



## Web Time Entry Instructions

This guide provides information and instructions needed to create your time sheet, make corrections, review and submit for approval using Self Service. Regular BCGEU, posted auxiliary, on-call auxiliary, student assistants/Coop, casual services contract and time sheeted faculty contract employees must report hours as below:

### Hours to Report and Frequency of Submission:

Employee Type	Hours to Report	Frequency of Submission
Regular Staff	Exceptions only	<u>MUST</u> submit a time sheet every pay period. If there is no exception to report, <u>MUST</u> submit a blank time sheet.
Posted/On-call Auxiliary	<u>ALL</u> hours	Submit <u>ONLY</u> when there are hours to report.
Student Assistant/Coop		
Casual Services Contract		
Time Sheeted Contract Faculty		

### Deadlines and Reminder Emails:



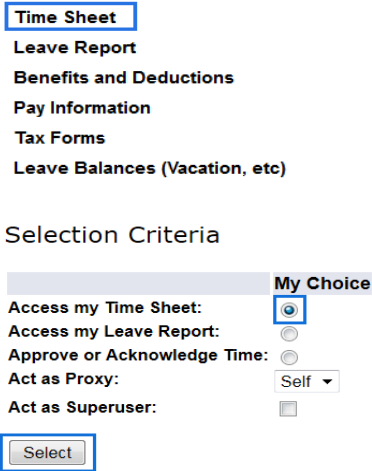
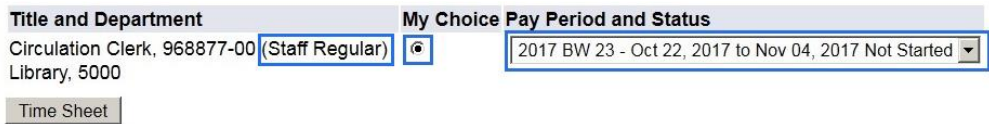
Event	Event Date/time	
	Normal Pay Period	Pay Period with Statutory Holiday
1 <sup>st</sup> reminder email to employee	1 <sup>st</sup> Monday	1 <sup>st</sup> Monday
2 <sup>nd</sup> reminder email to employee	2 <sup>nd</sup> Wednesday	2 <sup>nd</sup> Tuesday
3 <sup>rd</sup> reminder email to employee	2 <sup>nd</sup> Friday	2 <sup>nd</sup> Thursday
Time sheet submission deadline	<b>11:00 am of the 2<sup>nd</sup> Friday cutoff week</b>	<b>11:00 am of the 2<sup>nd</sup> Thursday cutoff week</b>
1 <sup>st</sup> reminder email to approver	2 <sup>nd</sup> Thursday	2 <sup>nd</sup> Wednesday
2 <sup>nd</sup> reminder email to approver	2 <sup>nd</sup> Friday	2 <sup>nd</sup> Thursday
Final reminder email to approver & proxies	Monday following pay period end date	2 <sup>nd</sup> Friday
Time sheet approval deadline	<b>9:30 am of the Monday</b>	<b>9:30 am of the 2<sup>nd</sup> Friday</b>
Action Required email to approver*	<b>Monday</b> after approval deadline	<b>2<sup>nd</sup> Friday</b> after approval deadline

\*\* Submission and approval deadlines are different during the month of December or other pay period stated, please refer to the Payroll announcement for details. \* Email will be sent to approver whose staff are required to submit paper time sheets for the pay period.

### Contact:

Problems/Questions	Department	Contact Person
Missing or incorrect position	Human Resources	Ju Hee Kim, HRIS Administrator Darlene Hodgson, Manager, Employee Services and HRIS
Incorrect approver		
Errors encountered during submission or approval		
Missing earnings	Payroll Services	Glenda Sundquist, Team Lead – Administration & Casual Services Contract Kathleen Scallion, Team Lead – NR1 Faculty Kerry Targett, Payroll Officer – Regular Faculty, NR2 Faculty Augusta Odoom, Payroll Officer – (N-Z) Regular & Auxiliary BCGEU and Student Assistants/Coop Eden de la Rama, Payroll Officer – (A-M) Regular & Auxiliary BCGEU and Student Assistants/Coop
How to report earnings or hours		
Missed time sheet submission or approval deadline		
Online Self-Service access	IT Service Desk	(604) 599-2116

