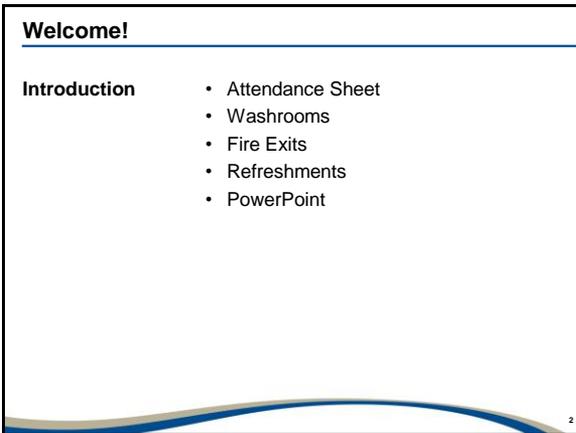
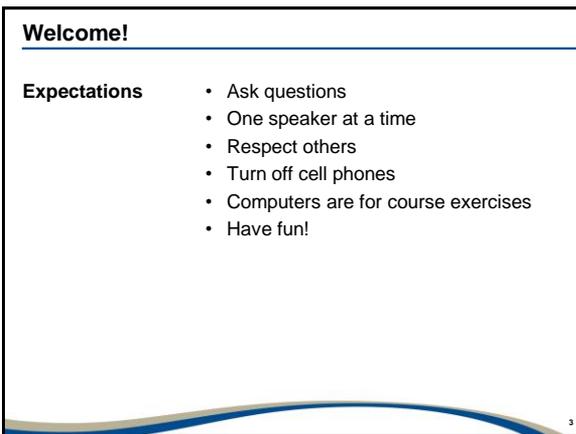




1



2



3

Course Plan and Materials

Over the next three days:

- We will review a PowerPoint Presentation that will introduce timekeeping concepts when using SAP on Days 1 and 2.
- At the end of each section in the PowerPoint, we will complete a series of exercises that are relevant to the topic just discussed.
- We will review additional materials available to you in the on-line Timekeeping Manual.
- On Day 3, you will complete a series of scenarios using the skills and information learned over Days 1 and 2 of the training.

4

4

Course Objectives

After completing this course, you should be able to:

- Understand how the timekeeping requirements for scheduled and flex employees are different
- Understand when to create Substitutions for scheduled and flex employees
- Enter time on the CAT2 Time Sheet: Maintain Time
- Explain the requirements for time entry of regular hours and overtime hours
- Describe and use the Specialized Time Entry fields on the CAT2 Time Sheet
- Recognize Hard Errors and Warning Messages
- Understand the Org Chief Approval process

5

5

Course Objectives (cont'd)

After completing this course, you should be able to:

- Understand the Payroll cycle
- Understand when to process Corrections
- Know when to request an Off Cycle Payment
- Complete inquiries related to time and time entry with various reporting methods

6

6

Course Modules

1. Overview
2. HR Master Data
3. Check List / Workflow
4. Substitutions
5. CAT2 Time Sheet
6. Regular Hours
7. Specialized Time Reporting
8. Overtime
9. Pending Actions
10. Corrections
11. Reports



7

7

Module

1. Overview
2. HR Master Data
3. Check List / Workflow
4. Substitutions
5. CAT2 Time Sheet
6. Regular Hours
7. Specialized Time Reporting
8. Overtime
9. Pending Actions
10. Corrections
11. Reports



8

8

Overview

After completing this module, you should be able to:

- Define Daily Work Hours
- Define Planned Working Time
- Understand the different types of hours which may be paid
- Understand the difference between Scheduled and Flex Employees
- Describe Org Chief Approval and how it is different for Scheduled and Flex Employees



9

9

Daily Work Hours

- All full time and part time employees have regular hours they will be scheduled to work based on their rotation and their Full Time Equivalent (FTE).
 - Full time employee = 1.0 FTE
 - Part time employees = .1 FTE to .9 FTE
- Each Collective Agreement defines regular full time hours of work for the union/local, for example 7.25, 7.50, 7.75, or 8 hour shifts. This is also applicable for non-union employees as outlined in the Employee Handbook.
- This is often referred to as daily hours, base hours, shift hours, full time hours.

10

Daily Work Hours (cont'd)

- The daily hours determine pay period hours and annual base hours.

Daily Hours	Pay Period Hours	Annual Base Hours
7.25	72.50	1885
7.50	75.00	1950
7.75	77.50	2015
8.00	80.00	2080

- Many unions/locals have defined modified shifts such as 9.70, 11.63 or 12 hours. These shift lengths would also be compensated at the employee's basic rate of pay.

11

Daily Work Hours (cont'd)

- Regular hours accrue vacation, sick time, seniority, are pensionable and usually pay at straight time.
- On occasion, regular hours may pay at premium rates
 - Stat day worked
 - Successive Shift
 - Shift Change
- There are also premiums which may be added to an employee's pay.
 - Shift / weekend premiums – automatically generated by SAP
 - Standby, Responsibility Pay, etc. – coded by Timekeeper

12

Daily Work Hours (cont'd)

- Daily hours, including modified shift hours, generally are the maximum number of hours the employee must work per day/date before overtime is applicable.
- The various Collective Agreements and the Employee Handbook also define the shift start and end times and the lengths of the paid and unpaid breaks.
- Full time employees will work a full shift based on the required daily hours as defined by the Collective Agreement the employee follows or the Employee Handbook.

13

Daily Work Hours (cont'd)

- Part time employees can be scheduled to work daily hours (full shifts) or their shifts may be less than daily hours.
- For example, a part time employee with a .50 FTE can be scheduled for five 7.50 hours ($5 \times 7.50 = 37.50$) shifts in a pay period or they can be scheduled for 10, 3.75 hour shifts ($10 \times 3.75 = 37.50$) in a pay period, or a combination of full and part shifts.

14

Types of Employees

- There are four types of employees in SAP, as follows:

Scheduled Employees <ul style="list-style-type: none">• Full time and part time employees that have rotations or schedules that can be easily defined and set over a period of time.	Flex Employees <ul style="list-style-type: none">• Full time and part time employees with difficult to define rotations.• All casual employees will be flex.
ESP Employees <ul style="list-style-type: none">• Time is managed outside of SAP using ESP scheduling software.• Time worked / paid is exported into SAP through an interface.	Procura Employees <ul style="list-style-type: none">• Direct Services Home Care staff.• Time worked / paid is exported into SAP through an interface.

15

Scheduled Employees

- Only full time and part time employees can be scheduled.
- Typically, rotations that can be defined and set over a period of time will be *Scheduled Employees*.
- A schedule can be as short as one week or as long as 28 weeks.
- A Work Schedule Rule is applied to the employee profile within SAP. This automatically reports the shifts in the employee's normal rotation. This is the employee's **Planned Working Time**.
- The Work Schedule Rule also identifies the employee's daily hours and annual base hours.

16

Scheduled Employees (cont'd)

- The Work Schedule Rule is defined by the Organizational Chief (Manager/Supervisor) when the employee is hired or transfers to another position or unit.
- As the Work Schedule Rule is automated, it ensures the employee will be compensated at their basic rate of pay for all regular hours in their normal rotation without Timekeeper intervention.
- Only **EXCEPTIONS** are to be reported on the CAT2 Time Sheet by Timekeepers for a Scheduled Employee.

17

Scheduled Employees (cont'd)

- Exceptions include:
 - Overtime
 - Paid and Unpaid Leaves
 - Cost center charge outs
 - Earning reasons and relief categories
 - Premium pay such as Responsibility pay
- All exceptions (or CAT2 time entries) for scheduled employees require Org Chief time approval in SAP.

18

Flex Employees

- Full time and part time employees with difficult to define rotations as well as **all Casual employees** will be shown as *Flex Employees*.
- The Work Schedule Rule for Flex employees must be one of the following:
 - Flex1 – 2015 Annual Base Hours
 - Flex2 – 1950 Annual Base Hours
 - Flex3 – 1885 Annual Base Hours
 - Flex4 – 2080 Annual Base HoursThese Work Schedule Rules also stipulate the employee's daily hours.

19

Flex Employees (cont'd)

- A Flex Employee's regular hours will not pay automatically. Timekeeper intervention **is required**.
- A two step process must be followed to ensure a Flex employee is paid:
 - Substitutions must be created for all regular hours worked at regular rates of pay.
 - A CAT2 time entry is then required to ensure the Planned Working Time (substitution) will be paid.

20

Flex Employees (cont'd)

- As well as all regular hours, all exceptions must also be reported on the CAT2 Time Sheet.
- All time reported on the CAT2 Time Sheet for Flex employees requires Org Chief time approval.

21

Organizational Chief (Org chief)

- The **Org Chief** is the Director / Manager / Supervisor who is responsible for approving time for employees where there is a direct reporting relationship.
- Time approval is a process completed by the Org Chief within SAP. They review and approve time entries coded on the CAT2 Time Sheet for all employees for whom they are responsible.
- What the Org Chief views during the approval process will vary based on whether the employee is Scheduled or Flex.
- Cut off for time entry and Org Chief approval is **5:00 pm** on the Friday immediately following the last day of the pay period.

22

22

What is Concurrent Employment?

- **Concurrent Employment** is when an employee holds more than one active position within the Winnipeg Health Region.
- Concurrent Employees can be scheduled or flex or a combination thereof within or across sites.
- Timekeepers are responsible for entering time only for the personnel assignment attached to their Timekeeper number.

