

Time Reporting

A quick guide to reporting time in eHR using self service.

Report Time

Applies to all employees who are required to enter hours

Payable time, exception time, shift premiums and absences must be reported online. You are responsible for ensuring your payable time is submitted and approved prior to the [pay deadlines](#).

1. Once you have accessed eHR, navigate to the timesheet page. **Employee Self Service Homepage > Time Tile > Enter Time tile.**
2. Select the time reporting code for the entered payable time. (see reference)
3. Enter your payable time correctly for each day of the week as required.
Tip: If you find the date is grayed out on the time entry field, click the date to view the calendar then select the correct date.
4. Click the **Submit** button.

Enter Time

1 July - 14 July 2018
Bi Weekly Time Period
Scheduled 0.00 | Reported 0.00

[View Legend](#) Submit

Time Reporting Code / Time Details	Sunday 8	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
Scheduled OFF Reported 0 hours	Scheduled 7.25 hc Reported 0 hours	Scheduled 7.25 hc Reported 0 hours	Scheduled 7.25 hc Reported 0 hours	Scheduled 7.25 hc Reported 0 hours	Scheduled 7.25 hc Reported 0 hours	Scheduled 7.25 hc Reported 0 hours	Scheduled OFF Reported 0 hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>					

Time Reporting Code Reference

Your Employee Group	Use this time reporting code
CUPE3 TA/GA	CUPE3 PT Regular
Non-Union Casual, WorkStudy	NUPT Regular Hrs
MAC Term < 4 months	MAC PT Regular
OPSEU Term < 4 months	OPS PT Regular
OPSEU RA Positive hours	OPRA Regular

Report Unpaid Absences

Applies to full-time employees (standard hours 36.25/week)

All unpaid absences must be reported on your time sheet in order to deduct unpaid time from your pay. These absences should be reported when you require unpaid time off (e.g. You do not have any banked vacation time and need to take a vacation day).

1. Navigate to: **Employee Self Service Homepage > Time Tile > Enter Time**
2. Select the time reporting code for the entered time, then select **Unpaid Hours** time reporting code (or Unpaid Sick if working part-time).
3. Enter your unpaid time into the time reporting field for each day of the week as required. For each unpaid day, enter negative hours (a standard work day = 7.25 hours). **For one day unpaid absence, enter: -7.25.** Ensure your time is entered on the correct day of the week.
4. Click the **Submit** button.

Check Your Vacation Balances

Applies to full-time employees (standard hours 36.25/week)

You can view your current and future balances for vacation, compensating time off and other absence types.

1. Navigate to: **Employee Self Service Homepage > Time Tile > Absence Balances**

NOTE: Your balances are updated twice a month on the date displayed in the Balance as of column. This balance does not include requests that have not been processed in the current month. You can check your future vacation balances using the Forecast Balance link.

2. Click the **Forecast Balance** link. Choose a date in the future.
3. Select an **Absence Name** (e.g. Vacation).
4. Click the **Forecast Balance** button.

NOTE: The system will display the details for the absence name you selected. The system will include any saved and/or approved absences along with any time accumulated for the forecasted period.

The screenshot displays the 'Balances' page with the following elements:

- Header: < Time | Balances | Home icon | Menu icon | Refresh icon
- Section: **Abs Entitlement Vac All Balanc**
- Text: As Of 04/30/2020 | 10.50 Days
- Disclaimer: **Disclaimer: The current balance does not reflect absences that have not been processed.
- Section: **Forecast Balance**
- Form fields:
 - As of Date: 07/02/2020 (with calendar icon)
 - Filter by Type: All (dropdown)
 - *Absence Name: Vacation (dropdown)
 - Current Balance: 10.50 Days**
 - Forecast Balance (button)

More Information

For more information and online training go to [How to Use eHR](#) and see [Time Reporting](#).