## Web Time Entry Steps

Step	Instructions	Screenshot
1	<p><u>Web Time Entry Reminder Email</u></p> <p>Sign in using the link provided in the email. You may also save this link to your Favourites.</p>	<p><b>Subject: Web Time Entry Submission Deadline</b></p> <p>Hello,</p> <p>This is to remind you that your time sheet for pay period 23 of 2017 is now open.</p> <p>Pay Period: 22-Oct-2017 to 4-Nov-2017 Submission Deadline: 3-Nov-2017 11:00 AM (Friday)</p> <p>Your Employee ID (User ID) is 999999999</p> <p>Online Self-Service Login URL is <a href="http://www.kpu.ca/oss">http://www.kpu.ca/oss</a></p> <p>You can find the Web Time Entry Quick Guides and FAQ on the Payroll Services website. <a href="http://www.kpu.ca/finance/payroll">http://www.kpu.ca/finance/payroll</a></p>
2	<p><u>Online Self-Service Login</u></p> <p>Please use your employee ID to access Self Service. If you have never logged in, your password will be your birthday formatted as: ddMonYYYY</p>	
3	<p><u>Select Menu</u></p> <p>Select the <b>Employee Menu</b></p>	
4	<p><u>Select Time Sheet</u></p>	
4.1	Select the <b>Time Sheet</b> option	
4.2	Select the <b>Access my Time Sheet</b> radio button and press <b>Select</b> .	
5	<p><u>Select Job/Pay Period</u></p> <p>Click on the <b>My Choice</b> radio button to select the appropriate job and <b>Pay Period</b> you will be submitting.</p>	 <p><b>Note:</b> 'Employee Type' is displayed beside the job title and number.</p>

6

Approver and Balance Display

Your Approver’s name will be displayed. If it is not the correct approver for your job, contact HR for correction.

Your OT Banked balance and Vacation balance will be displayed but won’t be updated with new entries until after payroll processing for the pay period is completed.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Approver:

Circulation Clerk -- 968877-00 (Staff Regular)

Library -- 5000

2017 BW 23 - Oct 22, 2017 to Nov 04, 2017

Nov 03, 2017 by 10:00 AM

~~Matthew Lane~~

Current OT Banked Balance:

Current Vacation Balance:

10.25 Hours

76.45 Hours

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 22, 2017	Monday Oct 23, 2017	Tuesday Oct 24, 2017
Vacation Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours
Medical/Dental Appointments	1	0	0		Enter Hours	Enter Hours	Enter Hours
Sick Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Docked Pay (time off no pay)	1	0	0		Enter Hours	Enter Hours	Enter Hours
Flex/Modified Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours

7

Enter Hours/Units

Regular hours to report for each employee type:

Employee Type	Regular Hours to Report
Posted or on-call Auxiliary	Auxiliary Pay
Casual Services Contract	Casual Services Contract Pay
Student Assistants/Coop	Student Assistant Pay
Time Sheeted Contract Faculty	NR1 – Mode 16/20/24/28/32/35
Regular Staff	No need to report Regular hours
Regular Staff on flexible/modified schedule or working less than 70 hours in each pay period	Flex/Modified Hours (See ‘Flex/Modified Hours’ section below for detailed instructions.)

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Approver:

Current OT Banked Balance:

Current Vacation Balance:

Circulation Clerk -- 968877-00 (Staff Regular)

Library -- 5000

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Sick Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Docked Pay (time off no pay)	1	0	0		Enter Hours	Enter Hours	Enter Hours
Flex/Modified Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours

7.1

Click on the Enter Hours or Enter Units link for the applicable earning and date.

7.2

Verify the Earning and Date are correct before entering the hours in the Hours field.