23

23

Module

1. Overview
- 2. HR Master Data**
3. Check List/Workflow
4. Substitutions
5. CAT2 Time Sheet
6. Regular Hours
7. Specialized Time Reporting
8. Overtime
9. Pending Actions
10. Corrections
11. Reports



24

24

HR Master Data

After completing this module, you should be able to:

- Create a list of favorite transaction codes used by Timekeepers
- Access the list of employees for whom you will complete timekeeping
- Use PA20 Display HR Master Data to identify if your employees are scheduled or flex and locate other important information for employees



25

25

HR Master Data (cont'd)

- Each employee has one master record, known as HR Master Data.
- A single master data record is created for each employee upon hire and stays with them for their lifetime within the Winnipeg Health Region.
- A history of all updates and changes will be available in the employee's profile.
- Infotypes are created and used to store and sort the information into related groupings.

26

26

Activity 1: Exercises

Exercise Name	T-CODE	Ex #
Favorites	SAP Easy Access Menu	1
Timekeeper List	PA20	2



27

27

Activity 2: Demonstration

Demonstration Name	T-CODE	Demo #
Display HR Master Data	PA20	1



28

28

Activity 3: Support & Resources

Timekeeping & Payroll Guide

- Timekeeping Favourites
- Timekeeper List
- PA20 Display Master Data

Insite

- Upload Favourites



29

29

Module

1. Overview
2. HR Master Data
- 3. Check List**
4. Substitutions
5. CAT2 Time Sheet
6. Regular Hours
7. Specialized Time Reporting
8. Overtime
9. Pending Actions
10. Corrections
11. Reports



30

30

Check List

After completing this module, you should be able to:

- Understand the workflow and when specific functions should be performed by Timekeepers



31

31

Work Flow

- There is a specific order that should be followed for timekeeping.
- Communicate with the applicable employees or your Org Chief to obtain all required information before beginning.
- Your goal is to complete each time entry daily while always working within the current pay period.
- Do not hold off processing time entry until the last day of the pay period.

32

32

Work Flow (cont'd)

- If time entry is not processed:
 - Scheduled employees will be paid automatically based on their Planned Working Time; however, exceptions will be missed.
 - Flex employees will not be paid.

33

33

Check List – Substitutions

- Before processing Substitutions the following review should be completed:
 - Confirm if the employee is Scheduled or Flex.
 - Confirm what type of hours are being paid.
 - Determine if the employee has Concurrent Employment.
 - Confirm if Substitutions have already been created to avoid time collisions.

34

34

Check List – Time Entry

- Before beginning time entry on the CAT2 Time Sheet, the following review should be completed:
 - Determine if the employee has Concurrent Employment.
 - Before coding quota related paid leaves review the balances in the employee's quota bank.
 - Identify any exceptions that require reporting for Scheduled employees.
 - Identify all hours for Flex employees.
 - Identify the type of overtime worked.
 - Determine earning reasons or relief hours and relief positions.
 - Identify cost centre charge outs.

35

35

Check List – Approval of Time

- Org Chief provides **approval** for all required time entries.
- **Time Evaluation** runs each night on all approved entries.
- Once approval and Time Evaluation have been completed the **Time Audit Report** must be run to ensure time is being paid as expected.

36

36

Module

1. Overview
2. HR Master Data
3. Check List / Workflow
- 4. Substitutions**
5. CAT2 Time Sheet
6. Regular Hours
7. Specialized Time Reporting
8. Overtime
9. Pending Actions
10. Corrections
11. Reports



37

Substitutions

After completing this module, you should be able to:

- Understand what a Daily Work Schedule is
- Know how to view & use the full list of Daily Work Schedules
- Understand when to create Substitutions
- Use the Monthly Calendar (IT2051) to create Substitutions
- Use Infotype 2003 to create Substitutions
- Locate and view all Substitutions
- Complete Substitution Maintenance using Infotype 2003



38

Daily Work Schedules

- Daily Work Schedules (DWSs) define shift lengths (hours), including the shift's start time, end time and unpaid break if applicable.
- There is a DWS that is used to indicate off days or days the employee is not scheduled to work.
- DWSs are used to show regular hours (hours paid at the employee's basic rate of pay) and off days.
- All rotations or schedules are a combination of work days and off days.

39

Daily Work Schedules (cont'd)

DWS	V	Daily WS text	Plnd	Work St	Work e	Start Date	End Date
N008		07.75/30/2315	7.75	23:15:00	07:30:00	01.01.1990	31.12.9999
DWS	V	Daily WS text	Plnd	Work St	Work e	Start Date	End Date
D004		12.00//0600	12.00	06:00:00	18:00:00	01.01.1990	31.12.9999
DWS	V	Daily WS text	Plnd	Work St	Work e	Start Date	End Date
D034		07.25/45/0730	7.25	07:30:00	15:30:00	01.01.1990	31.12.9999
OFF		OFF UNPAID	0.00			01.01.1990	31.12.9999

Title	Description
DWS	Unique identifier
Daily WS text	Shift length, unpaid break & start time ("/" indicates there is no unpaid break)
Plnd:	Shift length
Work Start:	Start time of the shift
Work End:	End time of the shift

40

Daily Work Schedules (cont'd)

- Any DWS with an unpaid break indicated is a combination of paid and unpaid hours.
- All DWSs, where an unpaid break is indicated, have been configured to show the unpaid break occurring five (5) hours from the start of the shift.
 - Example: If the shift starts at 07:00, the unpaid break will occur at 12:00. If the shift starts at 08:00, the unpaid break will occur at 13:00

41

Daily Work Schedules (cont'd)

- Daily Work Schedules may be used to create Substitutions.
- The correct DWS must be selected based on the regular hours (or daily hours) as defined in the Collective Agreement that the employee falls under or the Employee Handbook. If you select the wrong DWS you risk paying the employee incorrectly.

42

Daily Work Schedules (cont'd)

- To ensure the correct DWS is selected, a few key items must be reviewed:
 - Shift length or hours
 - Unpaid break built into the DWS
 - Start time
 - End time

43

43

Daily Work Schedules - 12 Hour Shifts

D405	11.63/37/0715	11.63	07:15:00	19:30:00
D410	11.63/37*/0715	11.63	07:15:00	19:30:00
D549	11.63/37^/0715	11.63	07:15:00	19:30:00

- /37/ = 1 unpaid break
 - ↳ 1st and only break is at 5.00 hours in to the shift for 37 minutes
- /37*/ = 2 unpaid breaks (APPLICABLE TO 11.63 HOUR HSC MNU SHIFTS)
 - ↳ 1st break at 5.00 hours from start of the shift for 27 minutes
 - ↳ 2nd break at 10 hours and 27 minutes from start of shift for 10 minutes
- /37^/ = 2 unpaid breaks (APPLICABLE TO ALL OTHER 11.63 HOUR MNU SHIFTS)
 - ↳ 1st break at 5.00 hours from start of the shift for 10 minutes
 - ↳ 2nd break at 10 hours and 10 minutes from start of shift for 27 minutes

44

44

Substitutions

- There are two types of Substitutions:
 1. **DWS Substitutions**, which indicate a shift length, start and end times, and unpaid break, if applicable (includes "OFF", which is used when an employee is not working).
 2. **Start/End Time Substitutions** (manual), when the applicable DWS does not exist or when multiple Substitutions are required on the same date.
- When a Substitution is created, the Substitution overrides the employee's Planned Working Time for that day(s). It does not permanently change or delete it beyond that day(s).

45

45

Substitutions (cont'd)

For Scheduled Employees

- Substitutions are used to show temporary or one time changes to the employee's schedule for the following:
 - Shift changes
 - Successive Shift (if the employee will work one less regular shift)
 - Shift swaps
 - Pick up shifts or additional hours
 - Increased / decreased shift lengths (the original shift was less than daily hours)
 - Correcting a schedule (Scheduled only)

46

Substitutions (cont'd)

For Scheduled Employees:

- Substitutions created for a Scheduled Employees are not visible to the Org Chief during the Time Approval process completed within SAP.
- To view changes to the employee's Planned Working Time, the Org Chief should use the Personal Work Schedule report PT63.

47

Substitutions (cont'd)

For Flex Employees:

- For full time and part time Flex Employees, all 14 days should be recorded.
- For Casual employees create substitutions only for the days the employee is working regular hours.

48

Substitutions (cont'd)

- An employee's Planned Working Time must meet their FTE. This applies to full time and part time Scheduled and Flex employees.
- Planned Working Time must never exceed full time hours.
- It is critical that the Planned Working Time reflects the actual dates and times that an employee is expected to work.
- It is also necessary for third party reporting including:
 - Employment Insurance claims, Workers Compensation (WCB) claims, Graduated Return to Work, Manitoba Public Insurance (MPI) claims, Retirement (HEB)

49

Substitutions (cont'd)

- **Successive Shifts:**
 - Was the Succ. Shift worked in place of another shift later in the pay period?
- Yes**
- Create "OFF" SUB on day they are no longer working
 - Go directly to CAT2 and record Succ Shift Hours. These hours will pay at premium rates.
- No**
- Do not adjust any Planned Working Time already in place
 - Go directly to CAT2 and record Succ Shift Hours. These hours will pay at overtime rates.

