Mandatory Training for Timekeepers

Over the last several months, Human Resources has been working with our clients to ensure that vacation taken by employees is accurately entered into the University's Time and Labour System in the Human Resources PeopleSoft System (HRPS), and that overall vacation balances accurately reflect vacation balances owed to employees. Ensuring vacation balances are accurate in HRPS is important to provide an overall picture on whether employees are taking the vacation they are entitled to, and to help ensure that vacation balances are being managed across the organization. In addition, from a university reporting and audit perspective, it is important that the vacation balances reflected in the University's system of record (HRPS) are accurate.

Department Heads/or designates (typically this responsibility is delegated to unit managers) are responsible for ensuring that vacation taken by employees is entered into HRPS on a monthly basis by Timekeepers, prior to payroll cut-off dates, to ensure the maintenance of current and accurate timekeeping records.

As part of the meetings and discussions on vacation reporting with various departments, faculties, and shared service units across the University, there was a clearly identified need for additional training to support Timekeepers in accurately entering time, particularly vacation time in HRPS. As a result, Human Resources will be conducting training for Timekeepers as follows:

- November 8th, 9:00 – 11:00 am
- November 14th, 2:00 – 4:00 pm
- November 15th, 9:00 – 11:00 am
- November 28th, 2:00 – 4:00 pm

These sessions will be held in the Lecture Theatre in the Faculty and Staff Learning Facilities (FSLF) located in B176 of Mackintosh-Corry Hall. **Please note that attendance at one of the above four sessions is mandatory for all Timekeepers**.

Human Resources will also be holding optional drop-in sessions on the dates outlined below, in order to assist Timekeepers who would like additional guidance on reporting in HRPS:

- November 16th, 9:00 am – 12:00 pm
- November 21st, 1:00 – 4:00 pm
- November 23rd, 9:00 am – 12:00 pm
- November 30th, 1:00 – 4:00 pm

These sessions will be held in the Computer Lab in the FSLF.

Registration for any of these sessions may be completed through the Learning Catalogue by following the above embedded links.

Any questions regarding these sessions or the Vacation Policy generally, may be directed to your Human Resources Advisor.

Regards,

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