

Support Staff Employees Timesheet Entry Guide

(Employees with Permanent Assignments)

Modified August 2018

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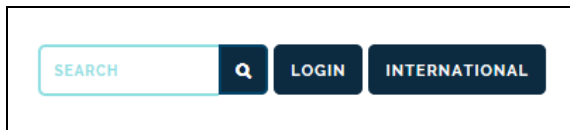
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West Vancouver Schools is committed to making it easier for Support Staff, who have permanent or temporary assignments, to report your time through online Timesheets. This guide will take you through the processes.

[My45 Login – Your Access to Your Timesheet](#)

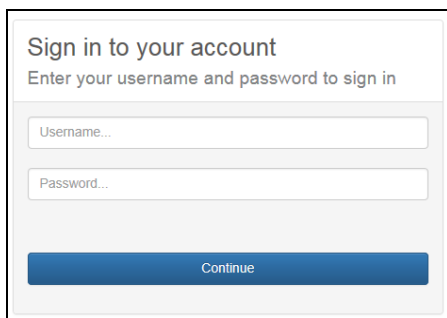
1. Go to the West Vancouver Schools website home page - <http://westvancouver.schools.ca/>.
2. Click on the Login button on the upper right hand corner.



3. Click on the Login to My45 button on the bottom left hand side.

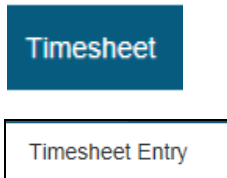


4. Sign in to your account using your district Username (eg. rxsmith123) and district Password. Click Continue.



5. There is a blue horizontal ribbon menu bar under the PowerSchool and Atrieve ERP logos.

To access your Timesheets, click on Timesheet, then Timesheet Entry.



Note - My45 is available from anywhere that has internet access, which makes it easier for you to be able to do timesheet entries from home, on the go from your phone, or while at work.

What if I have questions?

If you have any questions or problems regarding your access, contact the IT department at ITServices@wvschools.ca .

Timesheet Information

Support Staff are paid on a bi-weekly pay frequency, every other Friday. Refer to the annual 'Pay Schedule' for pay dates and pay period information. Your pay will be based on information submitted on your weekly Timesheet.

All Support Staff employees who hold a permanent or temporary contract position are REQUIRED to complete a weekly online Timesheet for EACH contract position you hold.

Important - Weekly Timesheets are required to be submitted by noon every Friday. Failure to submit your timesheet on time can result in your pay for that week being delayed until the next pay date.

What if I have more than one position or work in more than one location? (2 assignments)

Examples:

- You are a TA and are also a Supervision Aide (2 assignments) - you will need to complete 2 timesheets
- You are an EA and also have EA LIF time (2 assignments) - you will need to complete 2 timesheets
- You are a TA and work in 2 school locations (2 assignments) - you will need to complete 2 timesheets
- You are a TA and change positions to AA mid-pay (2 assignments) - you will need to complete 2 timesheets
- You are a Custodian and work both day and afternoon shift positions (2 assignments) - you will need to complete 2 timesheets

What if I replace someone for the day?

If you temporarily replace someone who holds a permanent or temporary assignment, this time will be submitted on your Timesheet under the 'Replacement' line item– see 'Completing your Timesheet' section in this guide.

Examples:

- You are a TA and replace the AA at your school for the day
 - you will indicate the number of hours you replaced the AA on your TA timesheet and indicate the name of the person you are replacing
- You are a Custodian and replace another Custodian who holds a permanent or temporary position
 - you will indicate the number hours you replaced them on your timesheet and indicate the name of the person you are replacing

What if I have one position but work additional time? (1 assignment)

Example:

- You are a TA (1 assignment) and occasionally work as a Supervision Aide
 - you will need to complete 1 TA timesheet and enter the additional time as a Supervision Aide under the 'Extra Hours' line item

When do I need to submit my Timesheets?

Weekly Timesheets are required to be submitted by noon every Friday. Failure to submit your timesheet on time can result in your pay for that week being delayed until the next pay date.

