FACILITY MANAGEMENT		Created June 2021
HUMAN RESOURCES		Revised February 2022
Payroll Guide (Version 2)		Approved by FM-HR

Payroll Guide:

Payroll Administration Fundamentals

FACILITIES MANAGEMENT

Western
UNIVERSITY · CANADA

FACILITY MANAGEMENT		Created June 2021
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Introduction

This Guide was developed to support FM Managers and CUPE 2361 Leads with pay administration. It is a practical User Guide intended to provide information and the steps necessary to successfully and accurately complete payroll tasks within your unit.

If you are new to payroll administration, we provide an introductory training session that is paired with this Guide. It is imperative that you participate in this on-the-job training prior to accessing payroll systems. We are also available to provide refresher training and to review any specific payroll questions you may have as you complete your tasks.

To arrange for training or get answers to your payroll questions, contact:

fmpay@uwo.ca

As you work through this Guide, it is important to note your role responsibilities:

- If you are a Lead, your role is critical in monitoring team attendance and work activities, and entering hours for your Manager to review.
- Managers are responsible for reviewing, posting and reconciling pay entries.

In this guide, the basics of processing timecards are explained. If you are a Lead, this section will help you add and edit timecards. If you are a Manager, this section will help you post and reverse timecards. In both cases, team members will be using FM software.

Payroll Software

To access payroll systems, click on the RapidTime 2018 icon on your desktop:

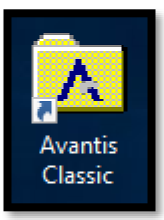
This icon provides a remote connection to FM's server. Click "Connect" and enter your Western credentials to access the payroll systems.

You will use two software systems to process payroll:

Rapid Time: The software used for entering timecards. Each timecard also has a work order associated with it. Lead Caretakers and Managers will use this software to add pay and work order information, and make edits when required.

VIP: This software supports timecard reporting. Managers can use these reports to check hours worked, vacation, sick days, and other pay information. The icon looks like an internet explorer link entitled "EmployeeMtce."

FM HR and Business Operations also use:



Avantis: This is the base software (Rapid Time and VIP are add-ons to this software). It is used by FM HR and Business Operations for setting up new employees, keeping track of posted timecards and charge-outs on work orders. While this software is part of the whole payroll process, you will not need to use it with this Guide.

Pay Schedules

Pay Schedule Based on Employment Status

Employees are paid on different schedules based on employment status:

- Temporary employees, contract employees, casual employees, and students are all paid weekly
- Regular employees and sessional employees are paid monthly
- Part-time employees are paid differently on a case-by-case basis; contact FM-HR for more info

Timecards follow the same timeline for both weekly and monthly employees:

- **Leads:** add and approve timecards for the work done in a day by 12pm on the next day
    - **Facilities Operations only:** Team members may directly add timecards for work completed by end of shift for the following job type codes only:
        - **001-**Overtime
        - **002-**Regular Time
        - **006-**Vacation
        - **009-**Call-In Sleep Time
        - **048-**Banked Overtime
        - **049-**Banked Overtime Used

  Leads must approve team member entries and ensure full hours are accounted for as per deadlines noted above

- **Managers:** post timecards your Leads have added and approved the previous day (no later than 4:30pm)

Amount of Pay on Pay Stubs

While base pay, overtime, and premiums all show up on employees' earning statements, the amount delivered in one pay period depends on the hours worked during specified pay ranges:

- **Weekly pay range**: Weekly paid employees receive their pay every Friday, 2 weeks' in arrears, for hours worked Sunday to Saturday (including overtime and premiums). The calendar below shows weekly cut-offs for editing and posting timecards are usually the following Tuesday. Email reminders will be sent each week.

- **Monthly pay range**: Monthly pay schedules are partly determined by Central HR and partly determined by FM-HR. This causes base pay and overtime/premiums to be delivered on different schedules. The deadlines for the different parts of monthly pay will be communicated each month via email. The calendar below has examples of monthly cut-off dates.
    - **Base Pay:** Monthly paid employees receive their base on the second last workday of each month (e.g. paid on May 28th for the month of May 2020).
    - **Overtime and Premiums:** Additional pay is paid on a separate monthly cycle and with deadlines determined by Western & FM HR; generally, it is mid-month to mid-month.

Communication Regarding Timelines

Below are screenshots of the email communication you will receive regarding regular and premium pay deadlines. No one is perfect, on rare occasions you may miss a timecard. In these situations, it is imperative that you do not post timecards after the deadline on the day specified. Instead, wait to post them on the next day. You must **contact fmpay@uwo.ca immediately** regarding the missing timecards to ensure there are no implications for employee pay for that pay period.

Weekly Deadline Reminders

> Good Morning,
>
> If you haven't run your weekly reports and made corrections to timecards dated **Oct 25-31, 2020** inclusive for weekly paid staff, please do so. Any corrections made after 4:30pm on **Tuesday Nov 3, 2020** will not be reflected on the pay. In addition, any unapproved timecards will not be paid out until approved by the manager.
>
> For those managers with "Rehab" status employees, check off "Rehab" in the "Status" section prior to running your reports.
>
> Thank you

Weekly deadlines are usually Tuesday at 4:30pm but may change due to holidays or University closures. This deadline means all timecards for the previous week must be added, approved, and posted before 4:30pm on Tuesdays for employees to receive pay. Do NOT post anything after 4:30pm on Tuesday.

If you, as a Lead or Manager, miss Adding and Posting deadlines, it is imperative that you contact fmpay@uwo.ca immediately to ensure there are no implications for employee pay during that period.

Monthly Deadline Reminders

> October Payroll
>
> To fmpayreports@uwo.ca
>
> Follow up by Wednesday, October 14, 2020 1:00 PM.
> This message was sent with High importance.
>
> Hello,
>
> The overtime and shift premium cut off for this month is Wednesday. Please be sure to run your monthly reports and make any changes to overtime and shift premiums no later than 4pm Wednesday October 14, 2020.
>
> Monthly pay for the month of October will include overtime hours and shift premiums from September 15, 2020 to Wednesday October 14, 2020.
>
> If there are corrections to be made prior to October 14, please email fmpay@uwo.ca as soon as possible, to ensure that the changes are reflected on October's pay.
>
> Please submit any Unpaid Leave of Absence requests prior to October 14, to avoid unnecessary overpayments.
>
> For those Managers with "Rehab" status employees, be sure to check off "Rehab" in the "Status" section prior to running your reports.
>
> Thank you

Monthly deadlines change every month; emails like the one above will be sent out to remind you about the deadlines. For example, the September 2020 deadline was Monday Sept 14th, the October 2020 deadline was Wednesday Oct 14th, and the November 2020 deadline was Wednesday Nov 11th.

If you, as a Lead or Manager, miss Adding and Posting deadlines, it is imperative that you contact fmpay@uwo.ca immediately to ensure there are no implications for employee pay during that period.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 2020 - AO			OT Start: Aug 13			
		1 WK - Deadline for Aug 23-29	2	3	4	5
6	7 Public Holiday Human Resources Closed	8	9 WK - Deadline for Aug 30 - Sep 5	10	11	12
13	14 MN - OT End	15 WK - Deadline for Sep 6-12 MN - Submit/Approve	16	17 MN - Deadline	18	19
20	21	22 WK - Deadline for Sep 13-19	23	24	25	26
27	28	29 WK - Deadline for Sep 20-26	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 2020 - AO			OT Start: Sep 15			
				1	2	3
4	5	6 WK - Deadline for Sep 27 - Oct 3	7	8	9	10
11	12 Public Holiday Human Resources Closed	13	14 WK - Deadline for Oct 4-10 MN - OT End	15 MN - Submit/Approve	16	17
18	19 MN - Deadline	20 WK - Deadline for Oct 11-17	21	22	23	24
25	26	27 WK - Deadline for Oct 18-24	28	29	30	31

Timecards & Work Orders

Timecard: A timecard is created in Rapidtime for each employee to capture hours worked and details related to each task (date, associated work order number, job type). The information you enter into a timecard could be provided to you in either a paper or electronic format. See this template below for how some managers track hours worked per day. Please check with your Manager to understand operations specific to your unit.

	Tu	W	Th	F	S	Su	M	…
December:	**1st**	**2nd**	**3rd**	**4th**	**5th**	**6th**	**7th**	…
F. LastName	8	8	8	8			8	
F. LastName	8	S	HP	8			8	
…								
Legend: # = #hrs worked; S = Sick day; HP = Healthcare appointment								

Work Order (WO): a WO is created in Avantis to track and manage work. It will capture costs, both labour (via timecards) and material (via Stores, Mustang Market). The types of WOs and their corresponding numbers (WO#) are explained below. While WO#s do not affect an employee pay, they are important for ensuring proper charge-outs for work performed and tracking completion.

Every timecard should be associated with at least one work order number. Timecards and work orders go together—you cannot have one without the other. The accuracy of both pieces is critical:

- accurate timecards are needed to pay employees correctly; and
- accurate work order numbers are needed for departmental budgeting purposes and managing work.

