**Time and Labour Implementation – Training Hourly and Salaried Employees**

This checklist provides a list of suggested areas requiring consideration for training when implementing Employee Self Service (ESS) for Time and Labour within your Faculty and Department.

**Before Training Session Begins**

* Determine start date of ESS time entry
* Ensure reporting relationships are correct in PeopleSoft HCM
* Book a Computer Lab closest to your employees
* Send a training invitation, including links to Employee Type QRGs and other materials, to employees who have time entry requirements
* Direct employees to the online training material if they are unable to attend the hands-on session
* Direct employees to bring hours with them to enter into their own timesheet during the session
* Save the presentations to a USB stick as back-up if technology lets you down
* Have the Faculty Guidelines for Time and Labour prepared and communicated to all staff
* Create a sign-in sheet
* The session shouldn’t be any longer than 45-60 minutes

**The Day of Hands-on Training Session**

* Arrive early to ensure technology is up and running
* Queue up the presentation and/or UPK online tutorial
* Place sign-in sheet at the door
* Have employees sign-in to PeopleSoft as they arrive – direct to stay on the Home Page until you begin
* Create a Parking Lot of questions you can’t answer
* Have the employees check to make sure their Job record accurately reflects the correct Supervisor (view at the top of the timesheet)

**Reminders to Employees**

* When a timesheet is opened in PeopleSoft HCM, the hourly rate appears at the top. Be aware that others may see this information if you are sharing a computer.
* Enter hours worked at the end of every shift
* No time entry is permitted on the day of Pay Confirm
* Review your timesheet the next day for Error Exceptions
* If time is pushed back, you must correct and re-submit in the current pay period or you will not be paid for those hours.
* If the employee isn`t sure what to do, ask the Department HR Contact or Timekeeper for direction
* Salaried employees enter exception time in the pay period the leave was incurred
* Take a Quick Reference Guide for their employee type to training