UNIVERSITY OF SASKATCHEWAN

UNIVERSITY TIME TRACKING SYSTEM

(VACATION, SICK LEAVE AND OTHER ABSENCES)

May 2014

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INTRODUCTION

VACATION, SICK & OTHER TIME TRACKING

Overview

The University vacation, sick, and other time tracking system is used by employees and their supervisors to track absences from the workplace. The system is accessed through the PAWS portal (paws.usask.ca), providing a secure, online service for reporting, authorizing and tracking sick, vacation and other paid time away.

The types of absences tracked in the system are:

1. **Vacation** - For both vacation requests and vacation time taken.
2. **Sick Leave** - To report time away due to illness or for medical appointments.
3. **Personal/Family Leave** - For emergent personal situations or serious family illness.
4. **Jury/Court Leave** - To appear in court for jury duty or as a court witness.
5. **Professional Development** - Time away from regular duties for professional development. This includes writing examinations, attendance at courses, seminars and conferences.
6. **Compassionate Leave** – For bereavement or life-threatening family illness.

Some of the features of the system include:

- **Time Reporting** (Employee) - Employees enter monthly time taken on a Time Reporting page and view the time entered on a Time Summary page. Employees can also view their vacation accrual date, vacation accrual and balance and sick accrual and balance (for employees in positions in scope of CUPE 1975). There is also an optional vacation request process.
- **Time Review / Time Approval** (Supervisor) - Supervisors can review scheduled vacation and other absences for employees reporting to them through a Time Review page, as well as approve monthly time that has been taken through a Time Approval page. There is also an optional process to authorize vacation requests.
- **Time Review & Approval** (Department) - Department or unit administrators may also request access to a Leave Reporting page in About-US that will allow them to review or approve time taken for all employees within their unit. This also includes the option to authorize vacation requests.

CHAPTER 1

TIME REPORTING/SUMMARY (EMPLOYEE)

Overview

This chapter provides details on the Time Reporting page employees will use to enter time away for vacation, sick leave and other absences, and the Time Summary page they will use to view a history of absence usage and vacation and sick leave balances.

Employee Vacation & Other Absence Management

It is the employee's responsibility to:

a) Plan ahead to ensure the full vacation entitlement is utilized on a yearly basis.

b) Request vacation with sufficient notice and within the unit's policies. An optional vacation request process may also be used to track requests and authorizations online.

c) Request other time away in accordance with the unit or collective agreement policies and guidelines.

d) Ensure the vacation balance is not below '0' after the accruals are run for the month. Banked time or time without pay should be utilized for the period where there is not sufficient vacation accrued to cover the time away.

e) Enter sick, vacation and other paid absences on the Time Reporting page in PAWS.

f) Submit the timesheet on a monthly basis after all time has been taken and recorded.

Navigating to Time Reporting / Time Summary

Steps

Log into PAWS at paws.usask.ca

- **Employee**
- **My Employment**
- **Time Reporting**

Viewing Vacation, Sick & Other Time

Time Summary

The initial Time Summary page displays the Hours Reported for each time type, Hours Accrued and Current Balance for vacation for all employees, and Hours Accrued and Current Balance for sick leave for employees in jobs in-scope of CUPE 1975.

The current fiscal year will display. Click on the arrows to navigate to past or future fiscal years.

Your vacation accrual date is used to calculate the rate at which you will accrue vacation each month. This is the last date of hire with no break in university service > 31 days, adjusted by a leave or layoff > 31 days.

Time Summary

Amy Employee
Technician
Vacation Accrual Date 01/01/2001

2014 - 2015

Time Reporting	Time Type	Hours Reported	Hours Accrued	Current Balance	Status
May 2014	Vacation	3.50	12.67	164.93	Submitted
	Sick Leave	0.00	9.50	341.53	
Jun 2014	Vacation	0.00	0.00	164.93	Open
	Sick Leave	0.00	0.00	337.53	
	Personal	4.00			
	Compassion	5.00			
Jul 2014	Vacation	0.00			Open
	Sick Leave	0.00			
Aug 2014	Vacation	0.00			Open
	Sick Leave	0.00			
Sep 2014	Vacation	0.00			Open
	Sick Leave	0.00			
Oct 2014	Vacation	0.00			Open
	Sick Leave	0.00			
Nov 2014	Vacation	0.00			Open
	Sick Leave	0.00			
Dec 2014	Vacation	20.00			Open
	Sick Leave	0.00			
Jan 2015	Vacation	0.00			Open
	Sick Leave	0.00			
Feb 2015	Vacation	0.00			Open
	Sick Leave	0.00			
Mar 2015	Vacation	0.00			Open
	Sick Leave	0.00			
Apr 2015	Vacation	0.00			Open
	Sick Leave	0.00	0.00		

The time types that will display each month are those that accruals are calculated for. For employees within scope of CUPE 1975, this is Vacation and Sick Leave. For employees who are in jobs that are Exempt or within scope of ASPA, this is Vacation only.
Other Time Types will display when they've been entered on the Time Reporting page.

The balance each month displays in hours. To calculate in days, divide the balance by the full time daily working hours for the position.
Balances for future months will not display.

If the Hours Accrued for the month is '0 or 'blank' ', the central accrual process has not yet run for the month. (This will run around the 4th week of each month).

Click on the Month Link to view the calendar with the details of time entered.

You may refer to Page 5 for further details on the Status of the monthly timesheet.

Hours Summary (2014 - 2015)

Time Type	Hours Reported	Hours Accrued
Vacation	3.50	12.67
Sick Leave	0.00	9.50
Personal	4.00	
Compassion	5.00	

The Hours Summary displays the total Hours Reported each fiscal year for each Time Type.

The Hours Accrual per fiscal year will also display for Sick and Vacation once the accrual has been run for the month. (The sick accrual only displays for employees in jobs within scope of CUPE 1975.)

Vacation Accrual Date – The vacation accrual date, which is maintained by Human Resources, is the service date used to determine the rate at which employees are accruing vacation. It is the date of hire to the university and includes service in positions which are exempt from a bargaining unit or are in scope of ASPA, CUPE 1975, CUPE 3287 or USFA. It does not include casual employment, student payments or appointments funded from research or other grants.

The vacation accrual date is adjusted for:

- a leave of absence or layoff greater than 31 days, excluding maternity or parental leave, or short or long term disability. The date is brought forward by the length of the leave or layoff.
- a break of employment. The vacation accrual date is reset to the last hire date when an employee has terminated and rehired where the break in employment is greater than 31 days.

Hours Reported- The total hours entered for the month are displayed.

Hours Accrued- The Hours Accrued is populated by a sick and vacation accrual process run by Payroll towards the end of each month. If the display is 0.00, the accrual has not yet been run for the month.

The accrual each month is in hours and is calculated based on the hours worked each month and the accrual rate (per the vacation accrual date).

Following are the charts of accruals for employees in positions that are Exempt or within scope of ASPA, and for those within scope of CUPE 1975.

Monthly Accrual in Hours
(For employees in positions that are Exempt or within scope of ASPA)

Week Days per Month	Hourly Accrual per Month (Based on a full-time job)		
	20 days per year	*25 days per year*	*30 days per year*
20	11.54	14.42	17.31
21	12.12	15.14	18.17
22	12.69	15.87	19.04
23	13.27	16.59	19.90

Monthly Accrual in Hours
(For employees in positions that are within scope of CUPE 1975)

Full Time Working Hours Per Week	Hourly Accrual per Month (Based on a full-time job)			
	15 days per year	*20 days per year*	*25 days per year*	*30 days per year*
35 hours	8.75	11.67	14.58	17.50
38 hours	9.50	12.67	15.83	19.00

Current Balance- displays in 'hours'.