Can someone else submit a Timesheet on my behalf?

No. It is mandatory that timesheets are completed by the employee who is requesting payment for time worked. Submitting timesheets online provides auditors with actual time submitted and approved worked via electronic signature.

Can I prepare and submit future Timesheets?

Yes. You can prepare and submit your timesheets in advance. It is recommended that you do this if you will be away for any extended period of time. You will always be able to amend your timesheets prior to the payperiod if you need to.

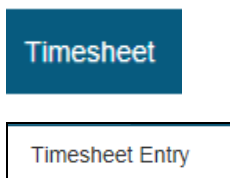
Future Timesheets will not be approved and imported into Payroll until the applicable payperiod.

What if I have questions?

If you have any questions regarding your Timesheet, please call Payroll or email payroll@wvschools.ca.

Selecting your Timesheet on My45

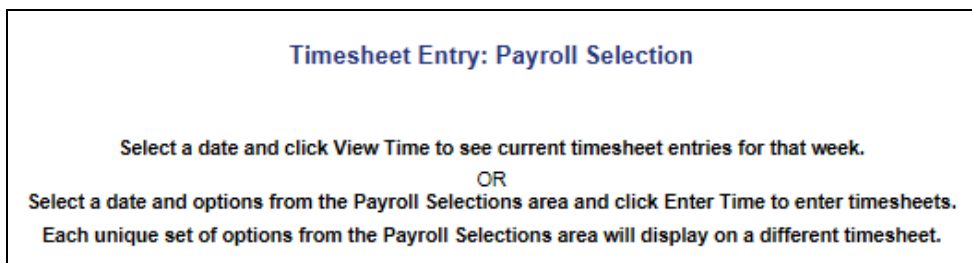
1. Login to My45.
2. Click on Timesheet on the blue ribbon menu, then Timesheet Entry to access your timesheet(s).



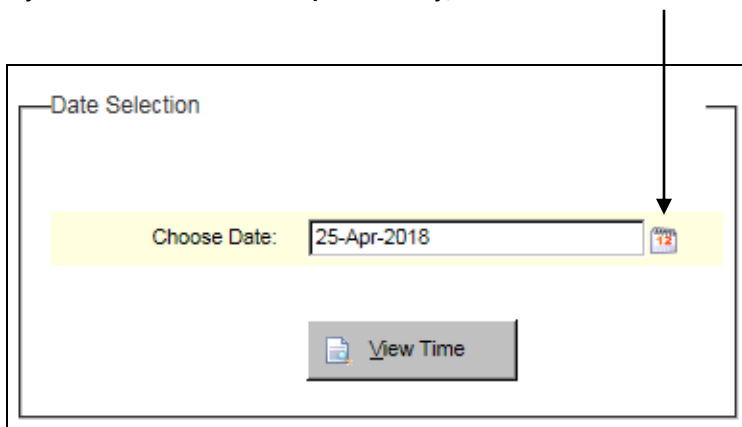
3. The Timesheet entry: Payroll Selection screen will appear.

The Date Selection section will automatically default to today's date.

This is where you would go to View Time.

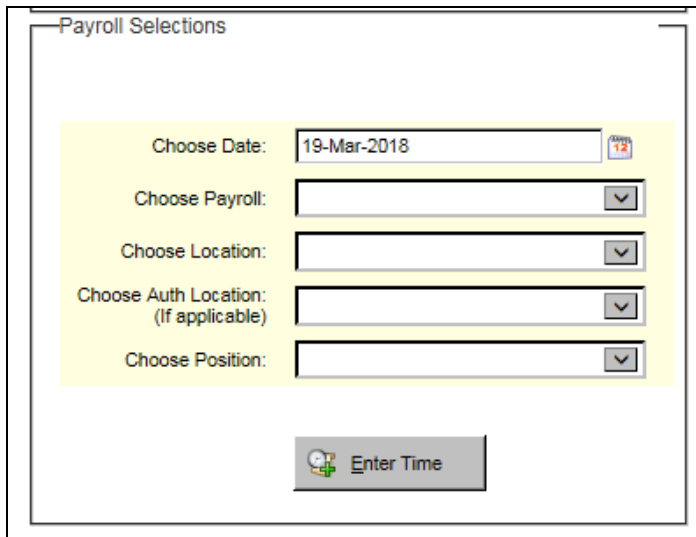


If you want to view time for a previous day, use the calendar icon to bring up the calendar and select that day.



