



MacEwan
UNIVERSITY

PAYROLL SERVICES

Time Entry Training Guide for Employees and Time Keepers

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Time Entry and Approval Deadlines

Time & Labour Role	Time & Labour Responsibility	Deadlines
Employees / Timekeepers	Entry	Hours for the current week must be entered by 12:00 p.m. each Friday with a forecast of Saturday's time if worked(Weekly).
Supervisors / Reports To	1 st Level Review	Hours for the current week must be reviewed by 4:00 p.m. each Friday(Weekly).
Escalation process* to Managers / Approvers	2nd Level Review/Approval	All hours must be approved by 12:00 noon Monday pay processing week- Escalation process will run at 1:00 pm the Monday after each pay week.
Escalation One-Up process*(New)	2 nd Level to One-Up Approvers - Review/Approval (if required)	All hours for current period and prior period changes must be approved by 12:00 noon Tuesday, Pay processing week. Escalation 2 will run at 1:00 pm the following Tuesday after each pay week.

*Note: The escalation process will occur only if the approvals/reviews at 1st or 2nd level review/approval is not done by the deadline specified. With each instance, the time submission will go up to the next in line level review/approval.

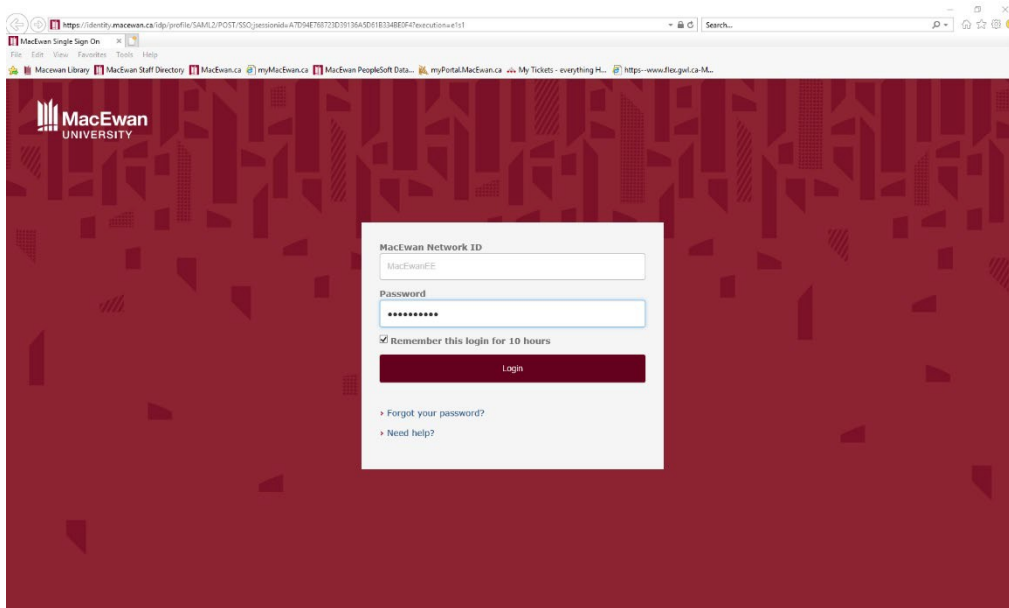
Payroll Services Calendar & Schedules

All payroll period end dates and time submission & approval deadline dates are posted on the MacEwan intranet site under myportal.macewan.ca > Departments > Finance > Payroll Services > Services.

