IMAGIS V9.0 FACT SHEET
ONLINE TIME ENTRY – TIME APPROVERS

Purpose	This fact sheet discusses online time entry and approval and how it impacts identified Time Approvers. It is intended to provide high-level information and explain the roles and responsibilities of the Employee, Time Approver, and Expenditure Officer.
Audience	This document is intended for identified Time Approvers.
What is Changing?	Effective October 5, 2009, the IMAGIS 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:** **Employees** are responsible for: • Reporting their time within the bi-weekly pay schedule and before the time approval deadline. • Monitoring the Time Administration process and correcting their entry errors and system-generated exceptions. • Completing and submitting the standard corporate form for time reporting codes that are not available for online time entry. **Time Approvers** are responsible for: • Reviewing the submitted time/absences and ensuring that the reported time is within the Collective Agreement and Human Resource Directives. • Verifying that the time reported is correct and accurate. • Contacting the employee to correct entry errors and system-generated exceptions. • Changing combo codes for time reporting codes that require a code different from the default. • Entering time on behalf of an employee if the employee is unable to submit their time online. • Approving the reported time within the bi-weekly pay schedule. In most cases, the deadline for approval is noon on the Monday prior to payday with the exception of statutory holidays. • Contacting their Time Approver or a Time Approver who shares their DeptID to approve time on their behalf if they are unable to do so (e.g. vacation). • Approving the standard corporate form for time reporting codes not available for online time entry and forwarding to the Expenditure Officer.

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	Expenditure Officers are responsible for: • Running and reviewing the Payable Status Report to authorize all payable time and monitor unapproved time. • Reviewing and approving the standard corporate form and supporting documentation for time reporting codes not available for online time entry.
Key Points	• **Wage employees will not be paid if their time is not submitted and approved within the bi-weekly pay schedule.** • Salaried employees will receive their regular pay regardless of whether their online timesheet has been submitted and approved within the bi-weekly pay schedule. However, if timesheets are 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. • If a salaried employee does not have an absence or additional pay to report, they will not submit an online timesheet. • Employees can access and update their online timesheets up to two previous pay periods. • Time Approvers will have the ability to see reported time for all employees within the DeptID(s) that they have been assigned. • The Time Administration process must run before submitted time can be approved • 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. • Any corrections or adjustments to a timesheet should be made by the employee. Time Approvers have the ability to correct an employee's timesheet if pay is critical and time does not allow for the employee to correct their own time. • If the Time Approver adjusts an employee's time sheet, the employee will receive an system-generated email notification. • Expenditure Officers will monitor unapproved time to ensure that Time Approvers are approving time within the bi-weekly pay schedule.

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Bi-Weekly Pay Schedule	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Wage Pay Period Start						
	Salary Pay Period Start						Wage Pay Period End
		Approval Deadline* 12:00 pm				Payday	Salary 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.

Time Administration Process	**The Time Administration Process** is run twice a day and five times on the approval day in the IMAGIS system. The purpose of this process is to apply identified rules to the employee's timesheet. The application of rules may create system-generated time exceptions. These exceptions must be corrected before the time is approved.
	The Time Administration Process also moves the "Reported Time" to "Payable Time" thus making it available to the Time Approver to review, verify, and approve.

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