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1.0 Overview

1.1 The Bridge Web Time Entry

Web Time Entry is the new time keeping method for employees. Employees will be responsible for entering and submitting their hours worked and exceptions every pay period. Approvers will be responsible for approving the current time sheets. Once the Approver has approved the time sheets, they will be loaded into the payroll process for processing.

The approver may or may not be the supervisor.

The exception timesheet reports exception hours from the 1st of the month up-to-and-including the last working day of the month. The hourly timesheet reports hours from the 16th of the prior month to the 15th of the current month. Traditionally, many timesheets have come into payroll incomplete and some late. **It is the responsibility of the employee/approver/administrator of the department to ensure the timesheets are complete, correct and sent in on time.** By submitting/approving the timesheet, this is what they are doing. With web time entry, timesheets may be rejected if there is an error. The time sheet will then go back to the employee along with an email and timeframes may be critical at that point.

Once submitted, whether manually or electronically, a timesheet becomes a legal document.

The payroll department may only make changes to the timesheets with written authorization from the supervisor/administrator. As the payroll department is not the authorizing body of the timesheets, it is up to the supervisor/administrator as well as the employee to ensure the timesheets are correct and complete. Time sheets will be sent back for correction when possible.

It is the supervisor's/administrator's responsibility to advise the employee of any changes made to the timesheet and the reason. Employee's may not request changes to his/her timesheet by Payroll. The employee will need to go through the approver to make any time sheet changes. With web time entry, payroll will play an auditing role, not an input role.

Employees/approvers must make themselves aware of the items in the collective agreements or policy manuals affecting the employee's payroll.

The timeframes may adjust slightly as electronic entry uses less time by not having to utilize the mail system – all submissions are done electronically – from employee to approver and approver to payroll. We will advise if timeframes are moved.

Only the current pay period can be submitted by using the web. Any late time sheets have to be done manually and will be tracked.

1.2 Definitions

Approver	The Primary Approver is a university employee who is responsible for checking the accuracy of time / exception records and then approving them so that they are submitted to Payroll for processing.
Pay Number	The Pay Number is the number assigned to the period for which time may be submitted. This is consistent with the University's fiscal year month numbers. E.g. April = 01, May = 02 etc.
Pay Calendar	The Pay Calendar clearly defines the days included in each pay period, and the days for which each pay period is open to accept web time updates and approvals.
Pay ID	The Pay ID identifies the multiple payrolls run in our institution. Only the hourly time sheets and the monthly exception reports are accessible on the web. The hourly pay ID is 06 and the monthly pay ID is 01.
Proxy	A Proxy Approver is a university employee that is temporarily identified by the Primary Approver to approve time sheets in the event of the Primary Approver's absence.
Hourly employees	Hourly employees are employees that are paid on an hourly basis and will be required to submit their hours at the end of every pay period for the approval of their supervisor. Pay period runs from the 16 th of the month to the 15 th of the next month, paid at the end of the month after submitted.
Exception Report employees	Exception reports are for employees that will not be required to submit regular hours to their supervisors but are required to submit items such as: lost time or overtime to supervisors. These employees still need to submit a time sheet if no exceptions are being reported.
Apply All Actions	This is your electronic signature. It certifies that the hours submitted were an accurate representation of the hours that were worked. This process is legally binding.
Super-user	This is your contact person in the Department who is the expert on the Web Time Sheets. The Super-user will have access to all you employees time sheets and be able to Submit and return these records after the cutoff.