The current balance displaying each month includes the vacation (or sick) accrual for the month less any hours that have been entered for that month.

The current balance is not displayed for future months. This information will be displayed when the vacation accrual processes are run at the end of each of the future months.

To calculate a balance in days, divide the total hours by the daily working hours

- To a maximum of 7.5 hours for a full-time job that is Exempt or within scope of ASPA.
- To a maximum of 7 or 7.6 for a job within scope of CUPE 1975).

Status

Open - If the Hours Reported are '0', hours have not been entered for the month. If the Hours Reported are > '0', time taken has been entered, but not yet been submitted.

Submitted - The monthly timesheet has been submitted with all time taken and is waiting for the supervisor's approval.

- The unit may request that monthly timesheets are submitted with '0' hours to verify that the time for the month has been reviewed.

Approved - The supervisor or department administrator has approved the submitted time on the monthly calendar.

Processed - The timesheet has been updated in the central system. The sick and vacation has been updated in the month-end accrual process run by Payroll.

Reopened - The supervisor or department administrator has reopened a timesheet that was vacation authorized or previously submitted, approved, or processed.

Vacation Requested - The employee has requested vacation and is waiting for authorization by the supervisor.

Vacation Authorized - The vacation request has been authorized by the supervisor.

- The monthly timesheet should still be submitted at the end of the month by the employee once the time has been taken. The supervisor would then approve all time taken for the month.

Vacation Denied - The vacation request has not been approved by the supervisor.

- The employee or supervisor should remove or change the vacation hours in the calendar and re-request or submit actual time taken for the month.

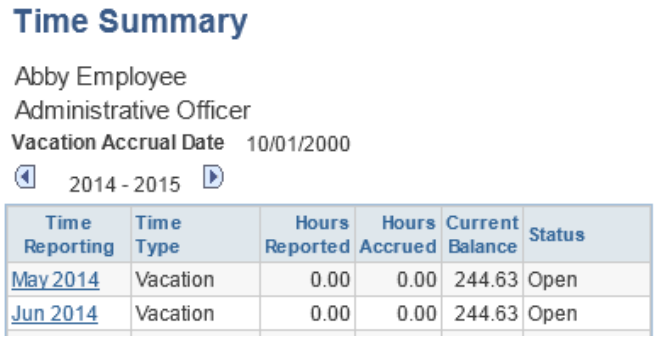
Locked - The monthly timesheet has been locked for the previous fiscal year(s) or because of a termination. No hours can be entered.

Enter & Request Vacation

Time Summary

Click on the month link on the Time Summary page to navigate to the Time Reporting page.

Click on the month link to navigate to the Time Reporting page to enter hours taken.



Enter Vacation

Enter your vacation hours in the calendar for any months in the fiscal year.

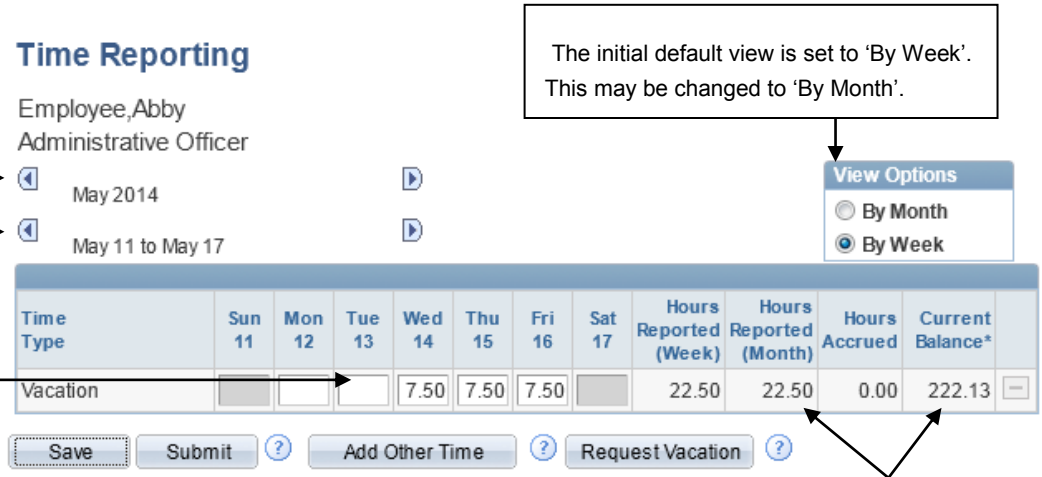
You may use either of the following options for recording vacation time:

Option 1 - Enter hours that have been scheduled and approved by your supervisor without formally requesting the vacation online. Hours are submitted at the end of the month after they have been taken.

Option 2 - Enter hours and use the 'Request Vacation' process to formally request the vacation time in the system. (See Page 7 for further details on this process).

Click on the and to scroll between the weeks or to the next month

The initial default view is set to 'By Week'. This may be changed to 'By Month'.



Enter your daily hours taken in the calendar.

For employees inscope of CUPE 1975 on an **EDO schedule,** a full day should include your banked EDO time (Example clerical would be 7.5, technical would be 8 hours per day).

Click on the 'Request Vacation' if your unit would like to record the request and authorization online.

The Hours Reported will calculate as you complete the entry.

The Current Balance will reduce based on the hours you enter.

Request Vacation

To use the 'Request Vacation' process, enter the vacation hours on the calendar and click on the Request Vacation button.

- A Comment box will appear where further notes can be added. These notes will display in both the Message section in 'Submission History' and in an email to the supervisor requesting authorization
- The status will change to 'Awaiting Vacation Authorization'.

Vacation Authorized

The employee will receive an email when the supervisor authorizes the vacation and the status will change to 'Vacation Authorized'.

- The Time Summary page will display 'Vacation Authorized, however, the timesheet for the month should still be submitted once all time has been entered.

Vacation Denied

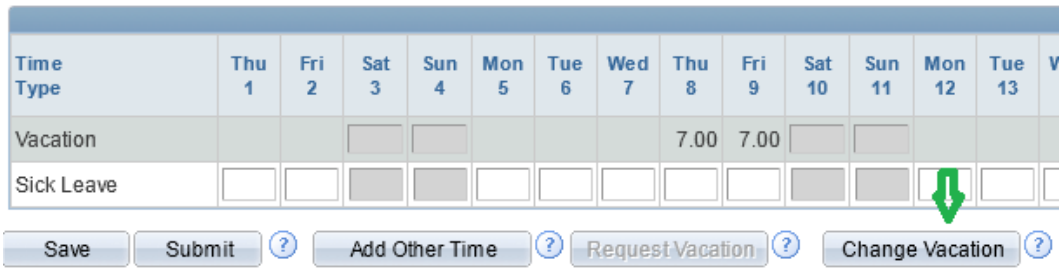
The status will change to 'Vacation Denied' if is not approved. The employee will receive an email and the reason will display in the Message section in 'Submission History'.

- The employee should then remove the vacation days or change them and re-request if appropriate.

Change a Vacation Request

A vacation request may be changed at any point prior to taking vacation. It may also be changed if the vacation time taken was different than what was authorized.

Click on the Change Vacation button on the Time Reporting page to change the vacation days requested or authorized.