Earning:

Date:

Shift:

Hours:

Vacation Leave Taken

Oct 23, 2017

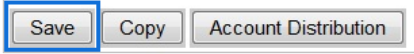



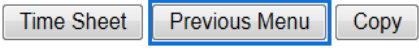




1

7



Save

Copy

Account Distribution

8	<u>Save or Copy</u>	
8.1	Click <b>Save</b> , if hours entered is applicable to the selected date.	
8.2	Click <b>Copy</b> , if you want to copy hours to other dates.  <ul style="list-style-type: none"> <li>On the Copy by date: page, check box(es) underneath the day(s) you want the hours to copy to.</li> <li>Click the <b>Copy</b> button to perform the Copying.</li> <li>Click <b>Previous Menu</b> button to return to the time sheet and verify the hours are correct.</li> </ul>	      
8.3	Repeat steps 7 & 8 if you have other earnings to report.	
9	<u>Next/Previous/Restart/Comments buttons</u>	
9.1	Click the <b>Next</b> button to scroll to the second week	
9.2	Click the <b>Previous</b> button to scroll to the first week.	
9.3	Click the <b>Restart</b> button to erase all hours entered to start the time entry again.	
9.4	Click the <b>Comments</b> button to view comments or to add comments for the approver.	 <p><b>Note:</b> After submitting the time sheet, you will see ‘**’ beside the <b>Comments</b> button if you have added comments for the approver</p>