The Payroll Selections section will automatically default to today's date.

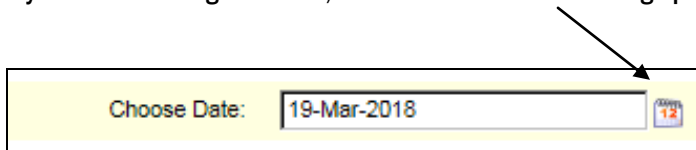
This is where you would go to Enter Time.



The screenshot shows a window titled "Payroll Selections". Inside, there is a yellow highlighted area containing five input fields: "Choose Date:" with the value "19-Mar-2018" and a calendar icon; "Choose Payroll:" with a dropdown arrow; "Choose Location:" with a dropdown arrow; "Choose Auth Location: (If applicable)" with a dropdown arrow; and "Choose Position:" with a dropdown arrow. Below this area is a grey button with a clock icon and the text "Enter Time".

4. The Choose Date section will show the week that this date falls within, on your Timesheet.

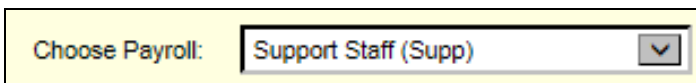
If you want to change the date, use the calendar icon to bring up the calendar.



A close-up of the "Choose Date:" field showing the text "19-Mar-2018" and a small calendar icon to its right. An arrow points from the text above to the calendar icon.

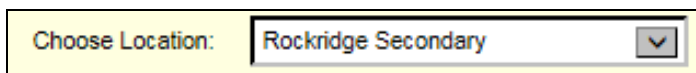
5. Click on the Choose Payroll drop down menu.

Select the default - it will be either Support Staff or Casual Employees (*this just indicates which Payroll you are being paid from*).



A close-up of the "Choose Payroll:" dropdown menu. The selected option is "Support Staff (Supp)".

6. The Choose Location drop-down menu will automatically default based on your assignment.



A close-up of the "Choose Location:" dropdown menu. The selected option is "Rockridge Secondary".

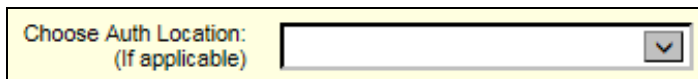
If you have 2 assignments because you work in two locations, the Choose Location will only default to one of your assigned locations.

You will need to complete a separate Timesheet for the other location and select that location from the drop-down menu.

7. The Choose Auth Location will automatically default, if you have this on your assignment.

This is an item that Payroll monitors – **do not change the default**

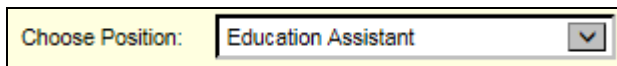
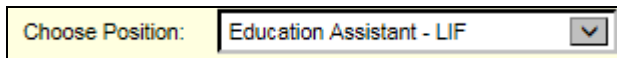
For most employees this field will be blank.

A screenshot of a web form field. The label is "Choose Auth Location: (If applicable)". The dropdown menu is currently blank, showing a small downward arrow icon on the right side.

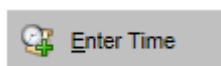
8. The Choose Position drop-down menu will automatically default based on your assignment.

If you have 2 assignments because you work in more than one position, the Choose Position will only default to one of your assigned positions.

You will need to complete a separate Timesheet for the other position and select that position from the drop-down menu.