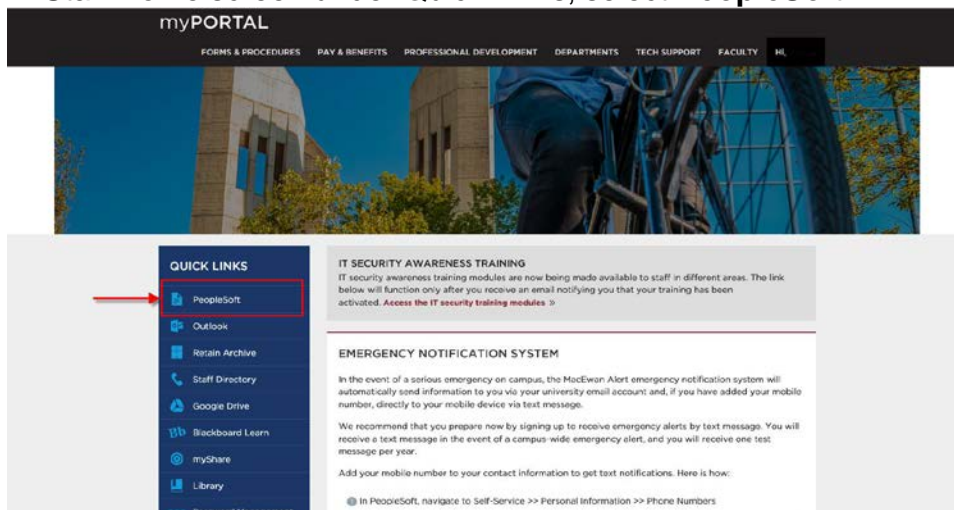
Navigating to Time Entry Self-Service

This section offers step-by-step instruction on how to enter your own time.

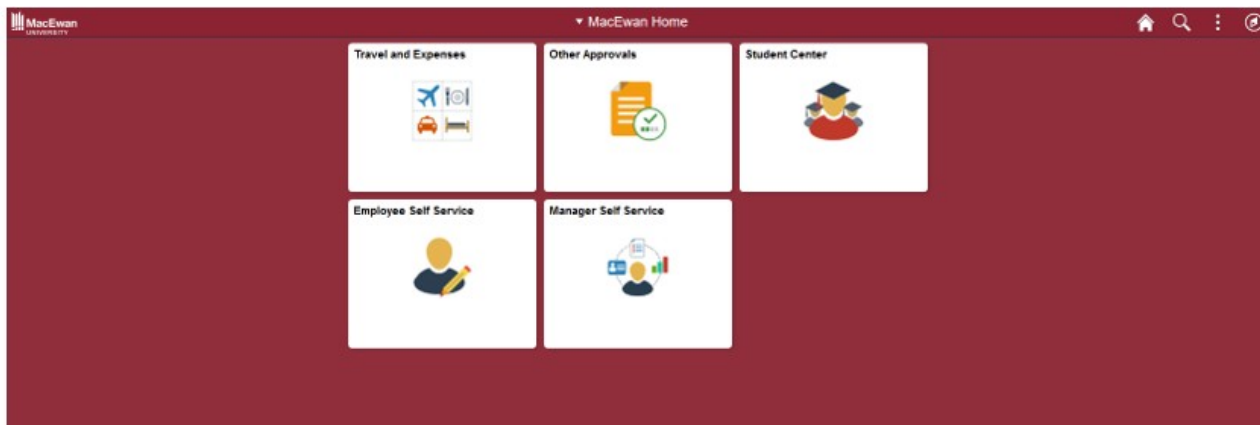
Begin by going to the myMacEwan.ca portal and log in using your MacEwan Network credentials.



In Staff Home screen under Quick Links, select **PeopleSoft**.



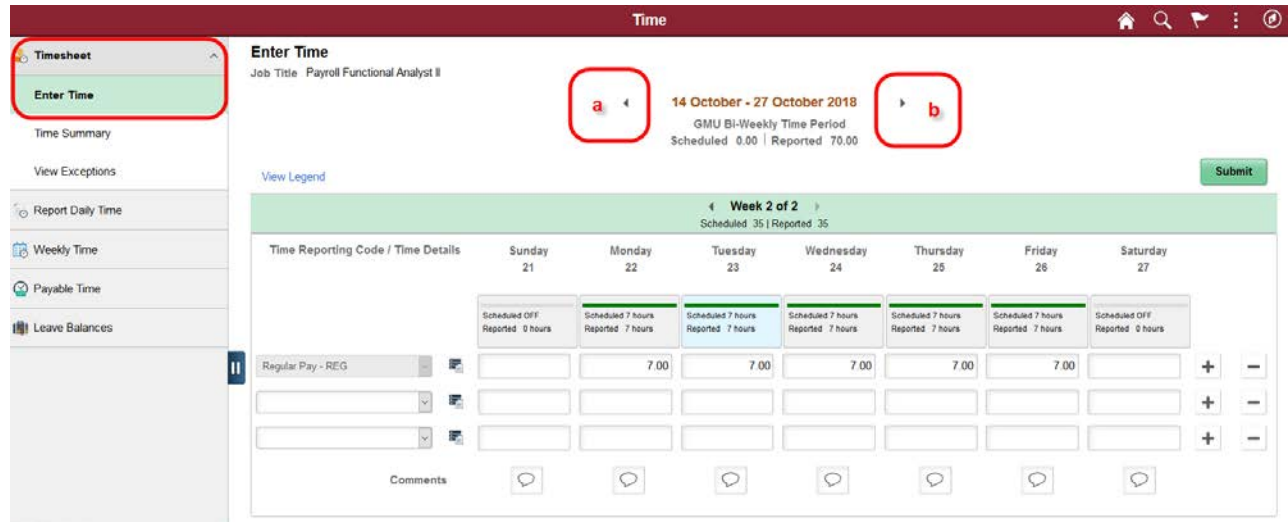
You will be directed to the PeopleSoft homepage as shown below.



