

UNIVERSITY OF ALBERTA  
FACULTY OF ALES  
TIME AND LABOUR HANDBOOK



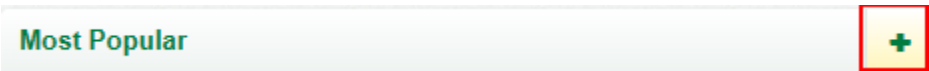
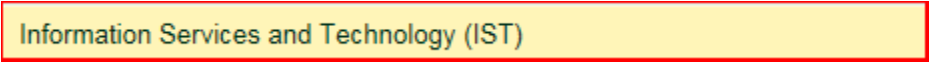

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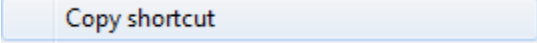

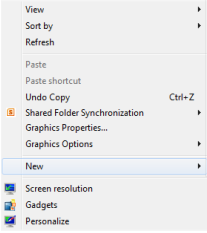
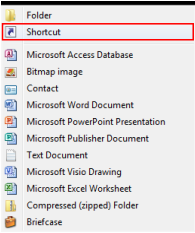
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## APPROVING TIME – Creating a Desktop Shortcut to PeopleSoft HCM

### Steps:

Step	Action
1.	<p>Open the University of Alberta Website.</p> <p>Near the top of the screen, Click the <b>Faculty &amp; Staff</b> link.</p> 
2.	<p>On the left side of the screen, under the <b>Resources, Support and Services</b> section, click the + button beside the <b>Most Popular</b> menu item.</p> 
3.	<p>Click the <b>Information Services and Technology (IST)</b> list item.</p> 
4.	<p>Scroll down to the <b>Enterprise Solutions</b> section</p>
5.	<p>The next step is to copy the web address of the PeopleSoft HCM application</p> <p>Right-click the <b>HCM</b> graphic.</p> 

Step	Action
6.	<p>Click the <b>Copy shortcut</b> option.</p> <p><b>Note:</b> If using Chrome as your web browser, click the <b>Copy Link Address</b> option.</p> 
7.	<p>Minimize the screen and return to your desktop.</p> <p>In the top right corner of the screen, Click the <b>Internet Explorer Main Window</b>.</p> 
8.	<p>Right-click anywhere on your <b>Desktop</b> screen.</p>
9.	<p>A drop down menu will appear.</p> <p>Click the <b>New</b> option.</p> 
10.	<p>Click the <b>Shortcut</b> option.</p> 

Step	Action
11.	In the <b>Create Shortcut</b> page, Right-click in the <b>Type the location of the item:</b> field. Type the location of the item: <input data-bbox="326 390 1133 443" type="text"/>
12.	In the drop down menu, Click the <b>Paste</b> option. <input data-bbox="318 621 826 663" type="button" value="Paste"/>
13.	The PeopleSoft HCM web address will populate the field. Click the <b>Next</b> button. <input data-bbox="318 863 449 905" type="button" value="Next"/>
14.	In the <b>Type a name for this shortcut:</b> field, enter what you want to call the file e.g. <b>"PS HCM"</b> .
15.	Click the <b>Finish</b> button. <input data-bbox="318 1188 449 1230" type="button" value="Finish"/>
16.	Your PeopleSoft HCM shortcut will appear on your desktop.
17.	<p data-bbox="318 1539 570 1570"><b>End of Procedure.</b></p>

## APPROVING TIME - 6 CLICKS TO SUCCESS!

### Approving Time

This Quick Reference Guide provides the basics for approving time after it has been **reviewed by a Timekeeper** and is ready to be approved by you. This guide is not a comprehensive reference of all scenarios you may see. If you have questions or need further information, please contact your Department HR Contact or Timekeeper.

### Create a Desktop Shortcut to PeopleSoft HCM – One Time Setup Only



A Job Aid has been provided containing detailed steps on how to create a Desktop Shortcut to PeopleSoft HCM.

### Sign-in to PeopleSoft - Then its 6 Clicks to Approval Success

FIRST, a Time Auditor/Timekeeper must review the Employee's Payable Time before you follow these steps.

