IMAGIS V9.0 FACT SHEET

ONLINE TIME ENTRY – SALARIED EMPLOYEES

Purpose	This fact sheet discusses online time entry and how it will impact Government of Alberta (GoA) salaried employees. It is intended to provide high-level information and explain the roles and responsibilities of a salaried employee, Time Approver, Worksite Contact, and Expenditure Officer.
Audience	This document is intended for all GoA salary employees.
What is Changing?	Effective October 5, 2009, the v9.0 Upgrade introduces online time entry to the Government of Alberta (GoA). The MyAGent Portal will be used for Employees, Time Approvers, and Expenditure Officers to access the online time entry pages. Online time entry will provide the GoA with an online time reporting system; ministries will still be required to have internal time management processes in place to ensure that the time reported is correct and accurate. Identified Time Approvers will use the MyAGent Portal to review, verify, and approve employees' online reported time. All time will be submitted and approved within the bi-weekly pay schedule timelines.
Roles & Responsibilities	**From October 5, 2009 onward:** **Salaried Employees will:** • Access MyAGent to enter their absences or additional pay • Enter and submit their absences or additional pay as they are taken or worked and before the time approval deadline. • Monitor the Time Administration process, correct entry errors and system-generated exceptions and resubmit their online time sheet. • Complete and submit the standard corporate form within the bi-weekly pay schedule for time reporting codes that are not available for online time entry (e.g. General Illness). **Time Approvers will:** • Review the submitted time/absences and ensure that the reported time is within the Collective Agreement and Human Resource Directives. • Verify that the time reported is correct and accurate. • Contact the employee to correct entry errors and system-generated exceptions. • Approve the reported time within the bi-weekly pay schedule. In most cases, the deadline for approval is 12:00 pm on the Monday prior to payday with the exception of statutory holidays. • Approve the standard corporate form for time reporting codes not available for online time entry and forwards to the Expenditure Officer.

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	Worksite Contacts will: • Assist employees, Time Approvers, and Expenditure Officers with the online time entry process and using the standard corporate forms for time reporting codes not available for online time entry. **Expenditure Officers will:** • Run and review the Payable Status Report to authorize all payable time and monitor unapproved time. • Review and approve the standard corporate form and supporting documentation for time reporting codes not available for online time entry.
Key Points	• Salaried Employees will receive regular salary payments regardless of whether their online timesheet has been submitted and approved within the bi-weekly pay schedule. However, if online time is not submitted on a timely basis, their leave balances will not be up-to-date and any additional pay will not be reflected on the payment for that period. • Employees can access and update their online timesheets up to two previous pay periods. • The time reporting codes that are available to employees will vary from employee to employee and are based on the subsidiary group to which they belong. • If a salaried employee does not have an absence or additional pay to report, they will not submit an online timesheet. • If an employee does not have access to the internet, they will submit a manual timesheet to their Time Approver who will enter the time worked on behalf of the employee in MyAGent.

Bi-Weekly Pay Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Period Start						
	Approval Deadline* 12:00 pm				Payday	Pay Period End

* Approval Deadline and Paydays are subject to change due to statutory holidays

The pay calendars are posted on MyAGent at https://www.myagent.gov.ab.ca and at http://www.servicealberta.gov.ab.ca/imagisupdates.cfm.

Record Maintenance

Worksite Contacts/Manager/Supervisors are required to maintain records of employees' work hours. This may include records of requests, approvals, compressed/flex time, scheduled work hours, and absences. Expenditure Officers are required to maintain at the worksite, attendance reports/forms and supporting documentation for time reporting codes that are not available for online time entry.

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Where can I get More Information?	**IMAGIS Online Course Materials, Fact Sheets and Frequently-Asked Questions** MyAGent at https://www.myagent.gov.ab.ca Service Alberta IMAGIS webpage at www.imagis.servicealberta.gov.ab.ca **GoA Service Desk (GoA-Domain Ministries)** 1-888-427-1GOA (1462) goa.servicedesk@gov.ab.ca **Transition Service Desk (All Other Ministries)** 1-780-427-HELP (4357) goa.servicedesk@gov.ab.ca

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