Regular (Simple) WO: This is a work order created specifically for a task. For example:

Regular (Simple) WO – Trades Example:

1. An elevator is reported out of service to Client Services.
2. Client services creates WO#1234567 to address the issue and sends it to the elevator shop.
3. Elevator is repaired.
4. Employee's time is inserted into Rapid Time as a timecard referencing WO#1234567 and the number of hours worked on the job.
5. The WO is marked closed in the timecard and charge-outs to the WO# is stopped.

Regular (Simple) WO – Building Services Example:

1. Customer sends service request to Client Services.

2. Client Services creates WO#4567890 to address the issue and sends it to the area the service is requested from.
    a. WO# can also come from the Reservation Office or in some cases the Customer sends the account # directly to Building Services and then Building Services creates a WO#.
3. Service is provided.
4. Employee's time is inserted into Rapid Time as a timecard referencing WO#456789 and the number of hours worked on the job.
5. The WO is marked closed in the timecard and charge-outs to the WO# are stopped.

Multi-Task WO: These are very similar to Simple WOs, but we can nest many tasks under a Multi-Task WO. Tasks under a Multi-Task WO can be billed to separate accounts or sent to separate shops. For example, to replace a sink in an apartment:

1. WO#123456-1 can be for the Plumber to disconnect/reconnect the water lines and drain.
2. WO#123456-2 would be for the carpenter to remove/replace the vanity.

eWORq WO: These WOs are listed as E12345. They are the same as Simple WOs but they come from an online web form on uwo.ca/fm. These are not tied directly to Avantis, Client Services creates a Simple WO and manually renumbers it to match the number generated by the online request form.

Overhead WO: All Distributed FM employees must account for their workday, whether working or not. Overhead WOs are used to capture labour charges for overhead cost such as when employees are not at work (ex. vacation, sick days), Union or staff meetings, etc. WOs are created in advance for these purposes and are left open. For example, if a caretaker takes a day off, 8 hours would be charged to WO#88888 to account for this time.

Standing WO: These WO#s begin with a 9 (ex. WO# 900133). These WOs are created for things that happen recurrently to capture costs. For example, WO#902807 was created to capture fuel costs for one of our FM vehicles.

Payroll Administration

Where to Get Pay Information

Get the hours you need to enter from employees' work schedule. Any changes to schedules (such as sick leaves) will be communicated to Lead Hands and Building Managers and need to be kept track of for recording into the pay systems (Rapid Time). Here are some examples of things you should monitor because they impact pay:

- Work Order Numbers (WO#)
- Work schedules
- Circumstances changing work schedules
- Sick leave/other leaves of absence
- Doctor appointments
- Leaving early

Managers may have their own physical workbook or an excel spreadsheet for tracking time. FM-HR has gathered input from managers to create an excel template we recommend new Leads or Managers use for keeping track of things impacting pay and work schedules.

Where to Enter Pay Information

To enter pay information, first log into the RapidTime 2018 remote desktop. Next, log into the Rapid Time application and you will be able to Add, Edit, and Managers can Post timecards.

"RapidTime 2018" (shown right) is the icon for accessing the remote desktop. It should be on your desktop.

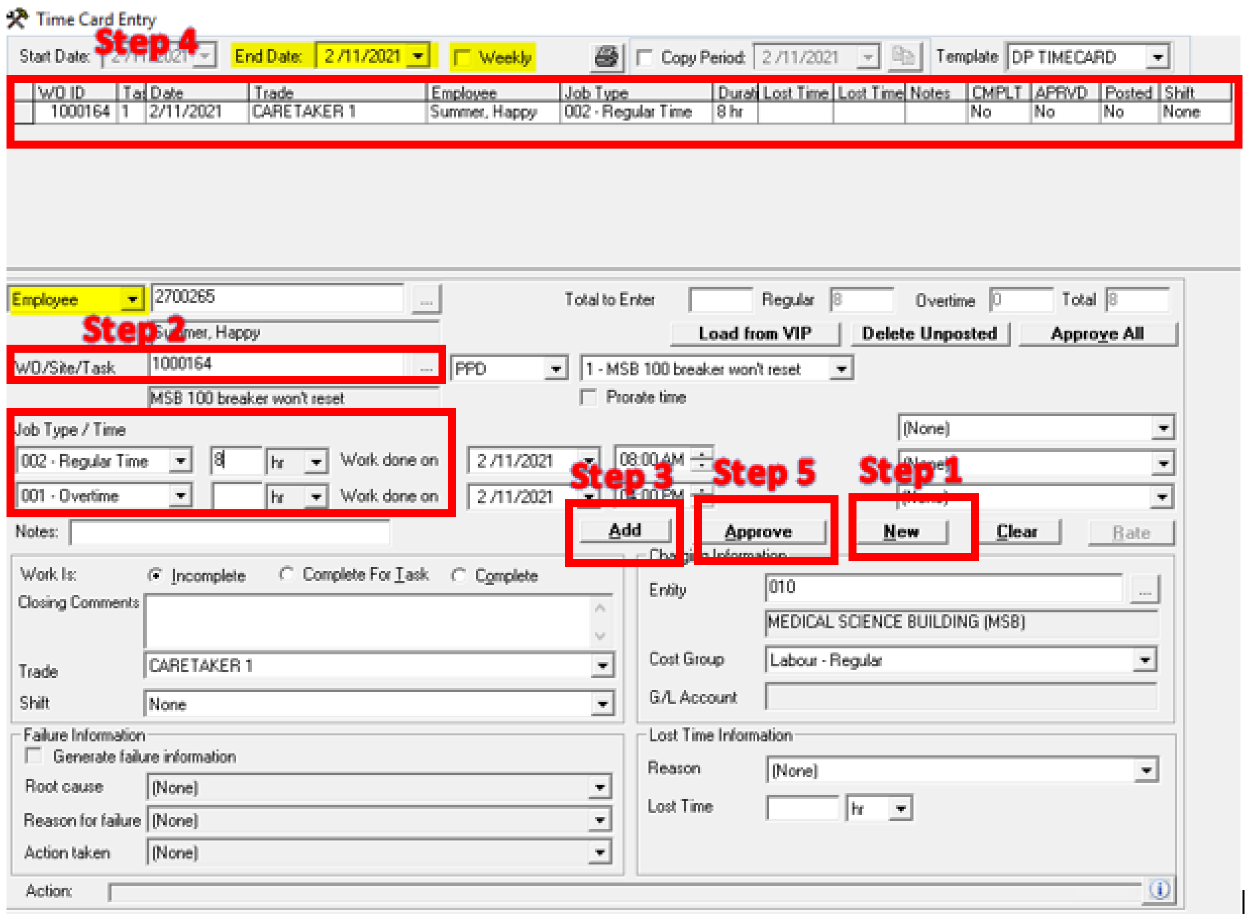
"Rapid Time" (shown right) is the icon for Adding, Editing, and Posting timecards. You can only access it after accessing the remote desktop.

Rapid Time Interface

The Rapid Time you are using may look slightly different than the screenshots below. This could be because you have different administrative permissions or because you still need to set-up Rapid Time for the first time. If you need to set-up Rapid Time, please email fmpay@uwo.ca for help with the "Set-Up Guide – Rapid Time" training.

Adding Timecards

When you have an employee's pay information and are ready to add the timecard, follow the steps below.



Make sure the correct settings are selected:

- Uncheck "Weekly" shown at the top, beside the "End Date". Best practices include adding pay for one day at a time, on the day it was done.
- Select the "End Date" for which you are reporting from the Calendar shown at the top.
- Select "Employee" shown to the left of the Employee's number. If you select "Employee", enter the employee number or use the ellipsis (…) to look up the employee number.

To add and post a timecard:

1. Click on "New".
   a. This creates a new timecard.
2. Add their hours for the corresponding job type and the Work Order #.
   a. The corresponding job type determines what rate they are paid for those hours. For example, they get paid 1.5x their normal rate for hours under a 001-Overtime job type.

Please see the Quick Reference Sheet – Job Types (found earlier in this guide) for more details.

   b. For Multi-Task WO only: Tasks can be billed to separate accounts or sent to separate shops (as discussed on pg. 10). Task ID is used when multiple trades are required to complete a related job.

3. Click "Add".
4. Double check the details in the checklist below.
5. Click "Approve" once you confirm the details are correct. The timecards are now ready to be "posted" by Managers.

Important to note: While timecards can be "posted" by Managers **without Lead "approval",** it is an important step for Leads to "Approve" timecards so that Managers are certain the timecard has been verified. Posting is final and impacts pay.

Checklist for a timecard:

- ☐ Date
- ☐ Ensure weekly format is unchecked
- ☐ Employee
- ☐ Work Order #
- ☐ Task ID
- ☐ Job type/time
- ☐ Add timecard
- ☐ Review all entries for the timecard
- ☐ Approve the timecard
- ☐ Post the timecard if applicable

Adding, Approving and Posting Timecards

Adding timecards

- Adding timecards just creates them and they are not officially sent off into the system.
- You can edit or delete unposted timecards without any consequences for anyone's pay.

