PATHWAYS ABILITIES SOCIETY

PROCEDURE: EMPLOYEE COMPENSATION
Applies to: All Personnel

Original Effective Date: 1993
Effective Date: September 23, 2024
Replaces Procedure Dated: July 29, 2024

Accessing PayWorks

1. Your email address will be provided to PayWorks.

2. You will receive two emails from PayWorks. One 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. You will be prompted to replace your password once logged in. Complete and use the newly selected password going forward.

5. Within the PayWorks system, you can access your timesheets, pay stubs, etc.

Employee Schedule Setup

1. Supervisor or Manager Log into PayWorks. Select Time Management from the menu on the left side of the screen. Then click the Employee Setup tab and select Employee Positions.

2. Choose the employee you want to set up from the drop-down menu.

3. Select the correct position. Enter a start time and an end time. Click save.

4. Select Absence Management from the menu on the left side of the screen. Then click the Employee Setup tab and choose Employee Defaults.

6. Click on the box labeled Override the work week. Then click off the days the employee works, and choose the correct start and end time for their dates

Bargaining Unit, Management, and Non-Contract Employee Schedule/Timesheets

1. Please review your timesheet before the end of the pay period and notify the Supervisors of any concerns.

2. How to access your timesheet and schedule in PayWorks as an employee:
Sign in using your Customer ID B00531, username and password.
- To view your timesheet, click on Timesheet. The current pay period should be displayed. If it is not shown, click on Pay Period, which is located near the top of the page on the right-hand side.

- To view your schedule, click on Next Shift. A calendar view will appear with all your scheduled shifts for the month. You may also click on your scheduled shifts for additional information.

3. Leadership accessing the scheduler for review and editing:
- The Supervisors/Managers will collectively update the schedule to reflect changes throughout the week. This includes, but is not limited to, sick days, no-shows, schedule changes, etc. By the end of the pay period, the schedule should accurately reflect the hours worked by all employees. Staff are required to review their timesheets, change accordingly and notify their Supervisors of any concerns or discrepancies.
- Open a web browser and go to. https://payroll.payworks.ca/Loginscreen.
- Sign in using your Customer ID B00531, username and password.
- Navigate to the left sidebar, hover over Time Management, then click Administration, and then click on Scheduler, which can be found under the Scheduling Agent header.
- Once you have opened the scheduler, use the top left drop-down to choose a schedule for the service area you would like to work on.
- The scheduler will automatically be set to a week-by-week view. You may change that by using the other drop-down menus.
-To add a shift, hover over the block corresponding to the proper staff and day of the week. You will see a "+" appear. Click on this to add the shift. When you click this, a menu will pop up.
-When creating a shift menu, ensure the position, start/end time, and cost centre are correct.
-When choosing a colour, select the correct colour for the type of shift—Cyan (blue) for regular shifts, yellow for relief shifts.
- Finally, if any additional information is relevant to the shift, add the information to the shift notes.
- The scheduler is directly tied to the timesheets. If the shifts have been correctly entered for the pay period, they will be correct on the timesheets.
- Employees are paid biweekly. Paydays are every second Friday.
- Employees' who receive paper 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, enter 4:30 pm-10:30 pm Regular or Relief, 10:30 pm - 6:30 am Asleep Overnight, 6:30 am - 8:30 am Regular or Relief,
- Guisachan: For each overnight shift, enter 5:00 pm-11:00 pm Regular or Relief, 11:00 pm - 7:00 am Asleep Overnight, 7:00 am-9:00 am Regular or Relief.
- New Meadows: Employees will enter 8:00 pm - 8:00 am Awake Overnights for each overnight shift.

General Information
1. For 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. For 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, click on the shift to be changed in the scheduler, 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) are 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 your supervisor authorized banking the hours, choose Banked Hrs in the earnings drop-down and add 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 them to “details” using “stat” hours.

5. If you work on a 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 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 work hours (full-time hours are typically 70). Employees attending a staff meeting, committee meeting, etc., beyond their designated 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 mandatory training.

11. If an individual other than a Pathways designated 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. In cases where the supervisor or administrative personnel made the error and payroll has already been processed, the employee is given the option of getting an advance if hours were missed. 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 before leaving their shift. Designated support workers are assigned administration (Admin) permissions 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 then 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 for whom you will enter hours. Timesheets will not display unless the current pay period is chosen first.
- Add hours worked using the drop-down menu daily and click on the position (UBCO – Shredding, etc.). All social venture employees' pay info will be preloaded to relief hours.
- Enter their start and end times (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 corresponds to the correct date.
- Once the hours for the shift are entered, 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 a web browser, go to https://payroll.payworks.ca, and log in 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 simultaneously. You can also 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, the employee may leave notes you can view. You can also leave notes as well.

5. To approve the timesheet, click the box between the column with the green circle with the + symbol and the blue circle with the 'i' in it. You can also click the box at the top of the

box column 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.

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 a supervisor or administrative personnel made the error, 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 by 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.