

How to Use Timesheets

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

A Gradual Return to Work occurs when an employee transitions back to the workplace following a sick leave. The employee is not yet working their full standard hours and is required to code partial sick hours in their timesheet.

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.

Dashboard ▾		All about me	My work
My job	My space	1.	My pay
My onboarding	Get furniture		My paycheque
Report time 2.	Optimize ergonomics		My banking info
Get logos & templates	Order computer hardware		My tax forms
Order business cards	Order computer software		My T4/T4A Consen
Recognize a colleague	Order a cell phone/smart phone		My notifications
Training & Development	Get phone services		Payroll calendar
MaPS performance mgmt	Report a facility issue		Grad Student Earni
Academic performance report			
OADM			
Careers on campus			



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.

Select Another Timesheet

*View By Calendar Period ▼ 2b. Previous Period Next Period

2a. *Date 2016/06/01 📅 🔄

Reported Hours 0.00

1. From Wednesday 2016/06/01 to Wednesday 2016/06/15 ?

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	Total	Time Reporting

Note: If you have missed your deadline for timesheet entry, contact your manager and Payroll to update timesheet.

Step 3: Enter Hours to Report

NOTE: While on a Gradual Return to Work, code Sick Leave (SIC) for hours not worked during the pay period.

1. Enter the **Sick** hours you are reporting for each applicable date for the chosen time period.

Select Another Timesheet

*View By Calendar Period ▼ Previous Period Next Period

*Date 2023/08/01 📅 🔄

Scheduled Hours 77.50 Reported Hours 0.00

From Tuesday 2023/08/01 to Tuesday 2023/08/15 ?

Tue 1/8	Wed 2/8	Thu 3/8	Fri 4/8	Sat 5/8	Sun 6/8	Mon 7/8	Tue 8/8	Wed 9/8	Thu 10/8	Fri 11/8	Sat 12/8	Sun 13/8	Mon 14/8	Tue 15/8	Total	Time Reporting Code
2.00	2.00	2.00	2.00			2.00	2.00	2.00	2.00	2.00			2.00	2.00		SIC - Sick Leave ▼
																▼
																▼

Submit

Example 1 (image above)

- Employee has a regular assigned schedule of 7.0 hours/day, Monday-Friday.
- Employee’s GRTW plan outlines modified hours of work of 5.0 hours/day, Monday-Friday.
- Employee codes 2.0 hours of sick (SIC) in the timesheet for each work day (Monday-Friday).



Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 2023/08/01  

Scheduled Hours: 77.50 Reported Hours: 0.00

From Tuesday 2023/08/01 to Tuesday 2023/08/15

Tue 1/8	Wed 2/8	Thu 3/8	Fri 4/8	Sat 5/8	Sun 6/8	Mon 7/8	Tue 8/8	Wed 9/8	Thu 10/8	Fri 11/8	Sat 12/8	Sun 13/8	Mon 14/8	Tue 15/8	Total	Time Reporting Code
3.75	3.75	3.75	3.75			3.75	3.75	3.75	3.75	3.75			3.75	3.75		SIC - Sick Leave

Submit

Example 2 (image above) – **STATUTORY HOLIDAY / UNIVERSITY CLOSURE**

- Employee has a regular assigned schedule of 7.5 hours/day, Monday-Friday.
- Employee’s GRTW plan outlines modified hours of work of 3.75 hours/day (half days), Monday-Friday.
- Employee codes 3.75 hours of sick (SIC) in the timesheet for each work day (Monday-Friday).
- **Heritage Day statutory holiday falls on Monday, August 7, 2023. This day is coded according to the GRTW schedule for Monday which is 3.75 hours of sick time.**

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.	<input type="text" value="SIC - Sick Leave"/>	UCALG
			<input type="text" value=""/>	UCALG
			<input type="text" value=""/>	UCALG

Note:

The Time Reporting Code selected is applied to all hours reported in that row of the timesheet.

Previous Period Next Period

Sun 26/2	Mon 27/2	Tue 28/2	Total	Time Reporting Code	Business Unit
			2.	<input type="text" value="SIC - Sick Leave"/>	UCALG
				<input type="text" value=""/>	UCALG
				<input type="text" value=""/>	UCALG