Approving timecards

- Once the details look correct, approve timecards so Managers know they are safe to post.

Posting timecards

- When a Manager posts a timecard, this means it has been sent off so the employee will get paid the next time pay is processed for everyone. At this point, if changes are required, the timecard must be reversed and the correct time entered.
- Make sure to post the timecard BEFORE the deadline for people to receive their pay on time.

Posting Timecards

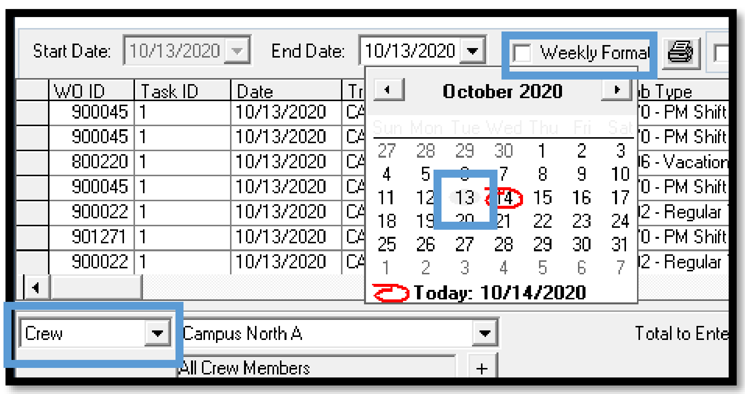
Responsibility for Posting Timecards

Leads are responsible for adding and approving timecards. Managers are responsible for posting timecards. In some circumstances, the responsibility to post a timecard may be delegated to a Lead for a short period of time.

IMPORTANT: In the Manager's absence, 'posting' authority can be delegated to Leads. To do so, the Manager will need to email fmpay@uwo.ca and request that their Lead(s) have access to post timecards for a specific time period. For example, 2 week delegation for a vacation request, or a one day absence due to illness. If the Manager is unable to email fmpay@uwo.ca directly, the Lead do so and copy Manager on request.

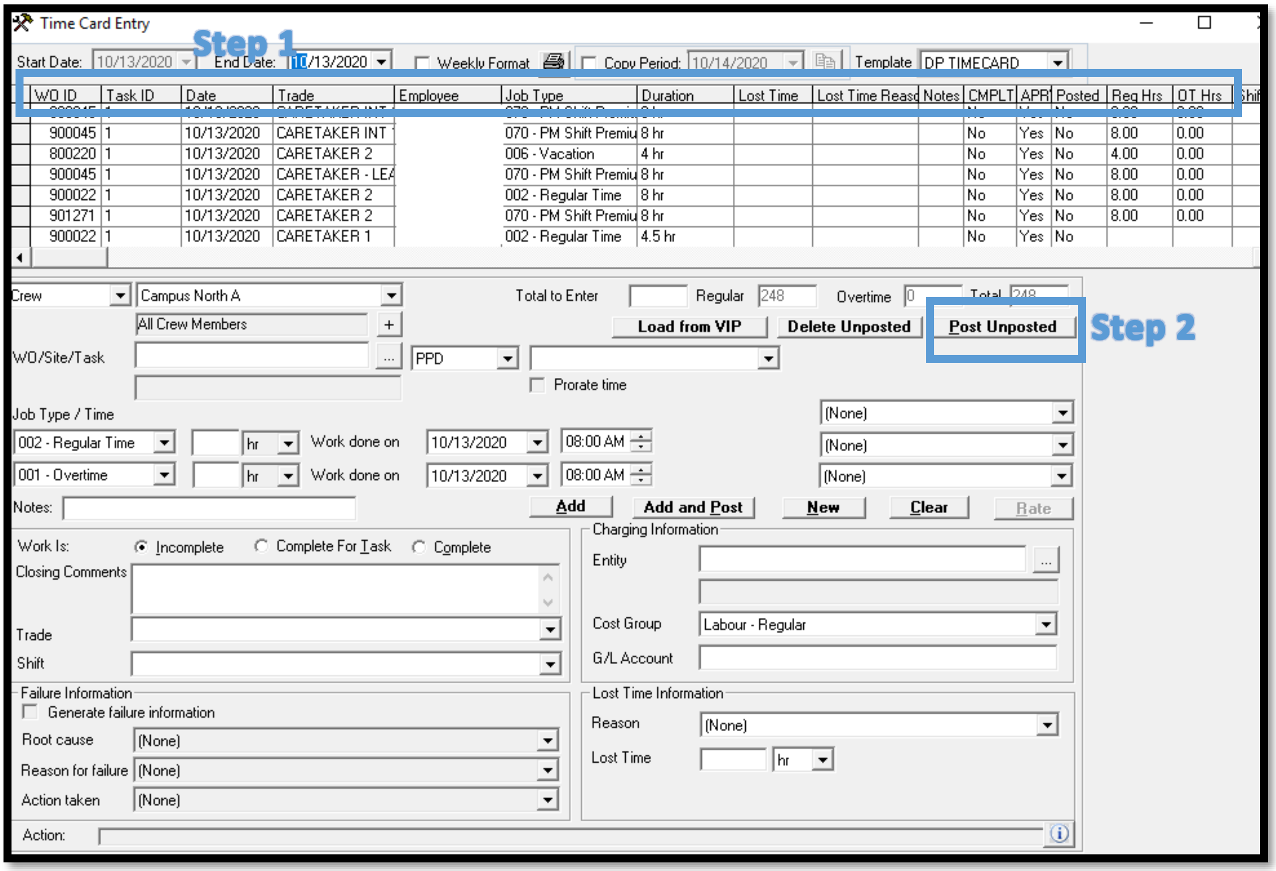
Please note that Leads will not be able to see the 'Post' button until they have access to post (which will only be provided in the Manager's absence).

In order to post timecards, please follow the settings below.



Make sure the correct settings are selected:

- Select "Crew", find your area in drop down.
- Select the day you want to approve timecards for (usually, this is yesterday).
- Make sure "Weekly" is unselected.



1. Managers will review the details of the timecard.
    a. Check the timecards according to the checklist below.
    b. Sort the timecards by employee and check the sub-total of hours under the "Reg Hrs" column (they should have 40 hours if "Weekly" at the top is checked, or 8 hours if "Weekly is unchecked).
    c. If Overtime has been reported under the "OT Hrs" column, is it legitimate? Do they have 8 hours per day for each day overtime is reported?
    d. Have the timecards been approved by the appropriate Lead? Check if the "APRVD" column says "Yes."
2. Once all the details look correct, Managers will post the timecard.

As Managers, please take the time to review the timecards not just to ensure correct pay information, but also to monitor what is happening with your team in terms of:

- Wellness (i.e. if someone has had a few days off here and there, check in on them to see how they are doing)
- Attendance
- Even distribution of overtime

Checklist for a timecard:

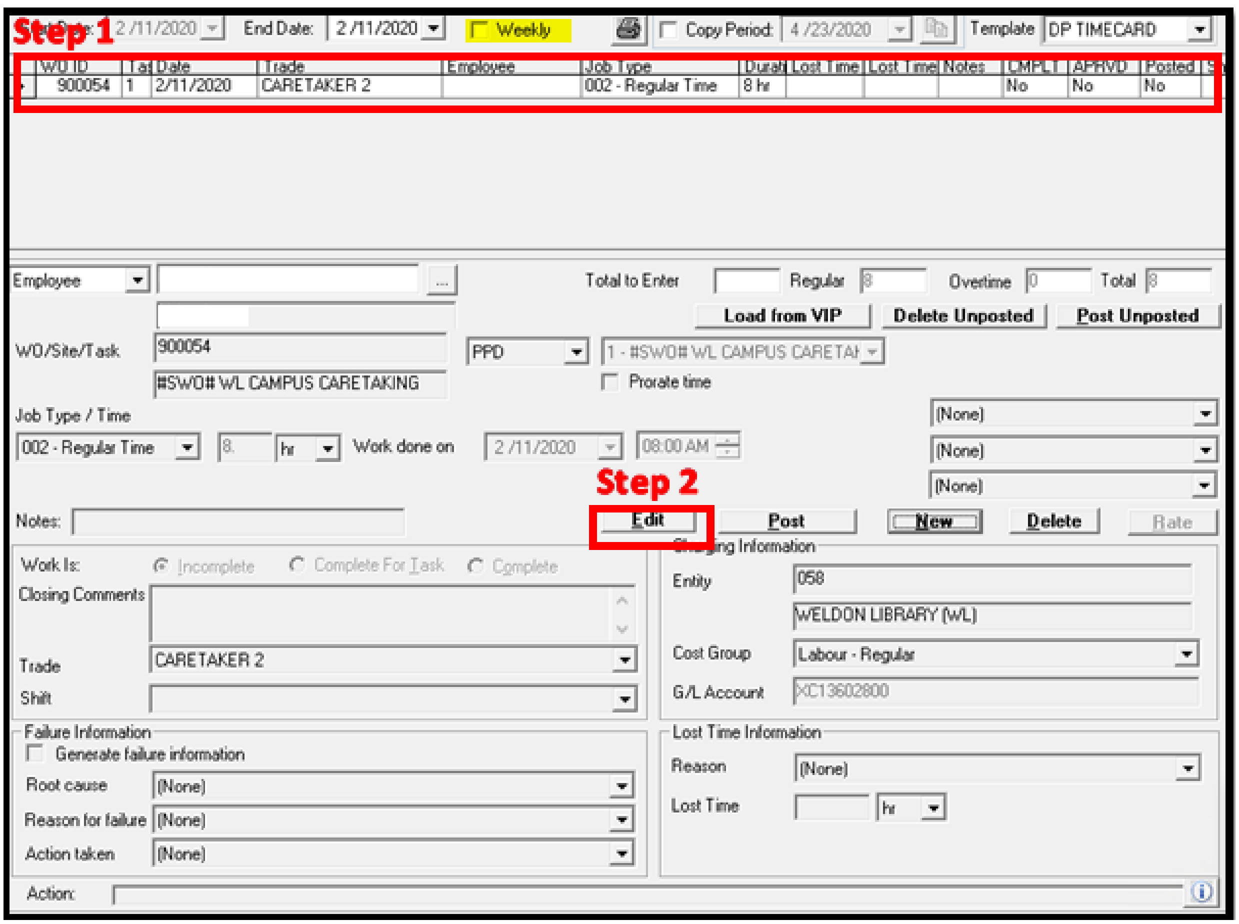
- ☐ Date
- ☐ Ensure weekly format is unchecked
- ☐ Employee
- ☐ Work Order #
- ☐ Task ID
- ☐ Job type/time
- ☐ Add timecard
- ☐ Review all entries for the timecard
- ☐ Approve the timecard
- ☐ Post the timecard if applicable