Select **Employee Self Service** tile. You will be re-directed to the **Employee Self Service Homepage**, as shown below.



Click on the **Time** tile.



Your timesheet will open to the current week by default. To make an amendment to a different week, you can click the Previous week “<” arrow (a) or Next week “>” arrow (b).

Each column shows the date and day of the week. The list that displays in the Time Reporting Code (TRC) drop down is based on your job appointment.

The following refers to key fields within the time entry screen that you should be aware of.

Time Reporting Code / Time Details	Sunday 23	Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28	Saturday 29
	Scheduled OFF Reported 0 hours	Scheduled 7 hours Reported 5 hours	Scheduled 7 hours Reported 8 hours	Scheduled 7 hours Reported 7 hours	Scheduled 7 hours Reported 7 hours	Scheduled 7 hours Reported 7 hours	Scheduled OFF Reported 0 hours
Regular Pay - REG		5.00	8.00		7.00	7.00	
Sick Leave Paid - SICK				7.00			
Comments							

Legend	
	Time Details
	Saved
	Approved
	Pending Approvals
	Exception
	Reported
	Reported Under Schedule
	Reported Over Schedule
	OFF Day

Employees have the option to enter time as follows:

- Enter time for current pay period
- Enter time for up to 2 weeks previous (one pay period before the current period)
- Enter time for up to 4 weeks in advance (two pay periods)

Note: Time periods outside of this window are view only. For any approved time entry corrections, please send it to biweekly@macewan.ca

Time Reporter Groupings & Time Entry Instructions

There are two types of time reporters. Depending on your arrangement at hire, you may be classified as an exception time reporter or a positive time reporter.

As an **Exception Time Reporter**, all scheduled hours per day will display. Exception time reporters are salaried employees with defined work schedules. They do not have to submit their regular time but **MUST** report their exception time. (I.e. vacation, sick, overtime, on call, call back etc.)

As a **Positive Time Reporter**, all hours worked **MUST** be reported including your regularly worked hours per day/week. If a positive time reporter does not submit their

time by the deadline date, they will not be paid.

Regardless of which time reporter grouping you are attached to, the following describes instruction on how to enter time as well as key fields to be mindful of.

Enter Time
Job Title

23 September - 29 September 2018 (d)

Weekly
Scheduled 0.00 | Reported 34.00 (c)

View Legend

Time Reporting Code / Time Details	Sunday 23	Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28	Saturday 29	
Scheduled OFF Reported 0 hours	Scheduled OFF Reported 0 hours	Scheduled 7 hours Reported 5 hours	Scheduled 7 hours Reported 8 hours	Scheduled 7 hours Reported 7 hours	Scheduled 7 hours Reported 7 hours	Scheduled 7 hours Reported 7 hours	Scheduled OFF Reported 0 hours	
Regular Pay - REG		5.00	8.00		7.00	7.00		+ -
Sick Leave Paid - SICK				7.00				+ -
(a)								+ - (b)
Comments								

Submit (e)

- First step, review of regular hours worked:
 - For exception time reporters (BWE) you would check your scheduled hours REG (Regular Pay) hours are accurate.
 - For positive time reporters (BWH), you will first have to enter all REG (Regular Pay) time you worked.
- If you are to report time **other than REG (Regular Pay)**, you can **add rows/ hours** with the correct applicable TRC (Time Reporting Code) from the drop-down list (a). (I.e. SICK, VAC, LWOP, etc.).

