

Self Service - Time Reporting CUPE 233 Maintenance and Trades

Guide for Users
Updated on 15 July 2020



**Ryerson
University**

**Human
Resources**

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Getting Help

eHR Tutorials

You will find a collection of tutorials and user guides for eHR systems at: <http://www.ryerson.ca/hr/learning-workshops/how-to-eHR/index.html>. Check out the [Getting Started](#) topic before you start browsing the online content.

HR Client Services

Contact HR Client Services if you experience difficulties logging into eHR or online tutorials.



416-979-5000 ext. 5075



hr@ryerson.ca

Technical Help

[Activate your my.ryerson username](#) first, before you access any Ryerson system. Contact the CCS Help Desk if you experience difficulties logging into eHR in the Ryerson portal using your Ryerson online identity.



416-979-5000 ext. 6806



help@ryerson.ca

Supported Browsers



Firefox

OSx + WIN 7/10

24.x, 35.x



Safari

OSx

17.x, 24.x, 30.x



Chrome

OSx +WIN 7/10

7.x



IE WIN 7/10

11.x Compatibility Off

Disclaimer

This document is intended as a reference for employees of Ryerson University. Every effort has been made to ensure the content of this document is correct. If any conflict of information is found between this document and any official documents related to the content, the applicable policy/collective agreement information in the official documents will prevail. The information contained in this document can change without notice and is not guaranteed to be error-free. If you find any errors, contact HR Client Services at (416) 979-5075 or hr@ryerson.ca.

Absence Reporting

This content will assist you with using eHR to check your absence request history and balances. All CUPE 233 Full Time Career and Term Employees are required to report absences online.

This section applies to:

- CUPE 233 Full Time Career Employees
- CUPE 233 Term greater than four months

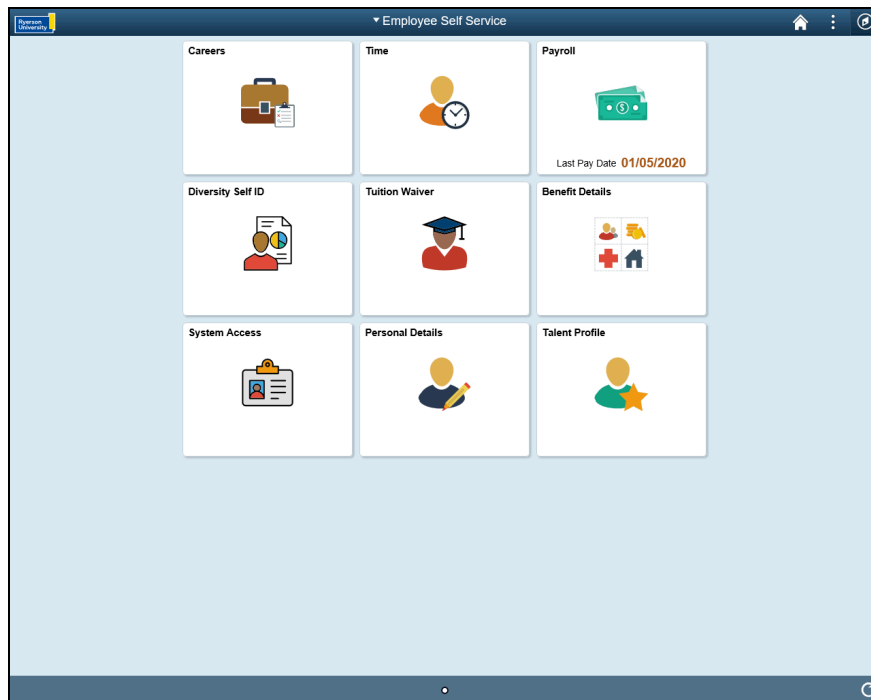
Check your absence balances, CTO and request histor

