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.

	Wed 1/6	Thu 2/6	Fri 3/6	Sat 4/6	Sun 5/6	Mon 6/6	Tue 7/6	Wed 8/6	Thu 9/6	Fri 10/6	Sat 11/6	Sun 12/6	Mon 13/6	Tue 14/6	Wed 15/6
From Wednesday 2016/06/01 to Wednesday 2016/06/15					**1.**	7	7	7	7	7					

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.

Mon 27/2	Tue 28/2	Total	Time Reporting Code	Business Unit
		1.	⌄	UCALG
			⌄	UCALG
			⌄	UCALG

Previous Period   Next Period

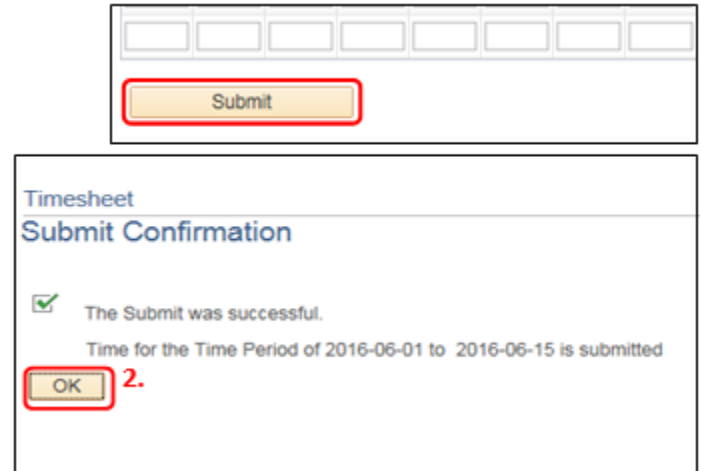| Sun 26/2	Mon 27/2	Tue 28/2	Total	Time Reporting Code	Business Unit
				⌄	UCALG
			2.		ALG
					ALG

BRT - Bereavement Travel
BRV - Bereavement Leave
FAMM - Family Illness - MaPS
FNL - Funeral Attendance
GRD - Graduation Ceremony
JUR - Jury Duty
LSU - Leave Unpaid < 5 Days
MGR - Leave Short Term - Paid
PLDM - Personal Leave Day - MaPS
S00 - Sick Leave - Unpaid T/L
S0N - Sick Leave - Unpaid NoVac T/L
S100 - Sick Leave - 100% Paid T/L
S1N - Sick Leave - 100% Pd No Vac TL
S70 - Sick Leave - 30% UnPaid
S7N - Sick Leave - 30% UnPd No Vac
SIC - Sick Leave
STA - Stampede 1/2 Day
TRA - Illness Travel
VAC - Vacation - Taken

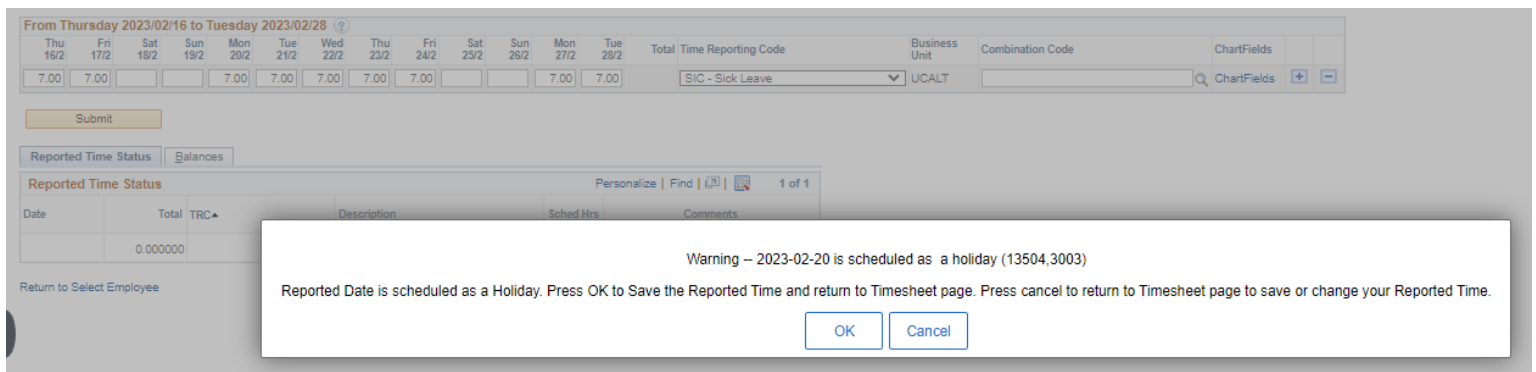Personalize |

	Sched Hrs
	0.00

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):

Holiday	Time Coding
Statutory Holiday	Code full day as SIC – Sick Leave
University Closure (ex. Holiday Closure December 27-31)*	Code all closure days as SIC – Sick Leave
Stampede ½ Day	Not eligible

    * 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.). *Exceptions 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