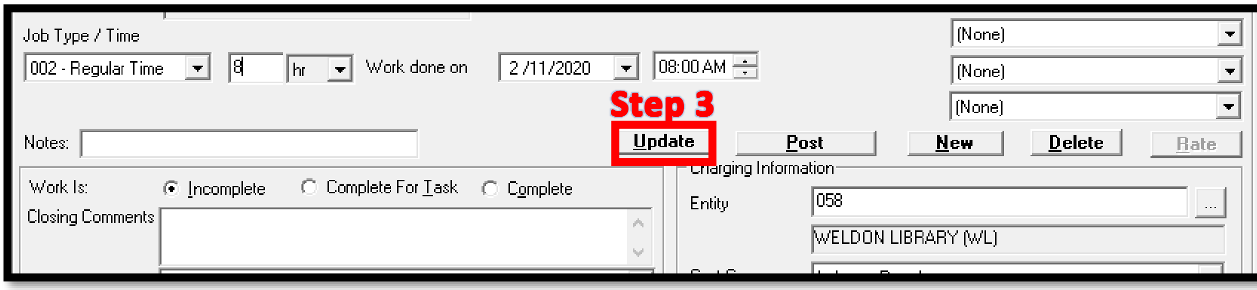
Editing/Reversing timecards

If you have only Added timecards, you can edit them using the instructions below. If Managers have Posted timecards, Managers need to do a timecard reversal. **We want to avoid reversals, the best way to do this is for Leads to add timecards, Leads double-check/edit their work, then Managers will double-check/edit the timecards, and Managers post them.**

If you make a timecard reversal after a payroll deadline, it is imperative that you contact fmpay@uwo.ca immediately to ensure there are no implications for employee pay during that period.

Editing Timecards (editing an Added timecard)





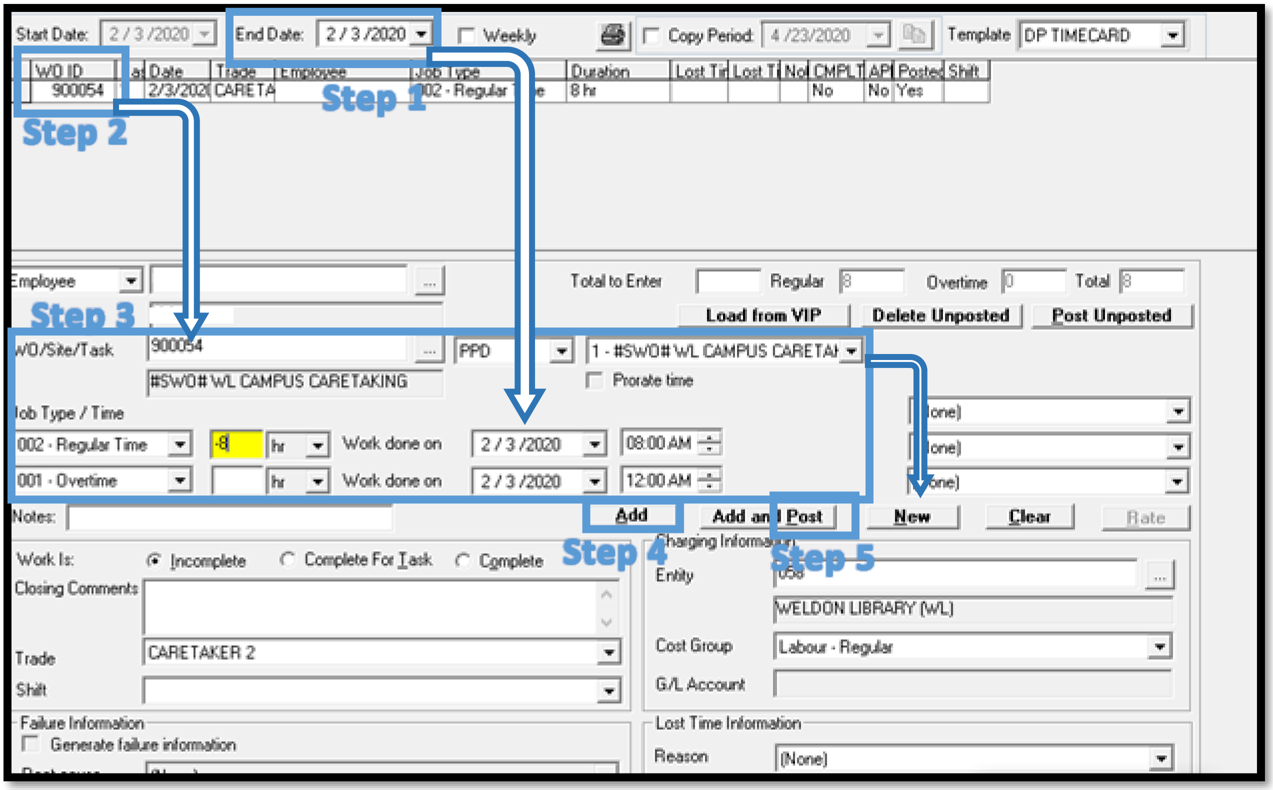
Make sure the correct settings are selected:

- Since we are looking to edit or reverse one day's mistake we need to have "Weekly" unchecked and the correct date selected.
- Select the employee you want to find.

To Edit a timecard:

1. Click on an employee's timecard to highlight their row.
2. Select "Edit". At this point you can change hours, work order number, task number or whatever else was mistakenly added.
3. Once you are done editing, select "Update".
4. Verify that the changes took effect. Sometimes, if you do not move off the last field that you changed, Rapid Time will not recognize the new value in the field.

Timecard Reversals (creating a new timecard)



1. Pull up the employee's timecard you want to reverse by changing the "End Date" at the top to the date of the incorrect timecard.
2. Copy the WO# (under heading "WO ID") of that timecard. For Multi-Task WO#s, make note of the Task Number.
3. Add a new timecard by clicking the 'New' button and copying in the WO#. Select the correct Task Number if using a Multi-Task WO#. Then enter the negative number of hours on the original timecard you want to reverse (ex. if there were 8 hours worked on the original timecard, write -8 hours on the new timecard) on the same date of the original timecard, and use the checklist for timecards for making sure the other details of the new work order are correct.
    a. If you are reversing '003 - Illness' or '005 – WSIB Leave', then you will also need to copy over the Incident ID.
       NOTE: Incident ID's grouped time cards for a single illness or injury together for reporting purposes. The Incident ID defaults to the date of the first day of the illness or injury formatted as YYYYMMDD (e.g. 20201217). The Drop-down box will list any incidents used for that employee in the previous several weeks. You can select the number that defaults.

