


STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

TITLE: People Soft Time Reporting Procedure	Revision Date: 28 February 2018	Issue Date: 28 February 2016
Document Number: QUA30400	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 1 of 2	
Approved by: S. Asmussen, Manager of Diagnostic Services	Signed by: 	

PURPOSE:

The purpose of this procedure is to provide instruction to employees for the accurate reporting of time and receipt of compensation.

PROCEDURE INSTRUCTIONS:

Step	Action
1	Complete step-by-step instructions for reporting time in People Soft are available at http://upk.fin.gov.nt.ca/sam/upk-public/Self-Service/Publishing%20Content/PlayerPackage/tocx.html .
2	Time must be submitted by the cutoff dates (usually noon the Friday prior to payday).
3	For any time reported that differs from that appearing on the schedule, ensure the corresponding forms have been submitted to the Laboratory Supervisor by the cutoff date. <ul style="list-style-type: none"> • Casual Leave Forms for medical and legal appointments • Request for Time Off Work Forms for sick time, vacation time, etc. • Authorization for Overtime/Callback Forms for any overtime or callback hours worked
4	Usually, employees are able to view the time card after 1700 on the Monday prior to payday. Carefully check the document for errors and bring any concerns to the Laboratory Supervisor (or the HRHelpDesk) for review and correction, if required.

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

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RELATED DOCUMENTS:

- Casual Leave Forms
- Request for Time Off Work Forms
- Authorization for Callback/Overtime Forms

REFERENCES:

Government of the Northwest Territories. *Oracle User Productivity Kit*. Retrieved December 16, 2015, from: <http://upk.fin.gov.nt.ca/sam/upk-public/SelfService/Publishing%20Content/PlayerPackage/tocx.html>

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	16Dec15	Initial Release	C.Russell