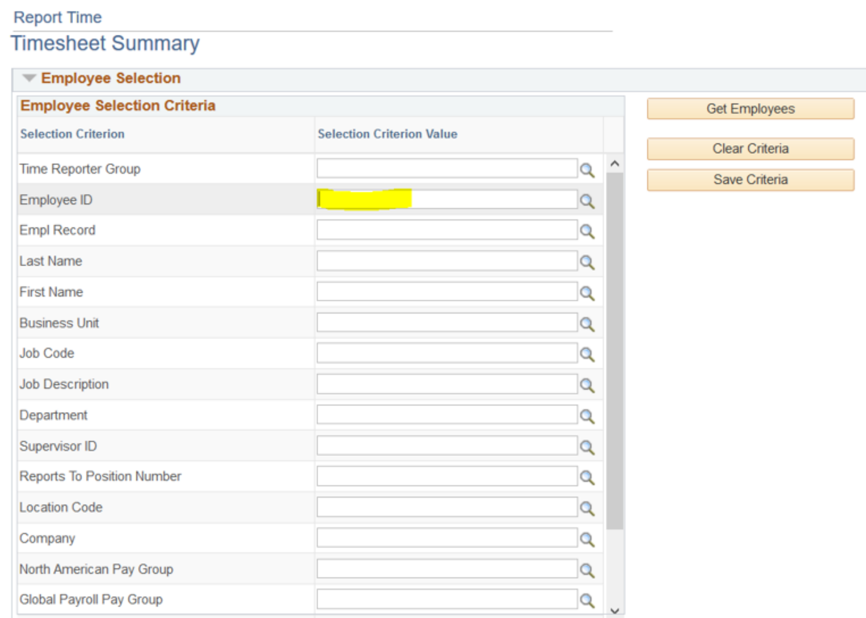
Report Time as a Time Administrator or Manager using the Classic Timesheet

Steps to follow: This guide will demonstrate how to report time for one employee as a Department Time Administrator

1. Begin by navigating to the Timesheet Summary page
    a. From the Mosaic Home page, select the Navigation Bar Icon in the top right corner

    b. Follow the path: *Human Resources → Manager Self Service → Time Management → Report Time → Timesheet*
    c. Use the Timesheet Summary page to approve, deny, or enter time for your employees. Use the Employee Selection Criteria to select a group of employees or an individual employee to time entry
2. Enter the Employee's ID into the Employee ID field under the Selection Criterion Value and select Get Employees



3. Scroll to the Time Summary, and click on the Employee's Last Name

4. The date of the desired timesheet will need to be selected from the calendar beside the date field.
    a. "View By" – This controls how the timesheet is displayed. The default option is "Calendar Period". The calendar period for McMaster is Sunday to Saturday; as such the

timesheet will display the “Calendar Period” that contains the date that is selected in the “Date” field.

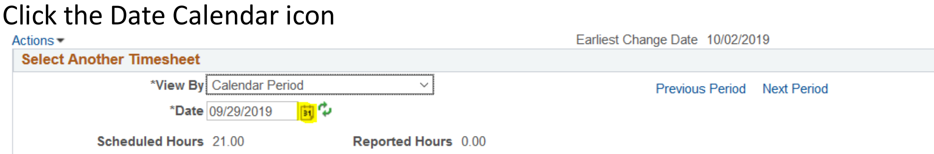
b. There are two other options for view, and they are “Week” and “Day”. The “Week” view will show you 7 days from the date selected from the timesheet. “Day” view will only display the one day that is selected in the “Date” field.

c. You can skip through periods by pressing the “Previous Period” and “Next Period” links on the top left

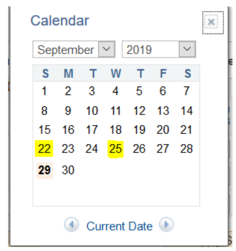
Previous Period   Next Period

d. To change the date:

i. Click the Date Calendar icon

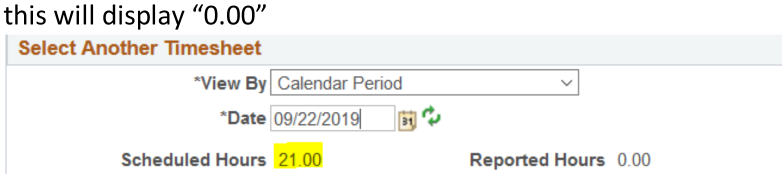


ii. Select the Sunday of the week for which the time needs to be entered. For example, if the time needs to be entered for September 25th, select the 22nd :