- A Comment box will appear where further notes can be added. These notes will display in both the Message section in 'Submission History' and in an email to the supervisor requesting authorization.
- The Vacation boxes will un-grey and the vacation days can be updated.

If the vacation days requested are removed, nothing further is required.

If the vacations days are changed and the request should be resubmitted, click on the 'Request Vacation' button to restart the request process.

If the vacation days are changed but have already been taken, there is no requirement to re-request the time. The timesheet can be submitted and the supervisor will have the opportunity to review the changed vacation days when the monthly time is approved.

Submit Vacation

Click on Submit once all hours have been taken in the month and were recorded in the calendar. Your supervisor will then approve that the time was taken as reported.

Enter Sick Leave and Other Time

Enter Sick Leave

Enter absences away from the workplace due to illness or medical appointments on the Sick leave row. This time should be submitted at the end of each month with any other time taken.

For employees in positions within scope of CUPE 1975, the sick leave row will display each month with the vacation row.

For employees in positions that are Exempt or within scope of ASPA, only the vacation row displays each month. Sick leave will be added as 'Other Time' (See the next section for further details).

Vacation and Sick Leave rows are the default display for employees within scope of CUPE 1975.

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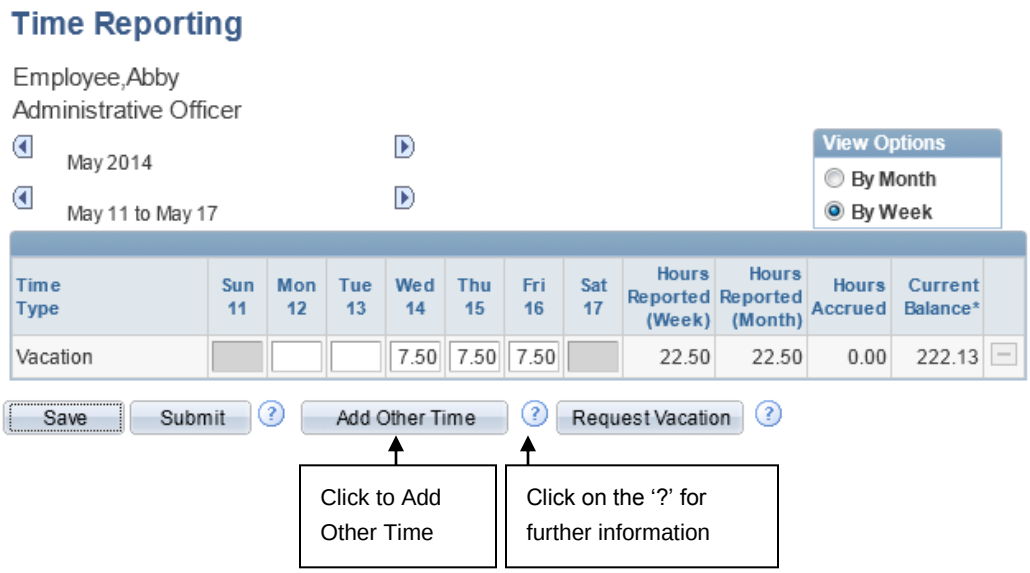
Time Type	Thu 1	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10	Sun 11	Mon 12	Tue 13
Vacation								7.00	7.00				
Sick Leave													

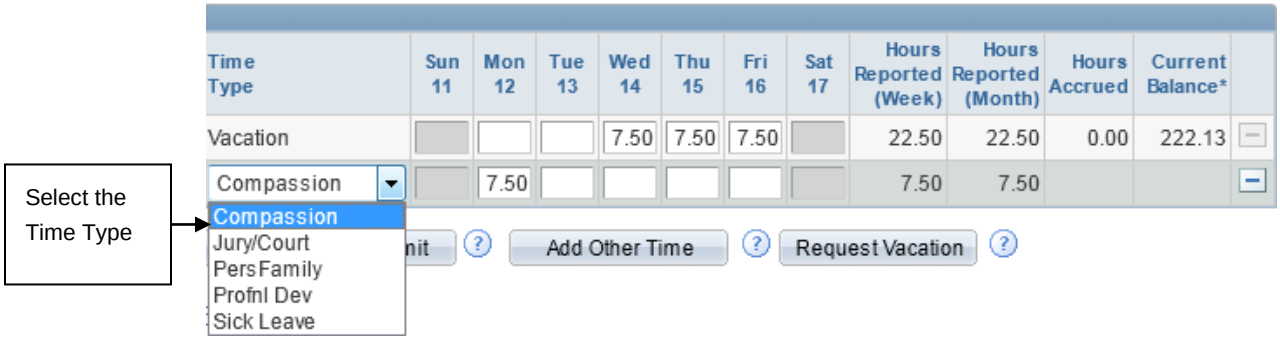
Add Other Time

Click on the Add Other Time button to add time away for the following:

- **Compassion**: Compassionate leave - Due to urgent personal matters such as bereavement or serious family illness.
- **Pers/Family**: (**For employees within scope of ASPA or Exempt**) Personal / Family leave - Due to emergent personal or family situations.
- **Personal Leave** (**For employees within scope of CUPE 1975**) Personal Leave - Due to personal or family situations. A maximum of 2 days can be granted per fiscal year and will be deducted from Sick Leave. *Note* - Family Leave per Article 18.4.2 should just be recorded as Sick Leave on the calendar.
- **Jury / Court**: Jury or Court Duty - To appear in court for jury duty or as a court witness.
- **Profnl Dev:** Professional Development - Time away from regular duties for professional development. This includes attendance at courses, seminars and conferences.
- **Sick Leave**: Sick Leave – To record absences from the workplace due to illness (as well as medical appointments and family leave for employees within scope of CUPE 1975). For employees in positions that are:
    - **Within scope of ASPA or Exempt** - Sick Leave is recorded by clicking on the 'Add Other Time' button. An accrual or balance does not display as the time is recorded for information purposes for time away due to illness.
    - **Within scope of CUPE 1975** – Sick leave is recorded on the default row that displays each month with an associated accrual and balance. (Clicking on 'Add Other Time' is not required). Time should be recorded for illness, medical appointments or procedures, or family leave.



Select the Time Type from the box and enter the hours taken in the calendar.



Click on the Add Other Time button each time you want to add another time type.

If you have added a time type and want to delete it, click on the '-' box .

Please refer to the relevant collective agreement or employee handbook for further information on each of these time types.

Save

Click on Save to store all hours entered in Time Reporting.

Your supervisor will be able to see your hours in the Time Review / Time Approval pages but will not Approve the hours until the time is submitted by the end of each month.

Click on Save. This may be done at any point in the month prior to submitting the time.

Time Type	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17
Vacation															7.50	7.50	7.50
Sick Leave											7.50						
Compassion														7.50			

Save Submit Add Other Time Request Vacation

Return to "Time Summary"

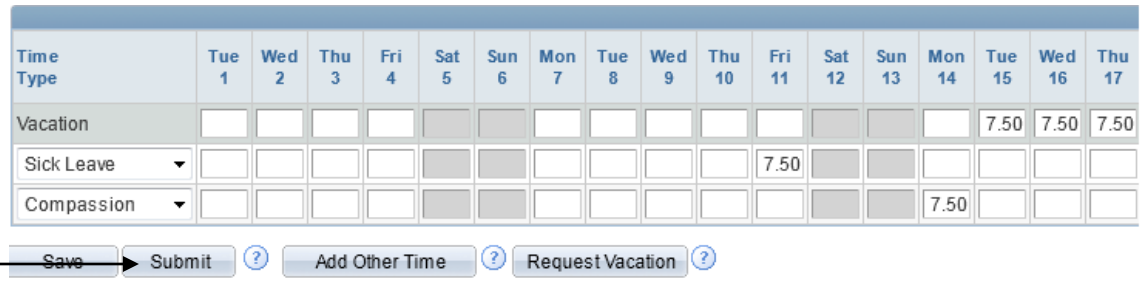
* The Current Balance for Vacation includes the Hours Accrued for the current month less any Hours Reported to the end of the current month. The accruals are run at the end of each month so if the Hours Accrued is 0.00, the accrual has not yet been run.