The total number of hours /day should equal your scheduled daily hours.
- You can add as many rows as is required to capture all the TRC's (Time Reporting Codes) needed for the week by using the + (b) button.
- If the week contains a Statutory/General Holiday, you will not see any hours for that day. STP (Stat Holiday Paid) will be generated by the system when time administration is processed by Payroll Services. No action required on the part of the person entering time.
- The time entered for the week will be shown at the top of the timesheet (d), as

well as the total hours of time scheduled for the week and the total hours reported (c).

- When entering leave time, you can check your available balance by checking the Leave Balances page under the Time tile.

The screenshot shows the 'Employee Self Service' interface with the 'Time' section selected. The 'Leave Balances' menu item in the left sidebar is highlighted with a red circle. The main content area displays a 'Leave Balances Summary (In Hours)' table with the following data:

Leave Type	Balance	Maximum Balance
Sick	46.84	210 >
Vacation	33.38	9999 >
Personal	0.00	35 >
5B	15.00	21 >

It is important to check that you have enough time available to use. Please note; the balances are as of the last leave accrual run (last pay period). When time is submitted the displayed balance is updated.

- Once you are done entering time, click the **Submit (e)** button. *You may re-submit as many times as required (with any necessary modifications) until the entry deadline.*
- You should receive a confirmation message for your time entry submission. The option to control this setting can be set in the following page: Employee Self Service > Time Reporting > User Preferences.

Tips and Tricks

A timesheet can also be accessed through the Navigation Bar > Main Menu > Self Service > Time Reporting > Report Time > Timesheet.

The screenshot shows the 'Employee Self Service' interface for a 'Timesheet'. The user is 'Victoriana Rope'. The interface includes a 'NavBar' on the right with a menu structure: Main Menu, Self Service, Time Reporting, Report Time, and Timesheet. The main area shows a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week' and a date of '2018-09-30'. Below this is a calendar grid for the week of 'From Sunday 2018-09-30 to Saturday 2018-10-06'. The grid shows reported hours for each day: Sun 30/9 (0), Mon 1/10 (7.00), Tue 2/10 (8.00), Wed 3/10 (9.00), Thu 4/10 (6.00), Fri 5/10 (0), and Sat 6/10 (0). The total reported hours are 30.00. A 'Submit' button is located at the bottom left of the calendar grid.

Additional information about your timesheet can be found by using the tabs at the bottom of the timesheet as shown below.

The screenshot shows the 'Employee Self Service' interface for a 'Timesheet'. The 'Reported Time Status' tab is selected and highlighted with a red box. The tab has sub-tabs: 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'. The 'Reported Time Status' sub-tab is active. Below the sub-tabs is a table with the following data:

Date	Reported Status	Total	TRC	Description	Add Comments
2018-10-01	Submitted	7.00	REG	Regular Pay	<input type="text"/>
2018-10-02	Submitted	8.00	REG	Regular Pay	<input type="text"/>
2018-10-03	Submitted	9.00	REG	Regular Pay	<input type="text"/>
2018-10-04	Submitted	6.00	REG	Regular Pay	<input type="text"/>

The 'Add Comments' column in the table is highlighted with a red box, and the first row's comment input field is also highlighted with a red box. The input field contains the letter 'e'.

You can check to see if you remembered to SUBMIT your timesheet in the **Reported Time Status (a)** window.

View **Reported Time Summary (b)** to ensure accuracy in your time entry. **Exceptions** window **(c)** shows up any exceptions reported – this is applicable to the Exception Time Reporters only.






Payable Time window **(d)** shows up all the time which have been approved.

Also contained in the **Reported Time Status (a)** window, is the comments bubble **(e)**.

