

Timecard Instructions

Bi-weekly Positive Paid (B1)

You are a term (**SGEU only**), **relief**, part time or labour service employee who is paid hourly and receives a pay cheque every two weeks.

All activity (start and stop time, leave time, banked time, supplementary pay such as differential and overtime) must be recorded daily. For each day in the pay period complete at least one row of the timecard for the period worked before an unpaid meal break and at least one row for the period worked after the unpaid meal break. (e.g. before the meal break enter 08:00 - 12:00 and after the meal break enter 13:00 - 17:00).

Heading

Complete one Timecard per pay period for **EACH** active assignment

Name of Field	Purpose	Example / Direction
Employee Name	To record the employee's full name.	e.g. John L. Doe
Employee Number	To record the employee's identification number.	e.g. 93025
HR Org	To record the employee's HR Organization to identify where the employee works.	e.g. 003 Civil Law Division
Pay Period Start	To record the start of the pay period. Use the dd-mmm-yyyy format.	e.g. 20-Mar-2005
Grade	To record the employee's grade (level). This is used to assist in identifying which assignment the timecard is for.	e.g. SGEU.04
Pay Period End	To record the end of the pay period. Use the dd-mmm-yyyy format.	e.g. 02-Apr-2005
LS SGEU Section	For Labour Service employees only. A 2 character numeric code used to identify which section of the SGEU Agreement covers the employee.	e.g. 07, 11, 25
B1, B2, M1	To identify which payroll cycle employee is in.	Check Biweekly Positive B1
LS Subsection	For Labour Service employees only. A single alpha character that identifies the basic overtime rules associated with the employee.	e.g. F

Body

Name of Field	Purpose	Example / Direction
Date	To record the date. Use the dd-mmm-yyyy format	e.g. 21-Mar-2005
Time Code	A 2 or 3 character alpha code used to record employee activity. See attached Time Code Legend	e.g. RT - Regular Time Worked e.g. OTB - Overtime @ 1.5
Reason Code	A 2 character alpha code used to further record employee activity for sick leave, pressing necessity and family leave time codes. See attached Time Code Legend.	e.g. IL - Illness
Start Time	Time is recorded using the 24 hour clock. To record the start time of the day, shift, time code and/or costing change. Midnight is always recorded as 00:00. See attached 24 Hour Clock conversion sheet.	e.g. 08:00
End Time	Time is recorded using the 24 hour clock. To record the end time of the day, shift, time code and/or cost change. Midnight is always recorded as 00:00. See attached 24 Hour Clock conversion sheet.	e.g. 17:00
Hours	To record the number of hours associated with a time code.	e.g. 8
Notes	Enter any notes that provide information relevant to the time worked, or leave blank.	e.g. Training course, court case
Costing Changes	These fields are required only when time should be charged to a different costing string than the employee's default costing. Costing changes must be approved and will be provided by the Supervisor	If there is a change to the entity or program, or if the employees default costing is split, complete all segments. Otherwise complete only the segment affected. This will be provided by the Supervisor
Overtime will be paid out unless otherwise indicated by employee	Information message. Employees must indicate that overtime be banked either by using the appropriate time code or writing in the Notes column or the Comment section at the bottom	e.g. 4 hours worked on a Day of Rest To have time banked, enter one of the following 07:00 - 11:00 OBC (Time code) or Please bank all overtime hours (Comment Section)

Summary and Approvals

Name of Field	Purpose	Example / Direction
For Office Use Only	For use by the Timekeeper.	Employees do not use this shaded section
Mid Pay Period Change ___	The Supervisor must complete these fields if there is any change to the employees assignment that does not occur at the beginning or the end of the pay period e.g. commencement, termination, transfer etc.	Check the checkbox if there is a mid period change and enter the date e.g. 25-Mar-2005.
Date _____		
Employee's Signature	The Employee signs the timecard.	
Supervisor's Signature	The Supervisor authorizes the timecard approving the payment.	
Comments	For any additional comments the employee or supervisor may have.	e.g. Please bank all overtime hours
Totals	To total specific time codes on the timecard.	These fields are optional and are for employee use only.

Timecard Instructions

Bi-weekly Exception Paid (B2) (SGEU)

You are a permanent full time employee who is paid a constant salary and receives a pay cheque every two weeks. Depending upon ministry procedures, you will either record all daily activity (start and stop time, leave time, banked time, supplementary pay such as differentials and overtime) or record only the exceptions to regular activity. Some examples of exceptions to regular activity include vacation leave, sick leave, banked time, supplementary pay such as differentials or overtime and costing changes.

