

Frequently Asked Questions

Q. I struggle with understanding how to know how much vacation time I have used and how much I have remaining, moving into a new fiscal year as of April 1. In the past, annual vacation time earned the previous year was communicated in days and in a lump sum, prior to April 1. In EmpCenter, I now see my up-to-date vacation allotment as it accrues bi-weekly and in hours.

A. The following may be helpful.

Step 1 - Based on an employee's accumulated years of services with Brandon University, your collective agreement and/or employee handbook states the number of vacation days you are allotted annually. The vacation bank in EmpCenter shows your vacation allotment in hours. To figure out what this allotment is in hours, multiply the number of vacation days by the number of standard hours you work in a day.

Example: An MGEU employee who has 5 years accumulated service as of March 31 with Brandon University receives 20 work days' vacation, and works 7 hours in a day (exclusive of the lunch break), would calculate his/her annual vacation allotment to be 140 hours.

20 vacation days X 7 hours worked in a day = 140 hours

Step 2 - Under the *Time Off Balances* tab in your timesheet view, you will see the hours you earn each pay period displayed in the credits field. You can see that this credit is added to the initial balance of the current pay period and is reflected in the ending balance, which then becomes the initial balance when you move forward a pay period. This accrual is applied every pay period, providing an up-to-date balance of vacation time earned.

If you wish to have 140 hours in your vacation bank as of April 1, 2013, move forward to the timesheet view for the pay period of March 23 – April 5, 2013 to see how many hours you will have in your vacation bank as of April 1, keeping in mind if you take days between now and then, this balance will change.

Example: The example MGEU employee currently has 182 hours in the bank, as of April 1. If the employee doesn't plan on carrying any days forward and wants to have 140 hours in their bank as of April 1, they could subtract the 140 hours from the April 1 balance of 182 hours. This would leave them with 42 hours (or 6 days) to use between now and April 1.

REMINDER:

The process for requesting to carry over vacation has not changed. Employees must still have this authorized by their supervisor.

While the annual vacation allotment is based on what you have earned the previous year (April 1 – March 31), vacation earned and accrued to date may be taken upon approval, in accordance with your collective agreement and department's management practices.

Q. Do I have to submit my timesheet even when I have no exceptions from my regular worked hours to report?

A. No. You only need to submit your timesheet when you have made an entry that differs from your regularly scheduled hours. The email reminder that goes out at the end of the pay period can be ignored if you have nothing to submit.

Q. I have recently reached a milestone year where my vacation allotment increases. Does EmpCenter automatically account for this accrual increase in my vacation bank?

A. Yes. EmpCenter has been set up so that your vacation accrual will automatically adjust based on your number of accumulated years of service, in accordance with your collective agreement or employee handbook.

Q. What is the difference between the BU Manager delegation and the BU Administration delegation?

A. The only difference between the BU Manager and the BU Administration delegation is the delegated individual's approval level when it comes to approving employee timesheets. For employee timesheets to be processed by Human Resources, they require final approval from an individual with the BU Manager delegation.

Q. Do employees who are required to use two (2) designated vacation days during the Christmas break need to enter this time into EmpCenter?

A. No. These days are already populated into EmpCenter as Designated Vacation; however, these employees still have the option of using Banked time as long as the Human Resources Office is notified by December 1 of that year.

Q. When do we start entering our time and attendance information into the EmpCenter system?

A. As soon as you've been trained.

Q. As an employee who submits only exceptions to my regularly scheduled worked hours, do I need to submit my timesheet after every exception I enter or just once at the end of the pay period?

A. A good practice would be to enter and save your exceptions to your timesheet throughout the pay period and then submit your timesheet once at the end of the pay period. When you click **Submit**, the timesheet goes to your manager for approval.

Q. As a manager approving a timesheet with an overtime entry, do I need to check both the acknowledge box in the *Exception Messages* tab on the timesheet AND the Approve button on the approval screen?

A. Yes. If both are not checked, the overtime does not get paid out (or banked).

Q. Is there a limit to how many log in attempts a user has before the system will lock the user out?

A. Yes. After three failed attempts at logging in to EmpCenter, the system will lock the user out. As with many systems, this is a security feature. If you are locked out, call the EmpCenter Phone line at (204) 571-7889 or ext. 889 to have your access unlocked.

Q. How do I enter overtime on my timesheet?

A. To enter overtime on your timesheet:

- Insert an additional row after your regularly worked hours by clicking on the green box in the row above where you want the new row to appear
- Under the *Pay Code* heading (second column), select the **Worked** pay code
- If the overtime is to be banked, in the same row, check the box under the *Bank Overtime* heading (third column)**
- In the same row, tab to the right to the field under the *Hours* heading (forth column)
- Enter the additional time that you worked, beginning with the start time of your overtime (e.g. 4:30 p.m. or 1630)
- Tab once to the field below and enter the end time of your overtime (e.g. 6:00 p.m. or 1800)
- Click **Save**

**If the overtime has been worked prior to your normal work week schedule commencing; then you have to check the bank overtime box(s) later in the week that correspond to when the hours have reached overtime weekly hours.