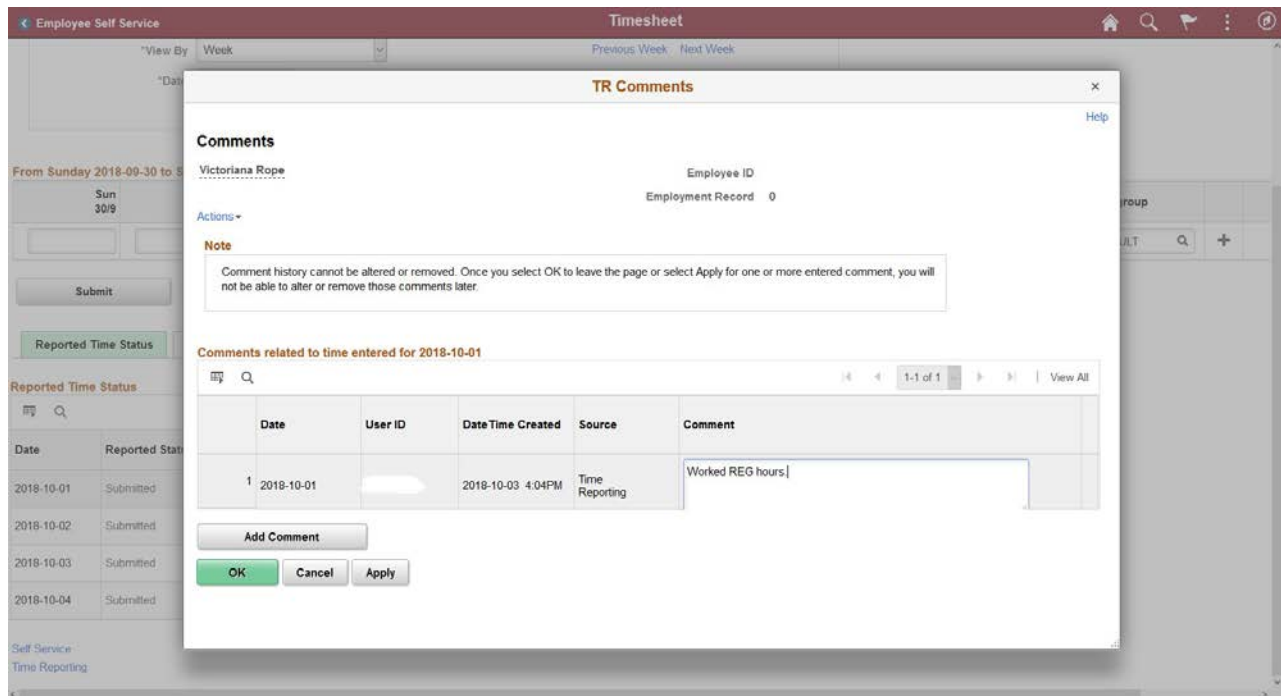
Reported Time Status Summary Exceptions Payable Time

Reported Time Status

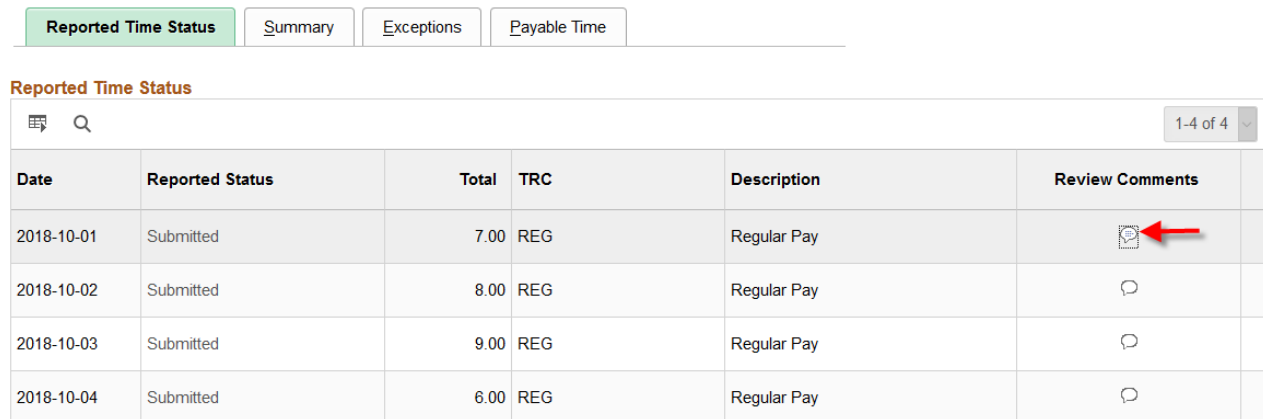
1-4 of 4

Date	Reported Status	Total	TRC	Description	Add Comments
2018-10-01	Submitted	7.00	REG	Regular Pay	 
2018-10-02	Submitted	8.00	REG	Regular Pay	
2018-10-03	Submitted	9.00	REG	Regular Pay	
2018-10-04	Submitted	6.00	REG	Regular Pay	

To add a comment, click the bubble, enter the comment and select either **OK** or **Apply**. Either selection will save the comment.