A screenshot of a web form field. The label is "Choose Position:". The dropdown menu is open and shows "Education Assistant" as the selected option.A screenshot of a web form field. The label is "Choose Position:". The dropdown menu is open and shows "Education Assistant - LIF" as the selected option.

9. Click on the Enter Time button.



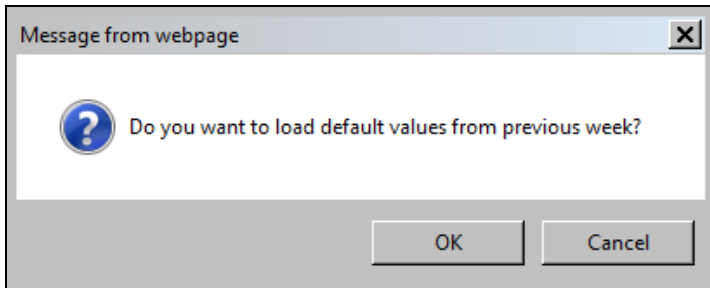
10. This message will appear.

The system will automatically populate your regular hours for you on a new Timesheet for this week, based on your last Timesheet.

The system will also convert any sick time, vacation and statutory holiday entries you made on your last Timesheet, to regular hours. *The system will not copy any overtime or extra time worked.*

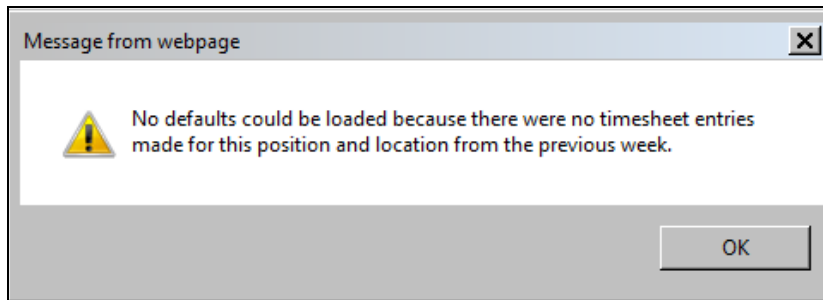
You will have the opportunity to edit these carried forward hours if you need to.

Click OK.



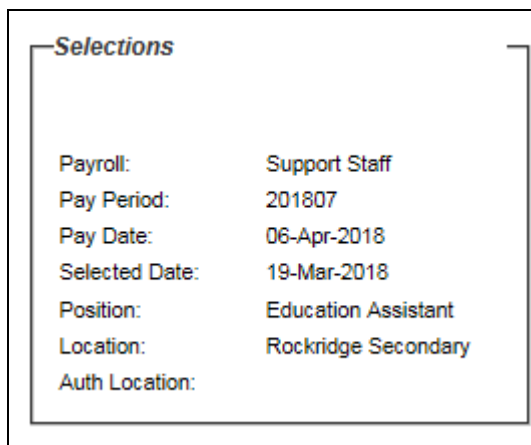
If there were no previous entries this message will appear.

Click OK.



11. The Timesheet Entry screen will appear.

Review the Selections section of your Timesheet - this is the payperiod and position that you will be entering a Timesheet for. Refer to the annual 'Pay Schedule' for pay dates and pay period information



12. Timesheet section – this is where you will enter your time. Refer to the next section on ‘Completing your Timesheet’.

Note - A week runs from Sunday to Saturday

Time Sheet												
	Sunday 18-Mar-2018	Monday 19-Mar-2018	Tuesday 20-Mar-2018	Wednesday 21-Mar-2018	Thursday 22-Mar-2018	Friday 23-Mar-2018	Saturday 24-Mar-2018			Total		
Reg Hrs - Has Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Reg Hrs - Percent In Lieu	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Replacement (Add Name Comment)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Extra Hrs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Statutory Holiday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Sick Time Or Wcb Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Family Illness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Bereavement Or Funeral	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Union Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Absent Without Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Banked Time Taken	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Overtime Paid - 1.5X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Overtime Paid - 2X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Overtime Banked - 1.5X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Overtime Banked - 2X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Summer Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
Totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			

Any absences reported in the Absence Entry system for the week will show below the Timesheet – use this as a cross-reference because you will need to enter these absences onto your Timesheet.

