MacViP Online Training

Time Capture Overview

McMaster University

Who is a Time Capturer?

- Someone who will be entering time and running *Time Capture* processes for a defined group of employees.

Who is a Time Approver?

- **Someone who will authorize time that has been automatically generated by the system, or time that has been entered by a *Time Capturer*.**

Types of Employees Paid on the MacViP System

*Regular Full / Part-Time or Contract Employees*

- **Employees who work the same hours each pay period.**

- **Are attached to a *Position*, which in turn is attached to a specific *Schedule*.**

Paying the Employees

- A process is run called *Generate Schedule*.

- This process takes their schedule (e.g. a 35 hour work week) and produces regular time for those 35 hours.

- This process is run every week so when the employee gets paid, it will be for 70 hours.

"Exception" Time Reporters
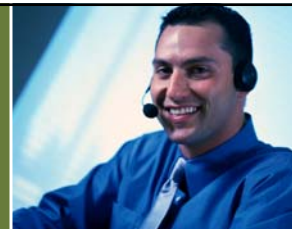
- Employees who have *Schedules*.

- *Time Capturer* only needs to access this employee's time if for some reason there is an adjustment (e.g. employee worked overtime or took vacation in the previous week).

- These adjustments are entered via the *Weekly Time* screen.

Other Types of Employees Paid on the MacViP System

Temporary/Casual Employees

- **Employees, usually temporary employees, who work a set schedule (e.g. summer students).**

- **Can be attached to a *Schedule* and their hours generated by the Time Capturer.**

Other Types of Employees Paid on the MacViP System

Temporary/Casual Employees

- **However, for employees without a *Schedule*, their time must be entered for them or they will not be paid.**

- **Are considered *Positive* time reporters, with time worked entered on the *Time Sheet* screen.**

Other Types of Employees Paid on the MacViP System

Graduate Students

- Are guaranteed a set number of ''work'' hours per year.

- Work as Teaching or Research Assistants and paid automatically via an on-going premium, set up by Graduate Studies Payroll.

Other Types of Employees Paid on the MacViP System

Graduate Students

- However, these students may work some additional hours which must be paid.

- Hours worked are also entered on the *Time Sheet* screen.

- Ask your supervisor if you will be responsible for any graduate students.