

# Government of Alberta

## Employee Handbook Online Time Entry

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## Reporting Time Overview

- Employees are responsible for entering their reported time on a bi-weekly basis and ensuring that the time reported is within the Collective Agreement and Human Resources Directives.
- Employees are responsible for accurately reporting their time and have the responsibility to resolve any exceptions that have occurred. Time Approvers have the ability to resolve exceptions but are required to request that employees correct their own time unless doing so will incur a delay that will result in a direct impact on the employees pay. If an approver makes a change to an employee's reported time, the employee will automatically receive a system generated email to notify them that a change has been made.
- Employees and Approvers have access to the two previous pay periods to make and/or approve updates. Employees can also report time for the next two pay periods (e.g. vacation, staff development courses etc.). For adjustments or approval of time reported outside of these parameters, a request must be sent to Payroll through the standard corporate form approval process.

## Introduction

It is important that employees follow their ministry's time management processes and practices to ensure that time reported is accurate.

It is recommended that employees enter and submit time online as it is worked (i.e. wage employees, overtime, etc.) or taken (i.e. medical appointment, vacation, etc.). Submitted time can then be approved following the Time Administration process.

### **Key Terms and Definitions:**

Here are some key terms and definitions referenced throughout this handbook:

**Absences and/or Additional Pay** – this is time that an employee enters beyond their normal working hours. (This may have been referred to as 'exception time' in your ministry in the past.)

**System Generated Exceptions** – a system-generated message indicating an issue that must be resolved.

**Data Entry Error** – employee data entry errors must be corrected during the time approval process, e.g. employee enters the wrong time reporting code, or reports hours incorrectly.

**Time Administration Process** – this is a process within IMAGIS that compares the reported time against the identified business rules, and makes the time available to be approved.

### **Please note:**

Care and attention has been taken in the development of this handbook to ensure accuracy. However, processes may change over time and this handbook will be updated as required. In the event that there is a discrepancy between the information in this handbook and the policies and directives as directed by the Government of Alberta (GoA), the policies and directives shall prevail.

## Reporting Time for Salary Employees

Salaried employees will only be submitting time that is beyond the regularly scheduled working hours (i.e. absences, overtime, etc.). If salaried employees do not have absences or additional pay to report during the pay period, no action is required and the system will show zero hours to report. The Time Approver will still be required to confirm through time management processes that the zero hours displayed is accurate.

## Reporting Time for Wage Employees

Wage employees are paid for the time they have worked. **As a wage employee it is extremely important to submit time worked by the Time Approval Deadline of the bi weekly pay period.** The Time Approval Deadline is 12:00 pm on the Monday before payday, with the exception of statutory holidays when the deadline moves to the previous Friday.

## Time Management

Time management is the process of managing the scheduling and tracking of time worked by employees. Time management is administered independently by each worksite area. Worksite areas are responsible for ensuring that the appropriate controls and processes are in place to track the time worked by their employees. These controls and processes can then be used by the Approver, when verifying that the time reported is accurate.

Examples of time management controls and processes include:

- Worksites track compressed/flex work weeks to confirm employees are working the hours required.
- Employees are expected to contact their manager/supervisor if they are away for any reason.
- Time Approvers note absences in their preferred format (e.g. Outlook calendar, paper calendar, lists, etc.) for future reference. When time is submitted, Time Approvers use their records to verify accuracy.
- Leaves (e.g. vacation) require authorization prior to taking them.
- Overtime requires authorization prior to working it.
- Worksites ensure that overtime is calculated using the correct time reporting code (Straight Time Overtime, Time and One Half Overtime, Double Time Overtime).
- Upon termination, verification and approval to pay out remaining leave balances (e.g. vacation, overtime etc.) is required.
- Liability reviews occur each year to validate employees' use of entitlements.