Absences						
Date	Location	Start	End	Position	Hrs/FTE	Payroll

Completing your Timesheet

Enter your time as follows: *If you work Monday to Friday, make sure the Sunday and Saturday columns are left blank.*

Regular Hours

Enter the daily regular hours you worked in your assigned position, in one of the two following line items:

- Has Benefits – use this line only if you are entitled to benefits, vacation & statutory holidays
- Percent in Lieu – use this line only if you receive a % in lieu of benefits, vacation & statutory holidays

	Sunday 18-Mar-2018	Monday 19-Mar-2018	Tuesday 20-Mar-2018	Wednesday 21-Mar-2018	Thursday 22-Mar-2018	Friday 23-Mar-2018	Saturday 24-Mar-2018	Total
Reg Hrs - Has Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Reg Hrs - Percent In Lieu	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Replacement Hours

Enter the hours you worked if you replaced someone else

- Enter the number of hours you worked for the employee you replaced
- *If you also worked part of your regular shift, you will need to enter those hours in the Regular Hours section*
- Click on the pencil icon next to the day that you replaced someone

Replacement (Add Name Comment)	<input type="text"/>	<input type="text" value="5.50"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
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- The following box will appear. Type in the name of the person you are replacing, to ensure that you will be paid at the correct rate of pay. Click OK

sd45.bc.ca needs some information

Script Prompt:
Enter the comment to be added to this entry

Replacing Jane Smith

OK
Cancel

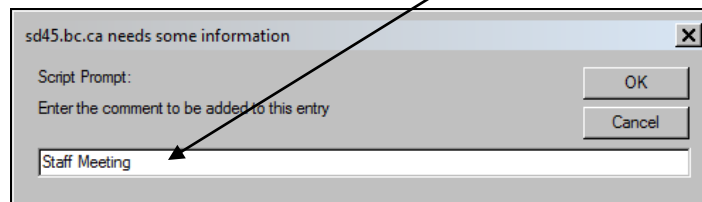
Extra Hours

Enter any extra hours you worked over and above your assigned scheduled hours - NOT overtime hours

- *Overtime is hours worked in excess of 7 hours per day for clerical workers or 7.5 hours per day for custodial and facilities workers. Overtime is entered on a different line on the Timesheet*
- Examples of Extra Hours are staff meetings, additional supervision hours and other additional time that has been approved in advance by your Supervisor
- Click on the pencil icon next to the day you worked the extra hours



- The following box will appear. Type in a comment indicating why you worked the extra hours. Click OK



Statutory Holiday Hours

Enter the number of daily assigned scheduled hours you would have worked if it was not a statutory holiday

- *Make sure the Regular Hours line item for this day is blank*
- Statutory holidays are as follows. Refer to the School Year Calendar for alternate days if the statutory holiday falls on a Saturday or Sunday.

New Years' Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
BC Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

- You are entitled to receive statutory holiday pay if you worked on the work day immediately preceding and the work day immediately following the statutory holiday. If you are on annual vacation or absent with leave you shall be deemed to have worked the day immediately preceding and following such holiday

- *Note – Not applicable if you receive a % in lieu of benefits, vacation & statutory holidays*

Statutory Holiday	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		0.00
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Sick Time, WCB, Family Illness, Bereavement or Funeral Leave Hours

Enter the number of hours absent

- *If you worked a part day make sure you indicate those hours in the Regular Hours line item and the remainder of the hours on the applicable absence line item*
- *Note – Not applicable if you receive a % in lieu of benefits, vacation & statutory holidays*
- **The hours reported here will reduce your sick bank balance**

Sick Time Or Wcb Time	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		0.00
Family Illness	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		0.00
Bereavement Or Funeral	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		0.00