Click on the **'Return to Time Summary'** link to navigate to the initial summary page which displays all months within each fiscal year.

Submit

Click on Submit once all hours have been taken in the month and were recorded in the calendar. Your supervisor will then approve that the time was taken as reported. (See page 12 for submitting '0' hours and submission deadlines).

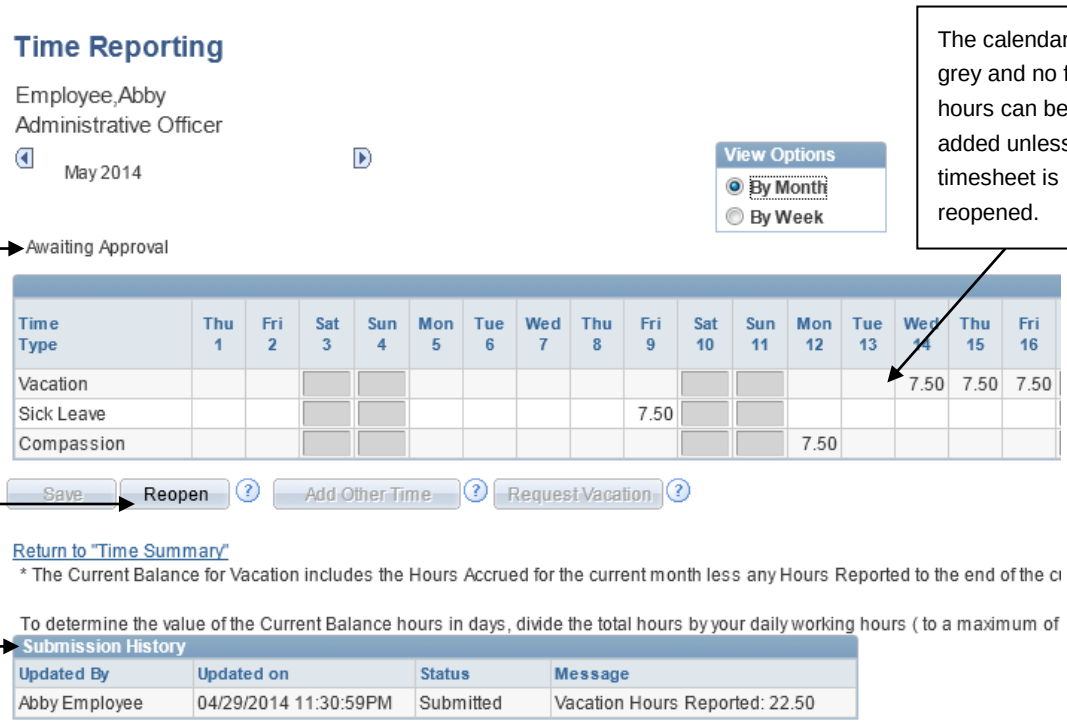
- If vacation days are still in 'Vacation Requested' status, the timesheet may still be submitted if the time was taken as vacation. The Submission History will show that the vacation was requested, then submitted (without the authorization completed). The supervisor will have the opportunity at that point to approve the time taken.



Time Type	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17
Vacation															7.50	7.50	7.50
Sick Leave											7.50						
Compassion														7.50			

Save Submit Add Other Time Request Vacation

Click on Submit at the end of each month once all time is recorded.



Time Reporting

Employee,Abby
Administrative Officer

May 2014

View Options
By Month
By Week

Awaiting Approval

Time Type	Thu 1	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10	Sun 11	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
Vacation														7.50	7.50	7.50
Sick Leave									7.50							
Compassion												7.50				

Save Reopen Add Other Time Request Vacation

Return to "Time Summary"

* The Current Balance for Vacation includes the Hours Accrued for the current month less any Hours Reported to the end of the c

To determine the value of the Current Balance hours in days, divide the total hours by your daily working hours (to a maximum of

Submission History

Updated By	Updated on	Status	Message
Abby Employee	04/29/2014 11:30:59PM	Submitted	Vacation Hours Reported: 22.50

The calendar will grey and no further hours can be added unless the timesheet is reopened.

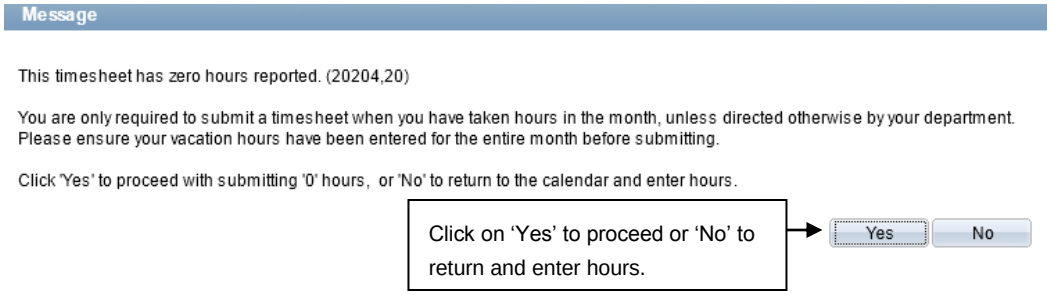
The status will display as Awaiting Approval.

Click on Reopen to make any changes before the supervisor approves.

Submission History will display the details of the submission with any vacation hours reported.

Submit with '0' Hours

Your department may ask you to submit your timesheet each month even if there are no hours taken as confirmation that your timesheet has been reviewed. If you do so, you will receive the following message:



Submission Deadlines

Submit By - The hours entered or vacation authorized for each month should be reviewed and submitted at the end of each month.

- The central sick and vacation processes will be run around the 3rd week of the next month, so you will have an additional few weeks in the next month to submit if you are away or require additional time.

Guidelines to follow:

- The Employee should 'Submit' by the end of the first week of the following month (eg. May hours submitted by end of first week in June).
- The Supervisor should 'Approve' by the end of the second week. (eg. Approve May hours submitted by the end of the second week in June).
- All hours should be submitted and approved by the 15th of the next month.

Missed Deadlines / Entry for Previous Months - If the submission or approval deadline is missed for the month, the hours deductions will get picked up in the processing for the next month after the approval is complete. You may also report hours at any time for previous months that may have been missed for the current fiscal year. Timesheets for the previous fiscal year will be locked (See page 16 for further information).