1.3 Earning Code Descriptions

Earnings

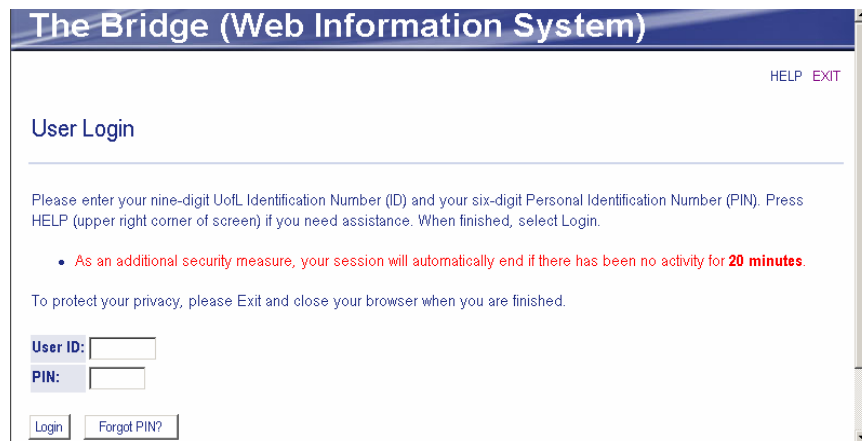
Code	Code Description	Usage	Groups
020	Regular Hourly Pay	For employees paid by hours worked only.	All hourly
042	Evening Shift	When over half of the total hours worked fall in the period 3:00pm - 4:59am	AUPE, Exempt
043	Consultation Pay-PE Facilities		AUPE PE
044	In Charge Security		AUPE Security
045	Weekend Shift	Hours worked between 12:00am Saturday and 11:59pm Sunday.	AUPE, Exempt
046	Instruction Pay - Aquatics		AUPE Aquatics
047	In Charge - Aquatics		AUPE Aquatics
048	Standby Paid	Post 1/2 hour for every major portion of 4 hours eg 6 hours would be 1/2 hour. On Paid holidays the rate is 1 hour instead of 1/2 hour.	AUPE
049	Call Out Paid	Post 4 hours or the hours worked calculated using the overtime rules (the greater)	AUPE
058	Standby CTO	Post 1/2 hour for every major portion of 4 hours eg 6 hours would be 1/2 hour. On Paid holidays the rate is 1 hour instead of 1/2 hour.	AUPE
059	Call Out CTO	Post 4 hours or the hours worked calculated using the overtime rules (the greater)	AUPE
080	Part Time Extra Hours Paid	For part time employees working extra hours but not overtime rates.	AUPE, Exempt, APO
082	Part Time Extra Hours CTO	For part time employees working extra hours but not overtime rates.	AUPE, Exempt
131	Overtime Pay at 1.5	First 2 hours overtime on a work day. Overtime worked on first day of rest or paid holidays, up to max daily hours for the employee.	AUPE, Exempt
132	Overtime Pay at 2.0	After the first 2 hours overtime on a work day, on the second day for rest. When the hours on the first day of rest and paid holidays exceed the max daily hours.	AUPE, Exempt
133	CTO Earned at 1.5	First 2 hours overtime on a work day. Overtime worked on first day of rest or paid holidays, up to max daily hours for the employee.	AUPE, Exempt
134	CTO Earned at 2.0	After the first 2 hours overtime on a work day, on the second day for rest. When the hours on the first day of rest and paid holidays exceed the max daily hours.	AUPE, Exempt
135	CTO Used		AUPE, Exempt
136	CTO Earned at 1.0 - Seminars	Over time gone on seminars	AUPE, Exempt
137	Overtime Pay at 1.0 - Seminars	Over time gone on seminars	AUPE, Exempt
151	Stat on Regular Day Off	Used when day off falls on paid holiday and another day will be used in the future as CTO time.	AUPE
170	Vacation Used		All
180	Casual Illness Leave	Up to the first 3 days of sick leave if not gone longer.	AUPE
181	Short Term Disability (E/D/A/F)	Sick leave for all group except AUPE.	All except AUPE
182	General Illness at 100%	Gone for more than 3 days, all days entered here.	AUPE
304	Administration of Estate	1 day at a time.	AUPE, Exempt
305	Family Emergency Leave	Up to 5 days in the employees year.	APO
306	Court Leave	Summoned for jury duty or as a witness.	AUPE
307	Family Illness Leave	Up to 3 days in the employees year.	AUPE, Exempt
308	Bereavement Leave	Max 2 or 4 days, see article 26.03 for more detail. APO's get 5 days.	AUPE, Exempt, APO
309	Funeral Leave	Up to 1 days in the employees year.	AUPE, Exempt, APO
310	Moving Leave	Up to 1 days in the employees year. APO's get 2 days.	AUPE, Exempt, APO
311	Disaster Leave	1 day at a time.	AUPE, Exempt
312	Birth/Adoption Leave	1 day at a time.	AUPE, Exempt
313	Citizenship Leave	1 day for an employee to attend their proceedings for Canadian Citizenship.	AUPE, Exempt
314	Travel Leave - Funeral	Up to 2 days for travel for bereavement and family illness where long distances are involved, per incident.	AUPE, Exempt
315	Medical Appointment	Eligible for 1/2 of the employees day - 1 hour or if greater then recored as casual illness leave.	AUPE
318	Seminar/Conference Leave	Record of employees leave to attend.	AUPE, Exempt
344	Worker's Compensation	All WCB hours employee not at work except for the first day.	AUPE, Exempt, APO
345	Worker's Compensation -1st day	First day or part of day for employees WCB incident.	All
348	AUPE Business - Invoiced	Lost time that will be invoiced and money returned for conventions, bargaining, executive meetings. Will need to have form filled out by the Union.	AUPE
349	AUPE Business - With Pay	Lost time for union business.	AUPE
410	Absent Without Pay	Took time off and has no Vacation or CTO time left.	AUPE, Exempt, APO, Researchers

2.0 The Bridge Login

2.1 The Bridge Location

https://www.uleth.ca/bridge/twgkwbis.P_WWWLogin

Use Internet Explorer as the browser. Other browsers may not keep the correct format.



The Bridge (Web Information System)

HELP EXIT

User Login

Please enter your nine-digit UofL Identification Number (ID) and your six-digit Personal Identification Number (PIN). Press HELP (upper right corner of screen) if you need assistance. When finished, select Login.

- As an additional security measure, your session will automatically end if there has been no activity for **20 minutes**.

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Login Forgot PIN?

2.2 User Login

“User ID” is your University 9 digit number given to all students and employees.