Union Leave Hours

Enter the number of hours on union business

- *If you worked a part day make sure you indicate those hours in the Regular Hours line item*

Union Leave	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		0.00
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Absent without Pay Hours

Enter the number of unpaid hours

- *If you worked a part day make sure you indicate those hours in the Regular Hours line item and the unpaid hours on this line item*

Absent Without Pay	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		0.00
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Chargehand

Enter the hours worked as a Chargehand (*Custodial staff only*)

- *If you also worked part of your regular hours you need to enter those hours in Regular Hours section*

Chargehand	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
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Summer Hours

Enter any regular hours worked after June 30th or before Sept 1st

- *Note - this is applicable only to 10 month employees who work the first week or two of July and/or the last week of August*

Summer Hours	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
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[Click the Submit button](#)



This is very important - this Saves your entries and submits them for approval.

Reviewing and/or Correcting your Timesheet

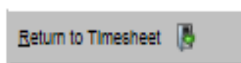
The Timesheet Entry Confirmation screen will appear. This is a different view of your Timesheet entries.

1. Review the entries you made on your Timesheet.

- Make sure the Total Hours at the bottom of each day equals your daily assigned scheduled hours, plus any Extra Hours or Overtime you may have worked
- Make sure any Absences are recorded correctly
- Any Comments you have made will be displayed with a link (underline) that you can hover over or click

Extra Hrs	1.0
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2. If you need to make any corrections you will be able to do so by clicking on the Return to Timesheet button



3. Make your corrections

4. [Click the Submit button.](#) *This is very important - this Saves your entries and re-submits them for approval*

Timesheet Entry Confirmation

Your Timesheet for the week Including 19-Mar-2018 has been updated. 

*Timesheet records marked with ** were previously processed by payroll and cannot be changed. Please contact payroll if changes are required to these records.*


Selections

Payroll: Support Staff
 Payroll Pay Period: 201807
 Pay Date: 06-Apr-2018
 Selected Date: 19-Mar-2018
 Position: Education Assistant
 Location: Rockridge Secondary
 Auth Location:

Total Units: 29.5

Time Sheet

	Sunday 18-Mar-2018	Monday 19-Mar-2018	Tuesday 20-Mar-2018	Wednesday 21-Mar-2018	Thursday 22-Mar-2018	Friday 23-Mar-2018	Saturday 24-Mar-2018	Total
Reg Hrs - Has Benefits		5.5	5.5			3.0		14.0
Reg Hrs - Percent In Lieu								
Replacement (Add Name Comment)								
Extra Hrs		1.0						1.0
Statutory Holiday								
Sick Time Or Wcb Time					5.5			5.5
Family Illness								
Bereavement Or Funeral								
Union Leave						2.5		2.5
Absent Without Pay								
Banked Time Taken								
Vacation				5.5				5.5
Overtime Paid - 1.5X			1.0					1.0
Overtime Paid - 2X								
Overtime Banked - 1.5X								
Overtime Banked - 2X								
Summer Hours								
Totals	0.0	6.5	6.5	5.5	5.5	5.5	0.0	

[Return to Timesheet](#) 

Absences

CONGRATULATIONS! You have successfully submitted your Timesheet.

FAQ regarding Late Timesheets or Late Corrections

What if I've missed submitting a Timesheet?

You will be able to select and submit your missed Timesheet in the same manner as above. Once submitted it will be approved and paid in the next payperiod.

What if I've discovered that I need to make a correction after my Friday noon deadline?

You will still be able to make corrections in the same manner as above.

If the system does not allow you to make the changes, you may need to ask your Approver to 'Unauthorize' your Timesheet in order for you to be able to make any corrections.

Once your Timesheet is submitted, **advise your Approver** so that they are aware that they need to approve a correction.

This correction may or may not be reflected on your current pay. It will depend on the timing of the submission and approval.

What if I've discovered that I need to make a late correction to a previous payperiod?

