How to Use Timesheets

Purpose: This quick reference guide shows you how to use the timesheet feature in PeopleSoft to report time on an approved extended sick leave (sick leave)* and outlines the guidelines for time coding.

Approved extended sick leave is a sick leave that has extended beyond 5 working days, your manager and Staff Wellness have been notified and medical documentation has been requested.

Audience: All Support Staff (AUPE) and Management and Professional Staff (MaPS) employees.

Prerequisites: Must be logged in to the myUofC portal to access timesheets.

Step 1: Access Your Timesheet
1. From the myUofC portal, click All about me.
2. Under the My job header, click Report time.

Your timesheet is displayed.

Step 2: Confirm Date Range
1. Confirm the date range shown above your timesheet is correct.
2. If the date range is not correct:
   a. Use the calendar to choose the timesheet range and click refresh ( ); or,
   b. Use Previous Period and Next Period links to refine your timesheet.

Note: If you have missed your deadline for timesheet entry, contact your manager and Payroll to update timesheet.
Step 3: Enter Hours to Report
1. Enter the hours you are reporting for each applicable date for the chosen time period. These hours should match and align with your normal working schedule.

Step 4: Choose Time Reporting Code
1. Under the Time Reporting Code column, click the dropdown arrow.
2. Choose the **SIC – Sick Leave** from the drop-down menu.
   - *Do not select other sick leave time code options (S100, S70, etc.).*
   - The system will automatically update the timesheet with the relevant sick code, based on your sick leave balance, after the overnight processes have been run.

**Note:**
The Time Reporting Code you choose is applied to all hours reported in that row of the timesheet. When coding Sick time, no other time may be coded on that day.
Step 6: Submit Your Timesheet

1. Click **Submit**. The Timesheet Submit Confirmation screen is displayed.
2. Click **OK**.

You are returned to your timesheet and the submission process is complete.

NOTE: When entering **SIC – Sick Leave** hours on a designated Stat holiday the following soft warning message will appear. This is a system-generated message which **does not apply to sick leave** and you will need to select ‘OK’ before being able to submit the time entered.
Sick Time Coding Guidelines During an Approved Extended Sick Leave (Sick Leave)

Holidays

All days designated as a paid holiday must be coded as a Sick (SIC – Sick Leave):

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Time Coding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory Holiday</td>
<td>Code full day as SIC – Sick Leave</td>
</tr>
<tr>
<td>University Closure (ex. Holiday Closure December 27-31)*</td>
<td>Code all closure days as SIC – Sick Leave</td>
</tr>
<tr>
<td>Stampede ½ Day</td>
<td>Not eligible</td>
</tr>
</tbody>
</table>

* If full or gradual return to work has not occurred prior to the holiday closure

Vacation

Employees on sick leave are not eligible to code Vacation (VAC), unless approved by the manager prior to the sick leave.

If vacation was scheduled prior to the established sick leave and the employee is physically able to take the vacation, it may be coded as VAC for the pre-approved days.

Appointments and Special Leaves

Employees on sick leave are not eligible to code appointment time (APT).

Employees on sick leave are not eligible to code special leave time (Personal Leave Days (PLD), Family Illness (FAM), etc.).

Exception for bereavement may be permitted with manager approval.

Flexible Work Arrangement Program (MaPS)

Maps employees who work a flexible work arrangement schedule must code sick hours according to this work schedule.

- Example: code SIC – Sick Leave for 7.75 hours each work day, do not code SIC on scheduled flex day off.

Policy Reference Guides

- AUPE Collective Agreement – Articles 28-31
- MaPS Terms and Conditions