50

Substitutions (cont'd)

- **Shift Change:**
 - Was this shift change provided with sufficient notice (Union Specific)?
- No – Insufficient Notice (Premium Rates)**
- Create "OFF" Substitution for the day the employee is no longer working.
 - Go directly to CAT2 and report the Shift Change Hours.
- Yes – Sufficient Notice (Regular Rates)**
- Create "OFF" Substitution for the day the employee is no longer working.
 - Create new SUB for the day the employee's shift has been changed to.

51

Substitutions (cont'd)

- **Shift Swaps:**
 - Create "OFF" substitution for the day the employee is no longer working.
 - Create new a new substitution for the day the employee is now working.
 - **Additional Shifts / Pick up Shifts:**
 - Create a Substitution for the additional shift.
- * Always consider if the additional shifts put them in an overtime eligible situation.*

52

52

Substitutions (cont'd)

- **Increased Shift Lengths:**
 - Increased shift lengths will not qualify for overtime until daily hours have been exceeded.
 - For part time or casual employees working an increased shift length, a Substitution would be required to report the new shift for both Scheduled and Flex employees.
- **Correcting an Automated Schedule:**
 - DWS and OFF Substitutions must be created to show the correct Planned Working until the new schedule is applied.
 - The Org Chief should submit a request to change the schedule as soon as possible.

53

53

When not to create Substitutions!

Never create Substitutions to:

- Report overtime hours, including call back, telephone consult.
 - Generate payment of a premium / allowance, such as responsibility pay, stand-in premiums, mentorship premiums, home care top up, transport premiums or standby/on call.
- These are reported directly on the CAT2 Time Sheet

54

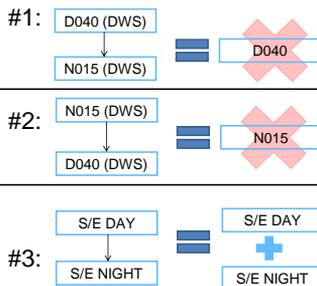
54

Substitution Creation

- Substitutions are created and maintained in PA30 – Maintain HR Master Data.
- There are two methods of creating Substitutions:
 - **Monthly Calendar - Infotype 2051**
 - **Substitutions - Infotype 2003**
- Start/End Time Substitutions must be created using IT2003
 - These are required when an existing DWS doesn't meet your time entry needs.
 - When more than one shift is being reported on the same date, and both shifts are to be paid at straight time.

55

Multiple Substitutions



56

Substitution Maintenance

- Substitution Maintenance is defined as any action where you are:
 - Editing
 - Deleting
 - Copying
- The process to edit, copy or delete a Substitution is the same for Substitutions created using Infotype 2051 or 2003.

57

Check List – Substitutions

- Create Substitutions before reporting time in the CAT2 Time Sheet.
- If a Substitution is created or changed after time has been reported in CAT2, the existing CAT2 time entry must be deleted and re-entered.
- If this order is not followed, SAP will incorrectly generate payment based on the original Substitution and/or time entry reported in CAT2.

58

Personal Work Schedule (PT63)

- PT63 displays an employee's Planned Working Time
 - **Scheduled Employees:** It will show both scheduled shifts/hours and Substitutions
 - **Flex Employees:** Shows Substitutions only
- This report should be run after you have created the necessary Substitutions but prior to time entry in CAT2.
- The report shows only the employee's expected Planned Working Time.
- PT63 will not show if the hours are paid, unpaid or if overtime was reported in the CAT2 Time Sheet.

59

Activity 4: Exercises

Exercise Name	T-CODE	Ex #
Monthly Calendar - Scheduled	PA30 – Infotype 2051	3
Monthly Calendar - Flex	PA30 – Infotype 2051	4
Create Substitutions	PA30 – Infotype 2003	5
Maintain Substitutions	PA30 – Infotype 2003	6
Start/End Time – Two Substitutions	PA30 – Infotype 2003	7
Start/End Time – Extending Shift	PA30 – Infotype 2003	8
Start/End Time – Meeting and Shift	PA30 – Infotype 2003	9
Personal Work Schedule Report	PT63	10



60

Activity 5: Support & Resources

- Timekeeping & Payroll Guide
 - Substitutions
 - PT63 Personal Work Schedule Report
- Insite
 - Change Employee Work Schedule



61

Module

1. Overview
2. HR Master Data
3. Check List / Workflow
4. Substitutions
- 5. CAT2 Time Sheet**
6. Regular Hours
7. Specialized Time Reporting
8. Overtime
9. Pending Actions
10. Corrections
11. Reports



62

CAT2 Time Sheet

- After completing this module, you should be able to:
- Understand the various requirements of the CAT2 Time Sheet



63

CAT2 Time Sheet

- Time entry is the process of reporting hours for an employee and includes the following:
 - Regular hours
 - Paid leave
 - Unpaid leave
 - Premiums
 - Overtime
- All time entry is completed in the CAT2 Time Sheet.
- The type of employee, Scheduled or Flex and the type of hours that require reporting will define the processes to be followed during time entry.

64

CAT2 Time Sheet – Requirements

- A new line entry is required for each new A/A Type being reported.
- Start and end times are not required for full day attendances or absences.
- Start and end times are required when less than a full day is being reported or multiple entries are recorded on the same date.
- Time entries reported on a specific day should be recorded in the order of occurrence.
- Do not combine entries.
- Do not increase or decrease the employee's shift length on the CAT2 Time Sheet.

65

CAT2 Time Sheet – Requirements (Cont'd)

- **Check Entries Icon**
 - The Check Entries icon should be used when time entry is complete. This will generate warning messages that should be reviewed and corrected, if necessary, before saving and closing the CAT2 Time Sheet.

66

Module

1. Overview
2. HR Master Data
3. Check List / Workflow
4. Substitutions
5. CAT2 Time Sheet
- 6. Regular Hours**
7. Specialized Time Reporting
8. Overtime
9. Pending Actions
10. Corrections
11. Reports



67

Regular Hours

After completing this module, you should be able to:

- Understand when to report A/A Type 2000 Regular for Flex employees
- Understand when Quota and Non-Quota Related Paid Leaves should be reported
- Learn when to report Unpaid Leaves



68

Steps prior to Time Entry

1. Review the **Work Schedule Rule** for all employees and confirm which employees are scheduled and which are Flex.
2. Make all the necessary Substitutions for both your Flex and Scheduled employees.
3. Run PT63 to confirm the Planned Working Time for your Flex and Scheduled employees.
4. Review all Quota bank balances prior to reporting any quota related paid leaves (i.e. vacation, sick, banked overtime taken, etc.) to ensure there is sufficient quota.
5. You are now ready to begin reporting the CAT2 time entries.

69

Regular Hours (cont'd)

- Regular hours are the shifts/hours the employee will be scheduled to work and are to be compensated at the employee's basic rate of pay.
- Regular hours can also be pick up shifts or additional hours worked by a part time employee providing the employee is not exceeding daily hours or pay period hours.
- Regular hours also include temporary changes to the employee's normal rotation that do not qualify as overtime. For example, the employee's schedule is incorrect or a shift is being moved to another day.

70

Regular Hours (cont'd)

- There must be Planned Working Time in place, based either on the employee's automated schedule or a Substitution, to identify all shifts/hours that are paid at the employee's basic rate of pay.
- The employee must meet their FTE.
- If an employee will not be working on a normally scheduled work day and the shift is not being moved or swapped, then the employee's absence must be explained on CAT2.

71

Regular Hours – Scheduled Employees

- Scheduled Employees have an automated schedule which ensures automatic payment of their scheduled hours.
- If you create a Substitution for the Scheduled Employee, the Substitution will be incorporated into the employee's schedule and it will also pay automatically without a CAT2 time entry.
- As only **EXCEPTIONS** are reported for scheduled employees, if you have no exceptions to report such as vacation, sick, overtime, etc., then there is no need to open the Scheduled Employee's CAT2 Time Sheet.

72

Regular Hours – Flex Employees

- Reporting time is a two-step process for Flex Employees
 - #1 - Create the Substitutions to show the Planned Working Time
 - #2 – Enter hours worked on CAT2 Time Sheet.
- A Flex employee's hours can be "targeted" to ensure they pay.
- The targeted hours must be deleted if another A/A type is being reported for the same time period to ensure the employee is not overpaid.

73

73

Coding around Unpaid Break

- **Overlapping the Unpaid Breaks**
 - When a time entry overlaps the unpaid break it will increase the start and end time, but not the hours reported and paid.

Data Entry Area											
LT	Pers. Assgn	Per. ...	A/A...	O.	Rec.	CCtr	Relief Ca...	Relief Po...	06.07	From	To
12320	0001.								7.75	08:00	16:15
12320	0001.								3.75		
12320	0001.	1200							3.75	12:00	16:15

- From 12:00 to 16:15 = 4.25 hours
- Being paid only 3.75 hours due to 30 minute unpaid break.

74

74

Paid Leaves

- Paid Leaves are reported when the employee is scheduled to work based on their normal rotation; however, for a variety of reasons, the employee will not be at work or will not be performing their normal duties.
- For some types of paid leaves, the hours are drawn from a quota bank. For others, the entitlement is based on the Collective Agreement or the Employee Handbook, or explains a specific type of activity.
- For all paid leaves, the employee will be paid at their basic rate of pay and they will accrue sick, vacation and seniority and the hours are pensionable. This ensures the employee will meet their FTE and annual base hours.