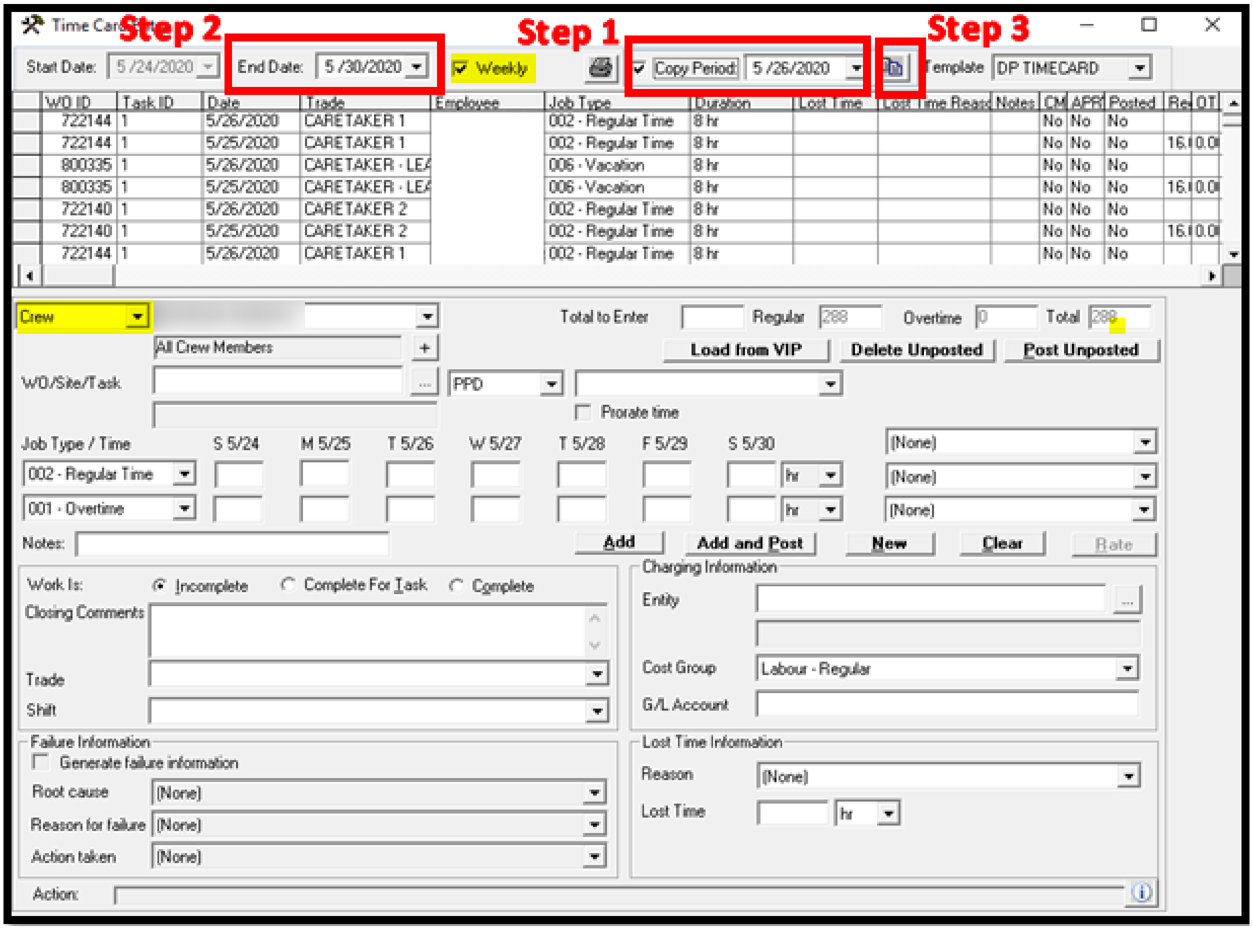
4. Double-check the details and add the new timecard.
5. **Managers only:** Review and post the new timecard. Once posted, the timecard is reversed.

NOTE: Part 1 of the guide here explains how to reverse timecards to correct common errors. Some timecards are not simply reversed. Part 2 includes explanations for correcting more difficult-to-correct scenarios: 0-hour timecards and incomplete timecards.

Checklist for a timecard:

- ☐ Date
- ☐ Ensure weekly format is unchecked
- ☐ Employee
- ☐ Work Order #
- ☐ Task ID
- ☐ Job type/time
- ☐ Add timecard
- ☐ Review all entries for the timecard
- ☐ Approve the timecard
- ☐ Post the timecard if applicable

Copying Timecards



*Charge out rates change on July 1st—therefore, do not copy timecards pre-July 1st to post-July 1st (i.e. do no copy timecards from June 26 to July 2nd).

Copying timecards saves time on entering timecards for people working the same schedule week after week—especially useful for Caretakers but less so for the Trades groups. **If you copy timecards weekly, remember to edit copied timecards daily for any differences between weeks of work otherwise you may create mistakes**:

Make sure the correct settings are selected:

- Select "Weekly" shown at the top, beside the "End Date". If this is unselected, you will only be able to copy the timecard for a specific day.
- Select "Crew" shown to the left of the Manager's name. You can select "Employee" but it only copies one person's timecards and would not be as much of a time-saver.

To Copy timecards:

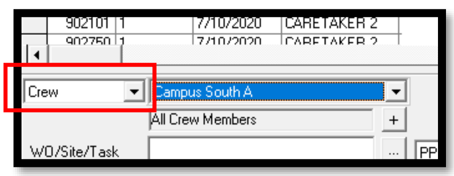
1. Click the check-box beside "Copy Period" and enter the last week's end date

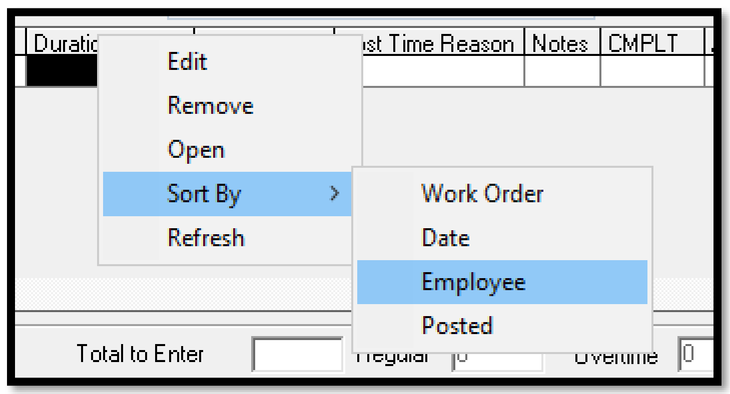
    a. This tells the system where to copy the timecards **<u>from</u>**. Note: you cannot copy to the same period you are copying from.
2. Enter this week's date for "End Date" (usually this is today's date).
    a. This tells the system where to copy the timecards **<u>to</u>**.
3. Click the "Copy" button (next to "Copy Period").
4. Edit individual timecards for any one-off changes during the week.
    a. **<u>Please double-check</u>** the employees' work schedule to make sure changes such as absences or shift changes are reflected properly in the copied timecards.
5. **<u>When you are happy with the timecards, click the "Approve All" button.</u>**

Best Practices

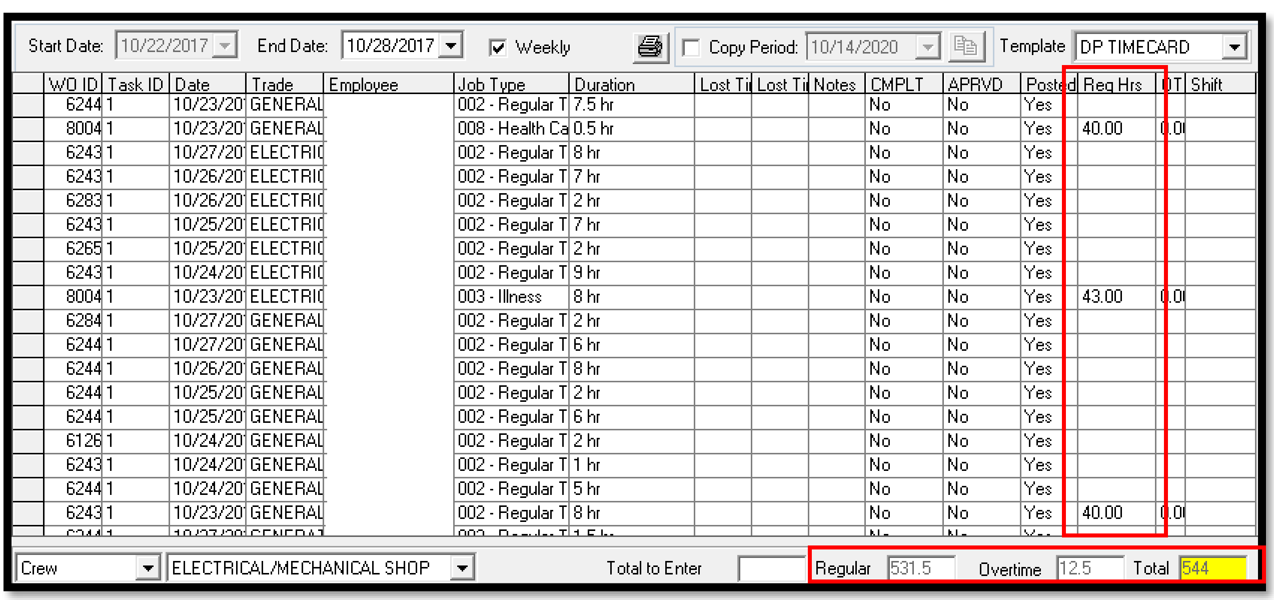
Verifying Timecard Hours

To review/audit timecards in Crew mode, right click on the “Duration” header, click on “Sort By,” then click on “Employee.” This will give you the total regular hours posted for each employee under the header “Reg Hrs.” You can then do a quick check to see if an employee’s hours do not add up to 40 for the week. Note: If a team members is working an altered workweek, this check applies monthly. If “Weekly” at the top is checked off, you can review/audit timecards for 8 hours per day.

