

Payroll - Timesheet Change to Weekly



AURORA Status Update

The hard work on Project AURORA continues and it is time to start communicating about how the next implementation phase affects VIU employees. Please read below and stay tuned to your email and the [Project AURORA webpages](#) for important information.

Next Implementation Date

The Payroll and Base Human Resources phase of Project AURORA is on track for the planned implementation of Unit4 Business World (UBW) in January 2020. This is the second phase to “Go Live” and includes Payroll and the Human Resources functions that support payroll such as changes to employment, vacation accrual and leave requests. Watch this [Update Video](#) for a comprehensive explanation of this phase.

The HR/Payroll Project AURORA team have been dedicating their time to testing payroll and HR functions in the UBW system to ensure a smooth transition from the legacy StarGarden system.

More detailed communications will continue over the next few months to keep you informed of progress, and training opportunities. For those who use HR/Payroll systems as part of their jobs, training sessions will be provided and we will work with you until you feel comfortable and confident in completing tasks in the new system. For the broader VIU community, stay tuned for details on how you will be using UBW.

Weekly Timesheets

There will be two changes to timesheets. 1. Submission from biweekly to weekly. 2. Paper format to Electronic format.

We recognize this will take some time as we need to ensure everyone affected by this is comfortable with the process and doing it correctly. If you are an employee who uses timesheets, you can expect to hear more from the payroll team. However, essentially the process is exactly the same, just every week. Timesheets will be due to the payroll office on Thursday each week.

Phase I- Submission from biweekly to weekly: A new process for employees who use timesheets will be implemented. We are moving from a bi-weekly to weekly timesheet process. This means all timesheets will need to be filled out in paper form, submitted and approved every week instead of every two weeks. This is being done to streamline the process in preparation for the Payroll Implementation.

Phase II- Paper format to Electronic format: After weekly implementation, the Project AURORA team will start contacting small groups of timesheet employees to train on the new digital process and move from paper timesheets.

If you have any questions or concerns, please email UBW_help@viu.ca. For a reminder about the scope and phases of Project AURORA, please visit the [AURORA webpage](#).

https://services.viu.ca/sites/default/files/new_fall_2019_student_weekly_timesheet_with_schedule_0.pdf

Updated October 10, 2019