Guide to Recording of Leaves and Additional Hours or Overtime for Postdoctoral Fellow Appointments

This guide includes the following topics:

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- **Steps to Follow for Recordings Leave, Additional Hours/Overtime**
- **PDF Workgroups, Schedules and Time Reporting Codes**
- **Timekeeper Reminders: Manage Exceptions and Validate Payable Time**
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Background Information

Why has Recording of Leaves and Additional Hours/Overtime for Postdoctoral Fellows transitioned to HR PeopleSoft?

Time-tracking in HR PeopleSoft has been the official method for recording time away from work and additional hours/overtime for all staff employee groups at Queen's since February 2012. It was implemented to establish a campus-wide system to accurately report and track time, leave and benefits, support the application of Queen's policy and meet our legal requirements as an Employer.

The Postdoctoral Fellow (PDF) employee class was not included in the initial implementation as the terms and conditions of employment had yet to be established through the collective bargaining process between Queen's and the Public Service Alliance of Canada. A collective agreement has been established, and leave administration and recording of additional hours worked through HR PeopleSoft took effect on April 1, 2015.

Pursuant to the Employment Standards Act, employers are required to keep records of all leave time taken by an employee. This includes, but is not limited to, time away for vacation, sick leave and overtime worked.

Accurate record keeping is also viewed as a necessary financial management tool by internal and external auditors and granting councils.

What are the Faculty Supervisor's responsibilities?

> **Note: A Faculty Supervisor is the faculty member(s) to whom the postdoctoral fellow normally reports regarding matters pertaining to their employment**

- **Understand your employees' leave and overtime entitlements** which are outlined in the Collective Agreement between Queen's University and the Public Service Alliance of Canada (Local 901, Unit 2) for unionized Postdoctoral Fellows ("Collective Agreement") and the Postdoctoral Fellows policy for Postdoctoral Fellows who are excluded from the Collective Agreement. .

- **Consider Employee absence and overtime requests** once received. Notify employees by email or in person if the leave or overtime request is approved. If not approved, speak with the employee to communicate this decision or to get clarifying information.

- **Ensure that your employees use their vacation time** by the end of the appointment year. Both the employee and the Faculty Supervisor have responsibilities regarding vacation usage and the process by which vacation can be carried forward. Article 30.02 of the Collective Agreement provides as follows:

  - *The Employee and his/her Faculty Supervisor will make every effort to ensure that full vacation entitlement is scheduled and taken during the period for which it was granted. Unused vacation time cannot be carried forward into subsequent appointment years without the express written consent of the Faculty Supervisor.*

- **Appoint a management designate for approving leave requests** when you are out of the office. Notify employees and your timekeeper of the designate.

- **Report approved leave time to the departmental timekeeper** immediately upon approval. Ensure you are aware of the departmental procedures and associated timelines for submission of time records. The best practice is to report leave time as it is requested and approved. You can report leave time by simply emailing your departmental timekeeper and providing the following pieces of information:
  - Employee name
  - Date(s) of Absence
  - Leave type

- **Report approved additional hours worked and overtime** to the timekeeper. Article 13 of the Collective Agreement provides for additional pay and overtime pay or compensatory time off in lieu of overtime pay. You can report additional hours/overtime worked by simply emailing your departmental timekeeper and providing the following information:
  - Employee name
  - Date(s) of Additional Hours/overtime worked

- o   Total number of Additional Hours/overtime worked
- o   Banked time or Payout
- o   Rate: Straight time (1.0) or Overtime (1.5 hours for every hour worked)

- **Report any corrections/updates** to the departmental timekeeper of any changes to previously approved absences.

- **Where advance notice of absence cannot be given by the employee, you should** email your departmental timekeeper with required information regarding the absence once the employee returns to work. (e.g. short-term sick leave).

- **In the case of indefinite absences** (e.g. longer-term sick leave), notify Human Resources' Return to Work and Accommodation unit in accordance to the Return to Work Policy and Procedure documents (http://www.queensu.ca/secretariat/policies/hr.html). In addition, please notify your departmental timekeeper of the employee's indefinite absence by email. Follow up with the employee and the Return to Work and Accommodation unit at reasonable intervals to determine the employee's progress toward recovery and expected date of return to work. Notify the departmental timekeeper of the leave end date via email once the employee returns to work.