75

75

Paid Leaves (cont'd)

- Quota related paid leaves are as follows:
 - Sick Personal
 - Sick Family
 - Vacation
 - Supplementary Vacation aka Bonus Vacation
 - Stat (full time only)
 - Banked Overtime
 - Discretionary Leave (Management only)

Entitlement / Accessibility is defined in SAP based on the Collective Agreement or the Employee Handbook.

76

76

Paid Leaves (cont'd)

- Non-quota related paid leaves are as follows:
 - Occupational Health Training
 - Education
 - Bereavement
 - Compassionate
 - Conference/Meeting
 - Court Duty
 - Union Business
 - Orientation
 - Parental Leave
 - Daylight Saving

77

77

Unpaid Leaves

- Unpaid leave time reporting in CAT2 is required when:
 - Related quota is depleted
 - Leave of Absence is pending
 - When the employee fails to report for work, etc.
- Unpaid leaves are as follows:
 - Vacation
 - Sick (Personal / Family)
 - Voluntary Unpaid Leave
 - Maternity / Parental
 - WCB / MPIC
 - Compassionate Care

78

78

Unpaid Leaves (cont'd)

- Unpaid leaves are as follows:
 - Education
 - Orientation
 - Union Business
 - Late Arrival
 - Suspension
 - Insufficient Notice ASAP
 - Unauthorized Absence

79

Time Entry – Negative Quota Balance

- Creating a Negative Quota Balance:
 - Some quota banks have been designed to allow for a negative balance to be generated when quota is over reported.
 - The maximum negative balances are as follows:
 - Stat Quota Bank - Maximum Negative 23.26
 - Banked Overtime Quota Bank - Maximum Negative 23.26
 - Sick (Personal) Quota Bank – Maximum Negative 6
 - Sick (Family) Quota Bank – Maximum Negative 6
 - A green warning message will be generated when a negative balance is being created in a quota bank. Processing can continue and the negative will be cleared as more quota is accrued.

80

Time Entry – Negative Quota Balance (cont'd)

- Negative quota balances are also dependent on the Collective Agreement that the employee is part of:
 - **MAHCP:** Both sick personal and sick family will allow for a maximum negative balance of 23.26 hours per bank
- A negative balance cannot be generated for vacation, supplementary vacation, or excess vacation or for discretionary leave.
- Negative balances will be recovered from the employee's pay when an employee terminates or moves to a position with a lower FTE.

81

Time Entry – Insufficient Quota

- **Insufficient Quota:**
 - A red hard error will generate on CAT2 when there is not enough quota available for your entry.
 - This will occur when the maximum negative balance has been reached or when a negative balance is not applicable.
 - When this occurs another type of quota can be reported providing there is a positive balance in that quota bank, except in the case of depleted sick banks.

82

Time Entry – Insufficient Quota (cont'd)

- **Insufficient Quota:**
 - When Sick Personal is depleted, SAP will draw from the Sick Family bank.
 - When Sick Family is depleted, unpaid Family Sick must be reported as Sick Personal cannot be reported in place of Sick Family.
 - When both Sick Personal and Sick Family are depleted, then Unpaid Sick Personal or Unpaid Sick Family must be reported.

83

Time Entry – Stat Reporting

- Only full time employees are eligible for stat quota.
- Full time Scheduled Employees on a Monday to Friday rotation will have A/A type 1150 – Stat Taken automatically coded by HR Shared Services on the CAT2 Time Sheet.
- All other full time employees, whether Scheduled or Flex, A/A Type 1150 – Stat Taken must be manually coded by the Timekeeper.
- For all employees, if there is Planned Working Time on the Stat, and there is no coding on the CAT2 Timesheet to indicate they are absent, SAP will pay time and one half stat rates.

84

Stat Reporting – Modified Shifts

- The maximum stat accrual for full time employees is based on daily hours, for example, 7.25, 7.50, 7.75, 8 hours, etc.
- If the employee generally works modified shifts of 9.70 or 11.63 hours, there may not be sufficient quota to cover the full day.

85

Stat Reporting – Modified Shifts (cont'd)

- Coding may be done in one of the following ways:
 - A/A Type 1150 Stat Taken can be reported for the full modified shift length putting the employee in a negative.
 - Another type of quota may be reported for the difference between the available quota and the modified shift length.
 - Unpaid leave may be reported for the difference between the available quota and the modified shift length.

Discuss with the employee and Org Chief to determine which method should be followed.

86

Stat Reporting – Part Time and Casual

- **Part time and Casual employees:**
 - Generally receive stat pay on each pay regardless of whether or not a statutory holiday is occurring in the pay period.
 - For part time employees, stat pay accrues (vacation, sick and seniority) and is pensionable.
- If a **Part time employee** is scheduled to work on a stat holiday and the office / department is closed:
 - A Substitution must be created to show the day/date as an OFF day to ensure the employee is not paid.
 - No CAT2 time entry is required.
 - If the OFF Substitution is not created, SAP will assume the employee is working on the stat and pay time and one half rates.

87

Stat Reporting – Part time and Casual (cont'd)

- If a **Casual employee** is scheduled to work on a stat holiday but elects to take the stat holiday off:
 - The employee is not entitled to be paid for the stat holiday.
 - The existing Substitution must be deleted or changed to an OFF day to ensure the employee is not paid.
 - No CAT2 time entry would be required. If a time entry was previously created, it must be deleted.

88

More Information about Quota Banks

- **Requesting Quota Bank Payouts**
 - Employees can request payouts from their **Banked Overtime** and **Stat Quota Banks**, per their collective agreement:
 - The employee must have a positive balance in the quota bank.
 - The request must be recorded on a Correction Notice and sent to HR Shared Services.
- **Automatic Payouts**
 - HRSS will process automatic payouts of Stat and Banked Overtime each pay period when those banks exceed their maximum limits.
- **Fiscal Year-End Payouts**
 - At the end of the fiscal year, HR Shared Services will automatically process payouts of outstanding banked overtime and stat quota banks balances.
 - Each union has a specific rule regarding fiscal year end payouts.
 - Unused Discretionary Leave is forfeited at fiscal year end.

89

Activity 6: Exercises / Demonstration

Exercise Name	T-CODE	Ex #
Single/Multiple Employee Access	CAT2	11
Time Sheet: Maintain Times	CAT2	Demo #2
Targeting Hours – Flex Employee	CAT2	12
Start/End Time Substitutions	CAT2	13
Paid and Unpaid Leaves	CAT2	14



90

Activity 7: Support & Resources

- Timekeeping & Payroll Guide
 - Time Reporting
 - Attendance / Absence Types



91

Module

1. Overview
2. HR Master Data
3. Check List / Workflow
4. Substitutions
5. CAT2 Time Sheet
6. Regular Hours
- 7. Specialized Time Reporting**
8. Overtime
9. Pending Actions
10. Corrections
11. Reports



92

Specialized Time Reporting

After completing this module, you should be able to:

- Discuss the following topics:
 - Short Text
 - Cost Centre Charge Outs
 - Earning Reasons, Relief Categories and Relief Positions
 - Temporary Increase/Decrease to Hourly Rate of Pay
 - Premiums
 - On Call
 - Previous Day Indicator
 - Graduated Return to Work
 - Excess Vacation



93

Short Text and Cost Center Charge Out

- **Short Text:**
 - A message can be reported to provide additional information about a CAT2 Time Entry in the Cell Information dialogue box.
- **Cost Centre Charge Out:**
 - When employees work any type of hours (Regular or OT) in another cost centre, the hours worked may be charged out to that cost centre.

94

Earning Reasons, Relief Categories & Positions

- Earning reasons help to explain why regular hours or overtime hours were worked.
- Relief categories apply when regular hours or overtime hours were worked to provide coverage due to another employee's absence.
- The relief position field is used to identify the absent employee.
- Earning reasons and/or relief categories should be applied to pick up shifts worked by Part time employees and shifts worked by Casual employees.
- Earning reasons and relief categories are for budgeting purposes and have no impact on the employee's pay.

95

Earning Reasons, Relief Categories & Positions (cont'd)

- Earning reasons and/or relief categories should not be applied to base hours (FTE) for full time and part time Scheduled and Flex employees. Exceptions are as follows:
 - Float Pool employees
 - When an employee is lent to another unit during a shift that is part of the employee's base hours
 - Employee is orientating to the unit / department

96

Temporary Increase/Decrease to Hourly Rate of Pay

- This process is used when the employee is assigned to duties in a higher or lower classification and needs to be compensated at a higher or lower step on scale.
 - Can apply to a single shift or multiple shifts within a pay period and to regular hours or overtime
- Contact your HR Consultant in order to apply the appropriate pay scale.

97

Premiums

**Premiums:
Responsibility, Stand-in, Top-up, Mentorship & Transport**

- Is an additional payment made to an employee when additional duties are performed through the course of the employee's shift.

98

On Call

- On Call / Standby is a designated period of time where an employee may be required to return to work when contacted.
- The employee is paid for a defined amount of hours for the period of time they are On Call.
- On Call is usually reported in eight hour blocks.
- On Call can be scheduled either before or after a shift or on an OFF day.
- On Call should not be scheduled when an employee is working regular hours or overtime or during unpaid breaks.

99

On Call (cont'd)

- Start and end time are required when reporting On Call.
- On Call should be reported on the CAT2 Time Sheet without a Substitution.
- On Call may reduce based on the total call back or telephone consult entered. (This does not apply to all unions/non-union.)

