PATHWAYS ABILITIES SOCIETY

PROCEDURE: EMPLOYEE COMPENSATION
Applies to: All Personnel

Original Effective Date: 1993
Effective Date: July 29, 2022
Replaces Procedure Dated: September 23, 2019

Accessing PayWorks

1. Your email address will be provided to PayWorks.

2. You will receive two emails from PayWorks. One email contains your username and payroll number and the other email contains your temporary password.

3. Log on to PayWorks at https://payroll.payworks.ca.

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

5. Within the PayWorks system you will have access to your timesheets, paystubs, etc.

Bargaining Unit, Management, and Non-Contract Employee Timesheets

1. *If your shift schedule is Overnights ensure you enter your information as outlined just below this section.

2. Enter hours worked in the PayWorks timesheet bi-weekly:
- Open a web browser and go to. https://payroll.payworks.ca/Loginscreen.
- Sign in using your Customer ID B00531, username and password.
- Click on Timesheet. The current pay period should be displayed. If it is not displayed, click on Pay Period located near the top of the page on the right-hand side.
- Click on the green box with the + symbol to enter start and end times for a chosen date of the shift worked.
- The first drop-down menu you will see will have the label No Jobs Setup. You do not need to change anything in the Job Setup drop-down.
- In the second drop-down, pick the department (e.g., Activity Service, Bouvette) that you were working in for those hours.
- In the next drop-down enter earnings i.e. Regular hours (Reg Hrs) or Relief Hours (Relief Hrs), etc.
- Enter your start time and end time for each shift in each department. All hours are based on the 24-hour clock.
- If you worked in two different departments on the same day you will enter each department's start and end time of the shift individually for that day by adding an additional line. This is done by clicking on the green box with the + symbol located under that date.
- Once your time has been entered, click "submit" this will allow changes for another day. You can confirm a shift has been submitted successfully when three orange dots inside a circle appear to the left of the shift line you have entered. When your timesheet

has been approved you will see a green check mark next to the shift you have entered. Once approved no further changes will be accessible to employees.
-See below for entering statutory holidays, meeting, etc.
- All timesheet entries must be completed by 6:00 pm every second Sunday. Timesheets not submitted will not be processed until the next pay period.
- Employees are paid biweekly. Paydays are every second Friday.
- Employees' pay stubs and/or cheques are sent electronically or available for pick-up every second Friday.

Overnight Employees
1. Enter awake hours and asleep hours separately:
- Bouvette: Each overnight shift, Employees will enter 4:30 pm-10:30 pm Regular or Relief, 10:30pm-6:30am Asleep Overnight, 6:30 am-8:30 am Regular or Relief,
- Guisachan: Each overnight shift-Employees will enter 5:00 pm-11:00 pm Regular or Relief, 11:00pm-7:00am Asleep Overnight, 7:00 am-9:00 am Regular or Relief.
- New Meadows: Each overnight shift-Employees will enter 8:00pm-8:00am Awake Overnights.

General Information
1. Permanent Full-Time and Permanent Part-Time Employees Input hours in the Earning column "Regular" or "Regular Night" drop-down menu in the specified department.

2. Casual staff input their hours in the "Relief" or "Relief Night" located in the drop-down menu under "Earnings" in the specified department.

3. Banked or flextime is handled as follows:
- Accumulating: Enter the hours you are banking in the "Banked Hours" Earning drop-down menu.
- Using: If you want to be paid out for banked hours on a day you have not worked, select bank hours paid from the drop-down earnings list, and enter the number of banked hours you want to use.
- If using banked time and regular/relief hours on a single day, use the earnings drop down to select regular/relief and add your hours worked, then use the + icon to add an additional line. In the additional line use the earnings drop-down list, select banked hours paid and add the number of banked hours you wish to be paid for.