If you are recording all daily activity, for each day in the pay period complete at least one row of the timecard for the period worked before an unpaid meal break and at least one row for the period worked after the unpaid meal break (e.g. before the meal break enter 08:00 -12:00 and after the meal break enter 13:00 - 17:00).

If you are not recording all daily activity, record only the exceptions to regular time (e.g. vacation leave, sick leave, overtime, differentials, leave time) completing a row before and after a meal break where appropriate.

Heading

Complete one Timecard per pay period for EACH active assignment

Name of Field	Purpose	Example / Direction
Employee Name	To record the employee's full name.	e.g. John L Doe
Employee Number	To record the employee's identification number.	e.g. 93025
HR Org	To record the employee's HR Organization to identify where the employee works.	e.g. 003 Civil Law Division
Pay Period Start	To record the start of the pay period. Use the dd-mmm-yyyy format.	e.g. 20-Mar-2005
Grade	To record the employee's grade (level). This is used to assist in identifying which assignment the timecard is for.	e.g. SGEU.04
Pay Period End	To record the end of the pay period. . Use the dd-mmm-yyyy format.	e.g. 02-Apr-2005
LS SGEU Section	Not Applicable for Bi-weekly Exception Paid (B2) employees.	
B1, B2, M1	To identify which payroll cycle employee is in.	Check Biweekly Exception B2
LS Subsection	Not Applicable for Bi-weekly Exception Paid (B2) employees.	

Body

Name of Field	Purpose	Example / Direction
Date	To record the date. Use the dd-mmm-yyyy format.	e.g. 21-Mar-2005
Time Code	A 2 or 3 character alpha code used to record employee activity. See attached Time Code Legend.	e.g. RT - Regular Time Worked e.g. OTB - Overtime @ 1.5
Reason Code	A 2 character alpha code used to further record employee activity for sick leave, pressing necessity and family leave time codes. See attached Time Code Legend.	e.g. IL - Illness
Start Time	Time is recorded using the 24 hour clock. To record the start time of the day, shift, time code and/or costing change. Midnight is always recorded as 00:00. See attached 24 Hour Clock conversion sheet.	e.g. 08:00
End Time	Time is recorded using the 24 hour clock. To record the end time of the day, shift, time code and/or cost change. Midnight is always recorded as 00:00. See attached 24 Hour Clock conversion sheet.	e.g. 17:00
Hours	To record the number of hours associated with a time code.	e.g. 8
Notes	Enter any notes that provide information relevant to the time worked, or leave blank.	e.g. Training course, court case
Costing Changes	These fields are required only when time should be charged to a different costing string than the employee's default costing. Costing changes must be approved and will be provided by the Supervisor.	If there is a change to the entity or program, or if the employees default costing is split, complete all segments. Otherwise complete only the segment affected. This will be provided by the Supervisor
Overtime will be paid out unless otherwise indicated by employee	Information message. Employees must indicate that overtime be banked either by using the appropriate time code or writing in the Notes column or the Comment section at the bottom.	e.g. 4 hours worked on a Day of Rest To have time banked, enter one of the following 07:00 - 11:00 OBC (Time code) or Please bank all overtime hours (Comment Section)

Summary and Approvals

Name of Field	Purpose	Example / Direction
For Office Use Only	For use by the Timekeeper.	Employees do not use this shaded section
Mid Pay Period Change _____ Date _____	The Supervisor must complete these fields if there is any change to the employee's assignment that does not occur at the beginning of the pay period e.g. commencement, termination, transfer etc.	Check the checkbox if there is a mid period change and enter the date e.g. 25-Mar-2005.
Employee's Signature	The Employee signs the timecard.	
Supervisor's Signature	The Supervisor authorizes the timecard approving the payment.	
Comments	For any additional comments the employee or supervisor may have.	e.g. Please bank all overtime hours
Totals	To total specific time codes on the timecard.	These fields are optional and are for employee use only.

Timecard Instructions

Monthly Exception Paid (M1) (CUPE)

You are a permanent or term employee who is paid a constant salary and receives a pay cheque every month. You record all daily activity (start and stop time, leave time, banked time, supplementary pay such as differentials and overtime). For each day in the pay period complete at least one row of the timecard for the period worked before an unpaid meal break and at least one row for the period worked after the unpaid meal break (e.g. before the meal break enter 08:00 -12:00 and after the meal break enter 13:00 - 17:00).