Review Time Approved

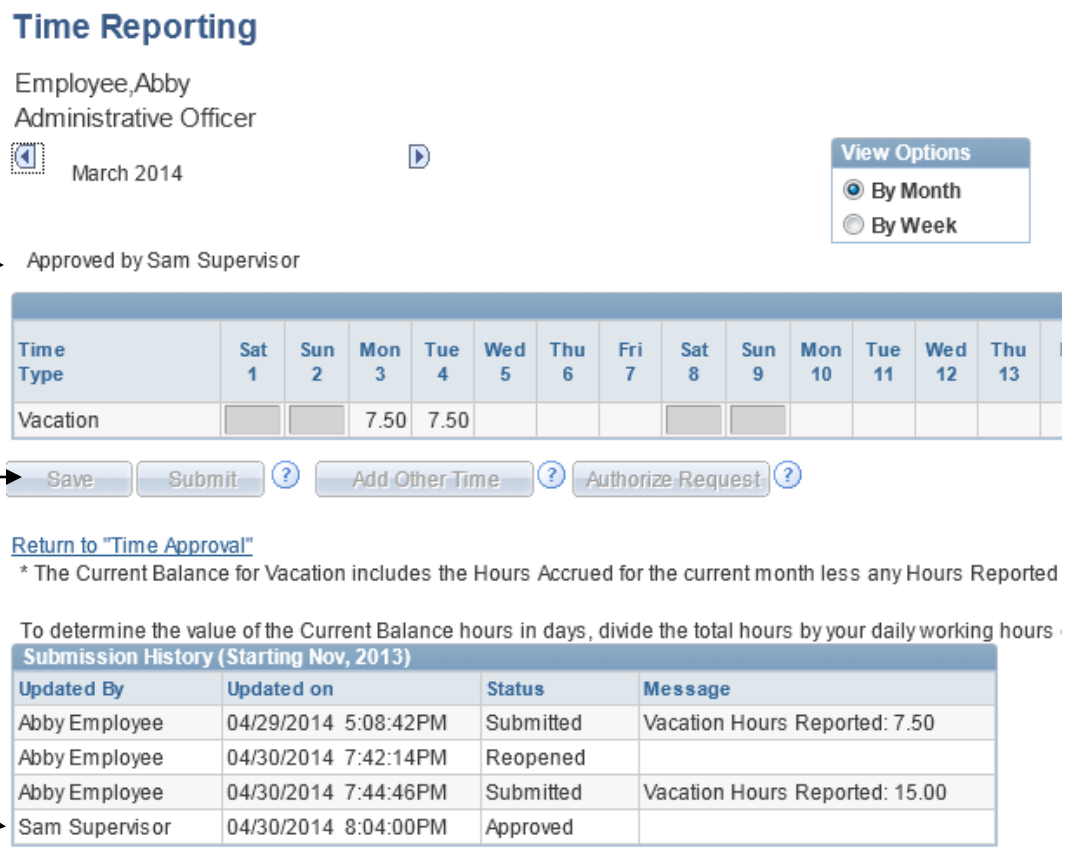
Approved Hours

Once the hours are approved by the supervisor, a status of 'Approved' will display and the 'Reopen' button will disappear.

The supervisor, Sam, has approved the time taken for the month.

The 'Reopen' button will disappear. Your supervisor is able to reopen after it is 'Approved'.

The Submission History will also display the Approved status.



Supervisor Submission

Your supervisor has an option to submit and approve your vacation hours in your absence. In this instance the status on the Time Reporting page will note that the timesheet was 'Submitted' and 'Approved' by your supervisor.

The supervisor, Sam, has submitted and approved the time taken for the month.

Time Reporting

Employee,Abby
Coordinator

May 2014

View Options
By Month
By Week

Approved by Sam Supervisor
Submitted by Sam Supervisor

Time Type	Thu 1	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10	Sun 11	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
Vacation					7.50	7.50										
Sick Leave												7.50				
PersFamily													7.50			

Save | Submit | Add Other Time | Authorize Request

Return to "Time Approval"

* The Current Balance for Vacation includes the Hours Accrued for the current month less any Hours Reported to the end of run.

To determine the value of the Current Balance hours in days, divide the total hours by your daily working hours (to a maxim

The Submission History will also display that the supervisor Submitted and Approved the timesheet.

Submission History

Updated By	Updated on	Status	Message
Sam Supervisor	05/30/2014 2:06:53PM	Submitted	Vacation Hours Reported: 15.00
Sam Supervisor	05/30/2014 2:06:56PM	Approved	

Reopen a Timesheet to Change Hours

Reopen Before Approved

Click on Reopen to change any hours reported after the timesheet was 'Submitted'. This can be done by the employee while the status is still 'Awaiting Approval'. If your supervisor has approved the time submitted for the month, the status message will change to 'Approved by' and only your supervisor will then be able to reopen the submission

If this is 'Awaiting Approval', you may Reopen, change your hours, and submit again.

Awaiting Approval

Time Type	Thu 1	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10	Sun 11	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
Vacation														7.50	7.50	7.50
Sick Leave									7.50							
Compassion												7.50				

Save | Reopen | Add Other Time | Request Vacation

Submission History will track the Reopen and second Submit.

Submission History (Starting Nov, 2013)

Updated By	Updated on	Status	Message
Abby Employee	04/29/2014 5:08:42PM	Submitted	Vacation Hours Reported: 7.50
Abby Employee	04/30/2014 7:42:14PM	Reopened	
Abby Employee	04/30/2014 7:44:46PM	Submitted	Vacation Hours Reported: 15.00

Reopen After Approved

Your supervisor can reopen a month for entry if a timesheet that was vacation authorized, approved or processed requires a change.

You will receive an email from 'About-US Notifications' when your supervisor reopens a monthly timesheet. An optional reason for reopening will be included in the email and will also be stored in the 'Submission History' section on the Time Reporting page.

Sample Email

About-Us Notifications <aboutus.notifications@usask.ca>

Time Report Reopened - Mar 2014

To

Your Mar 2014 time report was reopened by Sam Supervisor for the following reason:

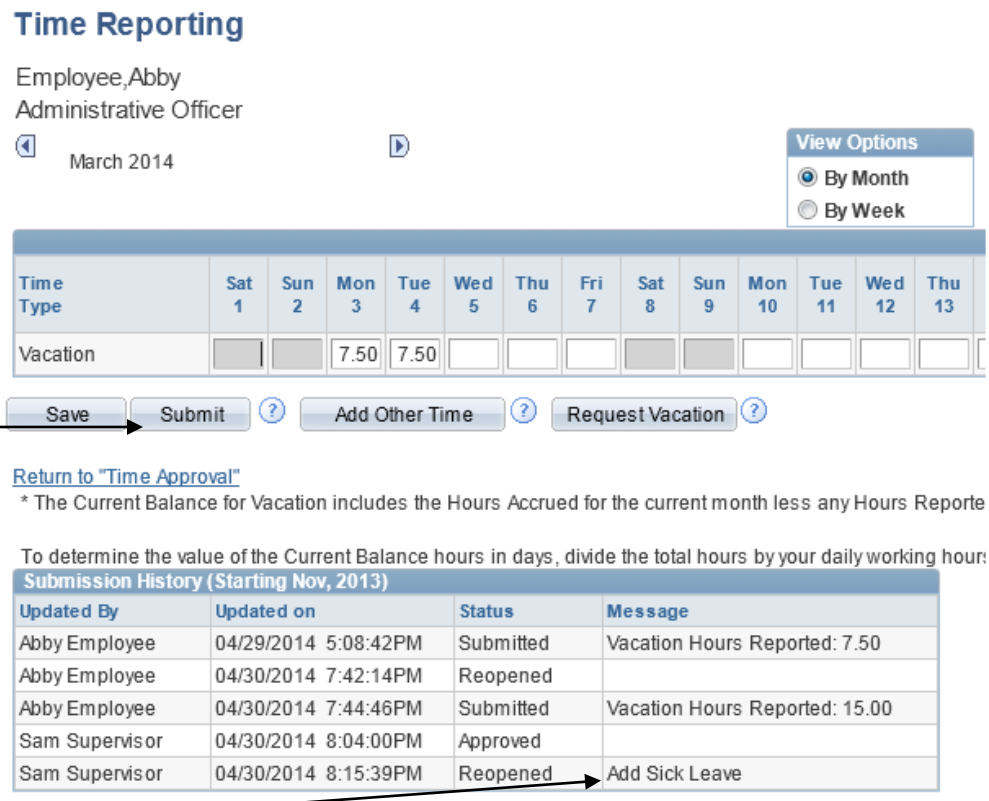
Add Sick Leave

You may review or change any time taken for the month on the Time Reporting page in PAWS.