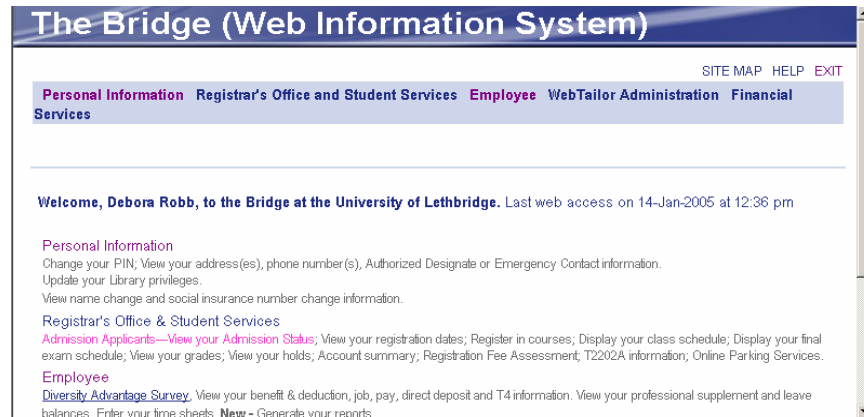
A “PIN” for a new employee will be set to your birthday (ddmmyy) this must be changed when login is done the first time.

- To change PIN do this under “Personal Information”.
 - The PIN for students will be the same as your Student Information PIN.
- Click “Login”

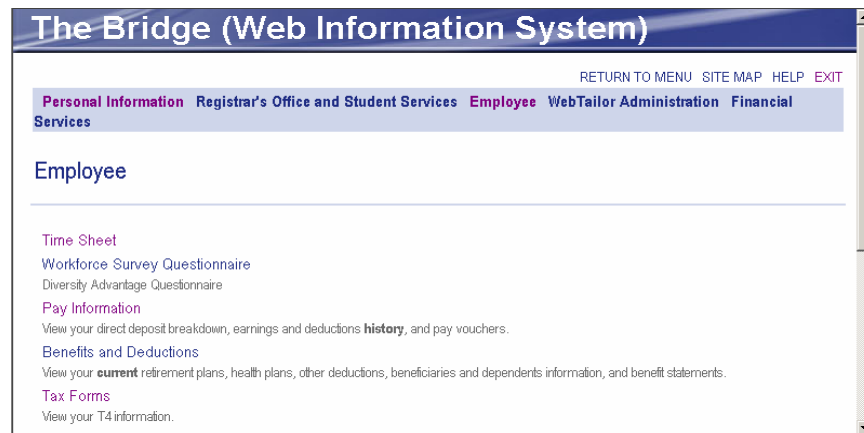
If “PIN” has been forgotten enter “User ID” and select “Forgot Pin”. Answer the question and select submit answer, this will send you an email with your “PIN” number.

2.3 Time Sheet Address

Click on “Employees”



Click on “Time Sheet”



3.0 Employee Time Entry

3.1 Position Selection

Select the “Position Description & Department” for the job you wish to enter time for. One record is created for each job on campus that needs to have time or exception time entered. Be sure that you are selecting the correct position.

Select the correct “Time Sheet Period”. Be careful selecting this as there is a week in the beginning of any period that two time sheets are open at the same time with the most

current displayed first. If a time sheet was not submitted by the deadline date it will have to be done as a manual time sheet and will be processed the following month.

The “Time Sheet Period” also shows the status for each time sheet. These are the descriptions for them:

- Not Started – Time sheet has not been activated yet.
- In Progress – You have gone into or entered time for this period.
- Pending – The time sheet has been submitted to the approver.
- Approved – The approver has approved the time sheet.
- Completed – Payroll has exported the time sheet into Banner.
- Error – There is a problem with the time sheet and needs to be fixed.
- Return for Correction – The approver/super-user/payroll has sent the timesheet back for correction.

Click on the “Select” button.

The Bridge (Web Information System)

SITE MAP HELP EXIT

Personal Information Registrar's Office and Student Services Employee WebTailor Administration Financial Services

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Position Description & Department	Time Sheet Period
<input checked="" type="radio"/> HR Analyst, 000823-00 Human Resources - Director, 6101	01-Jan-2005 to 31-Jan-2005 In Progress
<input type="radio"/> HR Analyst, 000823-00 Human Resources - Director, 610103	01-Jan-2005 to 31-Jan-2005 In Progress
	01-Dec-2004 to 31-Dec-2004 Approved

Select

3.2 Time Sheet Overview

Prior time sheets cannot be submitted for the next period. A manual time sheet must be submitted.

Time sheets can be entered progressively, but only submit once it is completed. Once submitted you cannot make changes unless the Approver returns your time sheet for correction.

Description of Time Sheet Buttons

- Position Selection – Opens the prior form “Position Selection”.
- Comments – Used to explain the time sheet if needed by the employee or supervisor.
- Preview – Shows the time sheet in whole.
- Submit – Use once the time sheet has been completed. The time sheet will be locked for entering on again, unless rejected by the approver.
- Restart – Use if the time sheet has a lot of correction that need to be done, this will create a blank time sheet. Do not use past the “Submit by Date”.
- Next / Previous – Moves the time sheet back and forth between weeks in the period.

