

# Guideline: Employee Self-Service for Staff Paid by Timesheet or Lump Sum

## Introduction

The University of Canterbury’s HR and Payroll System, UCPeople, has many features and benefits including mobile capability, 24/7 access, easy to use and navigate, and streamlined and automated processes.

One of its Employee Self Service features includes an **online timesheet** and **payslip**.

This guideline is designed to provide just the basics on how to access the Employee Self Service, submit and view timesheets as well as view payslips.

## Login

### Access to Employee Self Service

You will need a **staff User ID** (code) and **password** to **access the Employee Self Service** of the Human Resources System (**UCPeople**) in order to submit online timesheets and view your payslips.

| If...  | then ...  |
|--|---|
| you already have a valid <b>staff</b> User ID and password | <p>login to the Employee Self Service Section of <a href="#">UCPeople</a>:</p> <p>If you are a current UC student who has been offered employment with UC, you will be issued with a separate staff User ID and password in addition to your student User ID and password. You will need to use your staff User ID code and password to log onto UCPeople Employee Self Service and submit timesheets and/or view your payslip.</p>   |
| You do <b>not</b> have a Staff User ID and/or password     | <ul style="list-style-type: none"> <li>• Return your signed contract.</li> <li>• Once you are hired you will receive a Welcome Email with user code and a link to set a password (<a href="https://uc.okta.com">https://uc.okta.com</a>). The email will be sent directly to your nominated (private) email address.</li> <li>• If you have not received a welcome email, please check your spam mail or contact the <a href="#">IT Service Desk</a> for assistance.</li> </ul> |

# Payslips

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## Payslip

### How to view online payslips:

|    |   |
|----|---|
| 1. | Log in to <a href="#">UCPeople</a> (i.e. PeopleSoft) Employee Self Service.   |
| 2. | From the <b>Employee Self Service Home</b> go to <b>Payslips tile</b> .<br><b>Result:</b> A table listing your payslips by pay periods, gross earning, tax and net earnings displays. |
| 3. | Click on the pay slip you want to view in the Pay End Date column.<br><b>Result:</b> The <i>payslip</i> for this individual pay period displays.                                      |

## Print a payslip

### How to print your payslip from different browsers:

| Internet Explorer   | Firefox   |
|---|---|
| Select File > Print Preview. If you change the print size from "Shrink to Fit" to 90% and move the left margin a bit further left it prints in a readable size. | Click on the payslip itself. Right click with your mouse and select "This Frame". In that menu is an option to print which will print the entire payslip. |