Heading

Complete one Timecard per pay period for EACH active assignment

Name of Field	Purpose	Example / Direction
Employee Name	To record the employee's full name.	e.g. John L Doe
Employee Number	To record the employee's identification number.	e.g. 93025
HR Org	To record the employee's HR Organization to identify where the employee works.	e.g. 036 WC Food Services
Pay Period Start	To record the start of the pay period. Use the dd-mmm-yyyy format.	e.g. 01-Mar-2005
Grade	To record the employee's grade (level). This is used to assist in identifying which assignment the timecard is for.	e.g. CUPE.04
Pay Period End	To record the end of the pay period. . Use the dd-mmm-yyyy format.	e.g. 31-Mar-2005
LS SGEU Section	Not Applicable for Monthly Exception Paid (M1) (In-Scope CUPE).	
B1, B2, M1	To identify which payroll cycle employee is in.	Check Monthly Exception M1
LS Subsection	Not Applicable for Monthly Exception Paid (M1) (In-Scope CUPE).	

Body

Name of Field	Purpose	Example / Direction
Date	To record the date. Use the dd-mmm-yyyy format.	e.g. 21-Mar-2005
Time Code	A 2 or 3 character alpha code used to record employee activity. See attached Time Code Legend.	e.g. RT - Regular Time Worked e.g. OTB - Overtime @ 1.5
Reason Code	A 2 character alpha code used to further record employee activity for sick leave, pressing necessity and family leave time codes. See attached Time Code Legend.	e.g. IL - Illness
Start Time	Time is recorded using the 24 hour clock. To record the start time of the day, shift, time code and/or costing change. Midnight is always recorded as 00:00. See attached 24 Hour Clock conversion sheet.	e.g. 08:00
End Time	Time is recorded using the 24 hour clock. To record the end time of the day, shift, time code and/or cost change. Midnight is always recorded as 00:00. See attached 24 Hour Clock conversion sheet.	e.g. 17:00
Hours	To record the number of hours associated with a time code.	e.g. 8
Notes	Enter any notes that provide information relevant to the time worked, or leave blank.	e.g. Training course, court case
Costing Changes	These fields are required only when time should be charged to a different costing string than the employee's default costing. Costing changes must be approved and will be provided by the Supervisor.	If there is a change to the entity or program, or if the employees default costing is split, complete all segments. Otherwise complete only the segment affected. This will be provided by the Supervisor
Overtime will be paid out unless otherwise indicated by employee	Information message. Employees must indicate that overtime be banked either by using the appropriate time code or writing in the Notes column or the Comment section at the bottom.	e.g. 4 hours worked on a Day of Rest To have time banked, enter one of the following 07:00 - 11:00 OBC (Time code) or Please bank all overtime hours (Comment Section)

Summary and Approvals

Name of Field	Purpose	Example / Direction
For Office Use Only	For use by the Timekeeper.	Employees do not use this shaded section
Mid Pay Period Change _____ Date _____	The Supervisor must complete these fields if there is any change to the employee's assignment that does not occur at the beginning of the pay period e.g. commencement, termination, transfer etc	Check the checkbox if there is a mid period change and enter the date e.g. 25-Mar-2005.
Employee's Signature	The Employee signs the timecard	
Supervisor's Signature	The Supervisor authorizes the timecard approving the payment	
Comments	For any additional comments the employee or supervisor may have.	e.g. Please bank all overtime hours
Totals	To total specific time codes on the timecard.	These fields are optional and are for employee use only.

Timecard Instructions

Monthly Exception Paid (M1) (Out of Scope)

You are a permanent employee who is paid a constant salary and receives a pay cheque every month. You record only the exceptions to regular time worked (e.g. vacation leave, sick leave, SDO's).

Heading

Complete one Timecard per pay period for EACH active assignment

Name of Field	Purpose	Example / Direction
Employee Name	To record the employee's full name.	e.g. John L Doe
Employee Number	To record the employee's identification number.	e.g. 93025
HR Org	To record the employee's HR Organization to identify where the employee works.	e.g. 003 Civil Law Division
Pay Period Start	To record the start of the pay period. Use the dd-mmm-yyyy format.	e.g. 01-Mar-2005
Grade	To record the employee's grade (level). This is used to assist in identifying which assignment the timecard is for.	e.g. MCP.04
Pay Period End	To record the end of the pay period. . Use the dd-mmm-yyyy format.	e.g. 31-Mar-2005
LS SGEU Section	Not Applicable for Monthly Exception Paid (M1) (Out of Scope).	
B1, B2, M1	To identify which payroll cycle employee is in.	Check Monthly Exception M1
Subsection	Not Applicable for Monthly Exception Paid (M1) (Out of Scope).	