10	<u>Preview Time Sheet</u>																																																																																											
10.1	Click <b>Preview</b> button to review your hours before submit for approval.	<div><div>Position Selection</div><div>Comments</div><div>Preview</div><div>Submit for Approval</div><div>Restart</div><div>Next</div></div>																																																																																										
10.2	Click <b>Previous Menu</b> button to return to the time sheet	<div><div>Time Sheet</div><table><thead><tr><th>Earning Code</th><th>Shift</th><th>Total Hours</th><th>Total Units</th><th>Sunday , Oct 22, 2017</th><th>Monday , Oct 23, 2017</th><th>Tuesday , Oct 24, 2017</th><th>Wednesday , Oct 25, 2017</th><th>Thursday , Oct 26, 2017</th><th>Friday , Oct 27, 2017</th><th>Saturday , Oct 28, 2017</th><th>Sunday , Oct 29, 2017</th><th>Monday , Oct 30, 2017</th><th>Tuesday , Oct 31, 2017</th><th>Wednesday , Nov 01, 2017</th><th>Thursday , Nov 02, 2017</th><th>Friday , Nov 03, 2017</th><th>Saturday , Nov 04, 2017</th></tr></thead><tbody><tr><td>Vacation Leave Taken</td><td>1</td><td></td><td>21</td><td></td><td></td><td>7</td><td>7</td><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Medical/Dental Appointments</td><td>1</td><td></td><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total Hours:</td><td></td><td>23</td><td></td><td></td><td></td><td>7</td><td>7</td><td>7</td><td></td><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total Units:</td><td></td><td></td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table><div>Previous Menu</div></div>	Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday , Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday , Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017	Vacation Leave Taken	1		21			7	7	7										Medical/Dental Appointments	1		2							2								Total Hours:		23				7	7	7		2								Total Units:			0														
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11	<u>Submit for Approval and Position Selection Buttons</u>																																																																																											
11.1	Click <b>Submit for Approval</b> button to submit your time sheet.  <ul style="list-style-type: none"><li>Check for the acknowledgement message (at the top of the screen)</li><li>Review Routing Queue information, if incorrect approver name is displayed contact HRIS Administrator or Employee Services and HRIS Manager.</li></ul>	<div><div>Position Selection</div><div>Comments</div><div>Preview</div><div>Submit for Approval</div><div>Restart</div><div>Next</div></div> <div><b>Your time sheet was submitted successfully.</b>  <b>Note:</b> If error is displayed, click the <b>Restart</b> button, re-enter hours and re-submit your time sheet again. If error persists, please contact HRIS Administrator or Employee Services and HRIS Manager.  <table><tr><td>Submitted for Approval By:</td><td>You on Sep 01, 2017</td></tr><tr><td>Approved By:</td><td></td></tr><tr><td>Waiting for Approval From:</td><td><del>HRIS Manager</del></td></tr></table></div>	Submitted for Approval By:	You on Sep 01, 2017	Approved By:		Waiting for Approval From:	<del>HRIS Manager</del>																																																																																				
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12	<u>Retrieve and Edit Time Sheet</u>																																																																																											
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13	<u>Time Sheet Transaction Status</u>	<div><div><div><div>Title and Department</div><div>Circulation Clerk, 968877-00 (Staff Regular) </div><div>Library, 5000</div></div><div><div>My Choice Pay Period and Status</div><div>2017 BW 23 - Oct 22, 2017 to Nov 04, 2017</div><div>Not Started </div></div></div><div><div>Time Sheet</div><div>Time Sheet Transaction Status</div></div><table><thead><tr><th>Transaction Status</th><th>Description</th></tr></thead><tbody><tr><td>Not Started</td><td>Time sheet has not been initiated.</td></tr><tr><td>In Progress</td><td>You have started the time sheet with or without hours entered.</td></tr><tr><td>Pending</td><td>Time sheet has been submitted for approval, approver has not approved the time sheet yet. (Note: Employee can click <b>Return Time</b> to recall the time sheet, make further changes and re-submit for approval.)</td></tr><tr><td>Approved</td><td>Time sheet has been approved. (Note: Approver can return the time sheet to the employee for further action, if desired.)</td></tr><tr><td>Return for Correction</td><td>Time sheet has been returned to employee for correction, employee can make changes to the time sheet and re-submit it for approval before the submission deadline. (Note: Email will be sent to employee notifying time sheet has been returned. Employee should login to check comment, if exists, and take appropriate action.)</td></tr><tr><td>Completed</td><td>Time sheet has been approved and payroll processing has started - no more changes or return time is allowed.</td></tr><tr><td>Error</td><td>Error is detected, no further payroll processing will take place. Employee or approver should contact the HRIS Administrator, the HRIS Manager or the Payroll Department.</td></tr></tbody></table></div>	Transaction Status	Description	Not Started	Time sheet has not been initiated.	In Progress	You have started the time sheet with or without hours entered.	Pending	Time sheet has been submitted for approval, approver has not approved the time sheet yet. (Note: Employee can click <b>Return Time</b> to recall the time sheet, make further changes and re-submit for approval.)	Approved	Time sheet has been approved. (Note: Approver can return the time sheet to the employee for further action, if desired.)	Return for Correction	Time sheet has been returned to employee for correction, employee can make changes to the time sheet and re-submit it for approval before the submission deadline. (Note: Email will be sent to employee notifying time sheet has been returned. Employee should login to check comment, if exists, and take appropriate action.)	Completed	Time sheet has been approved and payroll processing has started - no more changes or return time is allowed.	Error	Error is detected, no further payroll processing will take place. Employee or approver should contact the HRIS Administrator, the HRIS Manager or the Payroll Department.																																		
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14	<u>Flex/Modified Hours</u>	<p><b>Note:</b> Flex/modified Hours is a non-cash earning and is used <u>only</u> for employee on flexible/modified schedule or regular_employee who works less than 70 hours in each pay period.</p> <table><tr><td>Medical/Dental Appointments</td><td>1</td><td></td><td>0</td><td>0</td><td></td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td></tr><tr><td>Sick Leave Pay</td><td>1</td><td></td><td>0</td><td>0</td><td></td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td></tr><tr><td>Docked Pay (time off no pay)</td><td>1</td><td></td><td>0</td><td>0</td><td></td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td></tr><tr><td>Flex/Modified Hours</td><td>1</td><td></td><td>0</td><td>0</td><td></td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td></tr><tr><td>Overtime Paid @ 1.5x - 18.5(f)</td><td>1</td><td></td><td>0</td><td>0</td><td></td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td></tr></table> <p>5 hours of regular hours (5 hours of Flex/Modified):</p> <div><div>Earning:</div><div>Flex/Modified Hours</div><div>Date:</div><div>Oct 23, 2017</div><div>Shift:</div><div>1</div><div>Hours:</div><div>5</div><div>Save</div><div>Copy</div><div>Account Distribution</div></div> <p>7 hours of vacation (7 hours of Flex/Modified):</p> <div><div>Earning:</div><div>Vacation Leave Taken</div><div>Date:</div><div>Oct 25, 2017</div><div>Shift:</div><div>1</div><div>Hours:</div><div>7</div><div>Save</div><div>Copy</div><div>Account Distribution</div></div> <div><div>Earning:</div><div>Flex/Modified Hours</div><div>Date:</div><div>Oct 25, 2017</div><div>Shift:</div><div>1</div><div>Hours:</div><div>7</div><div>Save</div><div>Copy</div><div>Account Distribution</div></div> <p>2 hours of medical appointment and 4 hours of regular hours (6 hours of Flex/Modified):</p> <div><div>Earning:</div><div>Medical/Dental Appointments</div><div>Date:</div><div>Oct 24, 2017</div><div>Shift:</div><div>1</div><div>Hours:</div><div>2</div><div>Save</div><div>Copy</div><div>Account Distribution</div></div> <div><div>Earning:</div><div>Flex/Modified Hours</div><div>Date:</div><div>Oct 24, 2017</div><div>Shift:</div><div>1</div><div>Hours:</div><div>6</div><div>Save</div><div>Copy</div><div>Account Distribution</div></div> <p>5 hours of Docked Pay (no Flex/Modified is needed):</p> <div><div>Earning:</div><div>Docked Pay (time off no pay)</div><div>Date:</div><div>Oct 26, 2017</div><div>Shift:</div><div>1</div><div>Hours:</div><div>5</div><div>Save</div><div>Copy</div><div>Account Distribution</div></div>	Medical/Dental Appointments	1		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Sick Leave Pay	1		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Docked Pay (time off no pay)	1		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Flex/Modified Hours	1		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Overtime Paid @ 1.5x - 18.5(f)	1		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
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14.1	Click the <b>Enter Hours</b> link for 'Flex/Modified Hours' on <u>each date</u> you worked or you have exceptions.																																																			
14.2	Enter hours you worked and click the <b>Save</b> or <b>Copy</b> button to save the change.																																																			
14.3	If there is exception such as medical appointment, vacation and etc, enter hours for the exception earning(s) <b>AND</b> the Flex/Modified non-cash earning hours (should equal Exception Hours+Regular Hours).																																																			
14.4	If you are taking time off without pay, choose Docked Pay (time off no pay) earning and enter hours.																																																			
14.5	Repeat the previous 4 steps on each date you are supposed to work.																																																			