3.3 Entering on your Time Sheet

The format of this form is supported by Internet Explorer.

The first week of the month (Sun to Sat) is displayed, select the “Next” button to move through the weeks.

Click on the link (blue lines) under the corresponding date and Earnings.

Eg. For vacation hours on Jan 4, 2005, click on the double bars across from vacation under “Thu 04-Jan-2005”.

The Bridge (Web Information System)
SITE MAP HELP EXIT

[Personal Information](#)
[Registrar's Office and Student Services](#)
[Employee](#)
[WebTailor Administration](#)
[Financial Services](#)

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Current Timesheet										
Position:	HR Analyst – 000823-00									
Department:	Human Resources - Director – 6101									
Time Sheet Period:	01-Jan-2005 to 31-Jan-2005									
Submit By:	07-Feb-2005 by 11:00 P.M.									

Earning	Shift	Dflt Hrs	Total Hrs	Sun 02-Jan-2005	Mon 03-Jan-2005	Tue 04-Jan-2005	Wed 05-Jan-2005	Thu 06-Jan-2005	Fri 07-Jan-2005	Sat 08-Jan-2005
Vacation Used	1	0	0	--	--	--	--	--	--	--
Short Term Disability (ED/AF)	1	0	0	--	--	--	--	--	--	--
Family Illness Leave	1	0	0	--	--	--	--	--	--	--
Funeral Leave	1	0	0	--	--	--	--	--	--	--
Bereavement Leave	1	0	0	--	--	--	--	--	--	--
Travel Leave - Funeral	1	0	0	--	--	--	--	--	--	--

Submitted for Approval By:	
Approved By:	
Waiting for Approval From:	

A new bar will be added to the screen showing:

Earning – Type of earnings that are being entered.

Shift – Should always be 1.

Entry Date – The date to which hours are to be recorded on.

Hours/Units – Hours that are to be recorded for the earnings on that date.

Save Hours/Units – Creates the record for the above.

Copy Hours/Units – Copies the above to multiple days.

Account Distribution – Displays the FOAP your salary is charged to.

Fill in “Hours/Units” and “Save Hours/Units” to enter daily for each earning needed.

The screenshot shows a web application titled "Time Sheet". It includes a navigation bar with "NEXT/PREVIOUS" buttons. The main content area displays "Current Timesheet" information for a user named "HR Analyst - 000823-00" in the "Human Resources - Director - 6101" department. The "Time Sheet Period" is "01-Jan-2005 to 31-Jan-2005". Below this, there is a table for entering time, with columns for "Earning", "Shift", "Entry Date", and "Hours/Units". A row is shown for "Vacation Used" on "04-Jan-2005" with a shift of "1". Buttons for "Save Hours/Units", "Copy Hours/Units", and "Account Distribution" are visible. At the bottom, there is a summary table with columns for "Earning", "Shift", "Diff", "Total", and days of the week from "Sun" to "Sat".

3.4 Copying Hours on Multiple Days

An example for using this is if you were on vacation for two weeks. The “Copy” feature will eliminate the need to enter each day individually.

To copy to multiple days enter “Hours/Units” for the first day of the leave then select “Copy Hours”. This displays the Earning code being copied and original date and hours.

You can only copy the exact original days’ hours.

Either select all days required individually or select the “Copy from date displayed to end of the pay period” (fills in from the original date to the end of the period excluding the weekends).

“Copy Hrs/Units” and “Time Sheet” will all save the hours posted and return you to the time sheet. “Previous Menu” will only save the hours posted.

The screenshot shows the "Copy" feature in the Time Sheet application. It includes a navigation bar with "SITE MAP", "HELP", and "EXIT" links. The main content area displays "Copy" information for a user named "HR Analyst - 000823-00" in the "Human Resources - Director - 6101" department. The "Earnings Code to be copied:" is "Vacation Used, Shift 1". The "Date / Hours/Units to be Copied:" is "04-Jan-2005 / 7 Hours/Units". Below this, there are checkboxes for "Copy from date displayed to end of the pay period:", "Include Saturday(s):", and "Include Sunday(s):". A calendar grid is shown with dates from "Sun 02-Jan-2005" to "Sat 08-Jan-2005". Buttons for "Time Sheet", "Previous Menu", and "Copy Hrs/Units/Account Dist" are visible at the bottom.

3.5 Validate

This checks the time sheet for possible errors in entering. Time sheets can be validated at any time throughout the entry process. Validate is also done automatically when you submit the time sheet. Click on the “Validate” button.

The screenshot shows a web form titled "Current Timesheet". It contains the following information:

- Position:** HR Analyst – 000823-00
- Department:** Human Resources - Director – 6101
- Time Sheet Period:** 01-Apr-2005 to 30-Apr-2005
- Submit By:** 06-May-2005 by 11:00 P.M.

