Timesheet Instructions for Recording Sick Time (for all Non Union & Teamsters)

Log into the Time Sheet Program (<u>timesheets.countyofessex.on.ca</u>), and choose your employee group from the Template drop-down menu:

info:HR	About info:HR HR Department
SOFTWARE	COUNTY OF ESSEX
 Employee/Manager Self Service Vacation/Time Request Approval <u>Attendance Data Entry</u> Timesheet Submission Timesheet Submission Equipment Costs Previous Pay Period Adjustments Timesheet Approval View History 	HR SYSTEMS STRATEGIES INC HUMAN RESOURCES SYSTEMS
Please Login:	Employee Self Service Systems
User Name 1119 Password •••••• Template Non-Union Timesheel V	 Employee Basic Information Work History/Compensation Entitlements Follow-ups Education/Skills Miscellaneous

Select your name or begin typing in the search box and click "Find":

software		About info:HR HR Department Logout					
Employee List » Pay Period List » Ad	Employee List » Pay Period List » Adams David (1447)						
Surname	First Name	Employee No.	Business Unit	Recent Hire	FT/PT/SE/TP/OT	Status	
Adams	David	1447	BLDG	11/22/2013	PT	PERM	
Agueda	Nelson	7163	TRANS	10/20/2014	FT	PERM	
Alexande	Darren	1619	TRANS	05/02/2016	SE	STUD	
Alexande	Roy	7013	TRANS	05/02/1988	FT	PERM	
Arsenaul	Dawn	8034	EMS	11/10/2008	FT	PERM	
Bacon	Jean-Pierre	8161	EMS	01/01/2001	FT	PERM	
Banniste	Andrew	1195	EWSWA	05/01/2001	FT	PERM	
Bateman	Thomas	6103	TRANS	09/22/2003	FT	PERM	
Beattie	Paula	1206	GENGOVT	09/05/1995	FT	PERM	
Bechard	Blaine	1624	TRANS	05/02/2016	SE	STUD	
123456	7 8 9 10				1		
Search By Surname : Find View History Delete Timesheet File							
	Costed Attendance Report						
		00.					

inf	o:HR	About info:HR HR Department Logout COUNTY OF ESSEX			
SOFTV	VARE				
Employee List » Pay Peri	od List » Maodus Audrey	(1403) My Das	shboard		
		Ma	odus, Audrey (1403)		
	Pay Period	From Date	To Date	Closed	Status
	19	09/05/2016	09/18/2016	No	APPROVED
	20	09/19/2016	10/02/2016	No	
	1	12/28/2015	01/10/2016	Yes	APPROVED
	2	01/11/2016	01/24/2016	Yes	APPROVED
	3	01/25/2016	02/07/2016	Yes	APPROVED
	4	02/08/2016	02/21/2016	Yes	APPROVED
	5	02/22/2016	03/06/2016	Yes	APPROVED
	6	03/07/2016	03/20/2016	Yes	APPROVED
	7	03/21/2016	04/03/2016	Yes	APPROVED
	8	04/04/2016	04/17/2016	Yes	APPROVED
	9	04/18/2016	05/01/2016	Yes	APPROVED
	10	05/02/2016	05/15/2016	Yes	APPROVED
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		Select the Ye	ear 2016	~	

- For your 1st day of missed time due to illness/injury (ex: Monday), zero out/reduce your defaulted Regular hours , select "1st Day Unpaid Sick "STIPP", and enter the number of missed hours.
- For the 2nd and subsequent days of absence (ex: Tuesday), zero out/reduce your defaulted Regular hours, select "Subsequent Unpaid Sick Day (STIPP)" and enter the number of missed hours.
- 3. For each day of sick time, you may also enter the number of hours you would like to draw from "Incidental Sick Time Bank (Annual)" OR from your existing Sick Time Bank (Legacy) or other applicable compensatory banks in any combination:

	Out to a line	Mandau	Turandau	Made and av	
Attendance Reason	Entitlement	10/03/2016	10/04/2016	10/05/2016	
+ Regular		0		• 0	٦
+ Vacation Time Taken	53.75		•	2	٦
+ Lieu Hours Taken	10		•	▼ 5	٦
+ Public Holiday			•		٦
+ 1st Day Unpaid Sick "STIPP"		7	•	•	٦
+ Subsequent Unpaid Sick Day "STIPP"			7	7	٦
Attendance Reason	Outstanding Entitlement	Monday 10/03/2016	Tuesday 10/04/2016	Wednesday 10/05/2016	
+ Incidental Sick Time (Annual Bank)	15	7	7	•	٦
+ Sick Time Taken - Bank (old plan)	0				٦

IMPORTANT NOTE: If your unpaid sick time is not completely covered by compensatory time, DO NOT ENTER COMPENSATORY TIME ON YOUR TIMESHEET. You MUST contact payroll and complete a BANK PAYOUT REQUEST FORM as this will impact your OMERS. (see STIPP/OMERS information on County Connect). Bank Payout Request forms are available on County Connect, and must be received by payroll no later than 9:00am on the Monday of pay week.