## **Deadlines for Reporting and Submitting Time**

All employees should ensure that time (worked for wage employees and absences and/or additional pay for salaried employees) is entered before the Time Approval Deadline which is 12:00 pm every second Monday. However, for bi-weekly pay periods that include a statutory holiday, there may be a change to the Time Approval deadlines. MyAGent features a calendar outlining pay periods, cut-off deadlines, and paydays.

It is recommended that wage employees enter time daily. Salaried employees should also enter absences or additional pay as instances occur. Approvers can then view / approve time the same day employees submit time as long as the IMAGIS Time Administration process has run.

The Time Administration process runs automatically twice daily (12:00 pm and after 5:00 pm) and five times on the deadline day for Time Approval (10:00 am, 12:00 pm, 2:00 pm, 4:00 pm and after 5:00 pm). The process compares the reported time against applicable rules (e.g. number of special leave days to which an employee is entitled). After the process has run, the system may generate exceptions that require correction prior to approval. The system also moves the reported time to payable time, thus making it available for the Time Approver to view and approve.

## **How to Submit Time**

Full instruction, simulations, and reference material can be found on the [On-Line Assistant](#) in MyAGent. The basic steps include:

1. Sign on to MyAGent and select Employee Self Service
2. Select Employee Tools / My Toolbox / Submit Timesheet
3. Select the appropriate week, enter your hours for a particular day, and select the appropriate Time Reporting Codes
4. Review to ensure accuracy and submit for approval
5. Correct system errors if any are generated
6. After the Time Administration Process is run, ensure no system generated exceptions were generated

Note: Certain absences, such as general illness, WCB, etc. cannot be submitted online and must be submitted using the standard corporate forms.

## **Adjusting Time**

If employees have entered time incorrectly or if the time entered has created a system-generated exception, employees are responsible for ensuring that the time is properly adjusted.

Scenario 1:

If it is before the approval deadline, the employee should correct the time entry and re-submit it. Adjustments and corrections can be re-submitted and approved up to two previous pay periods (four weeks). Any adjustments prior to the two pay period timeframe must be submitted manually to Payroll.

Scenario 2:

If time does not permit and the submission is pay critical (i.e. wage employees will not be paid, or overpayment will occur), an Approver can:

1. Adjust the reported time or time reporting code to the correct information.
2. Submit the adjusted online timesheet.
3. Following the IMAGIS Time Administration process, review the online timesheet to ensure that there are no errors.
4. If there are no errors, approve the online timesheet.

When an Approver has made adjustments to reported time, employees will receive an email from [MyAGent.Help@gov.ab.ca](mailto:MyAGent.Help@gov.ab.ca) informing that a change has been made to the online timesheet. Approvers can use the comments box on the online timesheet to advise the employee of the change(s).

## Groupings of Attendance Codes

The following charts are comprehensive lists of time reporting codes for online time entry. However, based on subsidiary agreements, only the time reporting codes assigned to each group are available for that group to select in online time entry. Employees will not have access to time reporting codes outside of their subsidiary group.

### Standardized Salary - Leave and Absence Time Reporting Codes (TRC)

| VACATION |                             |
|----------|-----------------------------|
| TRC      | Description                 |
| VAC      | Vacation Taken              |
| VSK      | Management Supplement Taken |

| SICK LEAVE |                              |
|------------|------------------------------|
| TRC        | Description                  |
| APPT       | Medical Appointment Paid     |
| CIP        | Casual Illness               |
| CIW        | Casual Illness w/o Pay       |
| CCP        | Contract Causal Illness Paid |
| MIP        | Minor Illness Paid           |

| SPECIAL LEAVE |                               |
|---------------|-------------------------------|
| TRC           | Description                   |
| AEP           | Administration of Estate Paid |
| AFP           | Attend Funeral Paid           |
| BAP           | Birth/Adoption Paid           |
| BLP           | Bereavement Leave Paid        |
| CHP           | Citizenship Hearing Paid      |
| DCP           | Disaster Conditions Paid      |
| EXP           | Examinations Paid             |
| FSP           | Family Sickness Paid          |
| MHP           | Moving Household Paid         |
| NLV           | Northern Leave                |

| OTHER LEAVE |                             |     |                      |
|-------------|-----------------------------|-----|----------------------|
| TRC         | Description                 | TRC | Description          |
| MSCP        | Miscellaneous Leave Paid    | GLP | Grievance Leave Paid |
| MSCW        | Miscellaneous Leave w/o Pay | LTW | Late Without Pay     |
| STDP        | Staff Development Paid      | UBP | Union Business Paid  |