When you return to the timesheet and select the **submit** button, the comments bubble will no longer look clear.

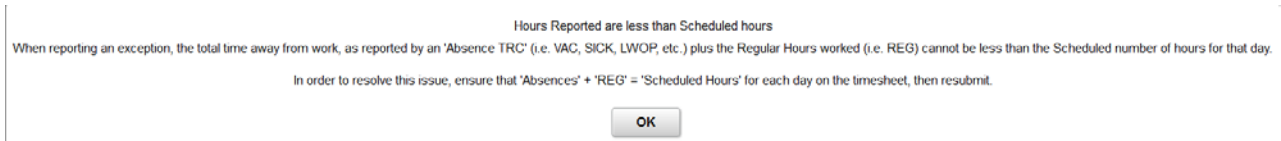


****Caution****- comments entered appear for the DAY and not the individual TRC. For example, if there are two TRCs entered on the day, and comments were entered for one TRC, it will be displayed for both the TRCs for that day.

Types of Warnings and Messages

Example 1: Hours Reported are greater than Daily Scheduled Hours

If you are entering absence time and forget to reduce your REG hours, the following message will appear:

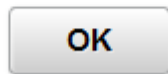


Select ok, correct your time and submit again.

Example 2: Personal – XXXXXX: Exceeded maximum of # hours.

Personal Leave Plan has an annual maximum of 35 hours, warnings will be issued accordingly. If entered incorrectly, you would receive a message such as:

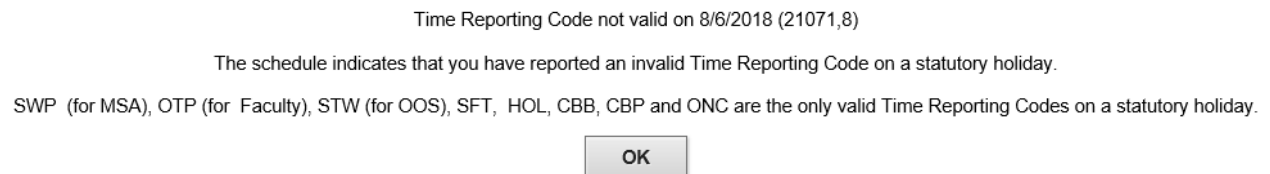
7 new hours are reported against Leave Plan Personal. The possible maximum is 0.
The leave balance is exceeded. Reduce the number of hours reported and re-submit.



Select ok, correct your time and submit again.

Example 3: Time Reporting Code not valid on M/DD/YYYY

If you enter time on a Statutory Holiday, the following message will appear:



This is just a warning message to determine if you meant to enter this time correctly.

- If your entry was intended to be submitted for one of the listed codes mentioned above, your time will submit successfully when you select **OK**.
- If your time was not intended for one of the listed codes, you will **need to correct** the time to submit your time.

Example 4: Reported time on or before DD/MM/YYYY or Reported time on or After DD/MM/YYYY

If you realize you have incorrectly reported your time outside of the current pay period (or one pay period back), then you will not be able to update the timesheet yourself. The entry fields will be blank and you will need to send your time to biweeklypay@macewan.ca for processing.

[New Window](#) | [Help](#)

Timesheet

Shiju Gawenus II Employee ID
 Security Services Agent Empl Record 0
 Actions ▾ Earliest Change Date 2018-07-17

Select Another Timesheet

*View By Week [Previous Week](#) [Next Week](#)

*Date 2018-09-30 [Previous Employee](#) [Next Employee](#)

Reported Hours 0.00

Shiju Gawenus II is inactive as a time report as of 2018-07-17.