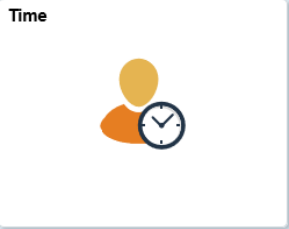
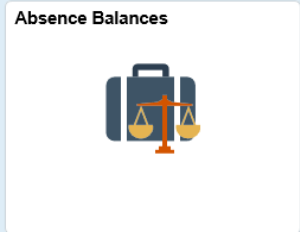
The time dashboard contains tiles that provide information about your absences and CTO time:

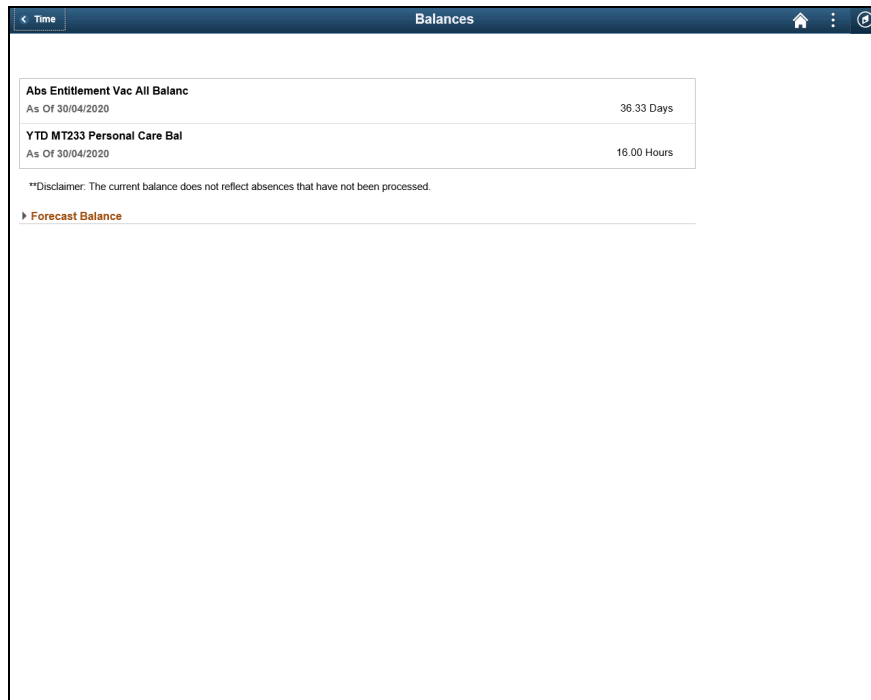
- Use the Absence Balances tile to view current and future balances for vacation and other absence types for your employee group.
- Use the Leave/Comp tile to view your CTO balances, earned and taken CTO time.
- Use the View Requests tile to view absence request history.








Procedure

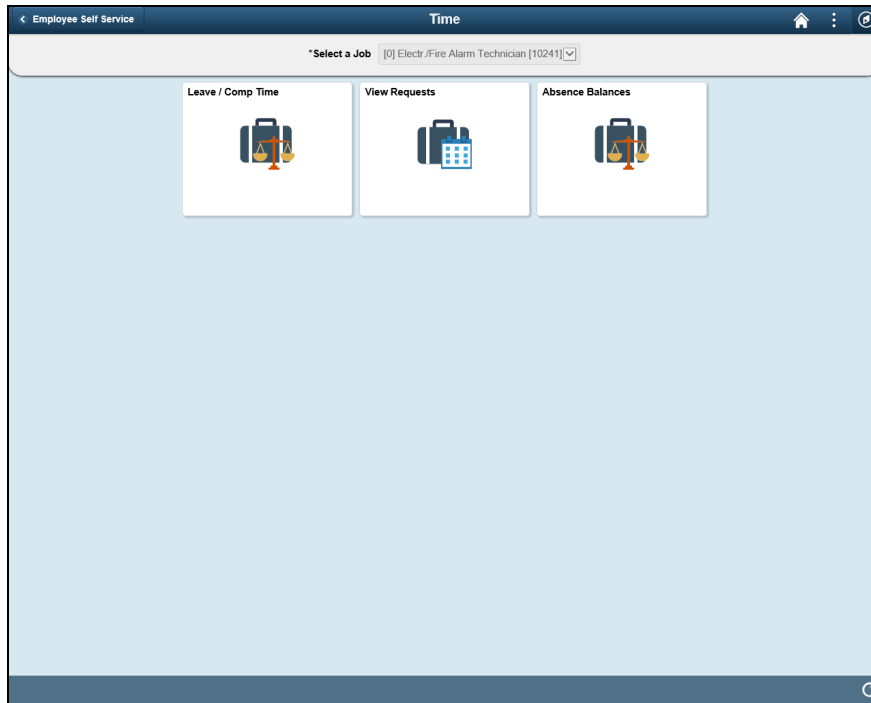
This topic demonstrates how to view your vacation balance.