Earning	Shift	Dflt Hrs	Total Hrs	Fri 01-Apr-2005	Sat 02-Apr-2005						
Vacation Used	1	0	0	--	--						
Short Term Disability (E/D/A/F)	1	0	0	--	--						
Family Illness Leave	1	0	0	--	--						
Funeral Leave	1	0	0	--	--						
Bereavement Leave	1	0	0	--	--						
Travel Leave - Funeral	1	0	0	--	--						

At the bottom of the form are several buttons: Position Selection, Comments, Preview, **Validate**, Submit, Restart, and Next>>.

If no error is generated click “Closed”.

The screenshot shows a "Display Errors" dialog box. The title bar indicates the URL: https://www.uleth.ca/bridge/hwpkterr.P_Time_Errors?P_Error_Ind=E&P_JobsSeqNo=271. The dialog contains the following text:

Display Errors

Time Sheet for: 01-JAN-2005 to 31-JAN-2005

No Error found.

Buttons: Refresh, Close

If there is an error a brief description of the error will be displayed. This error needs to be corrected before you can submit the time sheet. If you are not sure on how to fix this error contact your Payroll Specialist for assistance. Click “Close” which will return you to the time sheet and fix problems.

The screenshot shows a "Display Errors" dialog box with an error message. The title bar indicates the URL: https://www.uleth.ca/bridge/hwpkterr.P_Time_Errors?P_Error_Ind=E&P_JobsSeqNo=271. The dialog contains the following text:

Display Errors

Time Sheet for: 01-JAN-2005 to 31-JAN-2005

Debora Robb

Date	Earning	Hours	Error Description
02-JAN-2005	Vacation Used	7	170-04 Not required on weekend.

1 Error Found.

Buttons: Refresh, Close

Corrections/changes/restart can still be made.

When your time sheet is complete and correct, click on “Submit”. Enter your “PIN” number and select “OK”. You will then only be able to view your time sheet.

Ensure the time sheet is complete and submitted by the deadline shown. If the submit by date has been missed you will need to contact your approver to submit this for you.

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Current Timesheet															
Position:		HR Analyst – 000823-00													
Department:		Human Resources - Director – 6101													
Time Sheet Period:		01-Jan-2005 to 31-Jan-2005													
Submit By:		07-Feb-2005 by 11:00 P.M.													
Earning	Shift	Entry Date	Hours/Units												
Family Illness Leave	1	10-Jan-2005	7												
			Save Hours/Units			Copy Hours/Units			Account Distribution						
Earning	Shift	Dflt Hrs Units	Total Hrs Units	Sun 09-Jan-2005	Mon 10-Jan-2005	Tue 11-Jan-2005	Wed 12-Jan-2005	Thu 13-Jan-2005	Fri 14-Jan-2005	Sat 15-Jan-2005					
Vacation Used	1	0	28	--	--	--	--	--	--	--	--				
Short Term Disability (E/D/A/F)	1	0	0	--	--	--	--	--	--	--	--				
Family Illness Leave	1	0	7	--	7	--	--	--	--	--	--				
Funeral Leave	1	0	0	--	--	--	--	--	--	--	--				
Bereavement Leave	1	0	0	--	--	--	--	--	--	--	--				
Travel Leave - Funeral	1	0	0	--	--	--	--	--	--	--	--				
Position Selection		Comments		Preview		Validate		Submit		Restart		<<Previous		Next>>	
Submitted for Approval By:															
Approved By:															
Waiting for Approval From:															

Once submitted the “Waiting for Approval From” will show the approvers’ name. “Submitted for Approval By” will show who and when submitted. When the time sheet has been approved the “Approved By” will display who approved it.

The Bridge (Web Information System)

SITE MAP HELP EXIT

Personal Information Registrar's Office and Student Services Employee WebTailor Administration Financial Services

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Current Timesheet												
Position:		HR Analyst – 000823-00										
Department:		Human Resources - Director – 6101										
Time Sheet Period:		01-Jan-2005 to 31-Jan-2005										
Submit By:		07-Feb-2005 by 11:00 P.M.										
Earning	Shift	Dflt Hrs Units	Total Hrs Units	Sat 01-Jan-2005								
Vacation Used	1	0	28	--								
Short Term Disability (E/D/A/F)	1	0	0	--								
Family Illness Leave	1	0	7	--								
Funeral Leave	1	0	0	--								
Bereavement Leave	1	0	0	--								
Travel Leave - Funeral	1	0	0	--								
Position Selection		Comments		Preview		Next>>						
Submitted for Approval By:		You on 20-Jan-2005										
Approved By:		Kenneth McInnes										
Waiting for Approval From:												

3.8 Return for Correction

Should the approver find an error, the time sheet will be returned for correction. This will allow you to enter on the time sheet.

You will receive notification by e-mail.

It is then your responsibility to correct and re-submit the time sheet immediately in order for your exceptions to be processed.

How to Correct a returned Time Sheet

Open your time sheet.

View the comments.

If no comments exist contact your approver as to why the time sheet was returned.

To change the hours posted on a day click on the hours, in the new bar change the hours or delete.

Click on "Save" to complete this process.

Repeat this for all corrections required.

Click on "Submit".

Enter your "PIN" number.

Select "OK".