# Timesheets

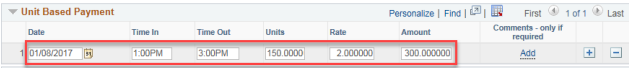
## Online Timesheets

### How to submit an online Timesheet:

| <b>1.</b>       | Log in to <a href="#">UCPeople Self Service</a> .  |                                |                |  |  |           |             |            |            |        |   |                                |              |        |   |                            |               |        |   |                     |                |
|-----------------|--|--------------------------------|----------------|--|--|-----------|-------------|------------|------------|--------|---|--------------------------------|--------------|--------|---|----------------------------|---------------|--------|---|---------------------|----------------|
| <b>2.</b>       | <p>From the <b>Employee Self Service Home</b> go to <b>Timesheets tile</b>.</p> <p><b>Note:</b> If you hold more than one current job at the University, you will receive a list of current jobs. Select the job you want to record your time for. Ensure that you select the correct job and department. If you unsure which job to select, please contact your Department/School Administrator or <a href="#">Pay &amp; HR</a>.</p> <p><a href="#">View Previous Timesheets</a></p> <p>Karla Kakapo</p> <table border="1"> <thead> <tr> <th colspan="4">Job Information</th> </tr> <tr> <th>Job Title</th> <th>Empl Record</th> <th>Department</th> <th>Reports To</th> </tr> </thead> <tbody> <tr> <td>Casual</td> <td>1</td> <td>Student Transitions &amp; Engagmnt</td> <td>James Nelson</td> </tr> <tr> <td>Casual</td> <td>2</td> <td>Mathematics and Statistics</td> <td>Rachel Garcia</td> </tr> <tr> <td>Casual</td> <td>4</td> <td>Biological Sciences</td> <td>Kelsie Nichols</td> </tr> </tbody> </table> | Job Information                |                |  |  | Job Title | Empl Record | Department | Reports To | Casual | 1 | Student Transitions & Engagmnt | James Nelson | Casual | 2 | Mathematics and Statistics | Rachel Garcia | Casual | 4 | Biological Sciences | Kelsie Nichols |
| Job Information |  |                                |                |  |  |           |             |            |            |        |   |                                |              |        |   |                            |               |        |   |                     |                |
| Job Title       | Empl Record  | Department                     | Reports To     |  |  |           |             |            |            |        |   |                                |              |        |   |                            |               |        |   |                     |                |
| Casual          | 1  | Student Transitions & Engagmnt | James Nelson   |  |  |           |             |            |            |        |   |                                |              |        |   |                            |               |        |   |                     |                |
| Casual          | 2  | Mathematics and Statistics     | Rachel Garcia  |  |  |           |             |            |            |        |   |                                |              |        |   |                            |               |        |   |                     |                |
| Casual          | 4  | Biological Sciences            | Kelsie Nichols |  |  |           |             |            |            |        |   |                                |              |        |   |                            |               |        |   |                     |                |
| <b>3.</b>       | <p>Click <b>Add Payment</b> to create a new timesheet.</p> <p><b>Result:</b> The <i>Timesheet</i> screen displays.</p> <p><b>Note:</b> If the timesheet is entered after the current payroll cut off time for submission, the following message appears: "You are entering timesheet data after the closing time for the current pay period. The timesheet data being entered will be processed in the next pay period".</p> <p><a href="#">Message</a></p> <p>You are entering timesheet data after the closing time for the current pay period. (24510,17)</p> <p>The timesheet data being entered will be processed in the next pay period.</p> <p style="text-align: center;"><input type="button" value="OK"/></p>  |                                |                |  |  |           |             |            |            |        |   |                                |              |        |   |                            |               |        |   |                     |                |

**4.** Determine if you have to submit timesheets and your remuneration type:

**Note:** refer to your Letter of Offer is required:

| If you are paid ...  | then...   |
|--|---|
| an hourly rate   | go to step 5.   |
| by units<br><i>(e.g. you get paid by the amount of tests marked, or survey entered etc.)</i> | <ul style="list-style-type: none"> <li>• Scroll to the middle of the timesheet</li> <li>• Expand the '<b>Unit Based Payment</b>' section and enter the following details:</li> <li>• Date – select the date you worked</li> <li>• Time in – enter the start time using 24hr clock (e.g. 13.00 for 1.00pm)</li> <li>• Time out - enter the end time using 24hr clock (15.30 for 3.30pm)</li> <li>• Units – enter the number of units (e.g. marked surveys)</li> <li>• Amount – will be automatically calculated (i.e. amount = units x rate)</li> </ul>  <ul style="list-style-type: none"> <li>• Click (+) to add a new row to enter more units if required.</li> </ul> go to step 8. |

5. Enter time worked using 24hr clock for each day worked.

Example:

**Timesheet**

Name: Karla Kakapo      Empl ID: 268235      Timesheet Status: New  
 Department: Student Transitions & Engagmnt      Empl Record: 1  
 Job Title: Casual      Paid in Pay Period End: Not Yet Paid - Current Fortnight End 23/07/2017  
 Reports To: James Nelson      Hourly Rate:  
 Home GL Oracle Code: 51700-2320-0-0-1      [Audit Details](#)

