**Time and Labour Implementation – Department HR Contact**

This checklist provides recommended actions and decisions to consider when implementing Employee Self Service for Time and Labour within your Faculty and Department.

**To Do List – Before Employees Enter Time**

**STEP 1** – Make the decision of which pay period you are starting employee self-service

(Either the 1st or 16th day of a pay period)

**STEP 2** – Ensure the ‘Reports To’ application is updated with correct reporting relationships

**STEP 3** – Confirm ‘Reports To’ information has been updated in PeopleSoft HCM

**STEP 4** – Confirm with Supervisors that all direct reports are listed on their Manager Dashboard

**STEP 5** – Ensure that all Supervisors and employees have taken all Online Training Tutorials prior to your implementation date

* Send the applicable Quick Reference Guides (QRGs) by employee type to each Supervisor for all direct reports
* Send all Supervisors the QRGs for Approving Hourly and Salaried employees time
* Ensure all employees have the correct QRG for their employee type to ensure correct time entry
* Prior to implementation, confirm with all Supervisors that they have signed in to PeopleSoft HCM and are familiar with their Manager Dashboard and Time and Labour WorkCenter
* Communicate who the Department HR Contact is to all Supervisors and employees
* Clearly communicate to all employees and Supervisors when you will require time entry/approval to begin
* Understand the **HR Help Model** and the role the Department HR Contact plays (See Tool Kit)
* Ensure the [HR Contact Tool Kit web page](https://www.ualberta.ca/human-resource-services/managing-administration/time-and-labor-administration/timekeeper-tool-kit) is setup as a Favorite link. This tool kit provides all information, links and training related to the HR Contact role for Time and Labour.

**Before you Start – Create your Faculty Guideline for Time and Labour**

* Refer to the [Implementation Tool Kit web page](https://www.ualberta.ca/human-resource-services/managing-administration/time-and-labor/implementation-tool-kit) for additional information, links, and reference material specifically related to Time and Labour Implementation
* Encourage Supervisors to add the **Payroll Dates – University of Alberta** calendar to their Google calendars
* Timekeeper role could change based on the approach taken in support of the Supervisor - outline this role
* Encourage all hourly employees to enter their hours worked every day
* Encourage all salaried employees to enter exception time in the pay period the exception was incurred
* Create an overall communication strategy
* Create the process for extension or termination when alerts for temporary employees with the Expected End Date entered, starts to appear on the Supervisor’s Manager Dashboard 90 days out from the end date
* Encourage Supervisors to incorporate PeopleSoft HCM sign in into their daily or weekly routine
* Distribute 6 Clicks to Success QRG to the Supervisor
* Discuss the department rules relating to the Delegation of Time & Labour - communicate to Supervisors