- For absences longer than two weeks, the Faculty Supervisor should notify the Return to Work and Accommodation unit of the absence to receive guidance on how to proceed.

Sample email: Reporting Approved leave to Timekeeper

The Supervisor's email communicating approved leaves to the departmental timekeeper **should include the following details:**
- Email subject line should read "*last name, first name – absence approved*"
- Name of the Employee
- Date(s) of leave
- Type of leave
- Number of hours of leave approved or taken

Do not include specific details on Employee absences (e.g. type of illness, reason for compassionate leave) as this information is confidential and not required for absence tracking.

What are the Employee's responsibilities?

- **Submit leave requests with as much advance notice as possible** by email to your Faculty Supervisor. Indicate the type of leave, the dates of the leave and the total number of hours requested.

- **Where providing advance notice is not possible** (e.g. illness, bereavement leave), call your Faculty Supervisor as soon as possible to notify him/her of your absence and the type of leave you are requesting. Upon returning to work, summarize the details of your absence and include the same details as for a leave requested in advance. Your supervisor will need sufficient information to assess the request for the leave. Medical documentation may be required to support your leave request.

- **In the case of indefinite absences**, keep your Faculty Supervisor and the Return to Work and Accommodation unit informed at regular intervals of progress toward recovery and your expected date of return to work.

- **Where you are requesting sick leave,** you are not required to disclose confidential medical information to your Faculty Supervisor. However, upon the request of the Return to Work and Accommodation unit , you may be required to provide satisfactory medical documentation in support of your absence due to illness or injury in accordance with the Return to Work Policy and Procedure documents (http://www.queensu.ca/secretariat/policies/hr.html), including information about the expected duration of the absence. .

- **Request the prior approval of your Faculty Supervisor to work additional hours or overtime. (Note that "additional hours" and "overtime" are distinct concepts in the Collective Agreement.)** In order to receive additional hours/overtime pay or banked time, employees must request and receive the prior approval of their Faculty Supervisor to work the additional hours or overtime (as applicable). Approved *additional* hours are paid at straight time. With respect to approved *overtime* hours, you must specify whether the overtime will be paid, or banked(i.e. to be taken as compensatory time off, in lieu of overtime pay, at a future date(s) as mutually agreed with your Faculty Supervisor).

- **Notify your Faculty Supervisor and departmental timekeeper** of any changes to approved absences (for example a change in vacation time).

Sample email: Employee Leave Request to Faculty Supervisor

An Employee leave request email should include the following details:
- Email subject line should read "*last name, first name-absence request*"   - Type of leave   - Date of leave   - Expected return date   - Number of hours of leave requested   - Contact information including phone number where they can be reached if supervisor needs to speak with them personally

What is a Timekeeper?

In HR PeopleSoft, a person responsible for reporting time, attendance and short-term leave for a designated group of employees is known as a *Timekeeper*. They will use the Time & Labour module to enter time approved for each employee.

In PeopleSoft, all employee categories fall under the accountability of a departmental structure. As a result, every timekeeper appointed by a department will have access to the time records of all employees, regardless of whether they are staff, research or other categories.

Each Queen's department has a primary timekeeper and at least one backup. The number of timekeepers has been set up according to the size and composition of the departments they cover. Departments with only a single administrator are able to make arrangements with their Faculty Offices for backup.

What are the Responsibilities of the Departmental Timekeeper?

- **Record approved leave or additional time** for PDF Employees. This information may be entered as it is received or on a weekly basis depending on volume and workload.   All approved time away or additional time worked must be input into the HR PeopleSoft system to meet payroll deadlines.

- **Run the Time Validation Summary Report** (An HR PeopleSoft audit report) on a regular basis. Compare the input from paper forms (timesheets), emails or other documentation to the Time Validation Summary to ensure time has been inputted accurately. Ensure that the approving Faculty Supervisor reviews and signs the report for accuracy. This report will also be used by department managers to approve account code overrides.

- **Manage Exceptions/Validate Payable Time** and follow-up on any errors or corrections required.

