Step 1: Access Your Timesheet

1. From the myUofC portal, click **All about me**.
2. Under the My job header, click **Report time**.

Your timesheet is displayed.

Step 3: Enter Hours to Report

1. Enter the hours you are reporting for each applicable date for the chosen time period. These hours should match and align with your normal working schedule.

Sat 1/6	Sun 12/6	Mon 13/6	Tue 14/6	Wed 15/6	Wed 1/6	Thu 2/6	Fri 3/6	Sat 4/6	Sun 5/6	Mon 6/6	Tue 7/6	Wed 8/6	Thu 9/6	Fri 10/6	
					1.					7	7	7	7	7	

Step 4: Choose Time Reporting Code

1. Under the **Time Reporting Code** column, click the **dropdown arrow**.
2. Choose the __SIC – Sick Leave__ from the drop-down menu.
   - *Do not select other sick leave time code options (S100, S70, etc.).*
   - The system will automatically update the timesheet with the relevant sick code, based on your sick leave balance, after the overnight processes have been run.
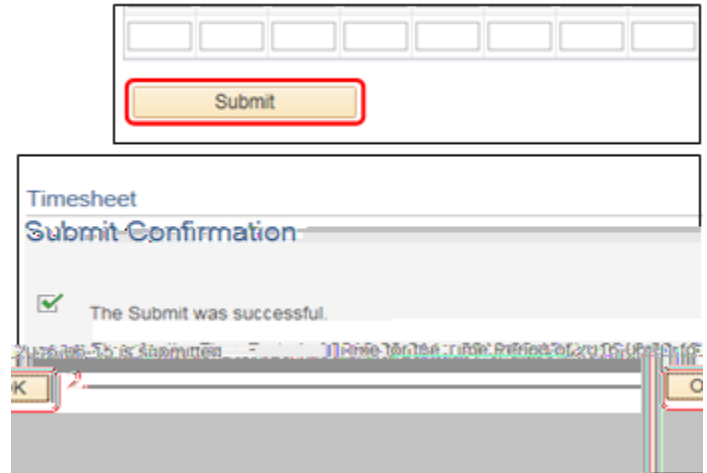
Note:

The Time Reporting Code you choose is applied to

Step 6: Submit Your Timesheet

1. Click **Submit**. The Timesheet Submit Confirmation screen is displayed.
2. Click **OK**.

You are returned to your timesheet and the submission process is complete.

NOTE: When entering **SIC – Sick Leave** hours on a designated Stat holiday the following soft warning message will appear. This is a system-generated message which **does not apply to sick leave** and you will need to select 'OK' before being able to submit the time entered.

UNIVERSITY OF
CALGARY
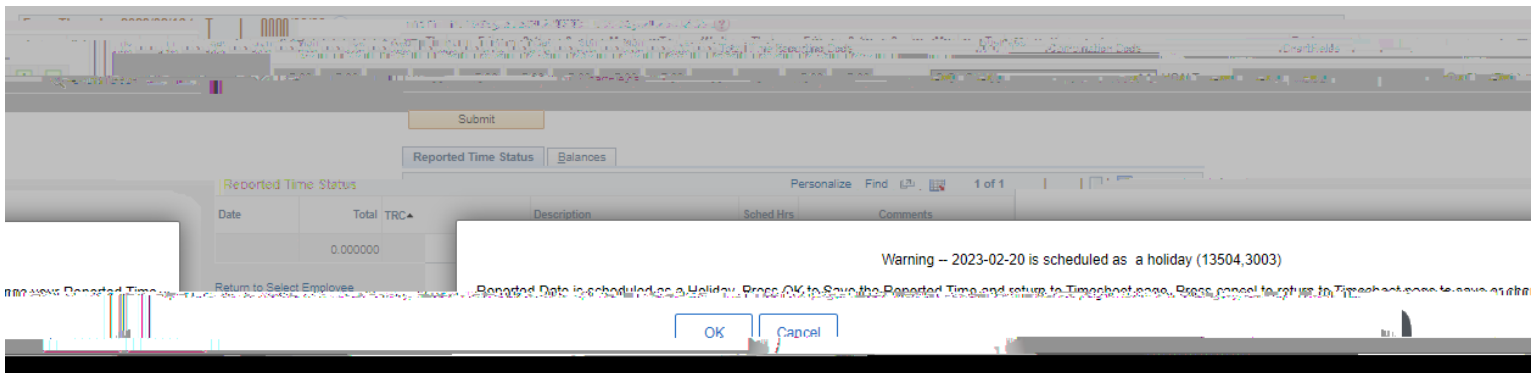
Sick Time Coding Guidelines During an Approved Extended Sick Leave (Sick Leave)

Holidays

All days designated as a paid holiday must be coded as a Sick (SIC – Sick Leave):

Holiday	Time Coding
Statutory Holiday	Code full day as SIC – Sick Leave
University Closure (ex. Holiday Closure December 27-31)*	Code all closure days as SIC – Sick Leave
Stampede ½ Day	Not eligible

* If full or gradual return to work has not occurred prior to the holiday closure

Vacation

Employees on sick leave are not eligible to code Vacation (VAC), unless approved by the manager prior to the sick leave.

If vacation was scheduled prior to the established sick leave and the employee is physically able to take the vacation, it may be coded as VAC for the pre-approved days.

Appointments and Special Leaves

Employees on sick leave are not eligible to code appointment time (APT).

Employees on sick leave are not eligible to code special leave time (Personal Leave Days (PLD), Family Illness (FAM), etc.).
Exceptions for bereavement may be permitted with manager approval.

Flexible Work Arrangement Program (MaPS)

Maps employees who work a flexible work arrangement schedule must code sick hours according to this work schedule.
   x   Example: code SIC – Sick Leave for 7.75 hours each work day, do not code SIC on scheduled flex day off.

Policy Reference Guides
   x   AUPE Collective Agreement – Articles 28-31
   x   MaPS Terms and Conditions