From Sunday 2018-09-30 to Saturday 2018-10-06 ⓘ

Sun 30/9	Mon 1/10	Tue 2/10	Wed 3/10	Thu 4/10	Fri 5/10	Sat 6/10	Total	Time Reporting Code	*Taskgroup
									DEFAULT

Reported Time Status
Summary
Exceptions
Payable Time

Reported Time Status

1-1 of 1

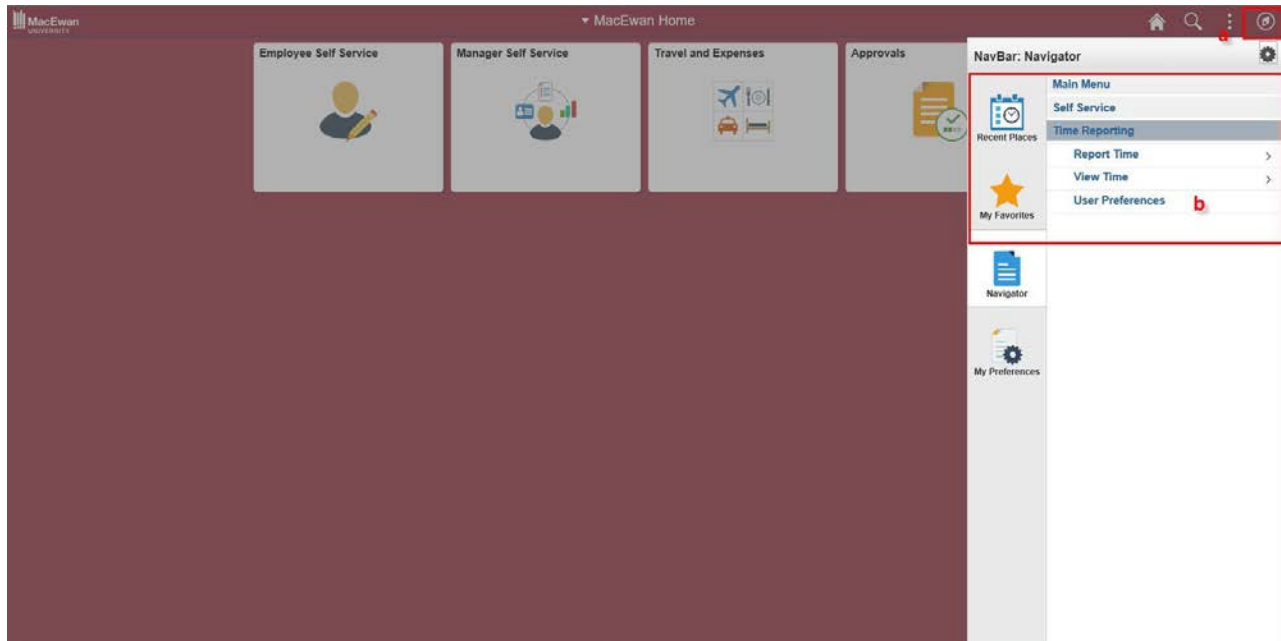
Date	Total	TRC	Description	Add Comments
	0.00			

[Return to Select Employee](#)
[Manager Self Service](#)

Changing the View of Your Timesheet

Select Main Menu > Self Service > Time Reporting > User Preferences

You can navigate to the **User Preferences (b)** from the below navigation shown. This page can only be accessed from the **Navigation bar (a)** and not through the **Employee Self Service tile**.



You can change your Default Timesheet Display to Daily, Time Reporting Period (pay period) or Weekly starts. We do not recommend changing the Start Day of Week.

Time Reporting Preferences

Nils Lowdon

ID 2501591

TRC Presentation	Show Description - CODE
Time Prepopulation Method	Schedule
*Default Timesheet Display	Weekly
*Start Day of Week	7 - Sunday
*Save For Later Option	Prompt For Validation
*Submit Option	Confirm
*Timesheet by Status Pivot Grid	Use Installation Default

Task Value Defaults ?

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		1-1 of 1	View All
Taskgroup			
Taskgroup	Description		
		+	-

Save

[Self Service](#)[Time Reporting](#)

Notify

Choose your preferences and Save.

Bill 17 Changes and Overtime Rules

The Time Reporting Code, Statutory Holiday Worked (STW), will be available for all employees for reporting any hours worked on the day of the Statutory Holiday. This code will be available to use in Production environment effective 19-Nov-2018.

The introduction of the STW code is required to align with legislation and collective agreements.

Please refer to your respective Collective Agreements/Policies about the Statutory Holiday pay.