

Business Rules

The following chart outlines the various codes that are either generated by the system, or that must be coded by the Time Administrator to pay employees for Regular Pay, Overtime, Shift Premiums, Vacations and Vacation Pay, Statutory Holidays, Sick Pay and Leaves.

Business Rules

Payment Type:	Generated	Coded	Payout Code	Description
Regular Pay				
<p>If an employee has a schedule, their regular time will be automatically generated with the "1000" transaction code.</p> <p>For Hospitality employees, the "Request for Hours" code "1030" is used in order to ensure that overtime is paid after 80 hours bi-weekly.</p> <p>All Temp/Casuals have their regular hours coded as "1000: Regular Hours.</p> <p>Note: ESA vacation pay will be generated on these earnings as Transaction code "1436". It will be paid as a percentage of each transaction.</p> <p>All additional hours (over and above their regular deemed hours, which are paid as a premium) for Grad Studies CUPE Unit 1 – T.A. and R.A. in Lieu of T.A. will be paid using the Additional Hours transaction code "1020"</p> <p>Note: Vacation and Statutory Holiday Pay is included in the CUPE T.A and R.A.in Lieu of T.A. rate.</p>	1000		1000	Regular Pay
		1030	1000	Regular Pay
		1000	1000	Regular Pay
		1020	1020	Regular Pay
Overtime				
Overtime in the Current Pay				
<p>All overtime in the current pay is generated through the "1030 – Request for Hours Worked" code. If an employee chooses to bank their overtime, you code it as "1035 – Request Bank Overtime".</p> <p>Note: For Grad Studies and Temp/Casual overtime is paid according to Employment Standards – after 44 hours per week. All others are based on collective agreement, and the individual's full-time hours.</p> <p>For an external apprentice, who is on layoff, but works during the layoff, code the time as 1010 (Regular during layoff and override the rate</p>		<p>1030 Request for Hours Worked" or 1035 – Request Bank Overtime</p>	<p>1100 1105 1110</p> <p>(Payout depends upon the collective agreement or contract)</p>	<p>Overtime @ 1.0 Overtime @ 1.5 Overtime @ 2.0</p>
		1010		Override the rate to 1.5 or 2.0

Business Rules

Payment Type:	Generated	Coded	Payout Code	Description
When an employee is taking vacation the "1400 – Request for Vacation" code is entered in Time Entry. The system will check the employee's vacation banks and determine the appropriate payout code.			1410 1415 System determines which bank to draw from.	Previous Year Vacation Unpaid
Paying Vacation when no time is taken If an employee has requested that they be paid out vacation hours, but they are not taking time the applicable code must be entered – i.e. are they taking time from their previous years bank or from the current year's bank.		1425 – Vacation Current Payout 1430 – Vacation Previous Payout	1425 1430	Vacation Current Payout Vacation Previous Payout
Employment Standards (ESA) This code is automatically generated for 4% vacation pay for all Temp/Casual employees.			1436	ESA – Paid Vacation
Statutory Holidays			Code	Description
Unworked Statutory Holiday- Regular Employee When the schedule is generated, a transaction code "1200" will replace the employees usual "1000 - Regular Pay" code. The hours are read from the daily base hours on the position schedule, and prorated according to the employee's regular hours.	1200 – Statutory Holiday	Not Applicable	1200	Statutory Holiday
Statutory Holiday based on Employment Standards If an employee is eligible for Statutory Holiday pay, based on Employment Standards, a "1205 – Statutory Holiday (ESA)" transaction code is either generated when the employee's schedule is generated, or entered by the Time Capturer for the non-scheduled employees. The hours will show as "0". When the transactions are processed in payroll, the applicable amounts will be determined. Using the current rate of pay, hours are calculated for employment insurance (EI) purposes. Note: If the employee does not work their scheduled day before or after the Stat Holiday (without authorization) – then you should either change the generated "1205" to "1210"- Stat Holiday Unpaid or	1205– Statutory Holiday If an employee is scheduled, this code and "O" hours are generated during any week that has a Stat.Holiday.	1205 – must be entered with "0" hours for any Temp/Casual employee for whom you enter time on the Time Sheet screen. When the pay is run the applicable Statutory Holiday pay will be calculated, based on ESA rules. Note: Even if you enter hours with the 1205 code, the system will disregard the hours and calculate the applicable Stat Holiday pay.	1205	Statutory Holiday (ESA) Unpaid Statutory Holiday