- **Follow up on errors/corrections as required.**

- **Keep secure records** of each approved timesheet, email advisement of absence and Time Validation Summary report *for seven(7) years* by:
    - Filing emails in a private electronic folder (must be on a server which is regularly backed up.) or printing and filing a paper copy of the Timesheet or email in a locked filing cabinet.
    - Filing the time validation summary report in a lock filing cabinet

- **Provide reports** to the Faculty Supervisors as requested.

- **Respond to enquiries** from employees.

- **Ask Faculty Supervisors to submit** approved requests to their alternate timekeeper if out of the office for more than one week.

- **Maintain confidentiality of information in their possession.**

- **Know the deadlines** by which time and labour information must be approved and entered into HR PeopleSoft for processing.

Steps to Follow for Recording Leaves and Additional Hours/Overtime Worked

Step 1: Employees request absence via direct discussion (preferred), email or phone call to their Faculty Supervisor. Where additional hours/overtime is requested by the Faculty Supervisor or employee, the faculty supervisor will discuss with the employee in advance the amount anticipated and whether the employee would like the additional hours to be paid out or banked.

Step 2: Faculty Supervisor approves absence or request to work overtime and advises the Employee. If approval is not granted, the supervisor speaks with the employee to notify him/her about this decision.

Step 3: (a) **If this is an absence/leave:** Faculty Supervisor notifies timekeeper about approved absence via email.

   (b)**If this is additional hours/overtime** – Once the additional hours/overtime have been completed, the employee submits total hours worked by email to the supervisor for final approval confirming payment details (paid or banked). The supervisor advises the timekeeper by email or timesheet of the hours and whether they are to be paid or banked.

Step 4: Timekeeper records absence in HR PeopleSoft (Time and Labour module). Timekeeper audits time entries against the Reported Time Validation report to verify time entered in PeopleSoft is accurate and resolves any PeopleSoft exceptions to ensure payable time is accurate. These activities need to be complete prior to the payroll deadlines.

Step 5: Timekeeper saves email/timesheet in a secure electronic file or prints and files in a locked filing cabinet. Records are retained for seven years.

Information for Timekeepers: Postdoctoral Fellow Time and Labour Workgroups, Schedules and Time Reporting Codes

There are two workgroups in Time & Labour for Postdoctoral Fellows:

- **PDF** – Postdoctoral Fellow – Union
- **FELL** – Postdoctoral Fellow – Non-Union.

Time reporting for these groups is considered **Exception Time Reporting.** This term refers to an employee who *only reports time that is an exception to his/her normally scheduled work time* including sick, vacation, and overtime. Exception Time Reporting applies to all Postdoctoral Fellow employees. Payroll will automatically be generated based on their regular schedule and only the "exceptions" are entered into the Time & Labour system by the timekeeper.

All active Postdoctoral Fellow employees have been set-up with a regular schedule. Union PDFs are set-up with a Monday to Friday, 7.5 hours a day schedule and excluded PDFs are set-up with a Monday to Friday, 7.0 hours a day schedule**. Please contact your Human Resources Advisor if you have a PDF that requires a unique schedule** (i.e. Monday to Friday 3.5 hours a day, etc.) as these schedules play an integral part in efforts to ensure accuracy in the reporting of time and compensation of employees.

Which exceptions (leaves) will be tracked?
All leaves outlined in the Collective Agreement for unionized Postdoctoral Fellows, and in the Postdoctoral Fellow Policy for excluded Postdoctoral Fellows, will be reported by timekeepers. The type of time that can be reported for an employee is dependent on the workgroup that they belong to and the applicable policy/legislation/collective agreement language for that workgroup. Below you will find the Time Reporting Code ("TRC") and Workgroup Matrices applicable to Postdoctoral Fellow employees. For a complete list of TRC's available for each employee workgroup and the associated applicable policy/legislation/collective agreement language please refer to the **Policy and Legislation Time and Labour Information Documen**t which is available on the Human Resources website.