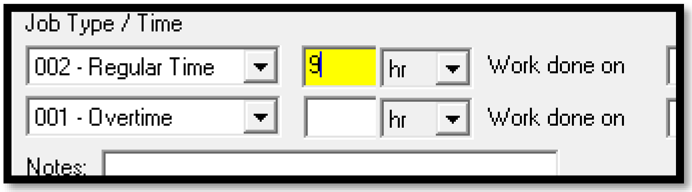




For example, see the “Reg Hrs.” column here for totals per employee in the screenshot below. You can do a quick check if you are expecting all employees in a crew to have worked a specific number of hours by viewing the “Regular”, “Overtime” and “Total” hours boxes in the bottom right of the screenshot below.



When there are more hours than normal added, a field on Rapid Time may highlight itself as yellow. For example, trying to add anything more than 8 hours under 002 – Regular Time would be highlighted yellow since anything more than 8 hours worked per day is normally considered overtime. This does not stop you from adding the timecard, it just prompts you to double check your work.



Responsibility for Posting Timecards

Leads are responsible for adding and approving timecards. Managers are responsible for posting timecards. In some circumstances, the responsibility to post a timecard may be delegated to a Lead for a short period of time—in these instances, Leads must follow the regular posting deadlines.

IMPORTANT: In the Manager's absence, 'posting' authority can be delegated to Leads. To do so, the Manager will need to email fmpay@uwo.ca and request that their Lead(s) have access to post timecards for a specific time period. For example, 2 week delegation for a vacation request, or a one day absence due to illness. If the Manager is unable to email fmpay@uwo.ca directly, the Lead can do so and copy Manager on request.

Please note that Leads will not be able to see the 'Post' button until they have access to post (which will only be provided in the Manager's absence).

When to Notify FM-Pay regarding Changes to Timecards

Please email FM-Pay regarding:

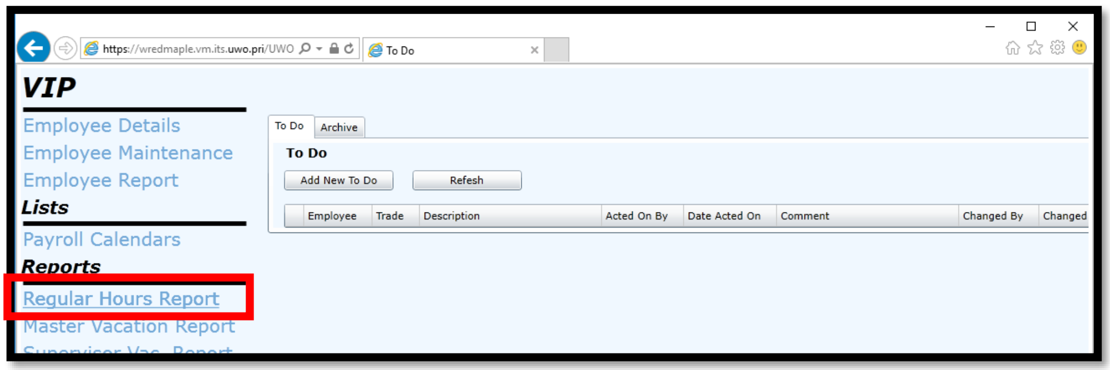
- Changing a job type or hours in an existing timecard **past the deadlines.**

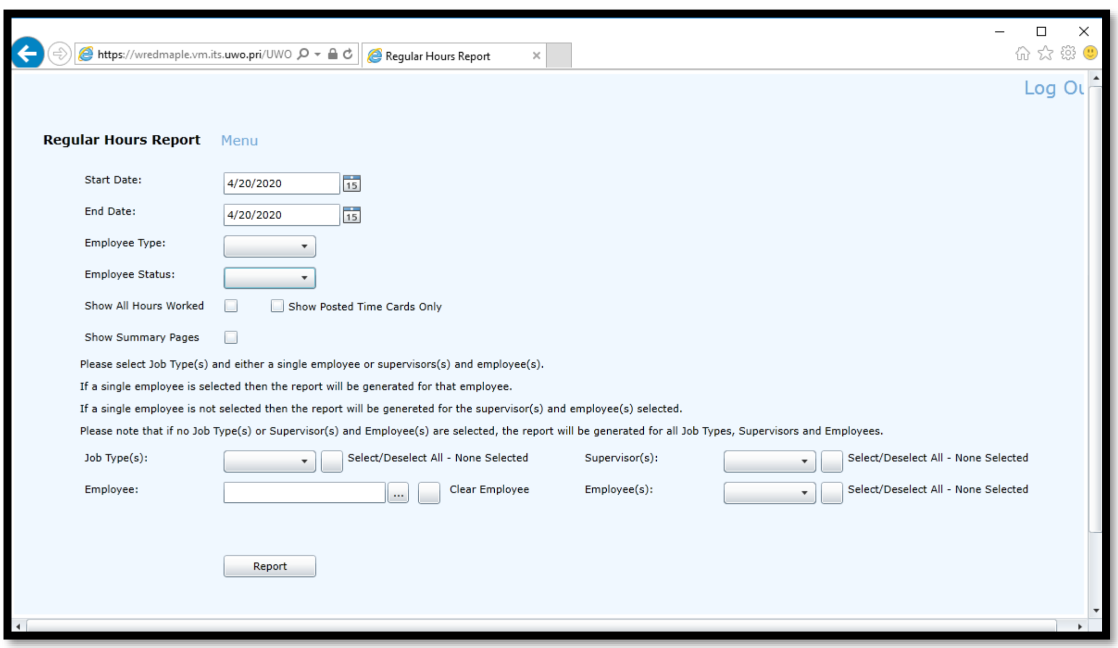
You **do not** need to email FM-Pay regarding:

- Changing a WO# or Task# in an existing timecard.

Reconciliation and Errors

Managers and Leads will take responsibility for reconciling and fixing errors. Reconciling pay is done using the “EmployeeMtce” program (it has an internet explorer icon on the Remote Desktop). Within EmployeeMtce, there is an option to run a VIP Regular Hours Report.





To check for errors, Managers need to run a Regular Hours Report using VIP.

1. **Start Date**: the beginning of the pay range you want to check.
2. **End Date**: the end of the pay range you want to check.
3. **Employee Type**: this will help you filter by employment status. It is useful for checking weekly paid employees (TP) versus monthly paid employees (RF, TF).
    a. Clarification: TP refers to temporary full-time employees, TF refers to sessional employees, and RF refers to regular full-time employees.

4. **Employee Status**: select if you want to view active employees or employees on various leaves. Often, you will not need to select anything from this drop-down menu because the default-selected options are enough. If you have staff who are on 'Rehab', be sure to include that status.
5. **Show Posted Time Cards Only**: Distinguish if you want to see only posted timecards, or added timecards as well. To audit what will be sent to PeopleSoft HR to requisition pay, make sure that the "Show Posted Time Cards Only" is checked.
6. Select the type of report you want (you can select both):
   a. **Show All Hours Worked**: this produces a report with all the individual timecards, their dates, their hours, and other information all on a sheet titled "Details" in Excel.
   b. **Show Summary Pages**: check this off to have summarized information of the total hours entered under each job type on a sheet titled "Summary" in Excel.
7. **Job Type(s)**: This selects the code to pull information for. For example, you can pull information for hours worked as Regular Time, Overtime, or hours received as a specific type of leave.
8. Select one of these:
   a. **Employee**: Click on the 3 dots beside this field to search for one employee. If you want a batch of employees, leave this blank.
   b. **Supervisor(s) & Employee(s)**: Select one or more groups/zones/Managers under Supervisor(s). Then, you will get a list of all employees under the selected groups/zones/Managers that you can select multiple individuals from. Clicking the box to the right of the drop down box will select all employees for all supervisors selected from the "Supervisor(s)" filter.
9. Click Report to get an Excel file with your requested pay data.

Once you have your report, check the "Details" sheet of the Excel file. You will have to compare your knowledge of the employee's actual work schedule to the report. You may find errors on the "Details" sheet of the VIP Regular Hours Report in the form of:

- Missing hours
- Overpaid hours
- Incorrect job types
- Incorrect dates

Make note of the dates where timecards need to be corrected, and please Add, Edit and/or Reverse timecards accordingly.