DO NOT REPLY to this email. This is an automated message sent from the About-US system.

The Time Reporting sheet will be open again for entry. Either the employee or supervisor may make the changes and then Submit. The adjustment to the hours will be processed after the change is 'Approved' by the supervisor.

Any reasons for reopening will be stored in Submission History.



Fiscal Year Deadlines

The monthly timesheets will be generated for each fiscal year, May 1 to April 30th.

At the end of each May the time reporting sheets will be locked for the previous fiscal year and will be viewable but will be closed for entry.

- Balances as of April 30 for sick and vacation will carry forward to the next fiscal year.
- Once the timesheets are locked, any time reporting required for a previous fiscal year will have to be submitted to Payroll on a 'Vacation Adjustment Form'. The form is available on the FSD website at the following: http://www.usask.ca/fsd/resources/forms/index.php#payroll .

CHAPTER 2

REVIEWING & APPROVING TIME TAKEN (SUPERVISOR)

Overview

This chapter provides details on the **Time Review** and **Time Approval** pages the supervisor will use to review and approve the employee's absences for vacation, sick leave, compassionate leave, family / personal leave, professional development, and jury / court leave.

Supervisor Vacation & Other Absence Management

It is the supervisor's responsibility to:

a) Reasonably work with employees to ensure vacation is scheduled to meet the employee requests and unit's operational needs.

b) Monitor vacation accumulation and, whenever possible, confirm that vacation hours are taken by the end of the year after they are earned to eliminate excess vacation accrual. Meet with employees who have an over-accumulation of vacation to develop a plan to use the excess vacation.

c) Ensure employees have accrued the necessary vacation before it is used.

d) Ensure absences from work are accurately tracked and reported by employees.

e) Ensure time approved meets with the unit or collective agreement policies and guidelines.

f) Review the time submitted by the employees on a monthly basis and approve the time taken in a timely manner to ensure the sick and vacation balances and other time reported in the system stay current.

Navigating to Time Review and Time Approval

Steps

Log into PAWS at paws.usask.ca

- **Employee**
- **My Employment**
- **Time Review**
- **Time Approval**

Time Review

The Time Review page can be used to view the time in a given week or month for all employees who report to you. This includes Hours Reported, Hours Accrued, Current Balance and Status .

View Options

Click on the Change View Options button to select different viewing options.

Click on the and to scroll to different reporting months or weeks.

Time Review Change View Options

Supervisor,Sam

May 2014

May 4 to May 10

Name	Job Title		Employee Status	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10	Hours Reported (Week)	Hours Reported (Month)	Hours Accrued	Current Balance*	Status
Aaron Employee	Clerical Assistant	Vacation	Active								0.00	0.00	11.67	166.15	Open
		Sick Leave									0.00	0.00	0.00	167.53	
Abby Employee	Coordinator	Vacation	Active		7.50	7.50					15.00	15.00	0.00	208.00	Approved
		Sick Leave									0.00	7.50			
		PersFamily									0.00	7.50			
Grant Employee	Library Assistant	Vacation	Active								0.00	0.00	8.75	61.48	Submitted
		Sick Leave									0.00	0.00	0.00	36.98	
		Personal			3.00						3.00	3.00			
		Compassion				4.00					4.00	4.00			

View Options

Time For: **All Employees**

Select ** All Employees** to view time for all employees who report to you. You may also select time for an individual employee.

Time Type: **All Time Types**

Select ** All Time Types** to view all time, including vacation, sick, compassionate, personal/family leave, professional development and jury/court duty. You may also select time for only one type.

Click to change to a weekly or monthly view.

View Time: By Month

Include:

- All Time
- Vacation Requested
- Vacation Authorized
- Submitted Time
- Approved Time
- Processed Time
- Reopened Time
- Entered Time
- Indirect Reports

Select the type of time you want to view. Selecting 'All Time' will include all of the options.

Indirect Reports - View the vacation taken for employees who report to your direct reports.

OK Cancel

Time Approval

The Time Approval page is used to '**Authorize**' an employee's vacation request if the unit chooses to use the online vacation request process.

It is also used to '**Approve'** an employee's timesheet for each month in the fiscal year when time has been reported.

It may also be used to **'Reopen'** a previously vacation authorized, approved or processed month if an adjustment to hours is required.

The current fiscal year will display. Click to scroll to future or past fiscal years.

See Page 18 for further View Options details.

See Page 4 and 5 for further information on Hours Accrued, Current Balance and Status.

The time types that will display each month are those that accruals are calculated for. For employees in-scope of CUPE 1975, this is Vacation and Sick Leave. For employees who are in jobs that are Exempt or within scope of ASPA, this is Vacation only.

Click on the month link to review the Hours Reported details.

Other time types will display when they've been entered on the Time Reporting page. Only the 'Hours Reported' will display (there is no 'Hours Accrued' or 'Current Balance' tracked for other Time Types.