Body

Name of Field	Purpose	Example / Direction
Date	To record the date. Use the dd-mmm-yyyy format	e.g. 21-Mar-2005
Time Code	A 2 or 3 character alpha code used to record employee activity. See attached Timecode legend.	e.g. RT - Regular Time Worked e.g. SU - SDO Used
Reason Code	A 2 character alpha code used to further record employee activity for sick leave, pressing necessity and family leave time codes. See attached Timecode legend.	e.g. IL - Illness
Start Time	Time is recorded using the 24 hour clock. Not applicable for Monthly Exception Paid (M1) (Out of Scope) unless recording the start of an exceptional circumstance such as overtime. Midnight is always recorded as 00:00. See attached 24 Hour Clock conversion sheet.	e.g. 19:00
End Time	Time is recorded using the 24 hour clock. Not applicable for Monthly Exception Paid (M1) (Out of Scope) unless recording the end of an exceptional circumstances such as overtime. Midnight is always recorded as 00:00. See attached 24 Hour Clock conversion sheet.	e.g. 23:30
Hours	To record the number of hours associated with a time code or a costing change	e.g. 8
Notes	Enter any notes that provide information relevant to the time worked, or leave blank.	e.g. Training course, court case
Costing Changes	These fields are required only when time should be charged to a different costing string than the employee's default costing. Costing changes must be approved and will be provided by the Supervisor.	If there is a change to the entity or program, or if the employees default costing is split, complete all segments. Otherwise complete only the segment affected. This will be provided by the Supervisor
Overtime will be paid out unless otherwise indicated by employee	Informational Message. Monthly Exception Paid (M1) (Out of Scope) employees receive overtime in exceptional circumstances.	

Summary and Approvals

Name of Field	Purpose	Example / Director
For Office Use Only	For use by the Timekeeper	Employees do not use this shaded section.
Mid Period Change ___ Date _____	The Supervisor must complete these fields if there is any change to the employee's assignment that does not occur at the beginning or end of the pay period e.g. commencement, termination, transfer etc.	Check the checkbox if there is a mid period change and enter the date e.g. 25-Mar-2005.
Employee's Signature	The Employee signs the timecard.	
Supervisor's Signature	The Supervisor authorizes the timecard approving the payment.	
Comments	For any additional comments the employee or supervisor may have.	May provide a further explanation of a mid-period change e.g. termination March 22, 2005.
Totals	To total specific time codes on the timecard	These fields are optional and are for employee use only.

Revised January 31, 2006

MIDAS Time Code Legend - Not all employees are eligible for all time codes listed below.

Common Codes

Time Codes marked with an ** require a Start Time and End Time to be entered for all In-scope employees.

Regular Statutory Holidays (not worked) are recorded with the word STAT and the appropriate hours.

EDO's taken on a day different than the scheduled EDO date, are recorded as EB (EDO Banked) and ET (EDO Taken).