## Standardized Salary – Other Pay Time Reporting Codes (TRC)

| OTHER PAY |                               |
|-----------|-------------------------------|
| TRC       | Description                   |
| BPH       | Banked Paid Holiday Earned    |
| BPHP      | Banked Paid Holiday Paid      |
| BPHT      | Banked Paid Holiday Taken     |
| CAC       | Correct Allow (COR R1)        |
| CAF       | Correct Allow (COR R3)        |
| CAM       | Correct Allow (COR R4)        |
| CB1       | Call Back Pay 1X Rate         |
| CB2       | Call Back Pay 1.5X Rate       |
| CB3       | Call Back Pay 2X Rate         |
| CBPB      | Call Back Pay Banked          |
| CSA       | Camp Staff Allowance - Sub 3  |
| CSD       | Camp Staff Allowance Day      |
| CSO       | Camp Staff Allow Overnight    |
| CSW       | Camp Staff Wilderness         |
| CT1       | Call Back Telephone 1X Rate   |
| CT2       | Call Back Telephone 1.5X Rate |
| FFA       | Fire Fighter Allowance        |
| PH1       | Paid Holiday 1 X Rate         |
| PH2       | Paid Holiday 1.5 X Rate       |
| PH3       | Paid Holiday 2 X Rate         |
| PHL       | Paid Holiday 0.5 X Rate       |

| OTHER PAY    |                               |
|--------------|-------------------------------|
| TRC          | Description                   |
| PHP          | Paid Holiday in Lieu Of       |
| PHT          | Paid Holiday Taken            |
| SBH          | Standby Pay Holiday           |
| SBP          | Standby Pay Regular           |
| SBPB         | Standby Pay Banked            |
| SDN          | Shift Differential Nights     |
| SDW          | Shift Differential Weekends   |
|              |                               |
| OVERTIME PAY |                               |
| TRC          | Description                   |
| BTE          | Banked Overtime Earned        |
| BTT          | Banked Time Taken             |
| DTO          | Double Time Overtime          |
| STM          | Straight Time Meal            |
| STO          | Straight Time Overtime        |
| STR          | Straight Time Reporting Pay   |
| STC          | Straight Time Training Course |
| THO          | Time and One Half Overtime    |

## Standardized Wage - Time Reporting Codes (TRC)

| EARNINGS CODES |                                |
|----------------|--------------------------------|
| TRC            | Description                    |
| WAG            | Wage Pay                       |
| ILW            | Wage Illness (with 1450 hours) |

| OVERTIME CODES |                               |
|----------------|-------------------------------|
| TRC            | Description                   |
| DTO            | Double Time Overtime (2 X)    |
| STM            | Straight Time for Meal Breaks |
| STO            | Straight Time Overtime        |
| STR            | Straight Time Reporting Pay   |
| THO            | Time and One Half Overtime    |

| PAID HOLIDAY RATES |                           |
|--------------------|---------------------------|
| TRC                | Description               |
| PH1                | Paid Holiday 1 X Rate     |
| PH2                | Paid Holiday 1.5 X Rate   |
| PH3                | Paid Holiday 2 X Rate     |
| PHL                | Paid Holiday 0.5 X Rate   |
| SBH                | Standby on a Paid Holiday |
| SBP                | Regular Standby Pay       |

