

FAQs – Transition to Weekly Timesheets



Background

Vancouver Island University is making the switch from bi-weekly to weekly timesheets as part of the Payroll and Human Resources implementation for Project AURORA. This change will realize some key benefits for everyone involved in timesheet sign-offs.

What are the benefits for employees?

- **Timeliness.** Weekly timesheet periods promote timely entry and approval of timesheet data, reducing the potential for time to be missed or omitted.
- **Recollection and Accuracy.** Recollection of timesheet activity on a weekly basis is more manageable than recalling a 2 week period; thus ensuring higher accuracy on timesheet submissions.
- **Habit.** Creating routine employee behavior to enter or approve time on a weekly basis sets a foundation of good work habit.
- **Risk reduction.** With weekly timesheet processing, there is a reduction in financial hardship risk if an employee is unable to meet the single biweekly timesheet period timeline.

What are the benefits for VIU as an organization?

VIU will also realize some efficiencies specific to this organization. These include:

- the tracking of casual employees and employees on sick leave
- tracking and managing the time of employees who work on multiple projects, and
- weekly timesheet review which will ensure the payroll team can provide consistent service on all areas of responsibility equally each week.

Will I have to fill in my timesheet online?

When the AURORA payroll phase implementation is complete, all timesheets will be filled out online in the new UBW system once a week. You will enter your information as follows:

Pay Code & Premium Types	ADMIN	BCGEU	CUPE-VIUSR	CUPE	VIUFA non-instructional/technicians
Regular hours (if on timesheets)	√	√	√	√	√
Non-scheduled extra hours	√	√	√	√	√
Overtime		√	√	√	√
Night shift premium			√		
Short change-over				√	
Weekend premium				√	
Split shift premium				√	
Shift Premium				√	
Meal allowance				√	√

Supervisors and cost centre (*in future this will be work order*) authorizers **will also approve** the timesheets online in the new UBW system.

Why don't we wait until everything is online to start submitting weekly?

Moving from bi-weekly to weekly timesheet submissions in preparation for this will help ensure everyone is trained and ready to go when the time comes.

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When do I start submitting weekly paper or online timesheets?

You will be informed when this change applies to you.

If you have any questions, please contact UBW_help@viu.ca.

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