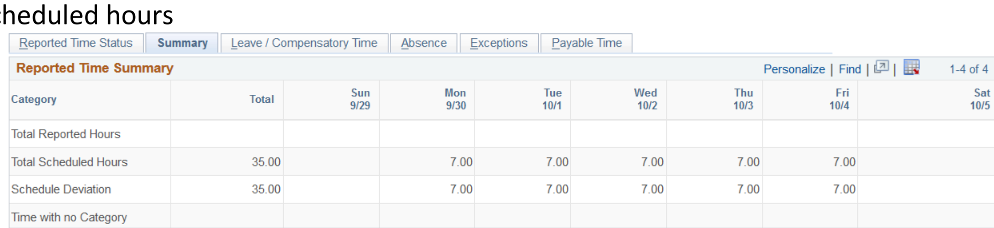
iii. Click Refresh timesheet icon to refresh the selected time period

5. This section will also display your total weekly scheduled hours. If the employee does not have a schedule, then this will display “0.00”



6. Exception Hourly Time Reporting on the Classic Timesheet (e.g. Unifor Unit 1)

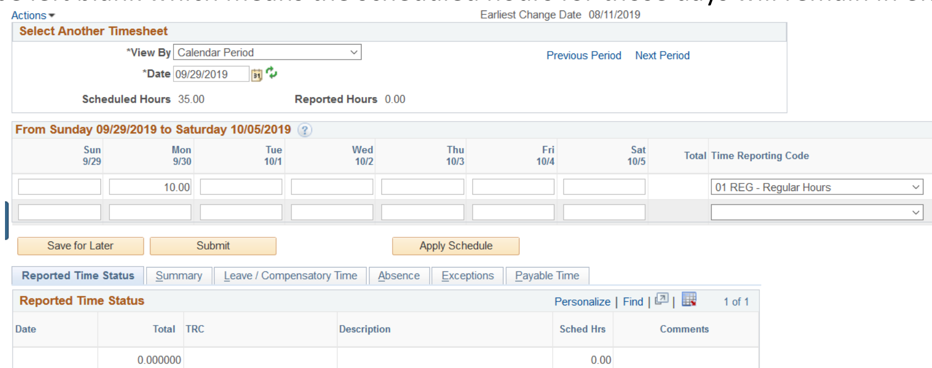
a. An important item to note is that if you are reporting time for an exception hourly employee (e.g. Unifor Unit 1) you do not need to report the regularly scheduled hours. These scheduled hours are generated automatically by the system and do not require approval. The regular scheduled hours will not display in the boxes, however if you click the “Summary” tab (seen in the screen shot below) this will display your weekly scheduled hours


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

Reported Time Summary — Personalize | Find | 1-4 of 4

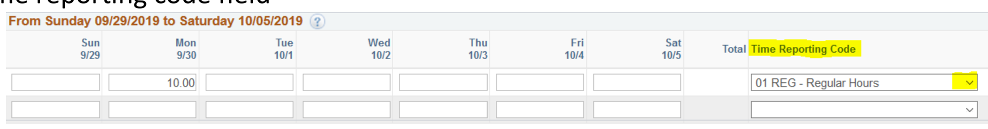
Category	Total	Sun 9/29	Mon 9/30	Tue 10/1	Wed 10/2	Thu 10/3	Fri 10/4	Sat 10/5
Total Reported Hours								
Total Scheduled Hours	35.00		7.00	7.00	7.00	7.00	7.00	
Schedule Deviation	35.00		7.00	7.00	7.00	7.00	7.00	
Time with no Category								

b. When the hours the employee worked on a given day differs from the schedule, below is an example of what the timesheet submission might look like. This example represents an exception hourly employee with a 35 hour a week schedule (7 hours a day) who worked an additional 3 hours on a single day during the week being reported (note that only the day with the exception hours (e.g.: "Mon 09/30" in the screen shot below) needs to be entered on the timesheet, and that the boxes for all the other days can be left blank which means the scheduled hours for those days will remain in effect):

