PROCEDURE: EMPLOYEE COMPENSATION
Applies to: All Personnel

Effective/Revision Date:
1993
April 28, 2003
September 19, 2005
September 12, 2011
December 20, 2012
May 6, 2013
September 23, 2019

Bargaining Unit and Management Timesheets

1. Employees enter their hours worked in their ShareVision timesheet bi-weekly. Open up a web browser and go to https://kelowna.sharevision.ca.

2. Sign in using your employee name (firstname.lastname) and password.

3. The employees close their timesheet by 6:00 pm every second Sunday. Timesheets not closed will not be processed until the next pay period.

4. Employees are paid biweekly. Paydays are every second Friday.

5. Employee pay stubs and/or cheques are sent electronically or available for pick-up every second Friday.

6. Permanent staff input their hours in the “Regular” or “Regular Night” column in the specified department.

7. Casual staff and permanent staff working relief input their hours in the “Relief” or “Relief Night” column in the specified department.

8. Permanent staff enter hours in “Meeting” column only when meetings occur outside of their regular assigned hours of work (fulltime hours are typically 70). Staff attending a staff meeting, committee meeting, etc. beyond their assigned hours (i.e. 70) would enter as meeting hours and are considered “Meeting.” In-services and training are NOT meeting hours and entered as regular hours.

9. Permanent staff temporarily assigned an increase in their assigned regular hours (i.e. 70 for fulltime and less for permanent part-time); enter those hours in the “Relief” column for the relevant department.

10. The Note section in each employee’s timesheet is only used to enter an explanation i.e. The meeting you attended.

11. Banked or flextime is handled as follows:
- Accumulating: Enter the hours you are banking in the “Banked” column.
- Using: Enter your regular hours in the Regular column. Enter the banked hours you are using in the “Banked Hrs Paid.”

12. Statutory holiday hours (applies to permanent fulltime employees):
- Enter your stat hours in the stat column.
- Banking because the day falls on your holiday of rest, enter the hours you are banking in the “Banked” column, identifying they are stat hours. Notify your immediate supervisor.
- Using banked stat hours, enter the hours you are using in the “Banked Hrs Paid” column stating using “stat” hours.

13. Sick hours are entered in the “Sick” column.

14. If an individual other than the employee is to pick up the employee's cheque or stub, written authorization must be submitted to the employer on each occasion. The individual receiving the cheque must show identification and sign for the cheque received.

Support Workers Entering Timesheets for Social Ventures Employees

1. Support Workers are responsible for entering social ventures employees hours worked into each person’s timesheets in ShareVision each day, prior to leaving their shift.

2. To input hours worked into a timesheet:
- Go into the ‘Individuals We Support’ heading in Share Vision.
- Select the individual.
- On the individual’s home page, select the sub section “Individual Timesheet.”
- If no current open timesheet is available, select “Add a new timesheet.” When opening a new timesheet, ensure that the correct dates are selected to reflect the current pay period
- Select the “Preselect Program” to reflect the individual’s work department (i.e. Bikeways, Bottle Recycling, Community Recycling, etc.). Once the time sheet has been opened, continue to input the person’s hours in this time sheet until the pay period has ended.
- Ensure that the correct service area is selected and enter the individual’s actual hours worked under the “Relief Column” ensuring it is corresponding to the correct date. Any notes regarding these hours worked i.e. it is coverage for another individual can be noted in the Notes section.
- Once the hours are entered for the shift, select “Save this form allowing for changes another day” to save the timesheet.

3. When the timesheet has been completed and is ready to be submitted to payroll for processing, review the timesheet to ensure accuracy and select the “Submit and Close Time Sheet” button.

All other Employees (summer students, casual bottle works, janitorial, sales personnel, etc.)

1. Open up a web browser and go to https://kelowna.sharevision.ca.

2. Sign in using your employee name (firstname.lastname) and password.

3. Once in the home screen click on the “Staff” tab on the top of the home page.

4. In the Staff Information page, click on the link of your name.

5. In the Staff Information page, on the left hand side under forms, click “My Timesheets.”

6. If there is no open timesheet, click “add new timesheet.”

7. Select the current pay period and then click “next.”

8. If there is already a timesheet open, click on the timesheet to open.

9. Enter your area of work under the “service” column (i.e. Janitorial, Bottle Recycle).

10. Enter your hours worked for the corresponding day under the “Relief” column.

11. Once your time has been entered, click “save this form allowing changes another day” to close your timesheet.

12. To log off of ShareVision, click on your name in the top right hand corner and then select “Sign Out.”

Accessing Electronic Paystubs

1. Your email address will be provided to Payworks.

2. You will receive an email from Payworks.

3. Log on to the Payworks website at http://www.payworks.ca/.

4. Go to Login.

5. Copy the Payroll Number where required.

6. Copy the assigned Username where required.

7. Copy the Password where required.

8. Once logged in you will be prompted to replace your username and password. Complete and use the newly selected username and password going forward.

Pay Discrepancy/ Error

1. When a discrepancy or error occurs, contact your immediate supervisor.

2. The supervisor determines the reason for the discrepancy or error and contacts administrative personnel.

3. If the error was the supervisor's or administrative personnel's, the employee will be given the option of having the adjustment made immediately or in the next pay period.

4. If the error was the employee's, the adjustment is made in the next pay period unless there are extenuating circumstances and pay is required immediately.

Payroll Advance Requests

1. Contact non-bargaining unit management personnel and submit your request in writing or in an email. You will be required to identify the reason for the request. The manager approves or disapproves. If the request is approved, the manager notifies the finance manager by email who processes the advance. The finance manager documents the advance on the person's timesheet.

2. In the case of management personnel, submit your request in an email to the executive director. You will be required to identify the reason for the request. He/she reviews and approves or disapproves. In his/her absence a board member is contacted to approve or disapprove. The executive director or board member notifies the finance manager who processes the advance. The finance manager documents the advance on the person's timesheet.

3. In the case of the executive director, submit your request in an email to a board officer. You will be required to identify the reason for the request. He/she reviews and approves or disapproves. The board officer notifies the finance manager who processes the advance. The finance manager documents the advance on the person's timesheet.