Who to Contact for Help

After you attempt to correct errors or timecards which are not adding up but you still and you cannot figure out the mistakes, please feel free to contact:

- your manager (if you are a Lead)
- fmpay@uwo.ca

In-Person Training

If you would like more help after reading this guide, we can schedule some one-on-one training. Please do not hesitate to send an email to fmpay@uwo.ca to schedule a training session.

Quick Reference Sheet - Procedures

Checklist for a timecard

- ☐ Date
- ☐ Ensure weekly format is unchecked
- ☐ Employee
- ☐ Work Order #
- ☐ Task ID
- ☐ Job type/time
- ☐ Add timecard
- ☐ Review all entries for the timecard
- ☐ Approve the timecard
- ☐ Post the timecard if applicable

To Add and Post a timecard

1. Uncheck "Weekly," select "Crew" or "Crew Employee," then click on "New".
2. Add their hours for the corresponding job type and the Work Order #.
3. Double check the details in the checklist above.
4. Click "Add".
5. Click "Approve" once you confirm the details are correct.
6. **Managers only:** Once all the details look correct, post the approved timecard.

To Edit an unposted timecard (editing an Added timecard)

1. Click on an employee's timecard to highlight their row.
2. Select "Employee".
3. Select "Edit". At this point you can change hours, work order number, task number or whatever else was mistakenly added.
4. Once you are done editing, select "Update".

To Reverse a timecard (creating a new timecard)

1. Pull up the employee's timecard you want to reverse by changing the "End Date" at the top to the date of the incorrect timecard.
2. Copy the WO# (under heading "WO ID") of that timecard.
3. Add a new timecard by inputting the copied work order number, the negative number of hours on timecard you want to reverse, the date of the incorrect timecard in the "Work done on" field, and use the checklist for timecards for making sure the other details of the new work order are correct.
    a. If you are reversing '003 - Illness' or '005 – WSIB Leave', then you will also need to copy over the Incident ID.
4. Double-check the details and add the new timecard.

5. **Managers only:** Review and post the new timecard. Once posted, the timecard is reversed.

Commonly Used Shortcuts

Please note that “shortcuts” are available based on access.

Example: If you access does NOT allow you to post timecards, you will not see the Post button and <alt> P will not work.

Within timecard:

- **<alt> - A** - Tabs between the ‘Add’ and ‘Approve’ buttons. (commonly used by Leads)
- **<alt> - A** - Adds the time card currently being entered. (used by person with ability to post)
- **<alt> - N** - Add a new time card.
- **<alt> - C** - Clear the current time card fields.
- **<alt> - v** - Approves time cards.
- **<alt> - P** - Tabs between the ‘Add and Post’ and the ‘Post Unposted’ buttons.

On the ‘Employee’ Field:

- **<pgup>** or **<pgdn>** - Scrolls through the employees on the crew.
- **<right-click>** - Select list of the previous 4 employees.

On the ‘WO/Site/Task’ Field:

- **<pgup>** or **<pgdn>** - Scrolls through the employees on the crew.
- **<right-click>** - Select list of the previous 4 Work Orders.

Quick Reference Sheet – Job Types

Job Type Codes	Payout Rates	Applies To	When to use this code	Collective Agreement Reference
001 - Overtime	1.5	RF Sessional PT TF	When an employee is called-in and works more hours than their regularly scheduled workday or works on a day that is not regularly scheduled, they will be paid overtime for those extra hours.	Article 14.04(a) (Version A & B)
002 - Regular Time	1	RF Sessional PT TF	If the employee works within 8 hours per day on 5 days per week, not exceeding 40 hours per week, then their hours are added as Regular Time.	Article 14.01(a) (Version A & B)
003 - Illness	1	RF Sessional (conditional – see Article 36)	Employees are entitled to paid sick leave up to 15 consecutive weeks while absent from work due to illness or injury.	Article 36
004 - Bereavement Leave	1	RF Sessional PT TF	An employee who is grieving the loss of a family member can take a leave up to 3 days with pay. They can take more days off without pay.	Article 26
005 - WSIB Leave	1	RF Sessional PT TF (for tracking purposes only)	If an employee has made a WSIB claim, they are paid 100% of their wages while on Short Term Disability. Once they reach Long Term Disability, their status in the system is changed to either LTD or Rehab; LTD does not allow timecards but Rehab allows time to be entered but does not allow sick time to be entered. Entering an 005 time card can affect vacation accrual: please let FM-HR know if you are using this code.	Article 36.06
006 - Vacation	1	RF	When an employee takes approved vacation, enter the time under this code.	Article 22
007 - Floater Day (for Sessional see 017 – Sessional Floater Day below)	1	RF	Employees receive 2 floater days (floating holidays) each year that they can request to have off by June 30th each year.	Article 33.02

008 - Health Care Appts	1	RF Sessional	Employee initiated healthcare appointments. If a supervisor is notified of a healthcare appointment in advance, the hours spent at the healthcare appointment can be entered under this paid job type. If the employee leaves for a healthcare appointment without notice, unless exceptional circumstances exist, then the time spent at the appointment would be coded as 055 - Leave of Absence.	Articles 32.03-32.04
009 - A.M. Call-in Sleep Time	1	RF Sessional PT TF	When a member of the Trades shops (excluding Grounds) or Caretakers are on-call and called in between 2:00am and 5:00am, they can start their shift 4 hours late or leave their shift 4 hours early. If a member is called in at 5:00am or later, they can work their normal shift and leave early. Any hours not worked from starting the shift late or leaving the shift early are paid under this job type.	Article 29.02
010 - Jury Duty	1	RF Sessional PT TF	For each work day missed by jury or witness duty, the employee is paid the difference between what they received in jury duty fees, and what their regular wages would have been that day.	Article 34
017 - Sessional Floater Day	1	Sessional	Use when a CUPE Sessional Employee takes a Floater Day. Note, you must track their entitlement manually, as there are no system rules enforced on this Job Type.	Article 33.02
048 - Banked Overtime	1.5	RF Sessional PT TF	Use when criteria for Job Type 001 apply, but the employee wishes to bank the time to take off at a later date. Report actual hours worked; Rapid Time will bank 1.5 hours for each hour worked.	Article 14.05 (Version A & B)
049 - Banked Overtime Used	1	RF Sessional PT TF	Used when the employee wishes to take off the time banked under Job Type 048. Report hours taken off. Rapid Time will remove 1 hour from the bank for each hour reported.	Article 14.05 (Version A & B)
051 - Sched Wkend Prem Pay	0.5	RF Sessional PT TF	All normal hours worked by an employee on Saturday or Sunday are premium hours under this job type.	Articles 14.09 (Version A) and 14.07 (Version B)
053 - Shift Change Premium	0.5	RF Sessional PT	If schedules for regular and sessional employees are changed within one week (7 days) of the time worked, the rescheduled hours performed during that week will be paid at a premium under this job type.	Article 14.06(a) (Version A & B)

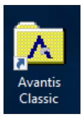
055 - Leave of Absence	0	RF Sessional PT TF	If an employee is on a leave outlined in an approved Leave of Absence (LOA) form.	Article 35
056 - Unpaid Sick Time	0	TF Sessional (conditional – see Article 36.08)	Used when employees are absent due to illness following a regular recurring layoff period (per Article 36.08 of the Collective Agreement, Sessionals must complete 2 consecutive weeks of regular scheduled work following a layoff in order to qualify for sick leave benefits).	Article 36.08
061 - Grnds Shift Prem Pay	0.5	RF Sessional PT TF	Grounds employees' shifts extending into the hours of 2:01am until 6:00am on Monday to Friday will be paid premium pay for those hours worked in that time period.	Article 14.09 (Version B)
070 - PM Shift Premium	0.65	RF Sessional PT TF	Any employee working more than 5 hours starting after 2:00pm is paid 65 cents per hour worked.	Article 14.02(b)
100 - Standby - Weekends	Flat rate $44.71	Trades: RF Sessional PT TF	For each day an employee is on stand-by, they are paid 1.25 hours of this job type which will pay at a Lead Electrician's rate.	Article 30.02
101 - Standby - Weekdays	Flat rate $35.77	Trades: RF Sessional PT TF	For each day an employee is on stand-by, they are paid 1 hour of this job type which will pay at a Lead Electrician's rate.	Article 30.02
102 - Standby - Stat Holiday	Flat rate $53.66	Trades: RF Sessional PT TF	For each day an employee is on stand-by, they are paid 1.5 hours of this job type which will pay at a Lead Electrician's rate.	Article 30.02
200 - Reverse Standby WE	Flat rate $-44.71	Trades: RF Sessional PT TF	Use for reversing any hours entered under job type 100.	Article 30.02
201 - Reverse Standby	Flat rate $-35.77	Trades: RF Sessional PT TF	Use for reversing any hours entered under job type 101.	Article 30.02

