see if you remembered to SUBMIT your timesheet in the **Reported Time Status (a)** window.

View **Reported Time Summary (b)** to ensure accuracy in your time entry. **Exceptions** window **(c)** shows up any exceptions reported – this is applicable to the Exception Time Reporters only.

Payable Time window (d) shows up all the time which have been approved.

Also contained in the **Reported Time Status (a)** window, is the comments bubble **(e)**.

Reported Time Status Summary Exceptions Payable Time										
Reported Time	Reported Time Status									
E, Q					1-4 of 4 🗸					
Date	Reported Status	Total	TRC	Description	Add Comments					
2018-10-01	Submitted	7.00	REG	Regular Pay						
2018-10-02	Submitted	8.00	REG	Regular Pay	9					
2018-10-03	Submitted	9.00	REG	Regular Pay	9					
2018-10-04	Submitted	6.00	REG	Regular Pay	9					

To add a comment, click the bubble, enter the comment and select either **OK** or **Apply**. Either selection will save the comment.

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	'View By	Week	_	×1		Previous We	ek Next Week					~
	"Date					TR Com	nents	×				
								Help				
		Comme	nts									
From Sunday	/ 2018-09-30 to 5	Victoriana	Rope				Employee ID					
	Sun 30/9	Actions -				E	mployment Record 0		roup			
		Note							ЛТ	Q	+	
		Comm	nent history cannot l	e altered or rem	oved. Once you select OK t	o leave the page	r select Apply for one or more entered comment, you will					
Su	ıbmit	not be	able to alter or rem	ove those comm	ents later.							
Reported	Time Status											
reported	The Status	Commen	ts related to time	entered for 20	018-10-01			These server uses of				
Reported Tim	e Status	m, O					14 4 1-1 of 1	▶ ⇒ View All				
m Q			Date	User ID	Date Time Created	Source	Comment					
Date	Reported State											
2018-10-01	Submitted	1	2018-10-01		2018-10-03 4:04PM	Time Reporting	Worked REG hours.					
2018-10-02	Submitted	A	dd Comment									
2018-10-03	Submitted	ок	Cancel	Apply								
2018-10-04	Submitted											
Self Service		_										
Time Reporting												

When you return to the timesheet and select the **submit** button, the comments bubble will no longer look clear.

Reported T	Reported Time Status Summary		Exceptions Payable Time			
Reported Time	Status					
■ , Q						1-4 of 4
Date	Reported St	tatus	Total	TRC	Description	Review Comments
2018-10-01	Submitted		7.00	REG	Regular Pay	
2018-10-02	Submitted		8.00	REG	Regular Pay	Q
2018-10-03	Submitted		9.00	REG	Regular Pay	Q
2018-10-04	Submitted		6.00	REG	Regular Pay	Q

****Caution****- comments entered appear for the DAY and not the individual TRC. For example, if there are two TRCs entered on the day, and comments were entered for one TRC, it will be displayed for both the TRCs for that day.

Types of Warnings and Messages

Example 1: Hours Reported are greater than Daily Scheduled Hours

If you are entering absence time and forget to reduce your REG hours, the following message will appear:

Hours Reported are less than Scheduled hours When remarking an exception, the total time away from work, as remarked by an "Absence TPC" (i.e. VAC_SICK_LIV/OP atc.) takes the Remarked (i.e. REG) cannot be less than the Scheduled number of baurs for that day	
In order to resolve this issue, ensure that 'Absences' + 'REG' = 'Scheduled Hours' for each day on the timesheet, then resubmit.	
ок	

Select ok, correct your time and submit again.

Example 2: Personal – XXXXXX: Exceeded maximum of # hours.

Personal Leave Plan has an annual maximum of 35 hours, warnings will be issued accordingly. If entered incorrectly, you would receive a message such as:

7 new hours are reported against Leave Plan Personal. The possible maximum is 0.

The leave balance is exceeded. Reduce the number of hours reported and re-submit.

ок
Select ok, correct your time and submit again.
Example 3: Time Reporting Code not valid on M/DD/YYYY
If you enter time on a Statutory Holiday, the following message will appear:
Time Reporting Code not valid on 8/6/2018 (21071,8)
The schedule indicates that you have reported an invalid Time Reporting Code on a statutory holiday.
SWP (for MSA), OTP (for Faculty), STW (for OOS), SFT, HOL, CBB, CBP and ONC are the only valid Time Reporting Codes on a statutory holiday.
ок

This is just a warning message to determine if you meant to enter this time correctly.

- If your entry was intended to be submitted for one of the listed codes mentioned above, your time will submit successfully when you select **OK**.
- If your time was not intended for one of the listed codes, you will need to correct the time to submit your time.

Example 4: Reported time on or before DD/MM/YYY or Reported time on or After DD/MM/YYY

If you realize you have incorrectly reported your time outside of the current pay period (or one pay period back), then you will not be able to update the timesheet yourself. The entry fields will be blank and you will need to send your time to <u>biweeklypay@macewan.ca</u> for processing.

Timesheet									E	New Window Help
Shiju Gawenus II Security Services Agent Actions •				Earlie	Employee ID Empl Record 0 st Change Date 2	018-07-17				
Select Another Ti	mesheet									
	"View By V	Veek	~		Previous	Week Next Week				
	"Date 20	18-09-30 🛗 🗳			Previous Err	ployee Next Emplo	yee			
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									DEFAULT	
Reported Time St	tatus Sum	mary Exceptions	a Payable Time	8						
m; q								1-1 of 1 -		
Date	Tot	al TRC		Description		Ad	d Comments			
	0	00								
Return to Select Emplo	upp -									

Manager Self Service

Changing the View of Your Timesheet

Select Main Menu > Self Service > Time Reporting > User Preferences

You can navigate to the **User Preferences (b)** from the below navigation shown. This page can only be accessed from the **Navigation bar (a)** and not through the **Employee Self Service tile**.



You can change your Default Timesheet Display to Daily, Time Reporting Period (pay period) or Weekly starts. We do not recommend changing the Start Day of Week.

C Employee Self Service

Schedule Preferences

	Time Reporting Preferences					
N	ls Lowdon			ID	2501591	
	TRC	Presentation	Show Description - CODE			
	Time Prepopul	ation Method	Schedule			
	*Default Time	sheet Display	Weekly		~	
	*Star	t Day of Week	7 - Sunday		~	
	*Save For	Later Option	Prompt For Validation		~	
	*5	Submit Option	Confirm		~	
	*Timesheet by Stat	tus Pivot Grid	Use Installation Default		~	

Task Value Defaults 🕐

E, Q	1-1 of 1	View All
Taskgroup >		
Taskgroup	Description	
		+ -

Save
Self Service
Time Reporting
Notify

Choose your preferences and Save.

Bill 17 Changes and Overtime Rules

The Time Reporting Code, Statutory Holiday Worked (STW), will be available for all employees for reporting any hours worked on the day of the Statutory Holiday. This code will be available to use in Production environment effective 19-Nov-2018.

The introduction of the STW code is required to align with legislation and collective agreements.

Please refer to your respective Collective Agreements/Policies about the Statutory Holiday pay.