15 Submit Late, Revised or Unapproved Time Sheet

- 15.1 If time sheet already exists in OSS (in-progress or pending) where hours are correct:
- print the Preview page of the time sheet via the "Preview" button in Landscape orientation
  - get approver's signature
  - send to Payroll

Preview of Time Record

Set your printer layout to Landscape before printing.

~~James Wong~~ (ID: 400005104)  
Circulation Clerk, 968877-00 (Staff Regular)  
Pay Period: 2017 BW 23

Library, 5000

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday Oct 22, 2017	Monday Oct 23, 2017	Tuesday Oct 24, 2017	Wednesday Oct 25, 2017	Thursday Oct 26, 2017	Friday Oct 27, 2017	Saturday Oct 28, 2017	Sunday Oct 29, 2017	Monday Oct 30, 2017	Tuesday Oct 31, 2017	Wednesday Nov 01, 2017	Thursday Nov 02, 2017	Friday Nov 03, 2017	Saturday Nov 04, 2017
Vacation	1	21			7	7	7										
Leave Taken																	
Medical/Dental Appointments	1	2							2								
<b>Total Hours:</b>		23			7	7	7		2								
<b>Total Units:</b>			0														

- 15.2 If time sheet already exists in OSS where new or modified earnings are needed:
- print the Preview page of the time sheet in Landscape orientation
  - make the corrections or additions in writing
  - get approver's signature
  - send to Payroll

Preview of Time Record

Set your printer layout to Landscape before printing.

~~James Wong~~ (ID: 400005104)  
Circulation Clerk, 968877-00 (Staff Regular)  
Pay Period: 2017 BW 23

Library, 5000

Time Sheet

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Vacation	1	21			7	7	5										
Leave Taken																	
Medical/Dental Appointments	1	2					2										
<b>Total Hours:</b>		23			7	7	7		2								
<b>Total Units:</b>			0														

Overtime Paid @ 1.5x

5

- 15.3 If time sheet does not exist in OSS, submit to Payroll a paper time sheet using the Word template or pre-printed Time Sheet form.