202 - Reverse Standby Stat	Flat rate $-53.66	Trades: RF Sessional PT TF	Use for reversing any hours entered under job type 102.	Article 30.02
991 - Staff Health Appointment	1	RF Sessional PT TF	Employer initiated healthcare appointments. If the healthcare appointment does not match the appointments referenced in Article 32 (it is employer initiated instead of employee initiated), then the leave is coded under this job type. This is usually for an appointment booked by management or Rehab (i.e. physio scheduled by Rehab Department).	Article 32
998 - Leave With Pay	1	RF Sessional PT TF (conditional – see FMHR)	Originally created to capture COVID-19 related absences, this job type is only used during exceptional circumstances and its use will be communicated to leadership if it is needed.	---
999 - Statutory Holiday Pay	1	RF Sessional PT TF	This code is only used by FM HR administration to provide holiday pay for temporary employees.	Article 33.03

View Overhead Work Order #s

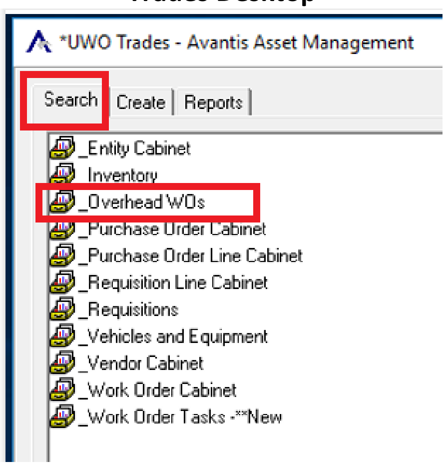
Your desktop icons available and the order of the icons may vary from what is shown here.

Step 1: Log in to Avantis.

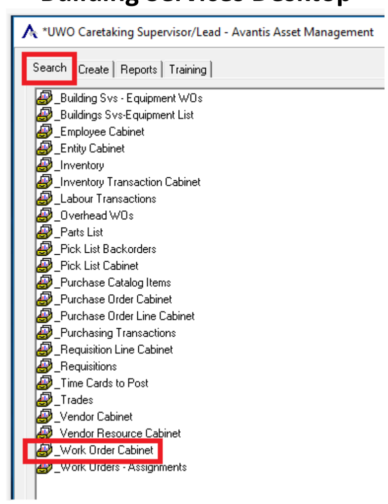


Step 2: In the Search tab, select _Overhead WOs with a double click.

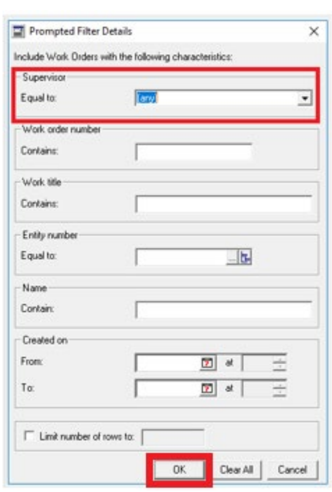
Trades Desktop



Building Services Desktop



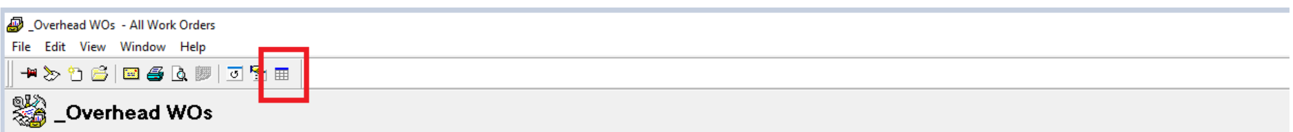
Step 3: In the Prompted Filter Details that pops up, select your group from the Supervisor drop down menu. Then click "OK."



Step 4: Your group's Overhead WOs will be displayed.

Work Order	Work Order Title	Supervisor	Closed (Yes/No)	Entity number	Name
800380	#OH# WORK ANALYSIS - ACMF SHOP	ACMF Shop	No	TRADES-WK ANALY	WORK ANALYSIS-TRADES
800382	#OH# STAFF MEETINGS - ACMF SHOP	ACMF Shop	No	TRADES-MTG	MEETINGS-TRADES
800383	#OH#TRAINING ACMF SHOP	ACMF Shop	No	TRADES-TRAIN	TRAINING-TRADES
800384	#OH# SICKNESS - ACMF SHOP	ACMF Shop	No	TRADES-SICK	SICK ABSENCE-TRADES
800385	#OH# BEREAVEMENT LEAVE - ACMF SHOP	ACMF Shop	No	TRADES-BEREAV	BEREAVEMENT LEAVE-TRADES
800386	#OH# COMPENSATION ABSENCE - ACMF SHOP	ACMF Shop	No	TRADES-COMP	COMPENSATION ABSENCE-TRADES
800387	#OH# VACATION - ACMF SHOP	ACMF Shop	No	TRADES-VAC	VACATION ABSENCE-TRADES
800388	#OH# FLOATER DAYS - ACMF SHOP	ACMF Shop	No	TRADES-FLTR	FLOATER DAY-TRADES
800389	#OH# HEALTH CARE - ACMF SHOP	ACMF Shop	No	TRADES-HLTH	HEALTH CARE ABSENCE-TRADES
800390	#OH# JURY DUTY - ACMF SHOP	ACMF Shop	No	TRADES-JURY	JURY DUTY-TRADES
800391	#OH# UNION MEETINGS - ACMF SHOP	ACMF Shop	No	TRADES-UNION	UNION MEETING-TRADES
800528	#OH# REHAB & ACCOMMODATION ACMF SHOP	ACMF Shop	No	TRADES-MISC	MISCELLANEOUS ABSENCE-TRADES
800693	#OH# STAT HOLIDAYS - ACMF SHOP	ACMF Shop	No	TRADES-VAC	VACATION ABSENCE-TRADES
800708	#OH# TIME OFF IN LIEU OF OVERTIME - ACMF SHOP	ACMF Shop	No	TRADES	OVERHEAD-TRADES
800823	#OH# PEL- ACMF Services	ACMF Shop	No	PEL - OPERATIONS	Personal Emergency Leave - Operations
800873	#OH# CLOSURE DAYS - ACMF SHOP	ACMF Shop	No	000	CAMPUS GENERAL AREA (C-GEN)
800886	#OH# LOA - ACMF SHOP	ACMF Shop	No	LOA - OPERATIONS	Leave of Absence - Operations
800887	#OH# SAFETY INSPECTIONS - ACMF SHOP	ACMF Shop	No	TRADES-SAFETY	SAFETY INSPECTION-TRADES
800888	#OH# TRAINING - ACMF SHOP	ACMF Shop	No	TRADES-TRAIN	TRAINING-TRADES

Step 5: Click on the Table icon to export your Overhead Work Orders to Excel for reference or to print/post.



Work Order	Work Order Title	Supervisor	Closed (Yes/No)	Entity number	Name
800213	#OH# SUPERVISION - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-SUP	SUPERVISION-CAMPUS CARETAKING
800214	#OH# SAFETY INSPECTIONS - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-SAFETY	SAFETY INSPECTION-CAMPUS CARETAKING
800215	#OH# STAFF MEETINGS - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-MTG	MEETINGS-CAMPUS CARETAKING
800216	#OH# TRAINING - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-TRAIN	TRAINING-CAMPUS CARETAKING
800217	#OH# SICKNESS - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-SICK	SICK ABSENCE-CAMPUS CARETAKING
800218	#OH# BEREAVEMENT LEAVE - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-BEREAV	BEREAVEMENT LEAVE-CAMPUS CARETAKING
800219	#OH# COMPENSATION - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-COMP	COMPENSATION ABSENCE-CAMPUS CARETAKI
800220	#OH# VACATION - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-VAC	VACATION ABSENCE-CAMPUS CARETAKING
800221	#OH# FLOATER DAY - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-FLTR	FLOATER DAY-CAMPUS CARETAKING
800222	#OH# HEALTH CARE - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-HLTH	HEALTH CARE ABSENCE-CAMPUS CARETAKIN
800223	#OH# JURY DUTY - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-JURY	JURY DUTY-CAMPUS CARETAKING
800224	#OH# UNION/HR MEETINGS - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-UNION	UNION MEETING-CAMPUS CARETAKING
800682	#OH# STAT HOLIDAY - CAMPUS NORTH A	Campus North A	No	CAMPUS CC-VAC	VACATION ABSENCE-CAMPUS CARETAKING
800737	#OH# TIME OFF IN LIEU OF OVERTIME - CAMPUS NORTH A	Campus North A	No	PHYSICAL PLANT	OPERATING FUND
800806	#OH# LOA - CAMPUS NORTH A	Campus North A	No	LOA - BUILDING SER	Leave of Absence - Building Services
800815	#OH# PEL - CAMPUS NORTH A	Campus North A	No	PEL-BUILDING SERV	Personal Emergency Leave - Building Services
800869	#OH# CLOSURE DAYS - CAMPUS NORTH A	Campus North A	No	CAMPUS CC	OVERHEAD-CAMPUS CARETAKING