When trying to correct a Timesheet in a previous payperiod, you may receive the following Timesheet Amendment Warning. Please see the Correcting a Previously Approved Timesheet section or contact Payroll for assistance on how to process the correcting entries.



Correcting a Previously Approved Timesheet

1. Login to My45. Click on Timesheet on the blue ribbon menu, then Timesheet Entry.
2. The Timesheet entry: Payroll Selection screen will appear.
3. In the Payroll Selections Section:
 - Click on the calendar icon and select the date you want to correct. The other fields will default.
 - Click the Enter Time button.

Timesheet Entry: Payroll Selection

Select a date and click View Time to see current timesheet entries for that week.
OR
Select a date and options from the Payroll Selections area and click Enter Time to enter timesheets.
Each unique set of options from the Payroll Selections area will display on a different timesheet.

Date Selection

Choose Date: 25-Apr-2018

Payroll Selections

Choose Date: 09-Apr-2018

Choose Payroll: Support Staff (Supp)

Choose Location: School Board Office

Choose Auth Location: (If applicable) Z Payroll (AUTH LOC)

Choose Position: Pay & Benefits Assistant

4. The following message will appear. Click the Yes button.

Timesheet Amendment Warning

The date selected is for a week that is already closed. Do you want to enter an adjustment to a prior timesheet entry?

5. The Timesheet entry for that day will appear at the top. The Timesheet entries for that week will appear at the bottom.

Timesheet Entry

The regular pay period for the selected date is closed. You have been taken to the amendments page. Entries will be processed on the next pay period.

Selections

Payroll: Support Staff
 Pay Period: 201809
 Pay Date: 04-May-2018
 Selected Date: 09-Apr-2018
 Position: Pay & Benefits Assistant
 Location: School Board Office
 Auth Location: Z Payroll (AUTH LOC)

Total units for selected day only:

This total is the END RESULT of the original units, any previous adjustments and the new amendments entered for this day

Adjustment Time Sheet entries for 09-Apr-2018

Category	Units	Approved	Processed	Comment
Total	0			

Enter time adjustments +/- for 09-Apr-2018

Category	Units	Comment
REG HRS - HAS BENEFITS	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
REG HRS - PERCENT IN LIEU	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
REPLACEMENT (ADD NAME COMMENT)	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
EXTRA HRS	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
STATUTORY HOLIDAY	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
SICK TIME OR WCB TIME	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
FAMILY ILLNESS	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
BEREAVEMENT OR FUNERAL	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
UNION LEAVE	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
ABSENT WITHOUT PAY	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
BANKED TIME TAKEN	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
VACATION	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
OVERTIME PAID - 1.5X	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
OVERTIME PAID - 2X	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
OVERTIME BANKED - 1.5X	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
OVERTIME BANKED - 2X	<input style="width: 50px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Total:	<input style="width: 50px;" type="text"/>	

Selections

Payroll: Support Staff
 Pay Period: 201808
 Pay Date: 20-Apr-2018
 Selected Date: 09-Apr-2018
 Position: Pay & Benefits Assistant
 Location: School Board Office
 Auth Location: Z Payroll (AUTH LOC)

Total Original Units For Week

Time Sheet

	Sunday 08-Apr-2018	Monday 09-Apr-2018	Tuesday 10-Apr-2018	Wednesday 11-Apr-2018	Thursday 12-Apr-2018	Friday 13-Apr-2018	Saturday 14-Apr-2018	Total
Reg Hrs - Has Benefits	<input type="text"/>	<input type="text" value="7.0"/>	<input type="text" value="7.0"/>	<input type="text" value="7.0"/>	<input type="text" value="7.0"/>	<input type="text" value="7.0"/>	<input type="text"/>	35.0
Reg Hrs - Percent In Lieu	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Replacement (Add Name Comment)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Extra Hrs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Statutory Holiday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Sick Time Or Wcb Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Family Illness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Bereavement Or Funeral	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Union Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absent Without Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Banked Time Taken	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Overtime Paid - 1.5X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Overtime Paid - 2X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Overtime Banked - 1.5X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Overtime Banked - 2X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Totals	0.0	7.0	7.0	7.0	7.0	7.0	0.0	

Absences

Date	Location	Start	End	Position	Hrs/FTE	Payroll
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6. In this example, I want to change the 7 hours that were initially entered on the Reg Hrs Has Benefits line item – see the Weekly Timesheet at the bottom of the page and I want to change this entry to Sick Time.