100

Previous Day Indicator

- The Previous Day Indicator is a function within CAT2 that is required when specific types of time reporting are occurring with a shift that starts on one day and ends on another.
- Time reporting in SAP is based on a 24 hour clock. The Previous Day Indicator is used to keep the time entries associated to the correct day when multiple time entries are required.

101

Previous Day Indicator (cont'd)

- The Previous Day Indicator will set automatically any time a shift is being reported with multiple time pairs that occur after 00:00 (after midnight) and any of the time pairs fall within the Planned Working Time for the shift as follows:
 - Coding is entered to report an absence or another type of attendance
 - Missed paid and unpaid breaks are being reported
 - Multiple time pairs may be required to report cost centre charge outs or earning reason and relief categories.
- The Previous Day Indicator must be manually applied when overtime is being reported at the end of an evening or night shift.

102

Excess Vacation

- Excess vacation is generated when:
 - A part time employee works above their FTE.
 - A full time or part time employee transfers to a new part time position with an FTE that is less than their current position.
- Excess vacation provides the employee with a payout of dollars and unlike actual vacation, excess vacation does not accrue sick, vacation or seniority hours.
- The payout is processed by Timekeepers from the Excess Vacation Quota Bank in PA30 and will not appear in the CAT2 Time Sheet.

103

103

Graduated Return to Work

- A Graduated Return to Work (GRTW) results when an employee is not yet ready to return to normal full FTE duties after a period of leave. Their return is managed through a GRTW plan.
- All GRTW will be managed by Occupational & Environmental Safety & Health (OESH).
- Graduated Return to Work can be either paid or unpaid
 - Paid: WRHA pays the employee
 - Unpaid: 3rd party agency will provide wage replacement
- Time entry is required for paid GRTWs only. An automated schedule will be added to manage unpaid GRTWs for both Scheduled and Flex employees.

104

104

Activity 8: Exercises

Exercise Name	T-CODE	Ex #
Multiple Time Entries	CAT2	15
Responsibility Pay – Wage Type	CAT2	16
Temporary Increase/Decrease to Hourly Rate of Pay	CAT2	17



105

105

Activity 9: Support & Resources

- Timekeeping & Payroll Guide
 - Specialized Time Reporting
 - Time Conversion Chart
 - Attendance / Absence Types (Wage Types & Earning Reason/Relief Categories)



106

Module

1. Overview
2. HR Master Data
3. Check List / Workflow
4. Substitutions
5. CAT2 Time Sheet
6. Regular Hours
7. Specialized Time Reporting
- 8. Overtime**
9. Pending Actions
10. Corrections
11. Reports



107

Overtime

After completing this module, you should be able to:

- Know when to report Overtime
- Report Overtime for Part time and Casual employees
- Report Overtime before or after a shift
- Report a full shift of Overtime
- Learn how to report specific types of Overtime - Missed Paid and Unpaid Breaks, Call Backs, Telephone Consult, Successive Shifts, and Shift Change
- Explain the Process of Banking Overtime



108

Overtime

- Overtime is applicable when either daily hours or pay period hours are exceeded, this includes modified shifts

Daily Hours	Pay Period Hours	Annual Base Hours
7.25	72.50	1885
7.50	75.00	1950
7.75	77.50	2015
8.00	80.00	2080

Timekeepers are required to manage the process of identifying and reporting overtime

109

Overtime (cont'd)

- All overtime Attendance Types are configured to pay according to the following criteria:
 - The overtime A/A types have specific purposes and rates of pay.
 - When the overtime is worked (before or after a shift vs on a scheduled day off or stat holiday).
 - The total hours being coded.
 - The employee's status as full time, part time or casual.
 - The applicable Collective Agreement or the Employee Handbook.
- Reporting Overtime on a Stat Day:
 - Is processed using standard time entry procedures.
 - A stat day is not necessarily considered a scheduled day off for full time employees.

110

Overtime – CAT2 Time Entry Requirements

- Start and end times must be entered when reporting any type of overtime.
- Unlike regular shifts/hours there is no Planned Working Time (Schedule or Substitution) to indicate the length of the overtime, when it starts or ends and the length of the unpaid break if applicable.
- Overtime entries reported on a specific day/date should be recorded in the order of occurrence.
- Do not combine overtime entries, such as Telephone Consult, Missed Breaks, or Call Backs.

Enter Overtime directly onto CAT2 Timesheet.
Substitutions are not required when reporting overtime hours.

111

Overtime – Part Time and Casual Employees

- Before reporting overtime for a part time or casual employee, the first step is to determine if the employee has exceeded daily hours or pay period hours.
- Part time employees can be scheduled to work daily hours (full shifts) or their shifts may be less than daily hours.

Example:

- The employee works a 3.75 hour shift, they will exceed their shift length by working 7.50 hours; however, they must exceed 7.50 hours before overtime is applicable.
or
- They must be reported more than 75 hours to exceed pay period hours.

112

112

Overtime – Part Time and Casual Employees (cont'd)

Less than Daily Hours:

- Reporting the time is a multi step process:
 - i. Create a Substitution to show the increased shift length required to meet daily hours, for both part time and casual employees.
 - ii. Report the CAT2 time entries for the regular hours. How the CAT2 time entries are handled will depend if the employee is Scheduled or Flex.
 - iii. Report the overtime.

This is handled the same for both part time and casual employees.

113

113

Overtime – Part Time and Casual Employees (cont'd)

Exceeding Pay Period Hours During a Shift:

- It is possible for a part time or casual employee to exceed pay period hours during a shift.
- The result is a portion of the shift will be paid as regular hours (basic rate of pay) and a portion of the shift will be paid at overtime rates.
- Reporting the time is a multi step process:
 - i. Create a Substitution to show the hours to be paid at the employee's basic rate of pay
 - ii. Report the CAT2 time entries. How the CAT2 time entries are handled will depend if the employee is Scheduled or Flex
 - iii. Report the overtime.
- This is handled the same for both part time and casual employees.

114

114

Overtime – A/A Type 2354 Overtime

- A/A type 2354 Overtime is applicable when:
 - Full time, part time and casual employees have exceeded daily hours and overtime is being reported before or after a shift.
 - A part time or casual employee has exceeded pay period hours.
- Generally it begins paying at time and one half rates, then double time after 3 hours.

- Earning reasons and relief categories should be used with this code.

115

115

Overtime – A/A Type 2325 OT Scheduled Day Off

- A/A type 2325 Overtime Scheduled Day Off is applicable when:
 - A full time employee is working on a scheduled day off
- It pays at double time rates for all hours reported.
- Do not use to report overtime before or after a shift for a full time employee.
- There are variations in the description of this A/A type based on union: however, in all instances the code pays double time rates.

- Earning reasons and relief categories should be used with this code.

116

116

Full Shift of Overtime

- For a full shift of overtime:
 - The start and end times of the overtime must be confirmed before the entry is reported in CAT2.
 - The shift would include both paid and unpaid breaks.
 - As with a regular shift, the unpaid break must be shown five hours from the start of the shift.

117

117

Full Shift of Overtime (cont'd)

- As overtime is reported on the CAT2 Time Sheet without a Substitution, the overtime must be entered with two time pairs to show the employee's true start and end times and the length of the unpaid break.
- Regardless of the A/A type used, the process to report a full shift of overtime would be the same and applies when reporting a Successive Shift or Shift Change with insufficient notice.

118

Full Shift of Overtime – 2 Unpaid Breaks

- **For 11.63 hour overtime shifts with two unpaid breaks**
Three time pairs are required to show the true start and end times of the overtime shift and each unpaid break.

119

Less than a Full Shift of Overtime

- Employees working more than five hours of overtime but less than a full shift are entitled to both paid and unpaid breaks.
- The length of the paid and unpaid breaks are based on the Collective Agreement or the Employee Handbook that the employee follows.
- As with a regular shift, the unpaid break must be shown five hours from the start of the shift.

120

Less than a Full Shift of Overtime (cont'd)

- Before completing the time entry, confirm if the employee took the unpaid break or not and when the overtime started and ended.
- If the employee takes an unpaid break:
 - Two time pairs are required to show the break occurring five hours from the start of the shift and to indicate the employee's true start and end times and the length of the unpaid break.
- If the employee does not take an unpaid break:
 - One time pair should be reported to show all overtime worked.

121

Overtime – Missed Breaks

- When employees miss their paid and unpaid breaks, they may be entitled to overtime.
- The Org Chief must provide approval before the entry is reported.
- **Length of Unpaid Breaks:**
 - There are a variety of unpaid break lengths, 19 minutes, 30 minutes, 37 minutes, 45 minutes, and 60 minutes.
 - These unpaid break lengths are based on the Collective Agreement or the Employee Handbook that the employee follows.
 - Before coding the missed unpaid break, run the Personal Work Schedule report (PT63) to confirm the length of the unpaid break.

122

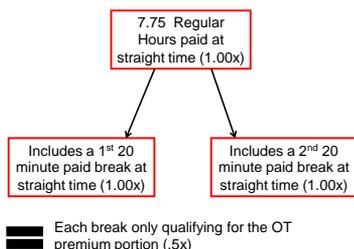
Overtime – Missed Breaks

2306 Overtime Missed Break PD

- Entered to pay missed paid breaks, both coffee breaks and paid meal breaks .
 - The missed paid break should be reported as close as possible to when the break would have occurred, without overlapping the unpaid break which occurs five hours from the start of the shift.
 - This pays the premium portion of overtime only as the break itself is actually paid.
 - This code does not apply when paid breaks are missed during a period of overtime. As the hours worked are already being paid at overtime rates, the employee is not entitled to an additional payment.