Workgroups Matrix

Workgroup	Description	Time Type	Default Schedule	Time Period
PDF	Postdoctoral Fellows Union	Exception	7.5 M-F	PSMONTH
FELL	Postdoctoral Fellows excluded (non-union)	Exception	7 M-F	PSMONTH

Time Reporting Code Matrix for Postdoctoral Fellow Workgroups

TRC's	Type of Time	Workgroup *	Description
BERV	Bereavement	• PDF/FELL	• Records hours paid, not worked in the event of a death of an employee's immediate family.
COMP	Compassionate	• PDF	• Records hours paid, not worked for a short period of time in the case of an important, unusual or emergency circumstance.
SCK SCKTK SSU	Sick leave Sick leave Sick leave Unpaid	• FELL • PDF • PDF/FELL	• SCK/SCKTK-records hours paid, not worked due to a bona fide illness, non-work related injury or quarantine through exposure to contagious disease. • SSU- records hours unpaid, not worked due to a bona fide illness, non-work related injury or quarantine through exposure to contagious disease.
JURY COURT	Jury Duty Court Leave	• FELL • PDF •	• Records hours paid, not worked when called for jury duty or as a subpoenaed witness.
UNS	Unpaid Leave	• PDF/FELL	• Records hours for leave without pay.
PDLS	Paid Leave	• PDF	• Records authorized leave of absence with pay for legitimate personal reasons.
OT15	Overtime Paid 1.5	• PDF/FELL	• Records authorized overtime paid at a rate of time and a half.
OTB15 OTS OTP	Overtime Banked 1.5 OT Taken Overtime Payout	• PDF/FELL	• OTB15- records authorized overtime banked at a rate of time and a half. • OTP– records payout of overtime hours in an employee's overtime bank • OTS—records lieu time taken and draws from their overtime bank.
REG	Regular Salary	• PDF/FELL	• Records hours worked by an employee and paid.
HOL	Statutory Holiday Salary	• PDF/FELL	• Created automatically in Time & Labour for all employees.
STB15 STT STP	Stat. Worked Banked 1.5 Stat Taken Stat Comp Payout	• PDF/FELL	• STB15-records hours worked and banked at time and a half. • STT-records when an employee takes lieu time and draws from their stat lieu bank.
NOHOL	No Holiday	• PDF/FELL	• Records hours that do not qualify for statutory holiday pay.
UPS	Union - Paid Leave	• PDF	• Records hours paid, not worked to attend Union business.
DSS	December Shutdown	• PDF/FELL	• Records hours paid, but not worked during December holiday shutdown

WBS	WSIB	• PDF/FELL	• Use only in consultation with the Return to Work unit.
MDH MUH	Modified Work Paid Modified Work Unpaid	• PDF/FELL	• Use only in consultation with the Return to Work unit.
XRG	Extra Regular Hours	• PDF	• Records hours worked by an employee in excess of their regular weekly hours up to 173 hours in a pay period.
VCS	Vacation Leave	• PDF/FELL	• Records hours paid, not worked for vacation purposes.

Timekeeping Reminders: Manage Exceptions and Validate Payable Time

Reporting time in HR PeopleSoft by the timekeeper is a multi-step process. In addition to submitting leave time or additional hour worked/overtime into HR PeopleSoft, the timekeeper must also "Manage Exceptions" and "Validate Payable Time" that may prevent time from being picked up by payroll. **Both of these steps are completed the following day after the time has been submitted.**

Manage Exceptions:

Exceptions are generated when time is reported and either an aspect of the time is incorrect, or the time does not comply with a system-defined rule. Exceptions may be system-generated via validation processes or generated as a result of Time Administration rules.

Every exception has an associated severity level. Exceptions with a **high** severity level must either be resolved or allowed in order for the reported time associated with the exception to become payable time. Common causes of time exceptions are entering more than 24 hours of time on a single day changing an employee's workgroup with an effective date prior to the last reported time.

Steps to Managing Exceptions:

1. Go to the Manage Exceptions screen. **Navigation:** Main Menu > Time and Labor > View Exceptions and Attendance > Exceptions
2. Enter the employee ID for the employee you wish to view exceptions for and click "Get Employees"
3. Click the Details tab at the top of the Exceptions table.

