

## How to Use Timesheets

**Purpose:** This quick reference guide shows you how to use the timesheet feature in PeopleSoft to report time on a Gradual Return to Work (GRTW) on an approved extended sick leave (sick leave) and outlines the guidelines for time coding.

A Gradual Return to Work occurs when an employee transitions back to the workplace following a sick leave. The employee is not yet working their full standard hours and is required to code partial sick hours in their timesheet.

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**Audience:** All Support Staff (AUPE) and Management and Professional Staff (MaPS) employees.

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**Prerequisites:** Must be logged in to the myUofC portal to access timesheets.

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### Step 1: Access Your Timesheet

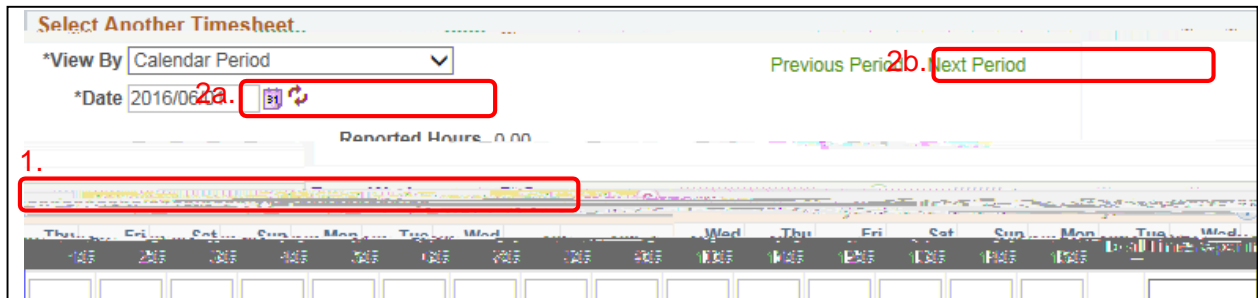
1. From the myUofC portal, click All about me.
2. Under the My job header, click Report time.

Your timesheet is displayed.



Step 2: Confirm Date Range

1. Confirm the date range shown above your timesheet is correct.
2. If the date range is not correct:
  - a. Use the calendar to choose the timesheet range and click refresh (or,
  - b. Use Previous Period and Next Period links to refine your timesheet.



Note: If you have missed ranks 5 ( ran)2mh resk(s)-1.ryw 0.5 (, (a)18 (n)5.2 (P)5.3 o-3.8 ( o)4.3 ( (e)-3 a (P)5.3 t3 Tw91



Select Another Timesheet

\*View By: Calendar Period      Previous Period    Next Period

\*Date: 2023/08/01

Scheduled Hours: 77.50      Reported Hours: 0.00

Day	Hours	Reporting Code
Wed	3.75	
Thu	3.75	
Fri	3.75	
Sat	3.75	
Sun	3.75	
Mon	3.75	
Tue		
<b>Total</b>	<b>3.75</b>	<b>3.75</b>
		SIC - Sick Leave
	3.75	
	3.75	
	3.75	
	3.75	

Submit

Example2 (image above) STATUTORY HOLIDAY/UNIVERSITY CLOSURE

- Employee has a regular assigned schedule of 7.5 hours/day, Monday

Previous Period    Next Period

Sun    Mon    Tue    Wed    Thu    Fri    Sat    Sun

ALG    ALG

2.

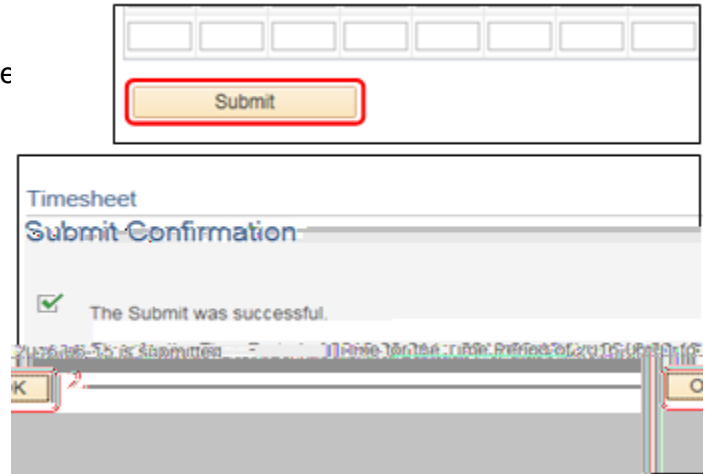
- BRT - Bereavement Travel
- BRV - Bereavement Leave
- FNL - Funeral Attendance
- GRD - Graduation Ceremony
- JUR - Jury Duty
- LSU - Leave Unpaid < 5 Days
- S0N - Sick Leave - Unpaid NoVac T/L
- S100 - Sick Leave - 100% Paid T/L
- S70 - Sick Leave - 30% UnPa
- WAC - Vacat on Mission

Sched Hrs

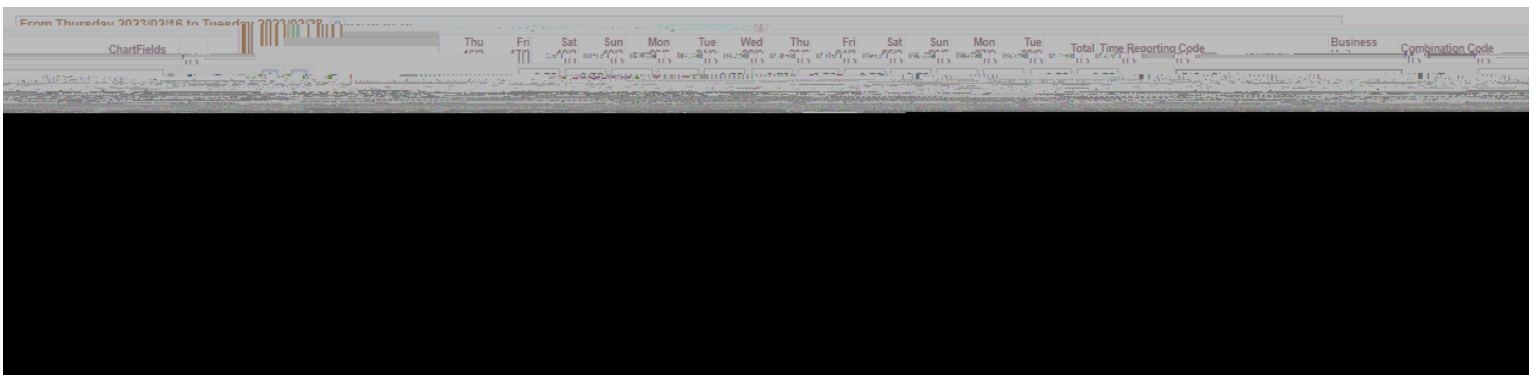
## Step 6: Submit Your Timesheet

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 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.



Sick Time Coding Guidelines During a Gradual Return to Work (GRTW)

Holidays

All days designated as a paid holiday will be coded according to the GRTW plan as Sick Leave:

Holiday	Time Coding
Statutory Holiday	Code hours not worked as Sick Leave, according to the