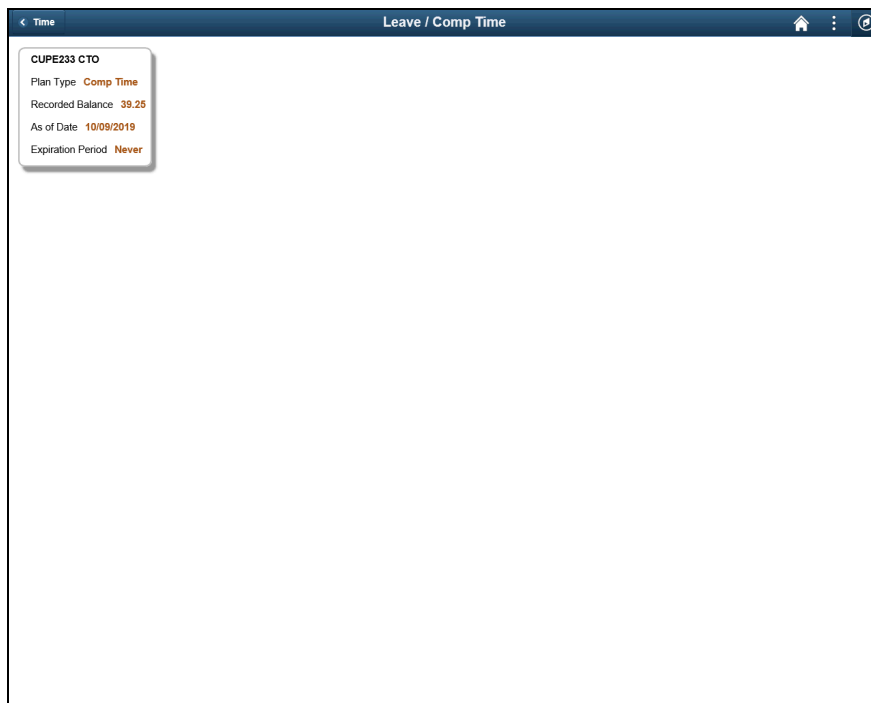
Step	Action
1.	On the employee self service home page, click the Time tile. 
2.	Click the Absence Balances tile. 