Business Rules

Payment Type:	Generated	Coded	Payout Code	Description
enter "1210" for non-scheduled employees.				
<p>Working on a Statutory Holiday- Regular Employee or ESA employee</p> <p>If an Employee is scheduled to work on a Statutory Holiday, use transaction code "1030 – Request for Hours Worked" .VIP will calculate the rate of payment based on the rules set out by the collective agreement.</p> <p>The system will still generate the 1200 – Statutory Holiday or 1205 – Statutory Holiday (ESA) for scheduled employees and the department still enters the "1205" code for Temp/Casual employees who are not scheduled. (Refer to Statutory Holiday based on Employment Standards above.)</p> <p>Note: Do not delete the 1200 or 1205 hours.</p> <p>Note: If non-overtime (OT) work on a statutory holiday is added to the next pay period, use the "1030 – Request for Hours Worked" code. This will still generate statutory holiday worked at premium time as the calculation uses the transaction date and the statutory holiday eligibility table.</p>		1030 – Request for Hours Worked	1115 or 1116 (Payout depends upon the collective agreement or contract)	Stat Worked @ 1.5 Stat Worked @ 2.0
<p>Called in on a Statutory Holiday- Regular or ESA Employee</p> <p>If an Employee is not scheduled to work on the Statutory Holiday but is called in, use transaction code "1116 – Stat Worked @ 2.0" for the number of hours worked.</p> <p>The system will still generate the 1200 – Statutory Holiday or 1205 – Statutory Holiday (ESA) for scheduled employees, or the department will enter "1205" for non-scheduled employees.</p> <p>Note: This only pertains to Compensation Groups 016 (Operating Engineers) and Group 036 (CAW - Security Officers)</p>		1116 - Stat Worked @ 2.0 Note: You could also use code "1143", which will pay the call-in hours @2.0 times their hourly rate.	1116	Stat Worked @ 2.0
<p>Sick Time</p> <p>Employee taking sick day(s)</p> <p>When an employee takes sick day(s) time is entered as "2000- Request</p>		2000 – Request for Sick Time (coded)	Sick Banks: 2085	Sick Bank Payment 100%

Business Rules

Payment Type:	Generated	Coded	Payout Code	Description
for Sick Time". The system will determine the employee's eligibility – i.e. whether they have a Sick Bank, are on the Salary Continuance plan or are not eligible for payment and pay accordingly.			2095	Sick Bank Payment 50%
			2055	Sick Bank Unpaid
			Salary Continuance 2005	Sick/Salary Cont.
			2025	Sal.Cont. Unpaid

Leaves	Leave Codes	Payment Codes
<p>If an employee is on an extended Leave of Absence and their status has been changed by Human Resources, their schedule will reflect the applicable Leave transaction code. You will not have to enter the absence code for them. However if their status has not been changed or if this is a short-term leave such as Jury Duty or Union Duty you would have to enter the applicable transaction code. If the employee's status should be changed you should advise Human Resources.</p>	<p>Leave Codes (generated if Employee Status has been changed, to be coded if Status has not been changed)</p> <p>Paid Leaves: Bereavement Leave – 2500 Committee Work - 2511 Deferred Salary Leave - 2560 Jury Duty – 2505 Parental Leave Paid - 2320 Pre-retirement - 2515 Professional Activities - 2510 Research Leave Paid - 2550 Union Duty Paid – 2512 (Note: this code is set up to automatically charge the 0-10273-1370 GL Account – CAW Local 555 Account – if the time is not to be charged to the union, you must override with your labour account. Work Accident WSIB – 2225 (Continues to be paid by the University)</p> <p>Requests for Leaves (unpaid – but eligibility is checked by the system) Request Maternity Leave- 2300 Request Parental/Adoption Leave - 2310 Request Work Accident – WSIB - 2200 (tracks hours only, payment is made by WSIB)</p> <p>Unpaid Leaves: Compassionate Leave Unpaid - 2606 Education/Development Leave Unpaid 2605 Emergency Leave Unpaid - 2607 Lay-Off - 2600 LTD Unpaid - 2010 Lock-Out Unpaid - 2625 Personal Leave – Unpaid 2610</p>	<p>If paid the code is the same as the code entered in time entry.</p>

Business Rules

Leaves	Leave Codes	Payment Codes
	Priority Placement -Unpaid - 2650 Sessional Leave Unpaid – 2604 Strike Unpaid - 2630 Suspension Unpaid - 2615 Union Duty- Unpaid - 2635	



Important

If you are adjusting time from a previous pay period – for example you overpaid overtime to an employee and you want to recover it on the current pay, you cannot use the request code and a minus amount. You must use the pay out code. E.g. for overtime you would not use the 1030 – Request for Hours worked, you would use the applicable pay-out code e.g. 1105 – Overtime @1.5