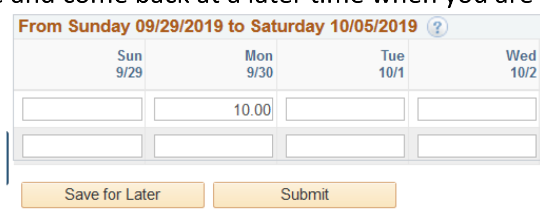


c. It is important to note that "10" hours must be entered to capture the total hours worked, and not "3" hours. This is due to how the system evaluates the reported time. What you enter in the daily boxes on the timesheet is an "exception" to the schedule, which means that what is entered in the box will replace the scheduled hours for that day.

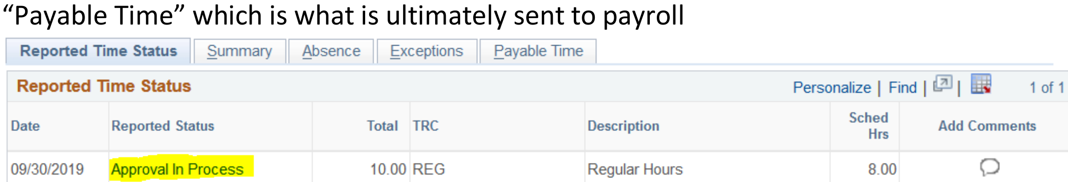
d. After entering the hours, select a time reporting code from the drop down under the time reporting code field



e. Hit the "Submit" button, this will send your entry through for approval. The "Save for Later" button will save the entries but will not route them for approval. This will allow you to leave the page and come back at a later time when you are ready to submit

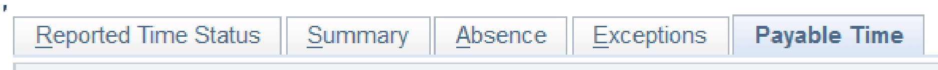


f. Under the tab "Reported Time Status" it displays the reported hours for the day and that it "Needs Approval" or "Approval in Process". When the time is approved, and the nightly Time Administration system process runs this reported time will be converted to "Payable Time" which is what is ultimately sent to payroll

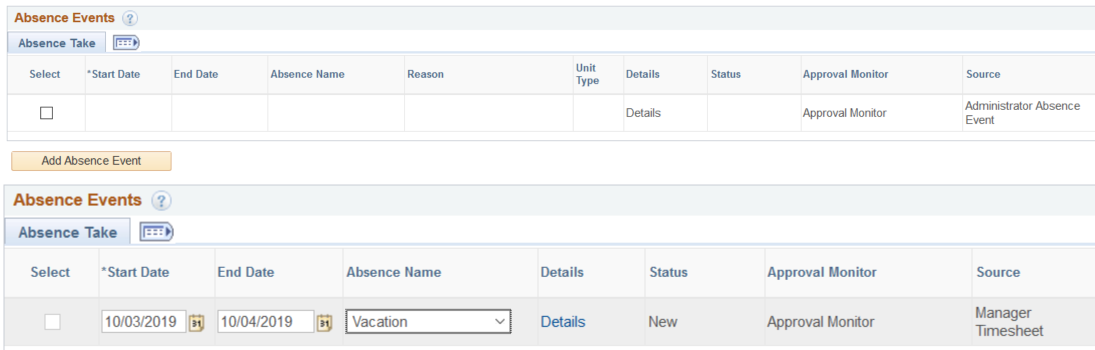


g. One of the most common frequently asked questions is "Why am I reporting 10 regular hours instead of 7 regular and 3 overtime hours?" The system will automatically validate how much of the 10 hours should be converted to overtime based on the rules of the applicable collective agreement or the Employment Standards Act of Ontario.

