

Please [visit our webpages](#) for policies and procedures.

## Detailed Timesheet Instructions:

(Please scroll down for more detailed notes.)

Please **DO NOT** use your browser back function as it will sign you out.

After you sign in, you will see a blank page with our Logo and the following tabs:

[Time Sheet](#)   [Change Password](#)   [Logout](#)

Click on Time Sheet and the following screen will appear.

Employee: **Your name will appear here**      Email: **Your UBC e-mail will appear here**  
Mobile: **Your phone # will appear here**      Alt:      Status: **Active**

**Select Time Sheet Period**

Start	End	Time Sheet Due
9/1/2017	9/15/2017	Thu Sep 14, 2017
8/16/2017	8/31/2017	
8/1/2017	8/15/2017	
6/16/2017	6/30/2017	
6/1/2017	6/15/2017	

**Select Time Sheet**

Job	Department	Job Title	Status
55301-01	Human Resources - UBC Hiring	Admin Assistant 3	Entry

This is the available timesheet for your current assignment. When you first see this screen, the status will be "Not Started" and when you click on view time sheet (orange button below) and start entering the status will change to "Entry". You can logout and come back to continue your timesheet.

**View Time Sheet**

**Time-off Requests**

Request	From Date	To Date	Status
Vacation	8/29/2017	8/31/2017	Approved

Click on View Time Sheet (orange box) and the following will appear:

Please **DO NOT** use your browser back function as it will sign you out.

Enter your daily worked hours and absence hours. We will review and add to your pay absences that you are eligible for. You will not be able to enter any hours on Statutory days. You can make a note for each day in the section to the right of the screen "Meeting and misc notes" (it is not restricted to these reasons only).

Employee:  Period: **Fri Sep 1, 2017** to **Fri Sep 15, 2017** You can print a copy of your completed timesheet for your records

Department:  Position:  [Print](#)

Reports To: **Gerry Doiron** Affiliation:

Day	Date	Regular	OT	Sick	Medical	Vac.	Stat.	Meeting	Misc.	Total	
Fri	Sep 1 2017									0.00	Meeting and Misc. Notes for: <b>Fri Sep 1 2017</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Sat	Sep 2 2017									0.00	
Sun	Sep 3 2017									0.00	
Mon	Sep 4 2017									0.00	
Tue	Sep 5 2017									0.00	
Wed	Sep 6 2017									0.00	
Thu	Sep 7 2017									0.00	
Fri	Sep 8 2017									0.00	
Sat	Sep 9 2017									0.00	
Sun	Sep 10 2017									0.00	
Mon	Sep 11 2017									0.00	
Tue	Sep 12 2017									0.00	
Wed	Sep 13 2017									0.00	
Thu	Sep 14 2017									0.00	
Fri	Sep 15 2017									0.00	

Total Hours:  This will be auto populated as you enter your daily hours and absences.

[Submit Time for Approval](#) Time Sheet Status: **Entry**

[Back / Select Time Sheet](#) Pay Rate: 23.51  
Started: Sep 2 2017

You can come back to this timesheet anytime, but once you submit it, you will not be able to edit it any longer. We will review and make adjustments if necessary. You can communicate with us by making a note in the notes section.

**Please DO NOT use your browser back function as it will sign you out.**

Example:

Day	Date	Regular	OT	Sick	Medical	Vac.	Stat.	Meeting	Misc.	Total
Fri	Sep 1 2017	7.00								7.00
Sat	Sep 2 2017									0.00
Sun	Sep 3 2017									0.00
Mon	Sep 4 2017									0.00
Tue	Sep 5 2017	5.00	1.00		1.00				1.00	8.00
Wed	Sep 6 2017	7.00								7.00
Thu	Sep 7 2017	7.00								7.00
Fri	Sep 8 2017	7.00								7.00
Sat	Sep 9 2017									0.00
Sun	Sep 10 2017									0.00
Mon	Sep 11 2017									0.00
Tue	Sep 12 2017									0.00
Wed	Sep 13 2017									0.00
Thu	Sep 14 2017									0.00
Fri	Sep 15 2017									0.00
Total Hours		33.00	1.00		1.00				1.00	36.00

Meeting and Misc. Notes for:  
**Tue Sep 5 2017**

I was asked to work overtime at the last minute. Gerry Doiron authorized this.

I also had a med appt and sent an email notifying you.

I also went to union orientation.

Pay Rate: 23.51

[Back / Select Time Sheet](#)

Started: Sep 2 2017

[Submit Time for Approval](#) Time Sheet Status: Entry

When you click on the Back/Select Time Sheet you will go back to the timesheet screen and make requests.

**Time-off Requests**

⚙️ View
➕ Add
➖ Delete

Request	From Date	To Date	Status
Vacation	8/29/2017	8/31/2017	Approved

**Accumulations**

Vacation	<input type="text" value=""/>	Days	<input type="text" value=""/>	Sick	<input type="text" value="0.0000"/>	Days	<input type="text" value="0.00"/>
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**Communications**

Memo	Date	Comment

You will be able to view your vacation and sick balances. You can make a vacation request by clicking on add.

You can also view your request to see if they have been approved or denied.

**Please DO NOT use your browser back function as it will sign you out.**

Requesting	Vacation	Requested	8/29/2017 8:11 AM
From	8/29/2017		
To	8/31/2017		
Note	<input type="text"/>		
Status	Approved		
	Gerry Dairon		8/29/2017 8:18 AM

**NOTES:**

- Your e-mails are used only as username and not attached to your actual e-mail accounts.
- When you finish completing your timesheet and you submit it, it comes to us not the department.
- We review and process, then we submit to the department for approval.
- If you know that your supervisor is away or unavailable, please make a note in the notes section who to send it for approval.
- If after submitting your timesheet, you realize you have made a mistake and you need to amend it, you will not be able to. Please e-mail [lucy.hovan@ubc.ca](mailto:lucy.hovan@ubc.ca) the changes and she will update your timesheet and resubmit it for approval.
- If you cannot print your timesheet for your records, please try another browser. If all else fails, please e-mail [kasia.burza@ubc.ca](mailto:kasia.burza@ubc.ca) and she will e-mail you a copy.
- You will receive an automated e-mail reminder 2 days before a pay period; if you haven't submitted it yet, you will receive an automated e-mail reminder on the morning of the due date; If you still haven't submitted it, you will receive a final e-mail reminder the morning after the due date. If we don't receive your timesheet by then, your pay will be delayed to the next pay period.
- We'd like to also reminder you that all absence requests must be done through the portal. Examples are vacation, sick, med appts.
- Please note that we require one (1) week's notice for medical appointment requests; One (1) week's notice for vacation requests less than one (1) week; two(2) weeks' notice for vacation requests greater than 1 week.
- Finally, remember that pay periods are from the first of a month to the 15<sup>th</sup> inclusive and from the 16 of a month to the end of the month inclusive.