Total Hours: 4.00    Total BAS: 4.00    Total OT 1.5: 0.00    Total OT2: 0.00    Total OT.5 (Lib): 0.00

| Day   | *Date      | Time In | Time Out | Time In | Time Out | Total Hours | BAS  | OT 1.5 | OT2 | OT.5 (Lib) | Comments - only if required |   |
|-------|------------|---------|----------|---------|----------|-------------|------|--------|-----|------------|-----------------------------|---|
| 1 Mon | 10/07/2017 | 10:30AM | 12:30PM  | 2:00PM  | 3:00PM   | 3.00        | 3.00 |        |     |            | Add                         | + |
| 2 Thu | 13/07/2017 | 9:00AM  | 10:00AM  |         |          | 1.00        | 1.00 |        |     |            | Add                         | + |
| 3     |            |         |          |         |          |             |      |        |     |            | Add                         | + |
| 4     |            |         |          |         |          |             |      |        |     |            | Add                         | + |
| 5     |            |         |          |         |          |             |      |        |     |            | Add                         | + |
| 6     |            |         |          |         |          |             |      |        |     |            | Add                         | + |
| 7     |            |         |          |         |          |             |      |        |     |            | Add                         | + |
| 8     |            |         |          |         |          |             |      |        |     |            | Add                         | + |
| 9     |            |         |          |         |          |             |      |        |     |            | Add                         | + |
| 10    |            |         |          |         |          |             |      |        |     |            | Add                         | + |

Additional Payments/Allowances - at other pay rates and/or GL codes

Unit Based Payment

| Day | Absence Type         | *Date | *Hours | *Days | Comments |     |
|-----|----------------------|-------|--------|-------|----------|-----|
| 1   | Sick Leave (non-ACC) |       |        |       |          | Add |

| Total Timesheet Basic/OT Hours/Payable Only |                               | Totals (Absence Only) |  |
|---|-------------------------------|-----------------------|--|
| Total Timesheet Hours: 4.00                 | Total Amount Payable: \$64.00 | Total Hours: 0.00     | Total Days: 0.00    Total Amount: \$0.00 |

| Total Unit Based Payments Only |                              |
|--------------------------------|------------------------------|
| Total Timesheet Units: 0.00    | Total Amount Payable: \$0.00 |

Save for Later    Save and Submit    Delete Timesheet    Refresh Totals

**Note:** Your department may give you more specific instructions on completing the timesheet, or other processes as they apply to that area.

6. Click **Add** in the comments column to enter additional comments or notes.

**Note:** Only complete the comments section if you are specifically asked to record additional information.

7. Click **Refresh totals**.

| <p><b>9.</b></p>       | <p>Click either <b>Save for Later</b> or <b>Save and Submit</b>.</p> <table border="1" data-bbox="478 241 1321 1019"> <thead> <tr> <th data-bbox="478 241 786 293">If...</th> <th data-bbox="786 241 1321 293">then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="478 293 786 672"> <p>Save for Later</p> </td> <td data-bbox="786 293 1321 672"> <p>your timesheet will not be submitted, it will be held until you edit and submit it. Use 'save for later' if you need to check something or add something later, but be aware you are not paid until the timesheet is submitted and approved by your manager.</p> <p>When ready to submit, go to step 10 to edit &amp; submit a saved timesheet.</p> </td> </tr> <tr> <td data-bbox="478 672 786 1019"> <p>Save and Submit</p> </td> <td data-bbox="786 672 1321 1019"> <ul style="list-style-type: none"> <li>• you can no longer make amendments to your timesheet. The timesheet will now be available for your Manager/Supervisor to approve. Once approved it will be processed in the next available pay run.</li> <li>• end of procedure.</li> </ul> </td> </tr> </tbody> </table> | If... | then... | <p>Save for Later</p> | <p>your timesheet will not be submitted, it will be held until you edit and submit it. Use 'save for later' if you need to check something or add something later, but be aware you are not paid until the timesheet is submitted and approved by your manager.</p> <p>When ready to submit, go to step 10 to edit &amp; submit a saved timesheet.</p> | <p>Save and Submit</p> | <ul style="list-style-type: none"> <li>• you can no longer make amendments to your timesheet. The timesheet will now be available for your Manager/Supervisor to approve. Once approved it will be processed in the next available pay run.</li> <li>• end of procedure.</li> </ul> |
|------------------------|--|-------|---------|-----------------------|--|------------------------|---|
| If...                  | then...  |       |         |                       |  |                        |   |
| <p>Save for Later</p>  | <p>your timesheet will not be submitted, it will be held until you edit and submit it. Use 'save for later' if you need to check something or add something later, but be aware you are not paid until the timesheet is submitted and approved by your manager.</p> <p>When ready to submit, go to step 10 to edit &amp; submit a saved timesheet.</p>   |       |         |                       |  |                        |   |
| <p>Save and Submit</p> | <ul style="list-style-type: none"> <li>• you can no longer make amendments to your timesheet. The timesheet will now be available for your Manager/Supervisor to approve. Once approved it will be processed in the next available pay run.</li> <li>• end of procedure.</li> </ul>  |       |         |                       |  |                        |   |
| <p><b>10.</b></p>      | <p>To edit a saved timesheet go from the <b>Employee Self Service Home</b> go to <b>Timesheets tile</b>.</p>   |       |         |                       |  |                        |   |
| <p><b>11.</b></p>      | <p>Click <b>Select</b> to open the previously '<b>Saved – Not Submitted</b>' timesheet.</p>  |       |         |                       |  |                        |   |