Manage Exceptions

Employee Selection Criteria

Description	Value
Group ID	
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Job Description	
Department	

[Clear Selection Criteria]   [Save Selection Criteria]   [Get Employees]

ⓘ Click to View Additional Information

▶ Filter Options

Exceptions   Find | ⊞   First ◀ 1 of 1 ▶ Last

Overview | Details | ⬚▷

Allow	Exception ID	Description	Date	Name	Job Description	Severity
☐	TLX01540	More than 24 hours reported	2010/10/01	Judy Dench	Analyst-Budget I	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.   [Clean Up Exceptions]

[Allow All]

[Save]

4. Scroll to the right of the page and click the Exception Description link for the Employee you wish to view. A description of the Exception will be shown on the screen. Because an exception exists, no payable time was created. Click the OK button.

Exceptions

Overview | Details | ⬚▷

Allow	Exception ID	Description	Date	Name	Exception Data	Exception Description
☐	TLX01540	More than 24 hours reported	2010/10/01	Judy Dench	The sum of any TRCs of Hours Type cannot exceed 24 hours in a day: 27	Exception Description

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.   [Clean Up Exceptions]

[Allow All]

[Save]

5. Go to the Timesheet and find the employee with the exception.

6. Scroll down to view the table shown below. The icon in the Exception column indicates an exception exists in this time period. Click the link for the employee name to make corrections to their time sheet.

7. Locate the date that the error occurred and make the necessary corrections. When all corrections have been completed, click the Submit button.

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments	Exception
2010/09/27	Submitted	7.00	SCK		
2010/09/28	Submitted	7.00	REG		
2010/09/29	Submitted	7.00	REG		
2010/09/30	Submitted	7.00	REG		
2010/10/01	Submitted	20.00	OTB1		🕑
2010/10/01	Submitted	7.00	REG		🕑

8. If the submission is successful the confirmation page will be displayed. Click OK. The Time Administration will be run nightly to apply all time corrections. This means that confirmation of corrections will need to be done no earlier than the day after the corrections were made.

Timesheet

Submit Confirmation

✔ The Submit was successful.

Time for the Week of 2010-09-27 to 2010-10-03 is submitted

[OK]

9. Return to the Manage Exceptions page. Search for the employee that had the exceptions. Click Get Employees to confirm that all exceptions have been resolved.

Validate Payable Time

Timekeepers will validate payable time in order to validate that reported time was processed correctly by the Time Administration process, ensure that scheduled time was created as expected and ensure that payroll has access to the reported time. The Payable Time Detail screen will identify if there are any errors that may prevent the time from being picked up by payroll. The status column refers to the payroll status. The status descriptions include the following:

- Estimated: Waiting for payroll
- Taken by Payroll: To be paid
- Sent to Payroll: A processing error occurred in payroll
- Rejected by Payroll: Usually due to information on the employee job data
- Closed: Not sent to payroll (unpaid or banked TRC)

Steps to Validate Payable Time:

1. Go to the Payable Time Detail screen. **Navigation:** Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail
2. Enter the employee ID for the record you wish to validate.
3. Indicate the date range for which you wish to view payable time (31 days maximum) and click Refresh.
4. Contact your HR Advisor to resolve any issues with the payroll status

Payable Time Detail

Judy Dench   Employee ID: TL0007

Job Title: Analyst-Budget I   Employee Record Number: 0
Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses
Start Date: 2010/09/19   End Date: 2010/09/25   Refresh

▶ **Payable Status Filter**

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements

Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
2010/09/22	Estimated		REG	Hours	7.000000	PSNONCATSK
2010/09/23	Estimated		REG	Hours	7.000000	PSNONCATSK
2010/09/24	Estimated		REG	Hours	7.000000	PSNONCATSK

Additional Resources and Contact Information

Resources available on the Human Resources Website:
www.queensu.ca/humanresources:

Collective Agreement for Postdoctoral Fellows

Postdoctoral Fellow Policy (for non-union Postdoctoral Fellows)

HR PeopleSoft Reference Documents

Timekeeper Training Material

Resources:

For questions with respect to recording time for employees through HR PeopleSoft, please contact your HR Advisor in the Human Resources Department.

For questions regarding the administration of the Collective Agreement (PSAC 901 Unit 2), please contact:

Dan McKeown (for Academic Units in Faculties /Schools other than the Faculty of Arts and Science) at extension 78286

Jada McNaughton (for the Faculty of Arts and Sciences) at extension 78746.