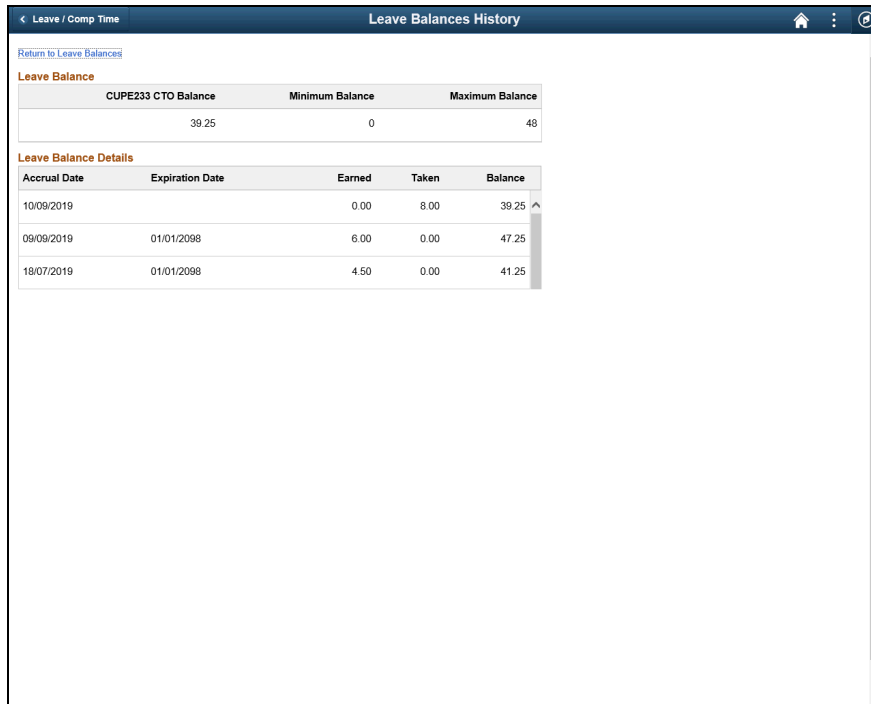
Step	Action
3.	<p>The system displays the current balances for absences that accumulate time. For example, vacation or any other entitlement. Your balances are updated on the 15th and the end of each month. The current balance does not include as requests that have not been processed.</p> <p>Click the Forecast Balance row.</p> 
4.	<p>To view your vacation balance for a future date, click the Calendar As of Date button.</p> 
5.	<p>Click the Next Month button.</p> 
6.	<p>Select the future Date.</p> 
7.	<p>Click the Absence Name list.</p> <p>*Absence Name </p>
8.	<p>Select the Vacation list item.</p> <p>Vacation</p>
9.	<p>Click the Forecast Balance button.</p> 
10.	<p>The Forecast Details dialog box displays your vacation balance, which includes processed requests for the forecasted date.</p> <p>Click the Close (Esc) button.</p> 
11.	<p>Click the Time button, to return to the dashboard.</p> 



Step	Action
12.	The tile displays your current CTO hours balance. To view more detail, click the Leave / Comp Time tile.

