**Time and Labour - Administration Guidelines for Discussion**

This Quick Reference Guide (QRG) provides a platform of topics pertaining to Employee Self Service (ESS) for Time and Labour for consideration when determining how your area will manage the process within the Department and/or Faculty. This guide provides a starting point and is not a complete list of all Business Guidelines that could require discussion.

**Time Administration Topics for Discussion**

| **Time & Labour Process** | **Topic of Discussion** | **Guidelines/Recommendations** | **Department Action** |
| --- | --- | --- | --- |
| Help Model | HR Help Model | * Department HR Contact will refer all employees to the online training materials
* Department HR Contact should be familiar with the training materials for the employee and Supervisor & where to find the material
 | * Establish a process on who will address employee questions before going to HR Contact.
* Clear communication to all employees regarding HR Help Model
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| Role Clarification | Timekeeper vs Time Auditor | * Will you keep the timekeeper to enter time on behalf of an employee
* Will you initiate the Time Auditor role
 | Establish process and communicate to employees affected by this process  |
| Employee Time Entry | Employee access to a computer | * Some employees do not work at a computer all day
* Decision to use employee self-service or continue with timekeeper role
 | Employee self-service decision may require a kiosk for employees to access a central computer |
| Employee Time Entry | Hourly employees will enter hours worked at the end of every shift | * Time will flow through to the Supervisor every day after Time Admin processing
* Timekeeper/Supervisor have the ability to audit hours daily
* Why save time entry until the end of the pay period?
* Employee will be paid correctly and on time when entered at the end of their shift
 | * Change in Supervisor behavior to include sign-in to PeopleSoft HCM more often. No email notification when time is ready for review and approval
* Clear communication to all employees on time entry expectations
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| Employee Time Entry | Salaried employees will enter exception time in the pay period it was incurred | * Employee accountable for entering their exception hours in a timely matter
* Leave balances will be more accurate when reporting and annual planning is undertaken
 | Clear communication to all employees on time entry expectations  |
| Employee Time Entry | Cut-off day for Pay confirm | Option to keep it simple, require all employees to have time entered by end of business on the 15th and last day of the month | Establish a process and communicate to all employees |
| Employee Time Entry | Employees with Multiple Jobs | Employee with a multiple working relationship should communicate all jobs to their Supervisors | * Establish who will run the multiple jobs report
* Establish process on how these situations should be managed
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| Employee Time Entry | Overtime | Allowed or not | Communicate the rules of OT to all eligible employees |
| Employee Time Entry | Hourly employees enter hours worked in current pay period | * How to manage employees who forget to submit hours worked OR
* Employees want to save up hours to receive a larger lump sum payment later
 | Employees should be paid as per the Collective Agreements in place at the U of A |
| Employee Time Entry | Academic Hourly Employee – pay confirm dates | * The Academic Hourly employee pay confirm is before the end of the month. Estimated hours may be entered
* Watch for those who have an expected end date before the end of the month
 | Establish a process and communicate to those involved/impacted by process |
| Employee Management | Temporary Employee Management | * Alerts come to the Manager Dashboard 90, 60 and 30 days out from end date
* Ensure action is taken BEFORE the end date
 | Establish a process for the management of the temporary employee |
| Employee Management | Reporting Relationship | * Provides an accurate representation of the organizational structure
* Add delegation instead of a reporting change
 | Establish the process and communicate to all involved |
| Communications | Cut-off reminders or not – email or calendar  | * Will the timekeeper or the Department HR Contact

 send reminders to employees and Supervisors of pending Payroll cut-offs * Add the Payroll Dates – University of Alberta to all Supervisor google calendars
 | Establish a process and communicate to all employees and Supervisors |
| Time Approval | 6 Clicks to success method for time approval | * PeopleSoft shortcut on desktop
* Timekeeper as a Time Auditor to support Supervisor
* For those who are not at a computer as often and balk at approving time everyday
 | Establish a process between Time Auditor and Supervisor |
| Time Approval | Supervisors sign in to PeopleSoft  | Daily, weekly or designated time with Time Auditor | Culture change discussion |
| Time Approval | Supervisor modifies an employee time sheet | * Supervisors have the ability to modify an employee timesheet
* Supervisors should enter a comment whenever they modify an employee time sheet
 | Establish a communication strategy when this task is undertaken |
| Delegation | Supervisor going on Approved Leave | Hours for direct reports require approval BEFORE the leave begins | Establish a process for all Supervisors going on approved leave |
| Delegation | Delegation Rules | * To whom does the Supervisor delegate to
* Peer to Peer and Up or to direct report
 | Establish the rules and communicate to all Supervisors |
| Delegation | Academic Staff with Direct reports on Sabbatical or Administrative Leave  | * Academic Staff member will be inactive with no access to the Manager Dashboard – delegation must be submitted
 | Establish a process and communication strategy for all Academic staff going/on Leave |