7. To correct the entry:

- Enter a negative **-7.00** on the Reg Hrs Has Benefits line item – this will cancel the original entry. You always have to enter the reverse of your original entry.
- Enter a Comment.
- Enter a positive **7.00** on the Sick Time or WCB Time line item – this is the correct entry for the day.
- Enter a Comment.

Total units for selected day only:

This total is the END RESULT of the original units, any previous adjustments and the new amendments entered for this day

Adjustment Time Sheet entries for 09-Apr-2018

Category	Units	Approved	Processed	Comment
Total	0			

Enter time adjustments +/- for 09-Apr-2018

Category	Units	Comment
REG HRS - HAS BENEFITS	<input style="width: 50px;" type="text" value="-7.00"/>	<input style="width: 90%; height: 20px;" type="text" value="Original entry incorrect - should be sick time"/>
REG HRS - PERCENT IN LIEU	<input style="width: 50px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
REPLACEMENT (ADD NAME COMMENT)	<input style="width: 50px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
EXTRA HRS	<input style="width: 50px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
STATUTORY HOLIDAY	<input style="width: 50px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
SICK TIME OR WCB TIME	<input style="width: 50px;" type="text" value="7.00"/>	<input style="width: 90%; height: 20px;" type="text" value="Correction to original entry - was entered as regular hours"/>
FAMILY ILLNESS	<input style="width: 50px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

8. [Click the Submit button at the bottom of the page.](#)

This is very important - this Saves your entries and re-submits them for approval.

9. The Timesheet Entry Confirmation page will appear.

The original Weekly Timesheet will show at the top of the page.

The Adjustment Timesheet entries section will show the amended entries you made to the Timesheet.

- *These entries will be processed on the next pay*

Timesheet Entry Confirmation

Your Timesheet for the week including 09-Apr-2018 has been updated.



Selections

Payroll: Support Staff
 Pay Period: 201808
 Selected Date: 09-Apr-2018
 Position: Pay & Benefits Assistant
 Location: School Board Office
 Auth Location: Z Payroll (AUTH LOC)

Total Units: 35.0

Time Sheet

	Sunday 08-Apr-2018	Monday 09-Apr-2018	Tuesday 10-Apr-2018	Wednesday 11-Apr-2018	Thursday 12-Apr-2018	Friday 13-Apr-2018	Saturday 14-Apr-2018
Reg Hrs - Has Benefits		7.0	7.0	7.0	7.0	7.0	
Reg Hrs - Percent In Lieu							
Replacement (Add Name Comment)							
Extra Hrs							
Statutory Holiday							
Sick Time Or Wcb Time							
Family Illness							
Bereavement Or Funeral							
Union Leave							
Absent Without Pay							
Banked Time Taken							
Vacation							
Overtime Paid - 1.5X							
Overtime Paid - 2X							
Overtime Banked - 1.5X							
Overtime Banked - 2X							
Totals	0.0	7.0	7.0	7.0	7.0	7.0	0.0

Total Units with Amendments: 35.0

Adjustment Time Sheet entries for 09-Apr-2018

Category	Date	Units	Pay Period	Approved	Processed	Comment	System Comment
REG01 BEN	20180409	-7.0	201809			Original entry incorrect - should be sick time	Amendment-20180425
SICK	20180409	7.0	201809			Correction to original entry - was entered as regular hours	Amendment-20180425
Total		0.0					

[Return to Timesheet](#)

[Return to Timesheet Same Emp](#)

Absences

Date	Location	Start	End	Position	Hrs/FTE	Payroll
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