**Employee Self Service for Time and Labour – Roles and Responsibilities**

This Faculty/Department is committed to providing dynamic and informative training for the Online Time Entry for all staff. We are excited to provide the information you need to be successful in both a supervisor and employee capacity.

The following employee types will be required to enter hours into the Time and Labour timesheet system:

*This list will need to be adjusted based on your faculty/department. Each list item is linked to the applicable Employee Type QRG. (Delete this greyed area before Distribution)*

* [Academic Hourly](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgacademic-hourly.docx)
* [APO's, SOTs and Librarians](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgaposotslibrarian.docx)
* [Auxiliary Hourly (Operating)](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgauxiliary-hourly-operating.docx)
* [Auxiliary Hourly (Trust)](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgauxiliary-hourly-trust.docx)
* [Casual Level 1 FT Student](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgcasual-level-1-ft-student.docx)
* [Casual Level 1 (Operating and Trust)](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgcasual-level-1operating-and-trust.docx)
* [Casual Level 2 (Operating and Trust)](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgcasual-level-2operating-and-trust.docx)
* [Salaried (Operating)](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgsalaried-operating.docx)
* [Salaried (Trust)](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgsalaried-trust.docx)
* [Student Hourly (Grad, Undergrad, Excluded)](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgstudenthourlygradundergradexcluded.docx)
* [Supplemental Trades](https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/qrgsupplemental-trades.docx)

*TIP: Quick way to find what employee types with time entry requirements.*

1. *Go to Reports To App*
2. *Download an excel spreadsheet of all employees in your Faculty*
3. *Sort by Empl Class*
4. *Delete all Academic staff, salaried Graduate Students and Post Docs*

*Delete all greyed areas before distribution*

**Employee - Employee Self Service**

*Provide a summarized list of responsibilities and expectations that Employees need to do in relation to entering their time. (Delete this greyed area before Distribution)*

* All employees will review the online training material before entering time
* All Hourly employees will enter hours and submit for approval ***at the end of each shift worked***
* All Salaried employees will enter all exception time (Vacation, Casual Illness, Overtime etc.) in the pay period the time is incurred
* Overtime must be pre-approved before submitting for approval
* Overtime hours must have a comment entered in the Comments Section of the time sheet – this comment should reference the email received for approval and/or the date approval was received
* Ensure you have alerted your Supervisor when/if you have another Job on campus

**Supervisor – Time Approval**

*Provide a summarized list of responsibilities and expectations that Supervisors need to do in relation to approving employee time. (Delete this greyed area before Distribution)*

* Ensure the [Supervisor Tool Kit web page](https://www.ualberta.ca/human-resource-services/managing-administration/time-and-labor-administration/supervisor-tool-kit) is setup as a Favorite link. This tool kit provides all information, links and training related to the Supervisor role for Time and Labour.
* The Supervisor will ensure all direct reports are visible on their Manager Dashboard. If an employee is not showing, a call to the Department HR contact must be made as soon as possible.
* Supervisors should refer to the online training materials for any questions (see Supervisor Tool Kit)
* The Supervisor will approve all reported payable time by the established Payroll cutoff dates (see Supervisor Tool Kit)
* The Supervisor will clearly communicate to all direct reports the rules for overtime.
* The Supervisor will ***add comments*** on the employee time sheet whenever:
  + - a time sheet **correction** is made on behalf of an employee OR
    - whenever hours are **pushed back** for correction
* Supervisors will enter all hours of General Illness for their employees on leave.

**Supervisor – Delegation Management**

*Provide a summarized list of responsibilities and expectations that Supervisors need to do in relation to delegating their approval. (Delete this greyed area before Distribution)*

* Before a Supervisor goes on an approved leave ensure:
  + - All hours in your queue pending approval have been approved before the start of the leave
    - Have a conversation with a potential proxy BEFORE a delegation request is submitted
    - The delegation request must have a start and end date
    - Ensure the proxy has reviewed all time approval training materials
    - Ensure the proxy knows not to use the DENY button
    - Review the Delegation Guidelines for Time and Labour

**Timekeeper**

*Provide a summarized list of responsibilities and expectations that Timekeepers need to do in relation to entering and/or auditing time. (Delete this greyed area before Distribution)*

* Ensure the [Timekeeper 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 Timekeeper role for Time and Labour.
* Timekeeper will audit all time entered by employees in support of the employee and Supervisors
* Timekeeper will run the ZTL\_DIST\_TIME\_HISTORY\_AUDIT weekly
  + - Audit as per the audit guidelines for compliance to Collective Agreements by Employee Type
* Ensure that all hours pushed back to the employee for correction are corrected in the pay period the hours were incurred.

**Department Human Resources Contact**

*Provide a summarized list of responsibilities and expectations that Department HR Contacts need to do in relation to the Time and Labour Process. (Delete this greyed area before Distribution)*

* 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.
* Department HR contact will ensure all reporting relationships are correct in PeopleSoft HCM
* Will establish a process for all temporary employees with end dates 90 days or less
* Will ensure all employees know where to find all online training materials