| OTHER PAY |                                |
|-----------|--------------------------------|
| TRC       | Description                    |
| BRD       | Board Allowance                |
| CB1       | Call Back Pay 1 X Rate         |
| CB2       | Call Back Pay 1.5 X Rate       |
| CB3       | Call Back Pay 2 X Rate         |
| CT1       | Call Back Telephone 1 X Rate   |
| CT2       | Call Back Telephone 1.5 X Rate |
| CSA       | Camp Staff Allowance - Sub 3   |
| CSD       | Camp Staff Allowance Day       |
| CSO       | Camp Staff Allow Overnight     |
| CSW       | Camp Staff Wilderness          |
| FFA       | Fire Fighter Allowance         |
| HRD       | High Rigging Differential      |
| LHM       | Lookout Hazard Modifier        |
| LKT       | Lookout Tower Bonus            |
| WCC       | Correct Allow (COR R1)         |
| WCF       | Correct Allow (COR R3)         |
| WCW       | Correct Allow (COR R2)         |
| WMM       | Fort McMurray Allowance        |
| WNA       | Northern Allowance             |
| WSD       | Shift Differential Nights      |
| WWP       | Shift Differential Weekends    |

## Time Reporting Codes Not Available Online

The following standard corporate forms will be used for time reporting codes that are not available for online time entry as they require supporting documentation or additional processing by Payroll. Employees will complete and submit a standard corporate form and supporting documentation to the Time Approver. Upon approval, the form and supporting documentation will be forwarded to the Expenditure Officer (EO). If the EO approves the submitted form and documentation, the EO forwards the form to Payroll for processing and files a copy of the form and supporting documentation for audit purposes.

Time Approvers are responsible for ensuring that the standard corporate form is submitted within the bi-weekly time period.

## **Standard Corporate Forms**

All standard corporate forms are available on the Government of Alberta's [eFormLinks](#) site. The following is a list of the most commonly used Standard Corporate Forms and a short description of when to use each form:

### **Employee Time Report Form**

This form is used in situations where time reporting codes are not available online. The form is also used for amendments to previously reported time in periods that are no longer available online for the employee to adjust.

### **Leave of Absence Notification Form**

This form is used in situations where an employee has been approved to take a leave of absence (i.e. maternity, personal, etc.)

### **General Illness/WCB Notification Form**

This form is used in situations where an employee is reporting a general illness or Workers' Compensation claim.

### **Acting Incumbency Pay Form**

This form is used for short and long term acting pay requests.

## Leaves and Absences Time Reporting Codes

The following lists the most common Time Reporting Codes that cannot be entered online and will require the use of the identified standard corporate form. All standard corporate forms are available on the Government of Alberta's [eFormLinks](#) site.

### **ACE – Athletic Culture Event Paid**

Employee must attach a special letter of authorization to the completed *Employee Time Report* form. As per Human Resource Directives, the letter must be signed by the Deputy Head.

### **CLP – Court Leave Paid (Article 14)**

Employee must attach a copy of the subpoena to the *Employee Time Report*. If any monies were received by the employee, the employee's Department shall be reimbursed.

### **DSP – Discipline Suspension**

A letter from the Human Resource Department must be attached to the *Employee Time Report* for the Payroll department to action accordingly.

### **GIF/GIP – General Illness**

Employee must provide a medical note with completed the *General Illness/WCB Notification* form to the Time Approver. If the employee is unable to complete the form, the Time Approver is responsible for completing and submitting the *General Illness/WCB Notification* form on their behalf.

### **Long Term Leaves**

When an employee is approved for a Long Term Leave of Absence, the Time Approver is responsible for completing and submitting the *Leave of Absence Notification* form at the start and end of the employee's leave.

### **MSCW – Miscellaneous Leave Without Pay**

An employee can enter less than five days of MSCW using online time entry. However, if the leave is five days or more, the employee must submit the *Employee Time Report* to the Time Approver.