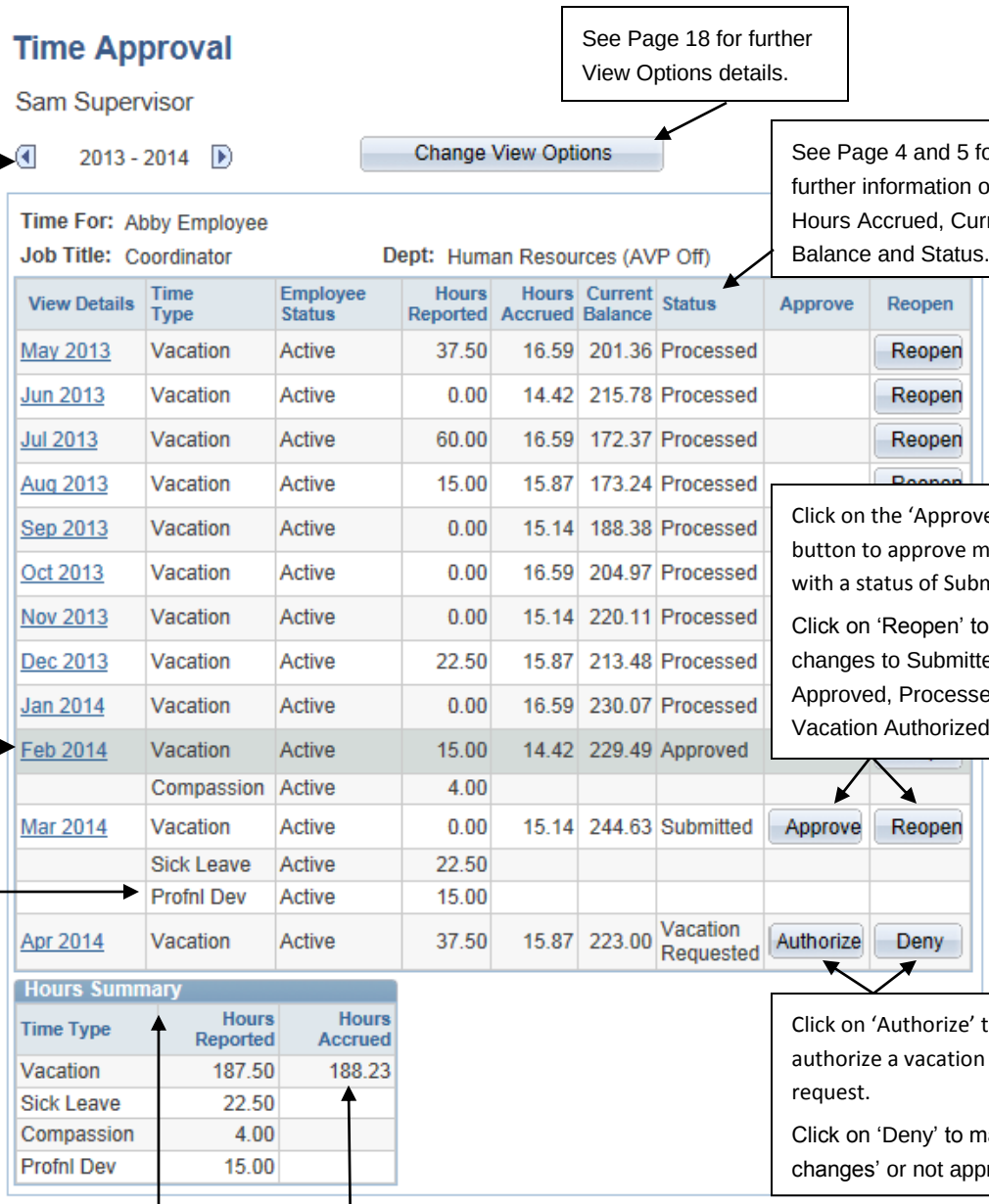
Click on the 'Approve' button to approve months with a status of Submitted.

Click on 'Reopen' to make changes to Submitted, Approved, Processed, or Vacation Authorized time.

Click on 'Authorize' to authorize a vacation request.

Click on 'Deny' to make changes' or not approve.

An 'Hours Summary' box will display the Total Hours Reported by Time Type for each fiscal year. (The Hours Accrued also displays for Vacation for all employee groups and for Sick Leave for employees in jobs within scope of CUPE 1975).



Authorize or Deny a Vacation Request

When an employee requests vacation, the request is emailed to the supervisor with any associated comments. The comments are also stored in the Submission History on the Time Tracking pages on PAWS.

Navigate to the Time Approval or Time Review page on PAWS. The status shows as 'Vacation Requested'.

Apr 2014	Vacation	Active	37.50	15.87	223.00	Vacation Requested	Authorize	Deny

Click on the month link to navigate to the Time Reporting page and review the vacation days requested.

Authorize All Days

Click on the Authorize button to authorize all vacation days as submitted.

The status will change to 'Vacation Authorized' on the Time Approval and Time Reporting pages and in Submission History.

Authorize Partial Days

Click on the Deny button if only partial days should be approved.

- A Comment box will appear where the supervisor can add notes. These optional notes will display in both the Message section in 'Submission History' and in an email that will be sent to the employee.

The status will change to 'Vacation Denied' on the Time Approval and Time Reporting pages and in Submission History.

The employee can then change the days and resubmit the vacation request. The supervisor can also change the days and then click on 'Authorize Request'.

Deny Vacation

Click on the Deny button if the vacation days as submitted should not be authorized.

- A Comment box will appear where the supervisor can add notes. These optional notes will display in both the Message section in 'Submission History' and in an email that will be sent to the employee.

The status will change to 'Vacation Denied' on the Time Approval and Time Reporting pages and in Submission History. **The employee or supervisor should then remove the vacation days from the calendar.**

Submit & Approve Vacation

After the vacation has been authorized, the employee will 'Submit' the monthly timesheet after vacation was taken in the month. The timesheet should then be 'Approved' by the supervisor to confirm all time was taken as recorded and authorized.

Approve Monthly Absences (Vacation and Other Time)

The hours reported each month for vacation, sick leave and any additional time types will display on the Time Approval page when they have been entered by the employee on the Time Reporting page.

The supervisor will not receive an email when the monthly timesheet has been submitted. The submitted timesheets should be reviewed on a monthly basis and approved. (See Page 12 for the submission deadlines).

Navigate to the Time Approval page on PAWS. The status for the monthly time will display as 'Submitted'.

Click on the month link to view the hours submitted on the Time Reporting page.

Mar 2014	Vacation	Active	0.00	15.14	244.63	Submitted	Approve	Reopen
	Sick Leave	Active	22.50					
	Profnl Dev	Active	15.00					

Click to Approve or Reopen and change.

An 'Hours Summary' box on the Time Approval page will display the Total Hours Reported by Time Type for each fiscal year.

- You may wish to review this for certain time types **where there are maximums allowed per year,** for example, Personal Leave for employees in jobs within scope of CUPE 1975.

Hours Summary

Time Type	Hours Reported	Hours Accrued
Vacation	187.50	188.23
Sick Leave	22.50	
Compassion	4.00	
Profnl Dev	15.00	

Click on Approve at the end of each month to approve all time taken in that month.

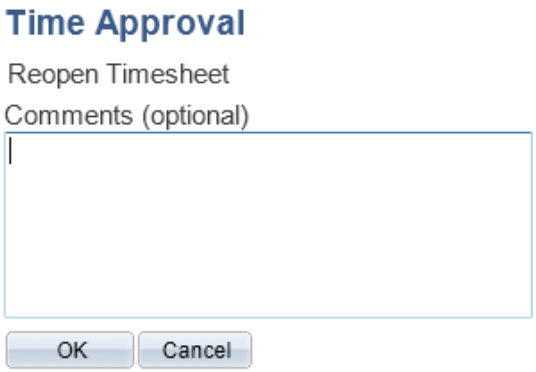
Click on Reopen to make any changes to hours reported under any of the time types.

- Either the employee or supervisor can then make the required changes and submit the time again for the month (See Page 22 for further details on the reopen process).

Reopen a Monthly Timesheet to Make Changes

The supervisor may reopen a timesheet to make changes to hours submitted or vacation hours requested. This may be done when the status is Vacation Authorized or when the timesheet is Submitted, Approved, or Processed.

Click on the Reopen button. The following box will appear to enter optional comments for the reopen reason. You may also leave the Comments box 'blank'. If comments are entered, these will be stored on the 'Submission History' box on the Time Reporting page.



Click OK and the employee will receive an email from About-US Notifications notifying them the timesheet has been reopened by the supervisor with any associated comments if entered (See Page 15 of this guide for a sample of the email).

Either the employee or supervisor can then make the required changes and 'Submit' the time again for the month.

The adjustment to the hours will be processed after the change is 'Approved' by the supervisor.

Submitting Hours for an Employee

The supervisor may submit hours on behalf of an employee.

Navigate to the Time Approval page on PAWS and click on the month link you will be submitting time for.