3.9 Missed the Deadline for Submitting

Contact your Approver or the Department Administrator for help. If neither are available then contact your Payroll Specialist.

4.0 Approvers

4.1 Approver/Proxy Login

To retrieve time sheets and their status select “Approve/Acknowledge Time Sheets”. Then click “Select”.

Time Sheet/Leave Request/Proxy

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Enter/view hours on my timesheet.

Proxy Display/Set Up.

Approve/Acknowledge Time Sheets.

Proxy for:

Superuser:

RELEASE: 5.1.1.2

powered by

Done Internet

To approve as a Proxy select the correct name in the “Proxy for”

4.2 Selection

Time sheet organization is the department organization codes from the accounting (FOAP) numbers.

Depending on the structure of your area one or more numbers may be required for you to select. There will be employees under each number for you to approve.

The most current “Pay ID/Pay Period” will be displayed, make sure you are selecting the correct “Pay Period” when approving Time Sheets. If you pay employees on the Monthly (Exception Time) and the Hourly pay periods there will be different “Pay ID/Pay Period” records for you to select with different cutoffs and period dates. Pay periods starting with 01 are the Monthly (Exception Time reporting) and 06 is the Hourly.

Selection

Click the button under COA/Organization to select an organization and choose the Pay ID/Pay Period. Determine the Sort Order and then click **Select**.

COA/Organization	Pay ID/Pay Period
<input checked="" type="radio"/> 9, 6101, Human Resources - Director	<input type="text" value="01, 01-Jan-2005 to 31-Jan-2005"/>
<input type="radio"/> 9, 610103, Human Resources - Director	<input type="text" value="01, 01-Nov-2004 to 30-Nov-2004"/>
<input type="radio"/> 9, 6105, Occupational Health and Safety	<input type="text" value="01, 01-Dec-2004 to 31-Dec-2004"/>
<input type="radio"/> 9, 610503, Occupational Health and Safety	<input type="text" value="01, 01-Nov-2004 to 30-Nov-2004"/>

Sort Order

Sort employees' records by Status then by Name.

Sort employees' records by Name.

Common Question

Why do I get an error message, “You have no records available at this time”?

This message is created if you are a new approver and none of your employees have started their time sheet yet. The other reason for this message could be that payroll has not set up your approval. You will need to contact payroll to fix this.

Why under my organization is the current pay period not displayed?

If none of your employees have started their time sheet for the open pay period there will be no record for you to look at. If there was a department restructure and the organization numbers have changed the old number will be displayed for three months but no new pay periods will be created.

What if I miss the deadline for approving the time sheets?

Approvers have one extra day past the deadline to approve their time sheets. Even after that day an approver can still approve the time sheets. Not submitting on a timely manner may cause your employee not to be paid for this period and the time sheet would then have to be submitted manually for the next pay period.

What do I do if my employee didn't submit the time sheet prior to the cutoff?

If the status is “Not Started” then your Super-user will be able to extract this time sheet and submit it to you for approval. You will then be able to return this to the employee for correction or you have the option to change the time sheet yourself prior to approving this.

If the status is “In Progress” you will be able to submit this time sheet to be approved, once this is done you may either return for correction, change the time sheet or approve the time sheet.

4.3 Summary of Time Sheets

Creates a list of all your employees sorted by their time sheet status. Only time sheet with the status of Pending can be approved.

1. Not Started – Time sheet has not been activated yet. No approver has been assigned to this time sheet yet. There may be more than your employees within the organization number but once the time sheet is “In Progress” you will only see your employees.
2. In Progress – Time has been entered but not completed for this period. Employees need to submit prior to the Time Sheet cutoff date. As an approver this time sheet can be modified or submitted for approval only after the cutoff date.
3. Pending – The time sheet has been submitted for approval and cannot be changed by the employee. These are waiting for the approver to approve, correct or return for correction. This process can be done a few days after the cutoff date.
4. Approved – The approver has approved the time sheet. Once at this stage the time sheet cannot be changed by the approver. The Payroll can send these back to the approver or employee for correction if needed.
5. Completed – Payroll has exported the time sheet into Banner. The time sheet can still be sent back for correction by Payroll if needed but there are timing issues with the payroll process.
6. Error – There’s a problem with the time sheet and needs to be fixed. Contact payroll.
7. Return for Correction – The approver/super-user/payroll has sent the timesheet back for correction. An email is sent to the employee to notify for immediate correction. Comments are inserted with an explanation of why the time sheet was rejected.

Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA:	S, The University of Lethbridge
Organization:	6101, Human Resources - Director
Pay Period:	01-Feb-2005 to 28-Feb-2005
Proxy for:	Not Applicable
Pay Period Time Entry Status:	Open until 07-Mar-2005, 11:00 P.M.