### **WCS/WCB – Workers Compensation**

Employee must attach a copy of the *WCB Injury Report* to the *General Illness/WCB Notification* form. If the employee is unable to complete the form, the Time Approver ensures the manager/supervisor completes and submits the form on behalf of the employee. The *General Illness/WCB Notification* form must indicate "General Illness absence pending WCB

approval” and be submitted using the general illness time reporting code (GIF/GIP), unless WCB has been approved.

## **Additional Pay Time Reporting Codes**

The following lists the most common additional pay-related Time Reporting Codes that cannot be entered online and will require the use of the identified Standard Corporate form:

### **BTP – Banked Time Paid**

Employee must submit the *Employee Time Report* form and provide the date(s) in which the Banked Time Earned (BTE) was earned to ensure that it is paid out at the same rate that it was earned. Once the hours have been paid out, Payroll will adjust the employee’s leave balances accordingly.

### **CAG – Correctional Allowance (COR R2)**

Supporting documentation is not required; however Expenditure Officer must approve the *Employee Time Report* form for the employee to receive Correctional Allowance (COR R2).

### **FCP – Fire Chief Pay**

Supporting documentation is not required; however Expenditure Officer must approve the *Employee Time Report* form for the employee to receive Fire Chief Pay (FCP).

### **PVO – Paid Vacation Other**

Employee must submit the *Employee Time Report* and attach confirmation of approval from the Deputy Head to have vacation paid out and have met the requirements as per the Human Resource Directives to receive Paid Vacation Other (PVO).

### **WAP – Wage Acting Pay**

The completed *Acting Incumbency Pay Form* must be approved by the Expenditure Officer for the employee to receive Wage Acting Pay (WAP).

### **VSO – Management Supplement Other**

Employee must attach the confirmation of approval to receive pay out of the management vacation supplement from the Deputy Head to the *Employee Time Report* and have met the requirements as per the Human Resource Directives.

## Managing Time Entry Exceptions

Time entry exceptions may occur after the automatic Time Administration process has run. The system compares the reported time against applicable rules (e.g. number of special leave days an employee is entitled to). Any resulting exceptions must be corrected before time is approved.

If time permits, Time Approvers should request that the employee correct their own time exceptions. However, if time does not permit and / or the time exception is pay critical (i.e. wage employees, overpayments), Time Approvers will ensure that the reported time is adjusted. The employee will receive a system-generated email indicating that their timesheet has been adjusted by a Time Approver. Time Approvers should follow up with the employee and explain the changes made to their timesheet.

The following Articles provide further details and explanations of the time entry exceptions or errors that may occur:

### Article 31: Casual Illness >3 or <1/2 day

**A system-generated exception will occur if:**

**Absence is less than 1/2 day (GOAX0001)** - If an employee becomes ill at work and has worked at least one hour in the half day, the half day should be recorded as Minor Illness Paid (MIP). Refer to [Article 31.02](#) in the [Master Agreement](#).

**Absence cannot exceed three days (GOAX0002)** – Medical absences exceeding three days are classified as General Illness. The absence must be deleted from the online timesheet and the employee must complete and submit the *General Illness/WCB Notification* form with the supporting documentation to the Time Approver. Refer to [Article 32](#) in the [Master Agreement](#).

**Invalid Leave Time Taken (TLX00010)** - This message indicates that the employee has overtaken their entitlement. The time reporting code may be changed to Vacation (VAC) or Banked Time Taken (BTT) if the employee has either of these available and the appropriate approval. If the employee does not have vacation or banked time available, the time entry should be recorded as Miscellaneous Leave Without Pay (MSCW) and deducted from the employee's pay.

## Article 38: Special Leave Exceptions

If an employee has exceeded their entitled special leave allotment, the time reporting code may be changed to Vacation (VAC) or Banked Time Taken (BTT) if the employee has either of these available and the appropriate approval. If the employee does not have vacation or banked time available, the time entry should be recorded as Miscellaneous Leave Without Pay (MSCW) and deducted from the employee's pay.