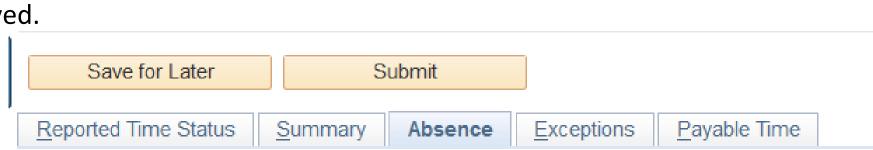
h. After the time has been approved the following day you will be able to see the "Payable Time"



7. **Reporting Absence via Classic Timesheet**
    a. click the "Add Absence Event button". This will then allow you to select a start and end date (if you are reporting a single day of absence then the start and end date will be the same). An important note is the start date selected must be in the week for which you have pulled up the timesheet. After selecting the dates you can the select an absence from the "Absence Name" drop-down menu

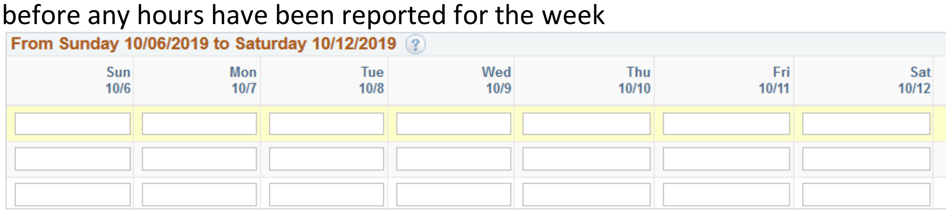


    b. When the absence event has been created, hit the submit button in the middle of the page to route it through for approval. Important note, when an absence is reported the regular scheduled hours for that day will not be generated. If absence is left in the status of "Needs Approval" the employee will not receive payment for regular hours on that day or for the absence, therefore it is very important to ensure reported absences are approved.

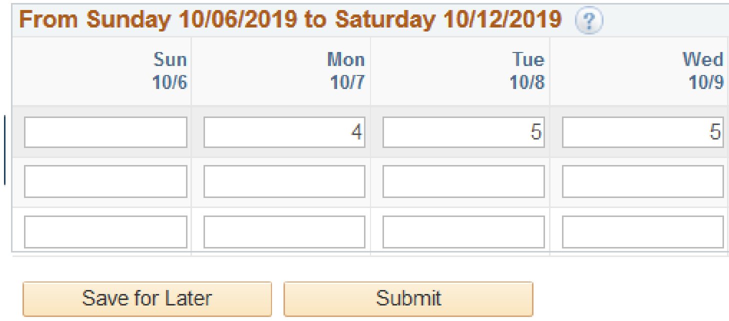


    c. Note the absence will not appear in the payable time tab until Tuesday Afternoon of the pay week

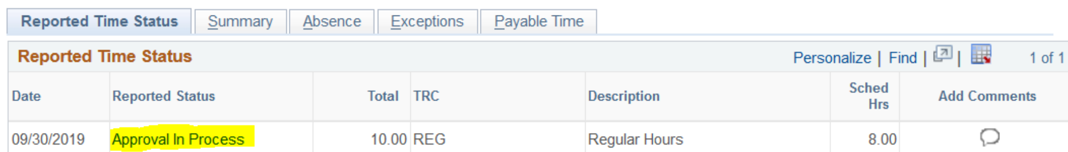
8. **Hourly Time Reporting (i.e. Interim, student, casual)**
    a. If you are reporting time an hourly employee (i.e. Interim, work-study, casual), than all hours must be reported for each day whether the employee has a schedule or not. The below screen shot displays what the timesheet would look like for an hourly employee before any hours have been reported for the week



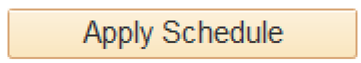
    b. Enter the daily hours for the employee
    c. Select the "Time Reporting Code"
    d. Press the "Submit" button, to send your entry through for approval. The "Save for Later" button will save the entries but will not route them for approval. This will allow you to leave the page and come back at a later time when you are ready to submit



e. Under the tab "Reported Time Status" it displays the reported hours for the day and that "Needs Approval" or "Approval in Process". When the time is approved, and the nightly Time Administration process runs this reported time will be converted to "Payable Time" which is what is ultimately sent to payroll



f. If you are entering time for an Hourly employee with a schedule in the system, press the "Apply Schedule" button to have the weekly schedule populated



g. In the event an Interim employee (student, casual, temporary) works in excess of 44 hours you still report all hours as "REG" and anything in excess of the overtime threshold will be automatically calculated by the system for the applicable overtime payment.