**12.** Check the timesheet details:

| If you wish to...    | then...   |
|----------------------|---|
| submit the timesheet | go to step 13.  |
| edit the timesheet   | <ul style="list-style-type: none"><li>• amend the details as required</li><li>• overwrite existing entry and/or <b>click (+)</b> to add a new row and enter additional timesheet hours</li><li>• go to step 13.</li></ul>   |
| delete timesheet     | <ul style="list-style-type: none"><li>• click <b>delete timesheet.</b></li></ul> <p><b>Result:</b> A <i>Deletion confirmation message</i> displays.</p> <ul style="list-style-type: none"><li>• click <b>OK.</b></li></ul> <p><b>Result:</b> <i>The status on top right hand side displays that timesheet is marked for deletion.</i></p> <ul style="list-style-type: none"><li>• end of process.</li></ul> |

**13.** Click **Save and Submit.**

**Result:** the *Timesheet Detail* screen displays and shows the timesheet as submitted.

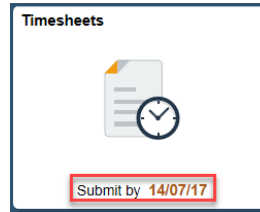
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## Timesheet Approval

Once you have clicked the 'Save and Submit' button the timesheet will be available for your Manager to approve; once approved it will be processed in the next available pay run. Pays are run fortnightly.

**Note:**

- *It is important to submit your **timesheet for approval by 11.00am on the Friday before Pay Day** the latest. This is the date that is displayed on the Timesheets tile:*



- *Pay Dates can be found on the HR Intranet ([https://intranet.canterbury.ac.nz/hr/payroll/pay\\_dates.shtml](https://intranet.canterbury.ac.nz/hr/payroll/pay_dates.shtml)). If you do not have access to the HR Intranet, please contact your Department/School/Pay & HR Administrator for a copy of the pay dates.*
  - *UCPeople will **display a message** telling you **if the current pay run is closed** and that your **timesheet** will be **processed** in the **next fortnight** if you have submitted your timesheet too late.*
  - *If your Manager is going to be away, talk to them before they leave about who will approve your timesheets.*
  - *As timesheet approvers are not advised of submitted timesheets, you may wish to send an email advising of your completed timesheet.*
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## Further Information

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- Timesheets** Please refer to [Complete and Approve a Timesheet](#), in the Pay & Allowances drawer of the [HR Toolkit](#).  
Please refer to the Guideline: Timesheets and Guideline: Rest and Meal Break Entitlements in the Pay & Allowances drawer of the HR Toolkit for rules and accountability around timesheets at the University of Canterbury.
- Payslips** Please refer to [View and Print a Payslip](#), in the Pay & Allowances drawer of the [HR Toolkit](#).
- Sick Leave** Under certain circumstances you may be eligible for sick leave. Check your employment agreement and refer to [Advise Sick Leave - Casual and Fixed Term Timesheeted Staff](#) in the Taking Leave drawer of the [HR Toolkit](#).
- Password problems** If you encounter **any problems** with changing your password or any access problems, please **contact** the **IT Service Desk** on ext. 6060 or on (03) 364 2060 or via the [Self-Service Portal](#).  
  
If you have any further queries, please contact or [Pay & HR](#) or your Department/School Administrator directly.