1. **Click** on your PeopleSoft HCM Desktop Shortcut

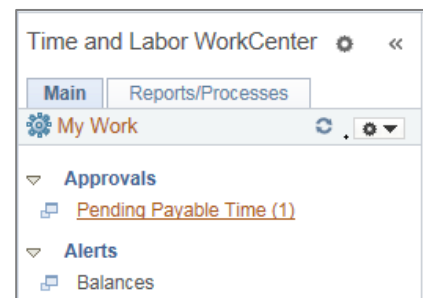


2. Sign into PeopleSoft HCM

3. **Click** on **Time & Labor WorkCenter** Link within your Manager Dashboard



4. **Click Pending Payable Time**



5. **Click Select All**

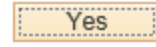
[Select All](#)

6. **Click Approve**



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7. **Click Yes** to confirm and complete the approval



8. Close out of PeopleSoft HCM

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## Helpful Hints

- Time Administration runs at Noon and 7 pm Monday – Friday. The ability to approve hours submitted by your employee is dependent upon Time Administration run times and when the time entered was submitted to you for approval.
- Leave yourself time to approve Payable Time.
- Know your Approval **Cut-off Times**. Check with your Department HR Contact or Timekeeper to confirm.
- Below are examples of Time Entry and Approval timing:

Example 1:

Step 1: Employee enters time on timesheet at the end of their shift – **4:30 pm**

Step 2: Time Administration run – **7:00 pm**

Step 3: Pending Payable time will show on your Dashboard – after **8:00 pm\***

Example 2:

Step 1: Employee enters time for the previous day – **11:00 am**

Step 2: Time Administration run - **Noon**

Step 3: Pending Payable time will show on your Dashboard – after **1:00 pm\***

\*Time Administration runs are in a queue with other batch processes which could impact when you actually see Payable Time



**IMPORTANT!** If you are unsure if the time entered is correct, contact your Timekeeper or Department HR Contact for assistance.

## Comments Section

### TIMESHEET

Employee Name: Diana Price

Actions ▾

**Select Another Timesheet**

\*View By Calendar Period Previous Period Next Period

\*Date 11/01/2017 BT ↻

Reported Hours 70.000

---

**From Wednesday 11/01/2017 to Wednesday 11/15/2017** ?

Wed 11/1	Thu 11/2	Fri 11/3	Sat 11/4	Sun 11/5	Mon 11/6	Tue 11/7	Wed 11/8	Thu 11/9
7.000	7.000	7.000			7.000	7.000	7.000	7.000

**Submit**

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

**Reported Time Status** Personalize | Find | 🔍 | 📅 | 1-10 of 10

Date	Reported Status	Total TRC	Description	Comments
11/01/2017	Submitted	7.000 022	Regular Hours (Auxiliary)	🗨️
11/02/2017	Submitted	7.000 022	Regular Hours (Auxiliary)	🗨️
11/03/2017	Submitted	7.000 022	Regular Hours (Auxiliary)	🗨️
11/06/2017	Submitted	7.000 022	Regular Hours (Auxiliary)	🗨️
11/07/2017	Submitted	7.000 022	Regular Hours (Auxiliary)	🗨️
11/08/2017	Submitted	7.000 022	Regular Hours (Auxiliary)	🗨️
11/09/2017	Submitted	7.000 022	Regular Hours (Auxiliary)	🗨️
11/10/2017	Submitted	7.000 022	Regular Hours (Auxiliary)	🗨️
11/14/2017	Submitted	7.000 856	Casual Illness Pay	🗨️
11/15/2017	Submitted	7.000 022	Regular Hours (Auxiliary)	🗨️

- If you have questions about the time reported by your employee or if time was coded incorrectly, please use the comments section above to relay feedback to your employee. Once a comment is entered, the system will send an email to the employee notifying them to check their timesheet.

## Pushing Back Time

- If you would like to “Push Back” time entered to the employee, please see the **Payable\_Time\_Management\_Training** document found on the link below (Page 44-48)

[http://www.hrs.ualberta.ca/Learning/LearningPeopleSoft/~//media/hrs/LearningandDevelopment/PeopleSoft/Training%20Material/Payable\\_Time\\_Management\\_TRAIN.pdf](http://www.hrs.ualberta.ca/Learning/LearningPeopleSoft/~//media/hrs/LearningandDevelopment/PeopleSoft/Training%20Material/Payable_Time_Management_TRAIN.pdf)



# EMPLOYEE TYPES

For specific information on “Employee Types”, please visit the HRS website at,

<http://www.hrs.ualberta.ca/HiringandManaging/EmploymentPayAdmin/EmployeeTypes.aspx>



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## Human Resource Services

[Hiring and Managing](#) > [Employment and Pay Administration](#) > Employee Types

### Employee Types

Below are the various employee types which apply to support staff and student employee positions.