Exception Hourly Time Reporting Codes

BFLEX	Bank Flex Time	Worked additional hours that will be banked to be flex at a later date
CBREG	Regular Time on Callback day	When called back to work after completing normal scheduled hours
FLXTK	Flex Bank Hours Taken	Using Flex time that was banked previously
LOGPH	Log On / Phone Consult	Log-On or Phone Consultation
ONCAL	On Call/Stand By	On-call Status Pay (this is an indicator, we report 1 hour and the system will determine how many straight time hours to pay based on the Collective Agreement rules)
OTB	Overtime Banking	Used to indicate of the total REG hours worked on a day, how many should be considered for banking
OTCTO	Banked Overtime Taken	Using banked Overtime
REG	Regular Hours	Regular hours
STDFR	Statutory Holiday Banked	Used when deferring a Stat Holiday pay on a holiday for which the employee has worked
STALT	Statutory Alternate Holiday	Using a banked stat holiday on an alternate day

Absence Codes

Vacation	Current Year Vacation
Previous Year Vacation	Carry-forward vacation
Bereavement	Paid Time-off for Bereavement Leave
Jury Duty	Paid Time off for Jury Duty
Personal	Personal Day
Unpaid	Unpaid Time Off
Sick	Paid One-Off sick days

Interim (hourly) Time Reporting Codes

REG	Regular Hours	Regular hours
STDFR	Statutory Holiday Banked	Used when deferring a Stat Holiday pay on a holiday for which the employee has worked
STALT	Statutory Alternate Holiday	Using a banked stat holiday on an alternate day

Interim (exception Hourly) Absences

Unpaid	Unpaid Time Off

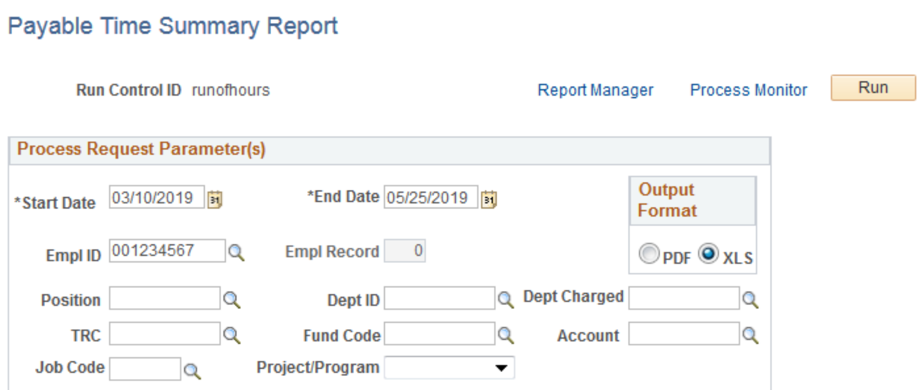
-only for those interim employees set up as exception hourly. To see if you have any exception hourly employees within your department, pull the Interim Exception Hourly Employee Report under the HR Reporting Hub (In the Administrative Home Page)

Payable Time Run of Hours Report Instructions

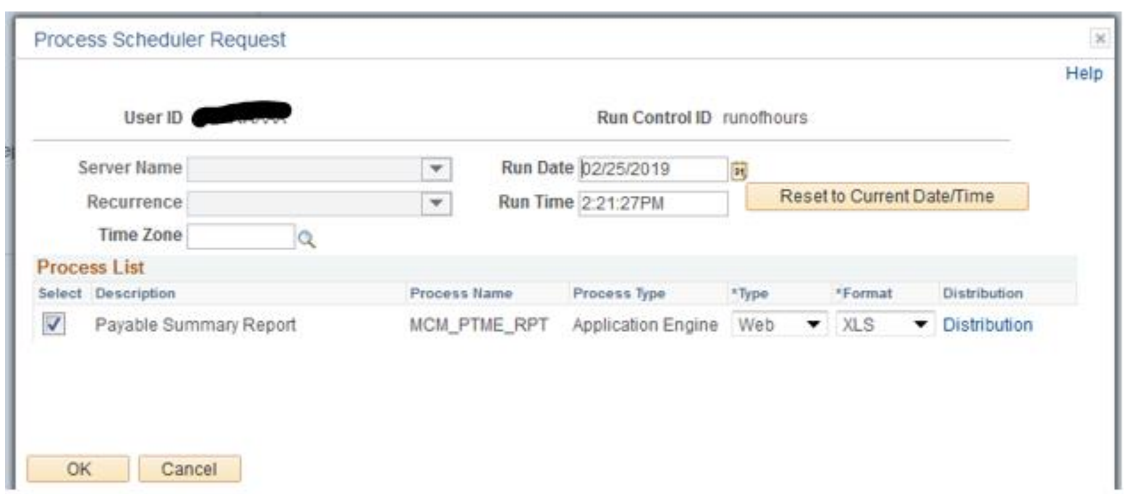
To validate the hours which have been reported and approved run the Payable Time report. This report can be run the day after the time has been reported & approved.