Time Code	Description	Record By The	Reason Code	Description
Regular Time				
RT	** Regular Time Worked	Hour		
EX	** Extra Hours	Hour		
RC	** Emergency Duty Workers Call Back	Hour		
RP	** Emergency Duty Workers Phone Call	Hour		
Differentials and Allowances				
DBC	Building Checks	# of Checks / Daily		
DCC	Camps Corrections	Day		
DCO	Camps Out of Scope	Day		
DCT	Camps Temporary	Day		
DCU	Camps CUPE	Day		
DHT	High Tower Diff	Hour		
DLH	Lead Hand Pay for LOU's	Hour		
DNP	Northern Project Allowance	Day		
DPE	Pilot Endorsement	# of Endorsement / Daily		
DPF	Pilot Flying Diff (NAO)	Hour		
DPI	Pilot Diff (Air Attack)	Day		
DSO	Sleepover Allowance	Day		
DSP	** Shift Pay	Hour		
DSR	Standby Regular	Shift		
DWB	Water / Boiler Check	# of Checks / Daily		
DWP	Weekend Premium	Hour		
DWT	Water Testing Check	# of Checks / Daily		
EDO's and Scheduled Days of Rest				
EB	** E D O Banked	Hour		
ET	** E D O Taken From Bank	Hour		
EU	E D O Used	Hour		
EOB	** EDO Over 8 Hours Banked	Hour		
ESW	** E D O Severe Weather (LOU 98-11)	Hour		
SDR	Scheduled Days of Rest	Hour		
Leave Time - Leave Without Pay				
LA	** Personal Leave Without Pay	Hour		
LC	** CUPE Union Leave Without Pay	Hour		
LF	** Family Leave Without Pay	Hour		
LN	** Suspended Without Pay	Hour		
LP	** PN Leave Without Pay	Hour		
LS	** Sick Leave Without Pay	Hour		
LT	** Strike Action	Hour		
LU	** Unauthorized Leave Without Pay	Hour		
LV	** Vacation Leave Without Pay	Hour		
VLU	** Unpaid Vacation Leave (receiving vac pay or banked vac)	Hour		
Leave Time - Paid Leave				
AL	** Assigned Leave With Pay (e.g. committees)	Hour		
JD	** Jury or Witness Duty	Hour		
MD	** Medical Donor	Hour		
ML	** Military Leave	Hour		
NL	** Special Northern Leave	Hour		
RS	** Strike Re-deployment (out of scope only)	Hour		
SW	** Suspended With Pay	Hour		
TR	** Training, Learning and Development	Hour		
US	** SGEU Union Business	Hour		
VL	** Vacation Leave	Hour		
Leave Time - Sick, Family and Pressing Necessity				
SFL	** Family Leave	Hour		
			FA	Court Appearance for Family Reasons
			FC	Elder/Dependent/Spousal Care
			FM	Marriage in Family
			FS	Related School Responsibilities
			OC	Other Circumstances
SPN	** Pressing Necessity	Hour		
			FD	Immediate or Extended Family Death
			FN	Non-Family Funeral
			HE	Immediate or Household ill / Emergency
			OC	Other Circumstances
			PA	Paternity/Adoption Leave
SSL	** Sick	Hour		
			IL	Illness
			MA	Medical or Dental Appointment
			IC	Insurance Claim Pending
Overtime and Premium Pay				
OBA	** Banked Overtime at 1	Hour		
OBB	** Banked Overtime at 1.5	Hour		
OBC	** Banked Overtime at 2	Hour		
OBD	** Banked Overtime at 2.5	Hour		
OBT	** Banked Overtime Taken	Hour		
OTA	** Overtime at 1	Hour		
OTB	** Overtime at 1.5	Hour		
OTC	** Overtime at 2	Hour		
OTD	** Overtime at 2.5	Hour		
PHB	** Banked Stat Holiday at 1	Hour		
PHT	** Banked Stat Taken	Hour		
PPB	** Premium Pay on Scheduled Stat Banked at 1.5	Hour		
PPS	** Premium Pay on Scheduled Stat at 1.5	Hour		
SDO's				
ST	SDO Taken From Bank	Hour		
SU	SDO Used	Hour		
WCB				
WC	** WCB Approved	Hour		
WG	** WCB Graduated Return	Hour		
WR	** WCB Sick Leave Rejected Claim Hours	Hour		
WS	** WCB Sick Leave Pending	Hour		
WW	** WCB Sick Leave Without Pay Rejected Claim	Hour		

Group Specific Codes

Time Code		Description		Reason Code	Description
CUPE only					
CJ	**	CUPE Joint Council Leave	Hour		
CP	**	CUPE Presidential Leave	Hour		
DHE		Heavy Equipment Diff	Hour		
DHP		Pest and Herbicide Diff	Hour		
DPD		Painters Diff	Hour		
NC	**	CUPE Non-deductible	Hour		
				NF	Funerals up to 1/2 Day
				NI	Attending an Interview
				NL	Family Leave Less Than 2 Hours
				NP	Pressing Necessity Less Than 2 Hours
				NS	Sick Leave Less Than 2 Hours
				WE	Writing an Exam
Geologists only					
DGB		Geologist Field Bonus	Day		
Legislative Assembly Office only					
DPR		Final Proof Read	Hour		
ICC		Crown and Central Agencies Indemnity (C&C Ag)	Day		
IEC		Economic Indemnity	Day		
IHM		Human Services Indemnity	Day		
IHS		House Services Indemnity	Day		
IIA		Intergovernmental Affairs and Infrastructure Indemnity	Day		
IIB		Board of Internal Economy Indemnity (BOI)	Day		
IPA		Standard Committee Public Accounts Indemnity	Day		
IPB		Private Bill Indemnity	Day		
IPC		Privileges Indemnity	Day		
Saskatchewan Human Rights Commission only					
SYH	**	SHRC Floating Stat	Hour		
NS	**	SHRC Non-deductible	Hour		
				AP	Appointment Leave
				BL	Bereavement Leave
				EM	Employee Marriage
				FM	Marriage in Family
				FP	Paternity Leave
				ML	Mourners Leave
				MS	Medical or Dental Appointment - Self
				PB	Domestic Partnership Breakdown
				PN	Pressing Family Necessity
				SL	Sick Leave less than 4 hours
				WE	Write Exam
SSL	**	Sick Leave	Hour		
				IF	Illness in the Family
				IL	Illness
				MF	Medical or Dental Appointment - Family
				PF	Personal and Family Responsibility