**Casual**

- [Casual Level 1](#)
- [Casual Level 1 - Full Time University of Alberta Student](#)
- [Casual Level 2](#)

**Auxiliary**

- [Auxiliary Overview](#)
- [Auxiliary Hourly](#)
- [Auxiliary Monthly](#)

**Regular**

- [Regular Continuing - Operating](#)
- [Regular Non-Established - Operating](#)
- [Regular Non-Established - Trust](#)

**Students**

- [Excluded Students](#)

### Contact Us

**Employment Services**  
**Email:** [employmentservices@ualberta.ca](mailto:employmentservices@ualberta.ca)  
**Contacts by Dept:** [Employment Advisors](#)

- About Us
- Benefits
- Pay and Tax Information
- My Employment
- Learning and Development
- Health and Wellness
- Hiring and Managing**
  - Job Design and Evaluation
  - Recruitment and Advertising
  - Immigration
  - Temporary Staffing
- Employment and Pay Administration**
  - eForms
  - Employee Types**
  - Job Code Directory
  - Pay Period Schedules
  - Payments
  - Tax Administration
  - Salary and Benefit Adjustments
- Time and Labour Administration
- Performance Assessment
- Health & Wellness Administration
- Collective Agreement Administration
- Policies and Procedures

## TIME AND LABOUR – ALES HUMAN RESOURCES ROLE IN THE AUDIT PROCESS

HR Manager will send out an email reminding staff of the Semi-Monthly & Monthly Payroll Cut-off's at the beginning of each month.

HR Administrator will audit the time reports submitted by Employees within their respective line areas on a weekly basis.

HR Administrator will consult the appropriate Collective Agreement and follow up with the Employee and Supervisor on any anomalies or errors in time submission in advance of the payroll cut off.

HR Administrator will run the required audit reports in HCM on a weekly basis.

HR Administrator will email Supervisor once their time and labour audit is complete to inform them that they may approve the time submitted by their Employee.

**HR Administrator will Support the Supervisor to:**

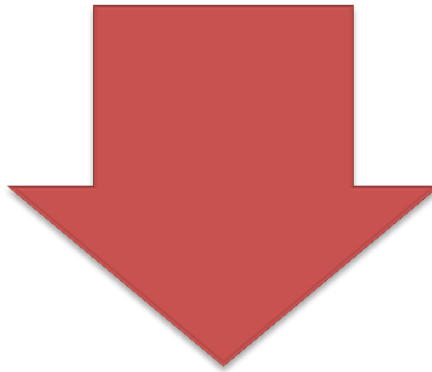
- Encourage hourly employees to enter their hours worked on a weekly basis
- Educate employees on how to enter their time correctly
- Provide employee with the correct Quick Reference Guide for time entry as per their employee type when they commence with the University of Alberta
- Encourage all salaried employees to enter exception time in the pay period the exception was incurred
- Work with Supervisor on managing errors in submission
- Review hours pending approval for accuracy before the Supervisor approves
- Ensure employees have included comments in their time submission when:
  - \* submitting a claim for overtime
  - \* submitting a claim for General Illness - Proof of Illness is required in the form of a doctor's note
- Encourage Supervisors to sign-in to PeopleSoft HCM on a weekly basis
- Support Supervisors on the time entry rules as per the employee types
- Encouraging Supervisors to enter their Delegation of Time & Labour Approval before an approved leave
- Stressing the importance of payroll deadlines to the Supervisor
- Reminding Supervisors NOT to use the DENY button
- Keep to your new mantra - ADVISE and EDUCATE

## DELEGATION OF TIME AND LABOUR APPROVAL

Supervisor will notify their HR Administrator in advance of the payroll cut off if they wish to delegate the Time and Labour function. The Supervisor will specify the individual and the time period they plan on assigning the Delegation of Time and Labour Approval.

\*It is the Supervisor's responsibility to ensure they have a proper delegate in place and that the delegate is aware of their responsibilities under the Time and Labour function.

\*Supervisors must approve all their pending approvals before assigning a delegate in HCM.



Supervisors will follow the following path in the HCM System to submit their Delegation of Time and Labour Approval.

- Log on to [www.ist.ualberta.ca](http://www.ist.ualberta.ca)
- Enter HCM
- Click on Main Menu
- Click on Self Service Tab from drop down menu
- Click on Manage Delegation
- Click "Create Delegation Request" and follow the prompts

\*Supervisors may contact their HR Administrator should they require any further assistance in setting up their delegation.

## DELEGATE'S ROLE IN THE TIME AND LABOUR PROCESS

Delegate will work with their Supervisor to get trained on the Online Time Entry Process. Delegate must have an awareness of the number of employees for whom they will be approving time.

Once the HR Administrator is made aware of who the delegate is and how long their delegation will be for, they will forward the monthly and bi-weekly payroll cut off reminders to the Delegate.

HR Administrator will email Delegate once the time and labour audit is complete to inform them that they may now approve the time submitted by their Employee.

**\*It is crucial that Delegates approve all pending time before the end of their delegation period.**