Select New Organization Select All Approve/Acknowledge Reset Save

Pending							
ID	Name/Position	Req'd Action	Total Hours	Total Units	Queue Status	Other Information	
					Appr./Ackn.	Return for Corr.	
	Debora Robb 000823 - 00	Approve	63.00	.00	<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record

Not Started		
ID	Name/Position	Other Information
	Jamie Christopher Orlin 000772 - 00	

Current Pay Event Transaction Status	
Action required by all approvers:	0
Time/Leave Approved/Acknowledged:	0
Time/Leave Awaiting Approval/Acknowledgement:	1
Total:	1
Total Hours:	63.00
Total Units:	.00

Select New Organization Select All Approve/Acknowledge Reset Save

4.5 Time Sheet Approval Process

There are 3 ways of approving a time sheet on the Bridge, all starting with the Summary page.

1. Click on the employees' name which will bring up a new page "Employee Detailed Information". This page summarizes the time sheet. View all "Earnings" posted and look at the "Comments" if any were entered, if this is all correct and no changes are required click "Approve". Click "Next" to approve the next employee.

For time sheets that require changes click "Add Comment" to inform the employee of the required changes. Enter comments and click "Save" then "Previous Menu". The time sheet can then be returned by clicking "Return for Correction". This will send the employee an email letting them know to fix and resubmit. You will have to remember to approve this time sheet.

If the employee will not be able to access the returned time sheet then click "Change" and you can modify the time sheet. If this is done you should add a comment to let the employee know what you changed. Then click "Approve". Never use the "Delete" unless in consultation with Payroll.

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name:	Debra Robb	Organization:	6101 Human Resources - Director
Position:	000823-00 HR Analyst	Transaction Status:	Pending

[Routing Queue](#)

[Account Distribution](#)

Time Sheet Hours

Earnings	Shift	Special Rate	Total	Tue 01-Mar-2005	Wed 02-Mar-2005	Thu 03-Mar-2005	Fri 04-Mar-2005	Sat 05-Mar-2005	Sun 06-Mar-2005	Mon 07-Mar-2005	Tue 08-Mar-2005	Wed 09-Mar-2005	Thu 10-Mar-2005	Fri 11-Mar-2005	Sat 12-Mar-2005	Sun 13-Mar-2005	Mon 14-Mar-2005	Tue 15-Mar-2005	Wed 16-Mar-2005	Thu 17-Mar-2005
Short Term Disability (E/D/A/VF)	2		7	7																
Total Hours:			7	7																

Routing Queue

Name	Action/Date
Debra Robb	Originated 07-Mar-2005 12:00 pm
Debra Robb	Submitted 08-Mar-2005 10:12 am
Kenneth Edward McInnes	Pending

Account Distribution

Defaults for the Pay Period											
Pay Period Effective Date	Percent	Index	Fund	Orgn	Acct	Program	Activity	Location	Project	Cost Type	
01-Mar-2005	100.00		11005	6101	6251	6801					

[Time Sheet Hours](#)

[Routing Queue](#)

[Account Distribution](#)

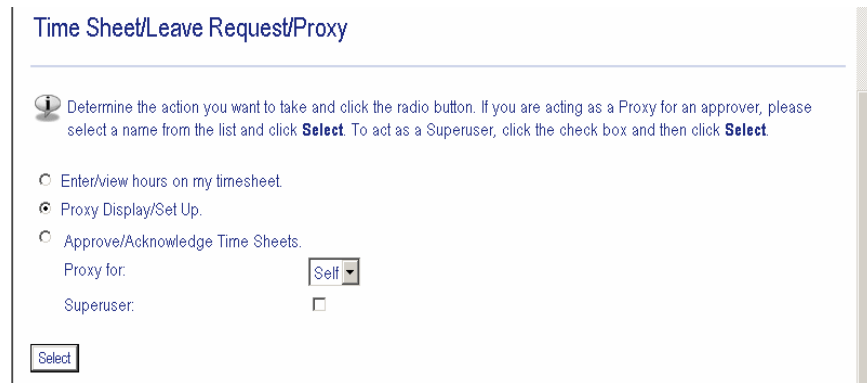
- Click on "Change Time Record". From this page you can click "Approve" or change the hour posted then click "Approve". This view does not summarize the time sheet, it shows all Earnings.
- Time Sheets can be approved in the "Summary of Time Sheet" without looking at the details. Under "Queue Status" select "Appr/Ackn" then click "Save". The time sheet will then be approved.

This is not a recommended way of Approving. The "Total Hours" for the employee is just a summary of all "Earnings" posted.

4.6 Approver Proxy Display/Setup

Upon the absence of an Approver a proxy can be setup. This allows someone else to approve the time sheets in your absence. There has to be a start and end date to the Proxy setup. The Proxy will be able approve all your employees as long as it is not past the “Proxy End Date”. Once past this date they will not be able to access your employees records. Multiple Proxy’s can be created as long as the dates don’t overlap.

Select “Proxy Display/Setup” click “Select”.



The screenshot shows a web interface titled "Time Sheet/Leave Request/Proxy". It contains a help icon and a paragraph of instructions: "Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**." Below this are three radio button options: "Enter/view hours on my timesheet.", "Proxy Display/Set Up." (which is selected), and "Approve/Acknowledge Time Sheets.". Under the selected option, there are two fields: "Proxy for:" with a dropdown menu showing "Self" and "Superuser:" with an unchecked checkbox. A "Select" button is located at the bottom left of the form area.