123

Overtime – Missed Breaks



124

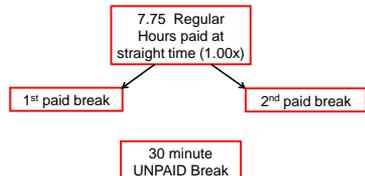
Overtime – Missed Breaks

2307 Overtime Missed Break UNP

- Used to code missed unpaid breaks during a scheduled shift of regular hours.
 - The unpaid break has been built into all DWSs five (5) hours from the start of the shift.
 - The overtime entry must be reported five hours from the start of the shift regardless of when the employee was scheduled to take the unpaid break.
 - This A/A type does not apply when a meal break is missed during a period of overtime.

125

Overtime – Missed Breaks



The /30/ is completely unpaid as part of the regular 7.75 paid hours. Therefore the unpaid break is in excess of the daily hours and entitled at 1.5x OT rates.

126

Overtime – Missed Breaks

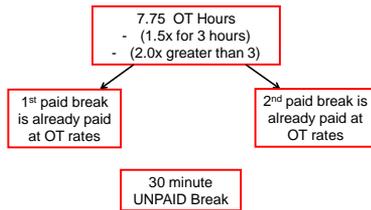
2309 SS/OT Missed Unpaid Break

- Used to provide an additional payment of overtime when an employee misses their unpaid break while working a full shift of overtime.
- Pays double time overtime rates on all hours reported as the unpaid break occurs after the time where the employee is entitled to double time overtime rates.
- Do not use when the overtime is less than a full shift length.
- This code is not applicable with Call Back.

127

127

Overtime – Missed Breaks



The 30 minute break is after 3 hours and completely unpaid. Therefore the employee is entitled to 2.0x OT when the unpaid break is missed.

128

128

Overtime – Call Back

- Call Back applies when an employee returns to the workplace to perform specific work related duties when contacted.
 - Typically the employee is scheduled for a period of On Call (A/A type 2250).
 - Call Back can occur before a shift, after a shift or on a non-working day. It is not applicable when the employee is scheduled to work regular hours or is working overtime.
 - Call Back is not applicable when an employee is consulted by phone and does not return to the workplace.

129

129

Overtime – Call Back (cont'd)

- Enter the actual duration of the Call Back. SAP has been configured to top up to the minimum hours that must be met based on the Collective Agreement.
- The initial or first call back - A/A type 2500 Call Back
- Any additional call backs - A/A Type 2501 – Subsequent Call back
- Earning reasons and relief categories should be used with all Call Back A/A types.

130

130

Overtime – Telephone Consult

- Telephone Consult occurs when an employee is consulted outside regular working hours and is authorized to handle work related matters without returning to the workplace.
 - This is union specific.
 - The actual duration of the telephone consult should be reported in CAT2. Do not round up or combine the telephone consults into one entry.
 - SAP has been configured to generate the required minimum payment which is generally 15 minutes.
 - Start and end times should be entered allowing SAP to calculate the decimal equivalent of the consult.
 - Each telephone consult should be reported in the order that it occurred.

131

131

Overtime – Successive Shift

- A Successive Shift occurs when an employee works a full shift of overtime immediately following, or before, a full shift of regular hours. The Successive Shift is worked most often to cover another employee's shift.
 - Both the regular shift and Successive Shift must be recognized shift lengths.
 - There should be no gap between the end of the regular hours and the start of the Successive Shift. If there is a gap then, this is not a Successive Shift and another type of overtime should be processed.

132

132

Overtime – Successive Shift (cont'd)

- Generally, there is a 15 minute overlap between the start time of the Successive Shift and the end time of the regular hours. Because SAP sees this as a time collision, code the regular and successive shifts consecutively with no overlap or gap.
- Two time pairs are required to show the unpaid break. For 12 hour shifts with two unpaid breaks, three time pairs would be required.

133

133

Types of Successive Shifts

- Types of Successive Shift Codes:
 1. **A/A Type 2407 Successive Shift** : Should be reported when the employee is working a Successive Shift in place of a regular shift (receiving a day off in lieu). This A/A type is not actually overtime, but does pay at premium rates and accrues and is pensionable. As a result, it is not bankable.
 2. **A/A Types 2417 Successive Shift Extra**: Should be reported when the employee is working a Successive Shift in addition to all regular hours in their rotation. It is true overtime and is bankable.

134

134

Overtime – Shift Change

- Shift Change occurs when management changes the employee's shift without providing sufficient notice.
 - This is union specific.
- Shift Change can result when the employee is asked to work on a different day that is not part of their normal rotation or to change their start time, for example a day shift changing to a night shift.
- A/A type **2457 – Shift Change** is used to report these hours. This A/A type is not actually overtime, but does pay at premium rates and accrues and is pensionable. As a result, it is not bankable.

135

135

Overtime – Shift Change

- Reporting Shift Change is a three step process:
 - An OFF Substitution is required, for both Scheduled and Flex Employees, on the original scheduled work day to ensure the employee is not paid these hours. This is done for the shift that is being moved without sufficient notice.
 - Confirm that the day the employee will now be working is also shown as an OFF day to ensure the overtime pays correctly. This will be for the new day the employee is now working.
 - Report the entry using A/A type 2457 in the CAT2 Time Sheet on the date the employee is now working. Two time pairs are required as this is a full shift.

136

Banking Overtime

- Employees have the option of banking overtime for paid time off at a future date rather than being paid for the overtime.

Data Entry Area										
LT	Pers.Assgn	Per...	A/A...	OC	Rec. CCtr	Relief Ca...	Relief Po...	06.07	From	To
12320	0001..							7.75	08:00	16:15
12320	0001..							3.75		
12320	0001..	2354	1		08			3.75	16:15	20:00

137

Banking Overtime (cont'd)

Banking Multiple Overtime Entries

- If multiple instances of overtime are reported on the same day/date, **they must either all be banked or none should be banked.**

Maximum Number Banked OT Hours

- Most Collective Agreements have a cap on the number of OT hours that may be banked. If there is a cap, it will generally equal pay period hours or will be pro-rated based on the part time employee's FTE.
- SAP will payout automatically any hours banked beyond the allowable maximum. This is visible only on the employee's pay statement
- Casual employees cannot bank overtime.

138

Activity 10: Exercises

Exercise Name	T-CODE	Ex #
Missed Paid and Unpaid Breaks	CAT2	18
Overtime at the End of a Shift	CAT2	19
Overtime at the Start of a Shift	CAT2	20
Successive Shift	CAT2	21
On Call, Call Back and Telephone Consult	CAT2	22



139

139

Activity 11: Support & Resources

- Timekeeping & Payroll Guide
 - Overtime
- Insite
 - Employee Handbook
 - Collective Agreements



140

140

Module

1. Overview
2. HR Master Data
3. Check List / Workflow
4. Substitutions
5. CAT2 Time Sheet
6. Regular Hours
7. Specialized Time Reporting
8. Overtime
9. Pending Actions
10. Corrections
11. Reports



141

141

Pending Actions

After completing this module, you should be able to:

- Know when Timekeeper intervention is required for the following situations:
 - Terminations
 - Job Changes
 - Unpaid Leaves of Absence
 - Sick Leaves of Absence



142

142

Pending Actions (cont'd)

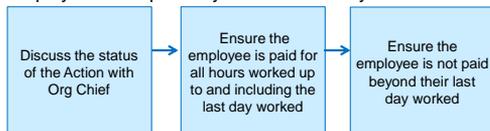
- A pending action is when a delay has occurred in processing the action (late paperwork, no paperwork).
- For new hires and job changes, if a Work Schedule Rule is not indicated on the paperwork, the employee will be set up as flex. Timekeeper intervention will be required until such time as a Work Schedule Rule is provided.

143

143

Pending Actions (cont'd)

- Ensure you have good communication with the Org Chief so that you are aware of all job changes (transfers), leaves of absence (LOA), or termination activity to ensure the employee is not paid beyond their last day of work.



- Follow up with the Org Chief and/or HR Shared Services to determine if the necessary paperwork has been submitted if the delay extends beyond the current pay period.

144

144

Terminations

- Terminations take place when an employee is no longer employed in any capacity with the Winnipeg Health Region. This includes voluntary resignations, involuntary terminations, layoffs and retirement.
- Intervention by the Timekeeper is required to prevent payment of all shifts scheduled beyond the employee's last day worked.
- **CAT2 Time Entries for both Scheduled and Flex Employees**
 - If time has been entered in the future after the employee's termination date, including pick up shifts, vacation, sick time or stat days, it must be deleted.
 - This applies to both Scheduled and Flex Employees.

145

Terminations (cont'd)

- **Substitutions for Flex Employees**
 - All Substitutions created for dates after the employee's last day of work must be deleted.
- **Substitutions for Scheduled Employees**
 - Any Substitutions created beyond the employee's last day of work must first be deleted.
 - New Substitutions showing an OFF day must be created on any day the employee is scheduled to work beyond their Termination date.
- This process must continue until the termination action has been processed in SAP.

146

Job Changes

- For Job Changes or transfers, the employee will be moving to another position within the Winnipeg Health Region. The job change could be occurring within the same functional area.
- **Job Change where the employee is remaining in their current area:**
 - Time entry can continue as required; however, confirm with the Org Chief if the employee's schedule or rotation will be changing.