Time Approval

Sam Supervisor

2013 - 2014 Change View Options

Time For: Abby Employee

Job Title: Administrative Officer **Dept:** Human Resources (AVP Off)

View Details	Time Type	Employee Status	Hours Reported	Hours Accrued	Current Balance	Status	Reopen
May 2013	Vacation	Active	37.50	16.59	201.36	Processed	Reopen
Jun 2013	Vacation	Active	0.00	14.42	215.78	Processed	Reopen
Jul 2013	Vacation	Active	60.00	16.59	172.37	Processed	Reopen
Aug 2013	Vacation	Active	15.00	15.87	173.24	Processed	Reopen
Sep 2013	Vacation	Active	0.00	15.14	188.38	Processed	Reopen
Oct 2013	Vacation	Active	0.00	16.59	204.97	Processed	Reopen
Nov 2013	Vacation	Active	0.00	15.14	220.11	Processed	Reopen
Dec 2013	Vacation	Active	15.00	15.87	220.98	Approved	Reopen
	Sick Leave	Active	15.00				
Jan 2014	Vacation	Active	15.00	16.59	222.57	Approved	Reopen
	Compassion	Active	7.50				
Feb 2014	Vacation	Active	0.00	14.42	236.99	Approved	Reopen
	Profnl Dev	Active	15.00				
Mar 2014	Vacation	Active	15.00	15.14	237.13	Approved	Reopen
Apr 2014	Vacation	Active	15.00	0.00	222.13	Open	
	Profnl Dev	Active	7.50				

Click on the month you will be submitting time for.

Time Reporting

Employee,Abby
Administrative Officer

April 2014

View Options
By Month
By Week

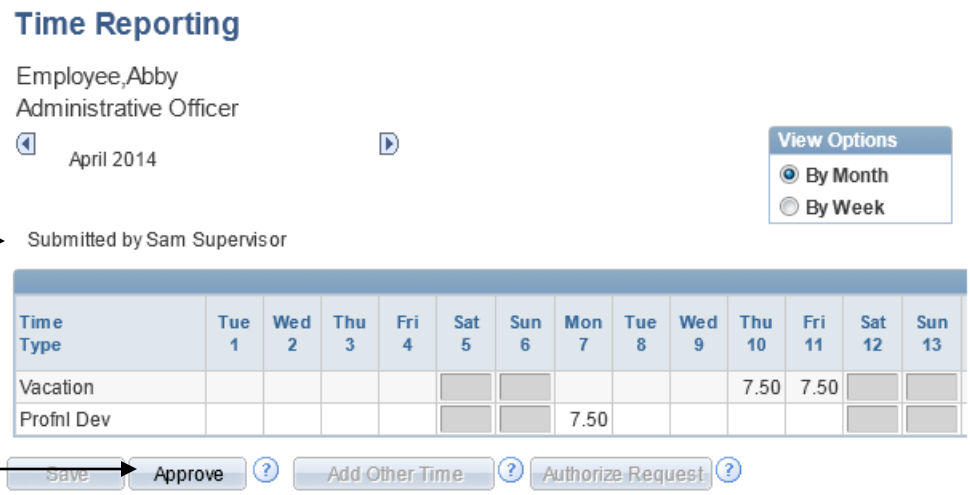
Time Type	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13
Vacation										7.50	7.50		
Profnl Dev							7.50						

Save Submit Add Other Time Authorize Request

Review the hours entered (or enter the hours if the employee has not done so). Click on Submit.

The status will show this as submitted by the supervisor.

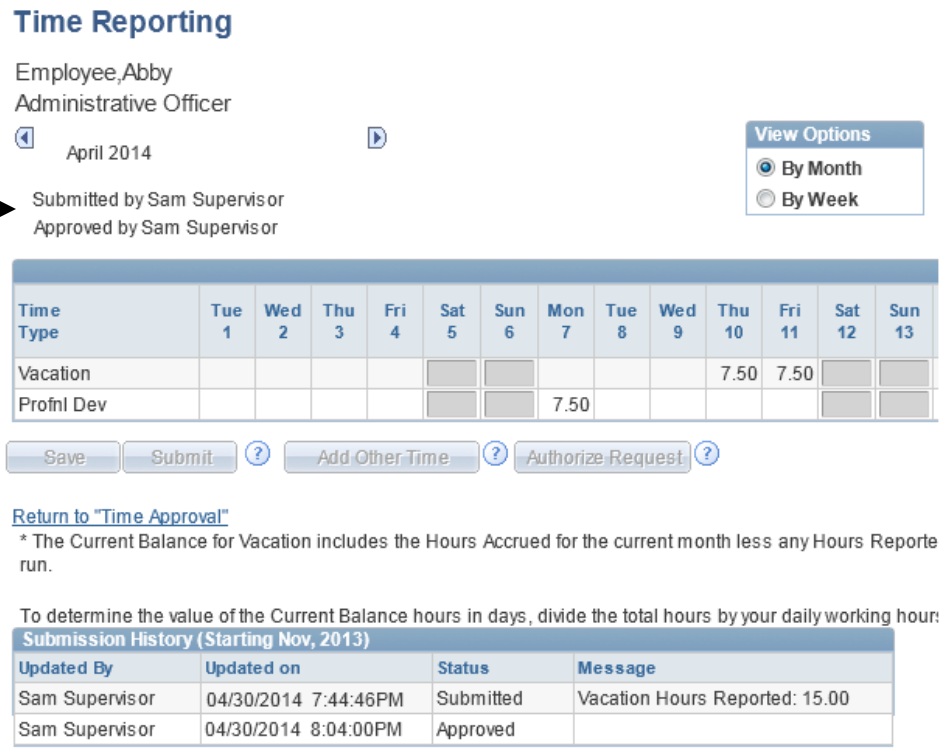
Click on Approve.



The status will show this as submitted and approved by the supervisor.

Click to Return to "Time Approval"

Submission History will show the details of the supervisor submission and approval.



The status on the Time Approval page will now display as 'Approved'.

Time Approval

Sam Supervisor

2013 - 2014 Change View Options

Time For: Abby Employee

Job Title: Administrative Officer **Dept:** Human Resources (AVP Off)

View Details	Time Type	Employee Status	Hours Reported	Hours Accrued	Current Balance	Status	Reopen
May 2013	Vacation	Active	37.50	16.59	201.36	Processed	Reopen
Jun 2013	Vacation	Active	0.00	14.42	215.78	Processed	Reopen
Jul 2013	Vacation	Active	60.00	16.59	172.37	Processed	Reopen
Aug 2013	Vacation	Active	15.00	15.87	173.24	Processed	Reopen
Sep 2013	Vacation	Active	0.00	15.14	188.38	Processed	Reopen
Oct 2013	Vacation	Active	0.00	16.59	204.97	Processed	Reopen
Nov 2013	Vacation	Active	0.00	15.14	220.11	Processed	Reopen
Dec 2013	Vacation	Active	15.00	15.87	220.98	Processed	Reopen
	Sick Leave	Active	15.00				
Jan 2014	Vacation	Active	15.00	16.59	222.57	Processed	Reopen
	Compassion	Active	7.50				
Feb 2014	Vacation	Active	0.00	14.42	236.99	Processed	Reopen
	Profnl Dev	Active	15.00				
Mar 2014	Vacation	Active	15.00	15.14	237.13	Processed	Reopen
Apr 2014	Vacation	Active	15.00	15.87	238.00	Approved	Reopen
	Profnl Dev	Active	7.50				

The Hours Summary for each Time Type for the fiscal year will display.

Hours Summary

Time Type	Hours Reported	Hours Accrued
Vacation	172.50	188.23
Sick Leave	15.00	
Compassion	7.50	
Profnl Dev	22.50	

Status now displays as Approved.