1. Navigate to the Payable time Run of Hours report:
    a. *Human Resources→ Manager Self Service→ Time Management→ View Time→ Payable time run of Hours*

2. Search for your run control or Add a new Value
3. Enter in the Pay period Start & End Date (can enter over multiple pay periods)
4. Enter in the employee's ID number in the Empl ID field
5. Change the output format to XLS

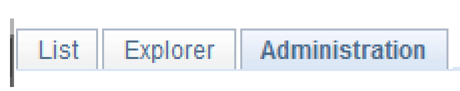


6. Click Run
7. Press OK on the popup

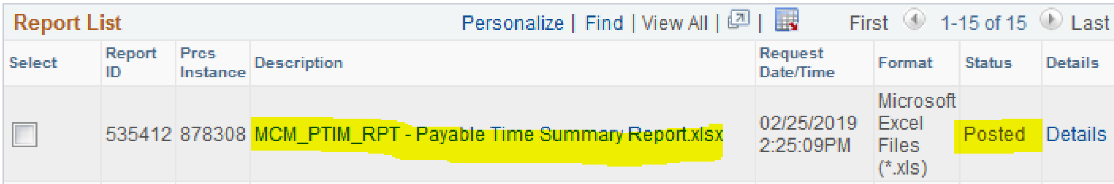


8. Click on Report Manager

9. Navigate to the "administration tab"



10. Retrieve your report when the status reads "posted"



Report List — Personalize | Find | View All | First 1-15 of 15 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	535412	878308	MCM_PTIM_RPT - Payable Time Summary Report.xlsx	02/25/2019 2:25:09PM	Microsoft Excel Files (*.xls)	Posted	Details

11. Validate the hours per employee on the report

Reporting for Statutory Holidays:

<u>Interim (Temporary/Casual) Employees Public Holidays and Time Entry</u>

Interim (Temporary/Casual) employees are entitled to all Statutory holidays. ESA Interim (Temporary/Casual) employees <u>are not entitled</u> to public holiday pay for the Civic Holiday as it is not one of the nine public holidays recognized by the Ontario Employment Standards Act. In addition, ESA Interim are not entitled to the University Closure Days.

For Interim (Temporary/Casual) employees public holiday pay entitlements are calculated in accordance with the Employment Standards Act (ESA) and its regulations. Please note, the amount of public holiday pay an employee is entitled to varies between employees as it is dependent upon the regular wages the employee earned and any vacation pay that was payable in the 4 work weeks prior to the work week in which the public holiday fell, divided by 20. Public holiday pay does not necessarily amount to an employee's regular daily earnings due to the nature of the calculation for public holiday pay. For further information on the ESA calculation of public holiday pay, please refer to the following link:
https://www.labour.gov.on.ca/english/es/tools/esworkbook/publicholiday.php

https://www.ontario.ca/document/your-guide-employment-standards-act-0/public-holidays

Please note you are not required to enter anything on the public holiday day, as the system will automatically generate the public holiday entitlement. If an employee works on the above date, you are required to enter the hours worked as "Regular". The system will convert these hours to the appropriate premium rate.

<u>Exception Hourly and Salaried Employees Public Holidays and Time Entry</u>

The system will automatically generate the Statutory Holiday entitlement for each group (according to any applicable Collective Bargaining Agreements). If an employee works on the Statutory Holiday, you are required to enter the hours worked as "Regular." The system will convert these hours to the appropriate premium rate.

For additional resources:

https://hr.mcmaster.ca/managers/time-reporting-payroll/

For the Payroll cut-off schedule for time reporting deadlines:

https://hr.mcmaster.ca/app/uploads/2019/02/2019-STAFF-Payroll-Cutoff-Calendar.pdf