147

Job Changes (cont'd)

- **Job change when employee is transferring to a new functional area:**
 - The Timekeeper in that functional area will assume responsibility for time entry for the employee after the date of transfer.
 - **Intervention required by the Current Timekeeper :**
 - **CAT2 Time Entries for both Scheduled and Flex Employees**
 - If time has been entered beyond the employee's transfer date, it must be deleted.
 - **Substitutions for both Scheduled and Flex Employees**
 - All Substitutions created for dates after the employee's last day of work in the unit must be deleted.
- This process must continue until the job change action has been processed in SAP.

148

Unpaid Leave of Absence

- Intervention is required by the Timekeeper to ensure the employee's time entries in CAT2 are reported properly. This is required as follows:
 - Until the employee returns to work based on their full FTE
 - The employee is placed on an unpaid LOA in SAP by HRSS
 - Or you are advised otherwise by OESH, HRSS or Human Resources
- Prevents the employee from being paid for shifts after the unpaid LOA has officially begun.
- Ensures the employee continues to accrue quota (sick, vacation, etc.) and seniority as per the employee's status and the applicable Collective Agreement or the Employee Handbook.

149

Unpaid Leave of Absence (cont'd)

- Full Time and Part Time Scheduled Employees:**
- The applicable unpaid leave should be reported in the CAT2 Time Sheet based on the employee's scheduled hours or normal rotation.
- Full Time and Part Time Flex Employees:**
- For full time and part time employees only, Substitutions must be created for all days the employee would normally be scheduled to work based on their normal rotation.
 - The applicable unpaid leave should be reported in the CAT2 Time Sheet.

150

Unpaid Leave of Absence (cont'd)

Casual Flex Employees:

- Unpaid leaves are not applicable. Substitutions are not required.
- Any Substitutions that have been created, or time entries reported in the CAT2 Time Sheet, for dates beyond the employee's last day worked should be deleted.

151

Sick Leave of Absence

- When an employee is on a Sick LOA they will be reported paid sick time using available quota. Once quota is depleted they will be reported unpaid sick time.
- The Timekeeper is required to report sick time as follows:
 - Until the employee returns to work based on their full FTE
 - Until the employee is placed on an LOA in SAP by HRSS
 - Until advised otherwise by OESH, HRSS or Human Resources
- Once the employee has depleted their paid sick time, a Record of Employment (ROE) will be automatically generated and transmitted electronically to Service Canada so the employee may apply for Employment Insurance.

152

Activity 12: Support & Resources

- Timekeeping & Payroll Guide
 - Pending Transactions



153

Module

1. Overview
2. HR Master Data
3. Check List / Workflow
4. Substitutions
5. CAT2 Time Sheet
6. Regular Hours
7. Specialized Time Reporting
8. Overtime
9. Pending Actions
- 10. Corrections**
11. Reports



154

154

Corrections

After completing this module, you should be able to:

- Understand the Payroll cycle and operations within
- Explain the Correction process and when to execute it
- Describe Net Recoveries
- Know when to request an Off Cycle Payment



155

155

Understanding the Payroll Cycle

- There are 26 bi-weekly pay periods per year with each pay period being 14 days in duration.
- Pay periods start on a Friday and end on a Thursday.
- Time entry and approval must be completed for the current pay period by **5:00 pm** on the Friday immediately following the end of the pay period.
- After 5:00 p.m. on Friday, HR Shared Services begins processing payment to employees.
- Employees receive their pay statements via e-post on the Wednesday following the end of pay period.

156

156

Understanding the Payroll Cycle (cont'd)

- Payment is deposited to the employees' bank or credit union on Thursday, a week from the pay period end.
- There is no specific deposit time on pay day.
- If the employee does not receive a deposit by the end of the pay date contact HRSS and they will investigate.
- Changing bank information must be done no later than 10 business days prior to the first deposit to the new account.

157

Corrections

- Corrections would be required in the following circumstances:
- Planned Working Time is incorrect, this would apply to both Scheduled and Flex employees.
 - Coding was incorrect – The incorrect A/A type was reported, cost centre charge out was missed, or earning reason or relief category was not reported.
 - Payment is owed to the employee – shift(s) of regular hours, premiums (i.e. responsibility pay) or overtime was not reported.
 - Regular hours, premiums (i.e. responsibility pay) or overtime was reported in error.

158

Corrections – Payroll Cycle

- Time Entry, including corrections from previous pay periods, must be held until after HR Shared Services completes the pay run.
- No Time Entry or Substitutions should be processed between 5:00 pm on the Friday immediately following the last day of the pay period and 7:00 am Tuesday morning.
- If active sheets, PA30 Maintain Master Data or CAT2 Time Sheet, are open during the pay run this can lock the pay run.

159

Corrections Processing Under 12 weeks

- Timekeepers are able to process corrections directly into CAT2 for a period of 12 weeks prior to the current date.

Step 1	Timekeeper makes correction in SAP (add Short Text message to explain reason for change).
Step 2	Org Chief approves the new time entry (changes).
Step 3	Time Evaluation runs overnight.
Step 4	The Timekeeper runs the Time Audit (ZTIME_AUDIT) report to confirm how the correction was processed and if it will pay as expected.

160

160

Corrections Processing Over 12 weeks

Warning Message

A warning message will be generated to indicate the end of the 12 week correction period for Timekeepers.



- All corrections outside of the 12 week period must be submitted on a Correction Notice to HR Shared Services.

161

161

CAT3 Timesheet

- The CAT3 Timesheet is a display only version of CAT2.
- The CAT3 Timesheet allows the Timekeeper to go back greater than 12 weeks (no time limit) to view time entries that were previously made.

162

162

Corrections Processing Over 12 weeks

Step 1	Timekeeper reviews CAT3 to determine original time coding.
Step 2	Timekeeper fills out the Payroll Correction Notice.
Step 3	Correction Notice is forwarded to HRSS with the Org. Chief being cc'd on the e-mail.
Step 4	HR Shared Services processes the Correction Notice in SAP.
Step 5	Time Evaluation is run by HR Shared Services.
Step 6	The Timekeeper runs the Time Audit (ZTIME_AUDIT) report to confirm how the correction was processed and if it will pay as expected.

163

Net Recovery

- Net Recovery occurs when any hours paid to the employee in a previous pay period are retracted.
- The maximum number of hours that can be deleted from an employee's pay is no more than one day's worth of pay.

164

Request an Off Cycle Payment

- HRSS will process two Off Cycle Pays (or Special Pays) each pay period as follows:
 - In week one of the current pay period (the week we get paid) a physical cheque can be issued.
 - In week two of the current pay period (the week we don't get paid) a direct deposit payment can be issued.

2018 Regular Pay Period Schedule:					2018 Off Cycle Schedule:		
Start (Friday)	End (Thursday)	Master Card Submission (2 p.m. Wednesday Deadline)	Time Entry & Approval (5 p.m. Friday Deadline)	Deposit (Thursday)	Time Entry & Approval (1 p.m. Deadline)	Off Cycle Payment (Friday)	Payment Type
13/07/18	19/07/18	17/07/18	17/07/18	18/07/18	Thursday, June 21, 2018 Tuesday, June 26, 2018	Friday, June 22, 2018 Friday, June 29, 2018	Cheque Deposit

165

Request an Off Cycle Payment (cont'd)

- If the Off Cycle payment is requested within the 12 week period the Timekeeper creates all necessary Substitutions and CAT2 Time Entries and gets Org Chief approval. The Timekeeper will then submit the Request for Special Pay to HRSS.
- If the Off Cycle payment is being requested outside of the 12 week period, all necessary information must be reported on the Request for Special Pay form and submitted to HRSS.
 - Time entries reported on the CAT2 Time Sheet by HR Shared Services will not be available to the Org Chief in the standard time approval process.

166

Activity 13: Exercises

Exercise Name	T-CODE	Ex #
Single / Multiple Employee Access	CAT3	23
Correcting Hours Reported	CAT2	24
Correcting A/A Type Reported	CAT2	25
Change Regular Hours to Overtime	CAT2	26



167

Activity 14: Support & Resources

- Timekeeping & Payroll Guide
 - Corrections
- Insite
 - Current Year Payroll Schedule
 - Payroll Correction Notice
 - Request for Special Pay
 - TK Change Form
 - How to Read Pay Statement
 - Absence Code Entry for Stat Holidays
 - Direct Deposit Enrollment form



168

Module

1. Overview
2. HR Master Data
3. Check List / Workflow
4. Substitutions
5. CAT2 Time Sheet
6. Regular Hours
7. Specialized Time Reporting
8. Overtime
9. Pending Actions
10. Corrections
- 11. Reports**



169

169

Reports

After completing this module, you should be able to:

- Execute relevant reports related to time entry



170

170

Reports (cont'd)

- There are three types of reports that can be run to review time. Each report provides a different level or type of information related to time.
 - **PT63** Personal Work Schedule – shows Planned Working Time
 - **ZCATS_DA_CE** Display Working Times – shows the coding used to report time
 - **ZTIME_AUDIT** Time Audit – shows how the hours will pay
- Each of these reports may be run on individual employees, by Timekeeper ID or by Org Unit.