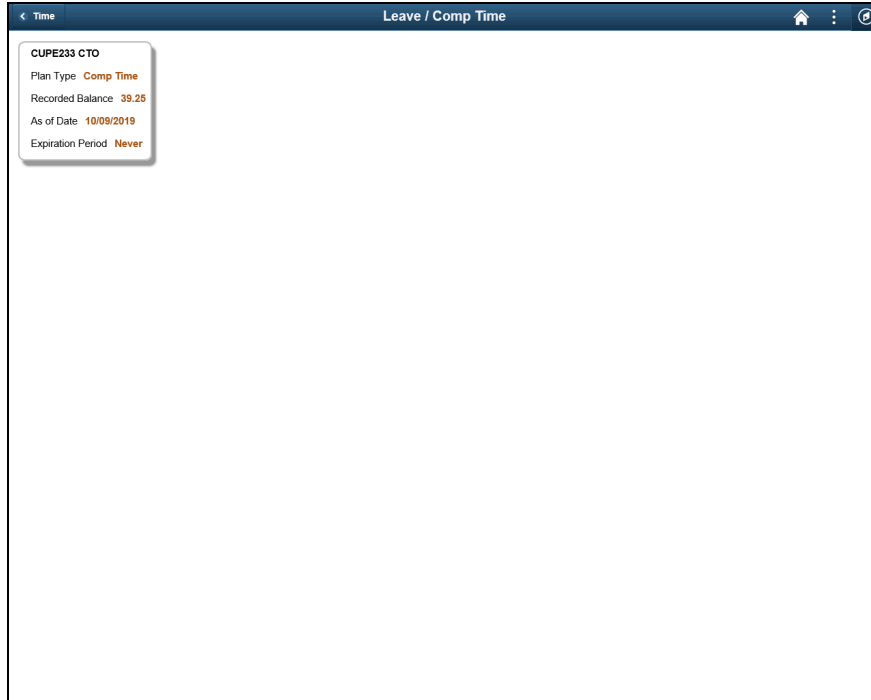



Step	Action
13.	Click the CUPE233 CTO tile.
14.	The leave balance history displays current CTO balance, accrual, earned and taken dates for CTO hours.

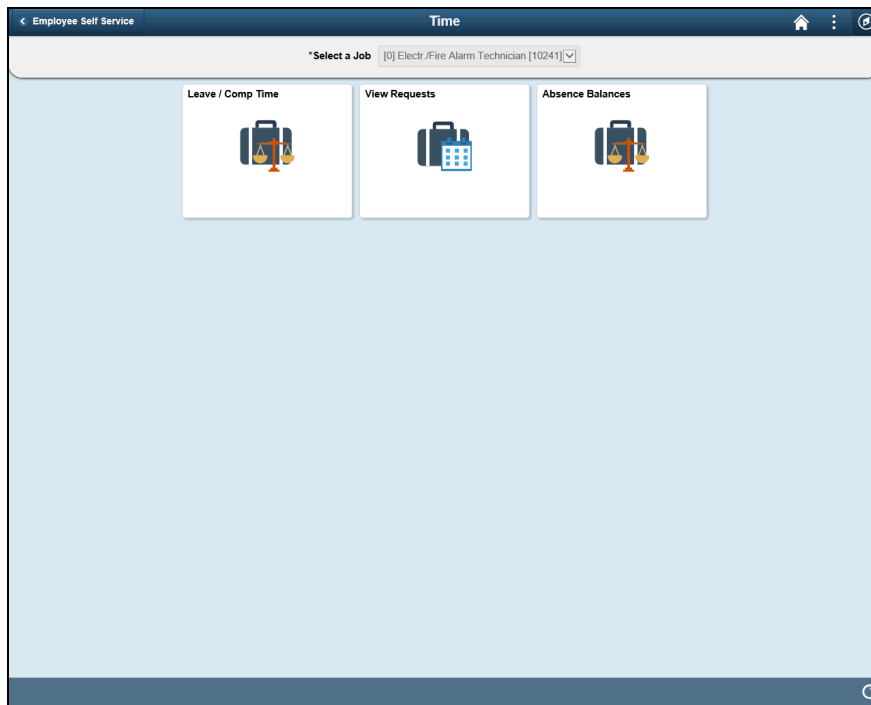


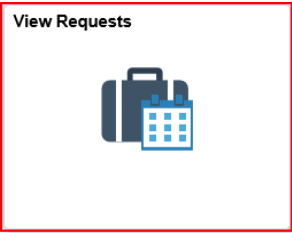
Step	Action
15.	Click the Leave / Comp Time , to return to the dashboard.

< Leave / Comp Time



Step	Action
16.	Click the Time button. 



Step	Action
17.	To view request history, click the View Requests tile.  The image shows a square tile with a red border. At the top left of the tile, the text "View Requests" is written in a small, dark font. Below the text is a blue icon consisting of a briefcase and a calendar.
18.	Use the View Requests page to view present and future-dated absence requests submitted by your supervisor. Use the Filter button to view absence request history.
19.	End of topic. For more information, refer to the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) page by clicking the link for your employee group. End of Procedure.

Glossary

Vacation

Vacation - paid time off for employees.

For more information, refer to the employee resources (<http://ryerson.ca/hr/employee-resources/index.html>) page by clicking the link for your employee group.