Use the “Search by Last Name” to find a Proxy that has been setup already. Enter the last name or a partial last name and click “Search”.



The screenshot shows a web interface titled "Proxy Set Up". It displays "User Information" with "User Name: Deb Robb". Below this is a table with columns "Proxy Name", "Begin Date", "End Date", and "Remove". The table is empty, and the text "*** No Proxy Found. ***" is displayed. Below the table is a "Search by Last Name" section with a text input field and a "Search" button. At the bottom left, there is a "Previous Menu" button.

A list will be generated under the “Search Results”. Select the correct name and enter the “Begin and End Dates” for your Proxy. Click the “Add” button and the Proxy will be created. The Proxy will receive an email informing them they will be a Proxy for you. If the name you require is not in this list contact the Payroll Department for assistance.

Proxy Set Up


User Information
User Name: **Deb Robb**

Proxy Name	Begin Date	End Date	Remove
*** No Proxy Found. ***			
Search by Last Name			
<input type="text"/>	<input type="button" value="Search"/>		
Search Result	Begin Date	End Date	Add
Ken McInnes (Manager, Human Resources)	15 MAR 2005	15 MAR 2005	<input type="button" value="Add"/>

To remove a Proxy prior to the original entered end date, mark the “Remove” box then click on “Remove”. Once “Removed” or the date is past the “End Date” all access that the Proxy has as you will be eliminated.

Proxy Set Up

User Information
User Name: **Deb Robb**

 **A proxy was added and a notice email has been sent to Ken McInnes successfully.**

Proxy Name	Begin Date	End Date	Remove
Ken McInnes (Manager, Human Resources)	15-MAR-2005	16-MAR-2005	<input type="checkbox"/>

Search by Last Name

4.7 Payroll Guidelines

AUPE:

1. WCB (Workers Compensation Board) only the first day of injury is reported on the time sheets all other days need to be reported on a paper copy.
2. GSL 70% (General Sick Leave 70%) needs to be submitted on a paper time sheet. These hours are entered in the current period not as an exception, to reduce the employees pay for the month.
3. GSL 100% (General Sick Leave 100%) employees need to submit a doctors note if using more than 3 consecutive days.
4. Approvers are responsible for submitting the WCB and GSL time sheets. Contact the Benefits Office if not clear on when they are to be submitted.
5. Employees who return back to work on a modified schedule will do their own time sheets on the Bridge coding the time missed.
6. Article 26 Special leave entitlement is 11 days per employees year. These leave include Family Illness, Bereavement, Travel Time for either Family Illness or Bereavement, Moving Day, Disaster Leave, Birth Leave, Citizenship Leave, Administration of Estate and Funeral Leave. A day is prorated according to the employees FTE (full time equivalency).
7. Bereavement and Travel Leave do not have a individual cap except for each instance and the total 11 day Special Leave cap. For the Employees spouse, domestic partner, parent, son, daughter, guardian or ward up to 4 working days per death. All other family members 2 working days per death.
8. Weekend Premiums are paid on all regular or overtime hours worked on a weekend.
9. Evening Shift – hours worked past 3:00pm. This premium is paid only if the majority of hours worked are after 3:00pm, then all the hours are include in the premium pay. Eg works from 12:00 to 8:00 all hours (7worked) are codes as premium pay. Also include the overtime hours worked. Eg works 8:30 to 4:30 but worked an extra 6 hours that night ($7 + 6 / 2 = 6.5$ hours need to be past 3:00pm) post all 13 hours as Evening Shift.
10. Standby and Callout Pay are posted as the actual hours and will be converted when the time sheet is paid or banked.
11. Use the Overtime/extra hours (banked or paid) for all extra hours worked except if an employee is attending a Seminar, Conference or Staff Retreat and is recording overtime this is calculated at straight time. These hours will be converted and paid either at straight time, time and a half or double time.

12. Employees that work a modified week (not Monday to Friday) will need to enter this. Payroll will need to be notified of all employees that do this. Employees will need to post under the Modified Work Day/Week hours worked for 5 days in a week (Monday to Sunday) leaving two days blank (system assumes these are their weekend days). If a part time employee condensed their week they will also have to post this using 0 on the days of the week that were not worked but also weren't a weekend.
13. Statutory Holiday on Day Off is only used if an employee's weekend falls on a Holiday day. Eg Security works a weekend as regular hours and has Monday and Tuesday off, then the Statutory Holiday is on a Day Off and would need to be posted on the Monday (if that is the Holiday). This will bank a day of CTO (compensating time off) to be used when requested. Even if the employee takes an extra day have them enter this and also enter a CTO Used day as well for the extra day taken off.

5.0 Super-user

5.1 Super-user Roll

The responsibility of the Department Super-user is to train the new Approvers and to coordinate all web time sheets for the Faculty/Department. The Super-user should be contacted first prior to Approvers contacting Payroll. The Super-user has the ability to approve or change **all** Faculty/Department time sheets.

The Super-user is responsible for ensuring that the Employee and/or Approver completes the time sheet by Payroll deadlines.