171

171

Reports (cont'd)

- **Display Working Times (ZCATS_DA_CE):**
 - Displays up to the minute time information
 - Is used to view the following information
 - Confirm who processed the time entry (Timekeeper or HRSS)
 - Date / time of entry
 - Date / time of entry change or correction
 - Confirm who changed or corrected the time entry
 - Confirm if time has been approved and who approved time entry (Org Chief or forced approval)
 - May be executed without Org Chief approval or Time Evaluation

172

172

Reports (cont'd)

- **Time Audit Report (ZTIME_AUDIT):**
 - Is used to view and confirm:
 - How time entries reported in the CAT2 Time Sheet will expand and pay
 - Is valid only after **time approval and time evaluation** have occurred.

173

173

Reports (cont'd)

- There are three methods of viewing quota. All provide a different level or type of information related to quota.
 - **PT50** Quota Overview – shows an employee's quota banks (with remaining balances) as well as accruals.
 - **PT_QTA10** Absence Quota Information – can be used to view quota for a specific employee or all employees attached to a Timekeeper ID or Org Unit.
 - **PA20** Display HR Master Data, Infotype 2006 – shows an employee's quota banks (without remaining balances) and individual time entries and bank payouts.

174

174

Reports (cont'd)

• Quota Overview (PT50):

- Absence Quota tab - View totals for the entitlement, remaining, requested and compensated (bank payouts) balances for the various quota banks.
- Accrual Information tab - shows all accrual activity. This includes the daily generation of sick personal, sick family, and vacation. It will show the stat accruals for full time employees and annual loads for Discretionary Leave, Supplementary Vacation and Excess Vacation. It will also show each instance when overtime is reported to bank.
- Is valid only after **time approval and time evaluation** have occurred.

175

175

Reports (cont'd)

• Absence Quota Information (PT_QTA10):

- Is used to:
 - Display a specific quota or all quota banks for a single employee, multiple employees or all employees attached to a Timekeeper ID, Org Unit or Cost Centre.
 - It can also be used to view quota bank balances for a specific date in the past.
- Is valid only after **time approval and time evaluation** have occurred.

176

176

Reports (cont'd)

• Display Absence Quotas (PA20 Infotype 2006):

- Is used to:
 - Display quota related time entries reported on the CAT2 Time Sheet.
 - Display individual quota bank payouts.
 - As quota is drawn from oldest bank first, this report is ideal to determine what quota bank was used to pay the employee.
- Is valid only after **time approval and time evaluation** have occurred.

177

177

Activity 15: Demonstrations

Demonstration Name	T-CODE	Demo #
Display Working Times	ZCATS_DA_CE	3
Time Audit Report	ZTIME_AUDIT	4
Quota Overview	PT50	5
Absence Quota Information	PT_QTA10	6
Display Absence Quotas	PA20, Infotype 2006	7
Pay Excess Vacation	PA30, Infotype 0416	8



178

178

Activity 16: Support & Resources

- Timekeeping & Payroll Guide
 - Reports



179

179

Scenarios

- After completing this module, you should be able to:
 - Use the skills and tools learned in Days 1 and 2 of the training to complete timekeeping on your own.

180

180

Scenarios

- Instructions:
 - Log into the system and then log into SAP using the training IDs assigned to you.
 - Report the various time scenarios that follow using the employee information provided.
 - Each scenario should take less than 20 minutes to complete.
 - Each scenario will be reviewed. You can work ahead if you complete a scenario.

181

Scenarios (cont'd)

- **Scenario #1 – COMPLETE WITH INSTRUCTOR**
 - Report the Planned Working Time for the following employees based on their normal rotation as indicated. All employees worked their regular rotations.
 - A - Evander Kane**
 - In the Quality and Decision Support Analyst position, his rotation is a 7.75 hour shift on Monday, Tuesday, and Wednesday starting at 8 a.m. and ending 4:15 p.m. for week 1. And for week 2, he works the same shift on Thursday and Friday. He is entitled to a 30 minute unpaid break.
 - In the Support Analyst position, his rotation is a 7.75 hour shift on Thursday and Friday of week 1 and Monday, Tuesday, Wednesday of week 2. He starts at 8 a.m. and is entitled to a 30 minute unpaid break.

182

Scenarios (cont'd)

- B – Steve Nash**
 - For week 1, he works 11.63 hours on Saturday and Sunday starting at 7:30 p.m. and is entitled to one 37 minute unpaid break. For week 2, he works 7.75 hours on Friday, Saturday, and Sunday night starting at 15:30 and is entitled to a 30 minute unpaid break.
- C – Stevie Yzerman**
 - His normal rotation is Monday, Tuesday, and Friday each week from 08:00 to 4:15 p.m. and he takes a 30 minute unpaid break.
- D – Jarome Iginla**
 - He works a 7.50 hour evening shift on Monday, Tuesday, and Wednesday starting at 22:00 for week 1. And for week 2, he works a 7.50 hour shift starting at 09:30 on Thursday and Friday. He is entitled to a 30 minute unpaid break.

183

Scenarios (cont'd)

- **Scenario #2:**
 - Clara Hughes left on Monday at 1:00 p.m. due to illness and then called in sick on Tuesday in Week 1 of the current pay period.

184

Scenarios (cont'd)

- **Scenario #3:**
 - Doctor Pepper is taking five days of vacation starting on Monday in Week 1 of the current pay period.

185

Scenarios (cont'd)

- **Scenario #4:**
 - Silken Laumann worked 3.50 hours after her shift ended on Tuesday in Week 1 of the current pay period due to an increased workload within her own department. She wants to bank the overtime.

186

Scenarios (cont'd)

- **Scenario #5:**
 - Eugenie Bouchard was asked to provide coverage on Day 1 of Week 1 of the current pay period from 1:30 p.m. to 3:37 p.m. in cost centre 10200112 because a number of employees were away for Occupational Safety and Health Training.

187

Scenarios (cont'd)

- **Scenario #6:**
 - Milos Raonic left early on Wednesday in Week 1 of the current pay period for a doctor's appointment.

188

Scenarios (cont'd)

- **Scenario #7:**
 - Milos Raonic missed his first coffee break that he normally takes at 10:00 a.m. and he missed his lunch break, both on Thursday in Week 2 of the current pay period. The Org. Chief has approved the employee's missing his breaks.

189

Scenarios (cont'd)

• **Scenario #8:**

- Silken Laumann worked a full shift of overtime on Saturday in Week 1 of the current pay period because there is an unfilled shift.
The Org Chief has confirmed that Silken's overtime will start at 08:00 and she will have a 30 minute unpaid break.

190

Scenarios (cont'd)

• **Scenario #9:**

- Scott Stevens was asked to move his Friday shift to Monday in Week 1 of the current pay period.

191

Scenarios (cont'd)

• **Scenario #10:**

- Dale Hawerchuk was asked to work additional shifts on Monday and Friday of week 1 of the current pay period to cover for Stevie Yzerman who is using banked overtime for paid time off.
HR Shared Services or Org Chief has confirmed that Dale Hawerchuk will be paid based on Stevie Yzerman's PS Group and Level.
Complete the appropriate time entries for both employees.

192

Scenarios (cont'd)

- **Scenario #11:**
 - Cindy Klassen is advising she was not paid for any of the stat days she worked over the past four months.

193

Scenarios (cont'd)

- **Scenario #12:**
 - Scott Stevens has been asked to work a split shift on Thursday in Week 2 of the current pay period.
The first shift is from 08:00 a.m. to noon and the second shift is from 4:00 p.m. to 7:45 p.m.

194

Scenarios (cont'd)

- **Scenario #13:**
 - Dale Hawerchuk will be taking vacation on Tuesday and Wednesday of week 2 of the current pay period and has asked to be paid out 12 hours from his Excess Vacation Quota bank.

195

Scenarios (cont'd)

- **Scenario #14:**
 - Use DWS D451 to show the orientation shift Tessa Virtue is scheduled to work on Friday of week 1. She is scheduled to work a shift in her existing position in the unit and must orient to it.

196

Scenarios (cont'd)

- **Scenario #15:**
 - Scott Stevens is not needed for the second shift on Thursday in Week 2 of the current pay period. Instead he will work only from 08:00 a.m. to noon.

197

Scenarios (cont'd)

- **Scenario #16:**
 - Tessa Virtue will not be able to work her orientation shift on Friday of week 1 due to illness. Make the necessary time entries or corrections.

198

Scenarios (cont'd)

- **Scenario #17:**
 - Walter White handed in his resignation effective for Monday of Week 2 of the current pay period.

199

199

Scenarios (cont'd)

- **Scenario #18:**
 - Hailey Wickenheiser is taking week 2 of the pay period off and is asking that Discretionary Leave be reported.

200

200

Scenarios (cont'd)

- **Scenario #19:**
 - Myriam Bedard is working a double shift on Friday of Week 2. We have confirmed with the Org. Chief that the second shift is equivalent to her scheduled shift.

201

201

Scenarios (cont'd)

- **Scenario #20:**
 - Your Org Chief is asking for an Excel report to show the current vacation entitlement for all employees attached to your Timekeeper ID.

202

202

Scenarios (cont'd)

- **Scenario #21:**
 - Your Org Chief is asking for a report to show the Planned Working Time for the current pay period for all employees attached to your Timekeeper ID.

203

203

Scenarios (cont'd)

- **Scenario #22:**
 - On the last day of the current pay period, the Org Chief is requesting a report to see all of the overtime and relief reported during that pay period for all employees attached to your Timekeeper ID.

204

204

Please complete the survey



WWW.SURVEYMONKEY.COM/R/SAPTIME

205

205