**The following list provides details on some of the Special Leave Time Reporting Codes and system-generated exception messages:**

**AEP - Administration of estate (GOAX0009)** - Employees are entitled to **two days** per calendar year for the administration of estate. Administration of estate shall apply only when an employee has been designated as an executor or administrator of the estate.

**MHP - Moving Household Effects (GOAX0011)** - An employee is allowed **one day** to move their household effects if they have not already qualified for such special leave within the preceding twelve (12) months.

**AFP - Attend Funeral (GOAX0014)** - An employee is entitled to **one day** per calendar year to attend a funeral as pall-bearer or mourner, for persons not listed in [Sub-Clause 38.02\(b\)](#) in the [Master Agreement](#).

**DCP - Disaster Conditions (GOAX0012)** - Employees are entitled to **two days** per calendar year for Disaster Conditions. Disaster Conditions shall apply for a critical condition which requires an employee's personal attention in a disaster (e.g. flood, fire, tornado, etc.) which cannot be served by others or attended to by the employee at a time when he is normally off duty.

**BAP - Birth or Adoption (GOAX0015)** - Employees are entitled to **one day** per calendar year to be present at the birth or adoption proceedings of the employee's child.

**CHP - Canadian Citizen (GOAX0017)** - An employee is entitled to **one day** per calendar year to attend a formal hearing to become a Canadian citizen.

**Invalid Leave Time Taken (TLX00010)** - This message indicates that the employee has overtaken their entitlement. The time reporting code may be changed to Vacation (VAC) or Banked Time Taken (BTT) if the employee has either of these available and the appropriate approval. If the employee does not have vacation or banked time available, the time entry should be recorded as Miscellaneous Leave Without Pay (MSCW) and deducted from the employee's pay.

## Other Time Entry Exceptions

The following list provides some common time entry system-generated exceptions/error messages that may occur:

**More Than 24 hours Reported (TLX01540)** - As time entered cannot exceed 24 hours per day, the time reported must be changed to accurately reflect the time worked or taken.

**Quantity Cannot Be Zero (TLX01560)** - As time entered cannot be zero (0), the time reporting code should be deleted for that day, or the time reported changed to accurately reflect the time worked or taken.

**Invalid Leave Time Taken (TLX00010)** - This message indicates that the employee has overtaken their entitlement. The time reporting code may be changed to Vacation (VAC) or Banked Time Taken (BTT) if the employee has either of these available and the appropriate approval. If the employee does not have vacation or banked time available, the time entry should be recorded as Miscellaneous Leave Without Pay (MSCW) and deducted from the employee's pay.

## Time Entry Exceptions That Need To Be Fixed By Payroll

If the following system-generated time entry exception(s) occur, the Time Approver will contact the Time and Benefits Support Line at (780) 644-8114 to notify them of the exception(s) requiring correction.

**Invalid Combo Code (TLX00110)** – General Ledger Account Code is not active.

**TRC is not in TRC Program (TLX 00440)** - Employee's workgroup is not eligible for this Time Reporting Code.

**Not Enrolled In Plan (GOAX0021)** - Employee has not been enrolled in the correct plan.

**Inactive Time Reporter Status** - Employee has not been setup on Time Reporter Status.

**Invalid Time Reporter** - Employee is attached to an inactive Workgroup.



## **Additional Information**

For further assistance on online time reporting, please contact the Time and Benefits Support Line at (780) 644-8114 or [GOA.TimeAndBenefits@gov.ab.ca](mailto:GOA.TimeAndBenefits@gov.ab.ca).

You can also visit the On-Line Assistant on MyAGent at <https://www.myagent.gov.ab.ca/UPK/Courses/index.html>.

For accurate and up-to-date Human Resources information:

[Corporate Human Resources](#)

[Human Resources Directives](#)

[Human Resources Policies](#)

[Collective Agreement](#)