4. Statutory Holidays (Only applies to Permanent Full-Time Employees) is handled as follows:
-If you are not working the stat because it falls on your holiday of rest, enter the hours you are entitled to be paid for.
- If you supervisor authorized banking the hours, choose Banked Hrs in the earnings drop-down and add in the hours you are entitled to.
- Using banked stat hours: Enter the hours you are using in the "Banked Hrs. Paid" earning drop-down menu, and add into "details" using "stat" hours.

5. If you work on the statutory holiday (applies to all employees), choose O/T 1.5 hrs from the Earnings drop-down menu.

6. Sick hours are entered under "Sick" in the drop-down menu.

7. Employees temporarily assigned an increase in their assigned regular hours (i.e., 70 for full-time and less for permanent part-time); enter those additional hours in the Earning column. “Relief” for the relevant department.

8. Employees that were on call during the pay period, indicate this in a note for the first day you were on call.

9 The Notes tab in each employee’s timesheet is only used to enter an explanation i.e. the meeting you attended, on-call, etc.

10. Enter hours in “Meeting” only when meetings occur outside of regularly assigned hours of work (full-time hours are typically 70). Employees 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 are entered as regular hours.

11. 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.

12. If you realize that you have made a mistake after submitting your timesheet and it has been approved, notify the Finance Manager and your supervisor as soon as possible. If payroll has already been processed and the error was the supervisor’s or administrative personnel’s, the employee is given the option of getting an advance if hours were missed and, in all cases, necessary adjustments will be made in the next pay period.

Support Workers Entering Timesheets for Social Ventures Employees
Support Workers are responsible for entering social ventures employee hours worked into each person’s timesheets in PayWorks each day, prior to leaving their shift. Designated support workers are assigned administration (Admin) permissions in order to access the timesheets they are responsible for entering.

1. To input hours worked into a timesheet:
- Open a web browser and go to https://payroll.payworks.ca login.
- Enter your assigned Admin login from the PayWorks login page.
- Select Timesheets on the left column tab
- Click on the current pay period and click on the pay period box in the upper right corner to display the full calendar. The entire pay period will be displayed.
- Use the employee drop-down menu (right side of the page) and select the social venture employee you will be entering hours for. Timesheets will not display unless the current pay period is selected first.
- Add hours worked by using the drop-down menu on each day and click on the position (UBCO – Shredding, etc.). All social ventures employees’ pay info will preload to relief hours.
- Enter their start time and end time (24-hour clock) for each shift in each department.
- Select the “Preselect Program” to reflect the individual’s work department i.e., Bikeways, Bottle Recycling, Community Recycling, etc.

- 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.
- Once the hours are entered for the shift, select "Submit".
- Any adjustments required after days hours are submitted will be made by the Employment Manager or Finance Manager.

Leadership Approving Timesheets

1. Open up a web browser and go to https://payroll.payworks.ca login using your assigned Administration login.

2. Go to Time Management near the top left-hand corner. A pop-up will appear with Employee Setup and Administration. Click Administration and then click Timesheets.

3. Select the correct pay period located near the top in the middle of the screen. You can click view (located just to the right) to view all your employees' timesheets at once. Or you can select a single employee (located on the right side of the screen under the calendar) and view just one employee's timesheet.

4. Review the timesheet and make any necessary changes. You must be viewing a single employee timesheet to make edits or changes. In the far-right column, there may be notes left by the employee that you can view. You can also leave notes as well.

5. To approve the timesheet you can click the box located between the column with the green circle with the + symbol and the column with the blue circle with the 'i' in it. Or you can click the box at the top of the column of boxes to select all the boxes that need to be approved. Then click the orange save button at the bottom of the page.

6. You can add different departments for the same day by clicking the green circle with the + symbol in it.

7. You can remove rows by checking the box in the row you want to remove and then clicking Remove Scheduled or Remove at the bottom of the page.

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 is given the option of getting an advance if hours were missed and, in all cases, necessary adjustments will be made 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. They will review and approve or disapprove. In their 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. They review and approve or disapprove. The board officer notifies the Finance Manager who processes the advance. The Finance Manager documents the advance on the person's timesheet.