Org Code:		Last Name:		First Name:		Banner ID:		Pay Period Start/End Date:		Employee Signature:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Department:		Position Number:		Rate Of Pay:		Employee Class:		Distribution: <input type="checkbox"/> Dept <input type="checkbox"/> Employees <input type="checkbox"/> Payroll		Approved By:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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## 16. Sample Preview Screenshots

### 16.1 Regular employee with no exceptions (0 hours entered):

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday, Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday, Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017
Total Hours:		0															
Total Units:			0														

### 16.2 Regular employee with exceptions (14 hours of vacation, 2 hours of medical appointment and 3 hours of union business leave):

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday, Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday, Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017
Vacation Leave Taken	1	14			7	7											
Medical/Dental Appointments	1	2											2				
Union Business Leave	1	3						3									
Total Hours:		19			7	7		3					2				
Total Units:			0														

### 16.3 Regular employee on flexible (or modified) schedule with exceptions (2 hours of medical appointment, 6 hours of vacation and various daily regular hours):

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday, Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday, Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017
Vacation Leave Taken	1	6			6												
Medical/Dental Appointments	1	2					2										
Flex/Modified Hours	1	70			6	8	9	7.5	9			7.5	7.5	7.5	8		
Total Hours:		78			12	8	11	7.5	9			7.5	7.5	7.5	8		
Total Units:			0														

### 16.4 Regular employee working less than 70 hours (e.g. 5 regular hours Monday to Thursday) but did not work on the 2<sup>nd</sup> Thursday (5 hours of Docked Pay):

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday, Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday, Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017
Docked Pay (time off no pay)	1	5													5		
Flex/Modified Hours	1	35			5	5	5	5				5	5	5			
Total Hours:		40			5	5	5	5				5	5	5	5		
Total Units:			0														

### 16.5 Posted Auxiliary with Benefit employee:

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday, Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday, Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017
Auxiliary Pay	1	35				5	5	5				5	5	5		5	
Sick Leave Pay	1	5			5												
Total Hours:		40			5	5	5	5				5	5	5		5	
Total Units:			0														



## 16.6 Posted Auxiliary without Benefit or On-call Auxiliary employee:

### Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday, Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday, Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017
Auxiliary Pay	1	56			7	7	7	7	7			7	7	7	7	7	
<b>Total Hours:</b>		56			7	7	7	7	7			7	7	7	7	7	
<b>Total Units:</b>			0														

## 16.7 Student Assistant employee:

### Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday, Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday, Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017
Student Assistant Pay	1	30			7				8			3	3	3	3	3	
<b>Total Hours:</b>		30			7				8			3	3	3	3	3	
<b>Total Units:</b>			0														

## 16.8 Coop Student employee:

### Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday, Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday, Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017
Student Assistant Pay	1	70			7	7	7	7	7	7		7	7	7	7	7	
<b>Total Hours:</b>		70			7	7	7	7	7	7		7	7	7	7	7	
<b>Total Units:</b>			0														

## 16.9 Casual Service Contract employee:

### Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday, Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday, Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017
Casual Service Contract Hours	1	28				7	7		7						7		
<b>Total Hours:</b>		28				7	7		7						7		
<b>Total Units:</b>			0														

## 16.10 Time sheeted Faculty Contract employee:

### Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 22, 2017	Monday , Oct 23, 2017	Tuesday , Oct 24, 2017	Wednesday, Oct 25, 2017	Thursday , Oct 26, 2017	Friday , Oct 27, 2017	Saturday , Oct 28, 2017	Sunday , Oct 29, 2017	Monday , Oct 30, 2017	Tuesday , Oct 31, 2017	Wednesday, Nov 01, 2017	Thursday , Nov 02, 2017	Friday , Nov 03, 2017	Saturday , Nov 04, 2017
NR1 - Mode 24	1	24			4	4	4					4	4	4			
<b>Total Hours:</b>		24			4	4	4					4	4	4			
<b>Total Units:</b>			0														