Personalize |

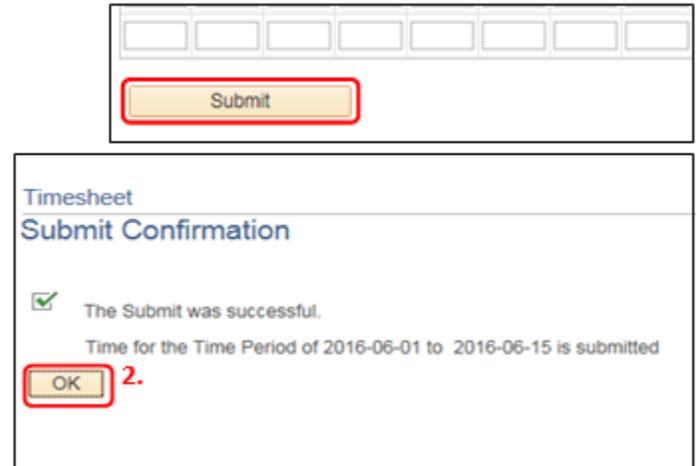
- BRT - Bereavement Travel
- BRV - Bereavement Leave
- FAMM - Family Illness - MaPS
- FNL - Funeral Attendance
- GRD - Graduation Ceremony
- JUR - Jury Duty
- LSU - Leave Unpaid < 5 Days
- MGR - Leave Short Term - Paid
- PLDM - Personal Leave Day - MaPS
- S00 - Sick Leave - Unpaid T/L
- S0N - Sick Leave - 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% Unpaid No Vac
- SIC - Sick Leave**
- S1A - Stampede 1/2 Day
- TRA - Illness Travel
- VAC - Vacation - Taken



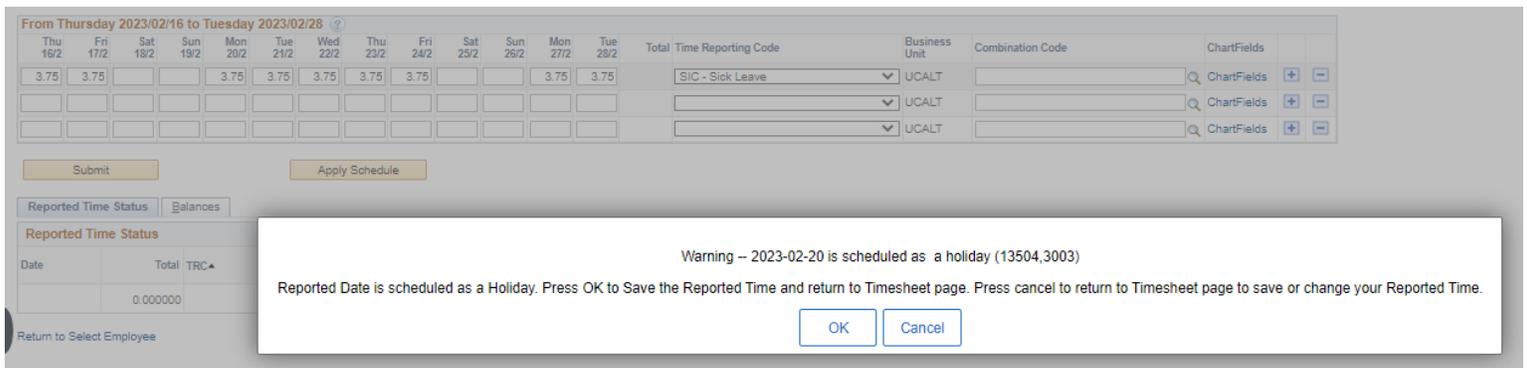
Step 6: Submit Your Timesheet

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 a Gradual Return to Work (GRTW)

Holidays

All days designated as a paid holiday will be coded according to the GRTW plan as Sick (SIC – Sick Leave):

Holiday	Time Coding
Statutory Holiday	Code hours not worked as SIC – Sick Leave, according to the GRTW schedule
University Closure (ex. Holiday Closure December 27-31)	Code all closure days accordingly to the GRTW schedule (ensure sick hours are coded as SIC – Sick Leave)
Stampede ½ Day	Not eligible

Vacation

Employees on a GRTW plan are eligible to code Vacation (VAC) and Personal Leave Days (PLD's) with manager approval. *Vacation (VAC) time cannot be used to extend sick banks.*

Code the full day as vacation (VAC); **Vacation and Sick must not be coded on the same day.**

Appointments and Special Leaves

Employees on a GRTW plan are not eligible to code appointment time (APT). Sick Leave (SIC) should be used for the missing hours.

Employees on sick leave may be permitted to code special leave time (Personal Leave Days (PLD), Family Illness (FAM), etc.) with manager approval.

- Special leave time is coded during the hours that are scheduled to be worked.
- Hours not worked will continue to be coded as Sick Leave (SIC).

Flexible Work Arrangement Program (MaPS)

Maps employees who work a flexible work arrangement schedule must code sick hours according to their GRTW schedule. Do not code sick hours on the scheduled flex day off.

Policy Reference Guides

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