

# 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
<b>Regular Pay</b>				
<p>If an employee has a schedule, their regular time will be automatically generated with the "1000" transaction code.</p> <p>For <b>Hospitality</b> 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 <b>Temp/Casuals</b> have their regular hours coded as "1000: Regular Hours.</p> <p><b>Note:</b> 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 <b>Grad Studies CUPE Unit 1 – T.A. and R.A. in Lieu of T.A.</b> will be paid using the Additional Hours transaction code "1020"</p> <p><b>Note:</b> 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
<b>Overtime</b>				
<b>Overtime in the Current Pay</b>				
<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><b>Note:</b> 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

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Payment Type:	Generated	Coded	Payout Code	Description
accordingly – 1.5 or 2.0				
<p><b>Paying Overtime Missed From a Previous Pay Period</b></p> <p>The system calculates the rate that overtime hours are to be paid out using the “1030 – Request for Hours Worked”, transaction request code during the current pay period. However, if time was missed from a previous date, you <b>must</b> use the applicable overtime pay out code</p>		<p><b>Payout</b>            1100 – Overtime @ 1.0            1105 – Overtime @ 1.5            1110 – Overtime @ 2.0</p> <p><b>Banked</b>            1150 – Overtime Banked X 1.0            1155 – Overtime Banked X 1.5            1160 – Overtime banked X 2.0</p>	1100 1105 1110 1150 1155 1160	Overtime @ 1.0 Overtime @ 1.5 Overtime @ 2.0 Overtime Banked X 1.0 Overtime Banked X 1.5 Overtime banked X 2.0
<p><b>Paying Out Banked Overtime</b></p>		<p><b>1270</b> – you use this code to pay out time from the overtime bank, which is paid when an employee takes a lieu day and is paid from the bank. (Subject to EI and taxed normally)</p> <p><b>1274</b>- this code is used to payout the overtime bank – for example at the end of the fiscal year or upon termination (No EI and taxed via lump sum tax method)</p>	1270 1274	
<p><b>Shift Premiums</b></p> <p>If shift premium applies, then the code is entered on the transaction in Time Entry.</p> <p>Note: You must ensure that the shift code is only entered for the days on which the employee worked the shift. If the shift has been built into the schedule, you do not have to enter it. It will be generated automatically when the Schedule Generation process is run.</p>		Enter shift code on the time entry screen. 1 or blank 2 3 4 5 6 7	N/A 1300 1305 1310 1311 1312 1313	Shift Pay Days Evening Nights Wkd –Day Wkd - Eve Wkd. – Night Reactor Operator Shift
<p><b>Vacation Time</b></p>				
<p><b>Paying Vacation when time is taken</b></p>		1400 – Request for Vacation	1405	Current Vacation

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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
<b>Paying Vacation when no time is taken</b> 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
<b>Employment Standards (ESA)</b> This code is automatically generated for 4% vacation pay for all Temp/Casual employees.			1436	ESA – Paid Vacation
Statutory Holidays			Code	Description
<b>Unworked Statutory Holiday- Regular Employee</b>  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	<b>Not Applicable</b>	1200	Statutory Holiday
<b>Statutory Holiday based on Employment Standards</b>  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.  <b>Note:</b> 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

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Payment Type:	Generated	Coded	Payout Code	Description
enter "1210" for non-scheduled employees.				
<p><b>Working on a Statutory Holiday- Regular Employee or ESA employee</b></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><b>Note:</b> Do not delete the 1200 or 1205 hours.</p> <p><b>Note:</b> 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><b>Called in on a Statutory Holiday- Regular or ESA Employee</b></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><b>Note: This only pertains to Compensation Groups 016 (Operating Engineers) and Group 036 (CAW - Security Officers)</b></p>		1116 - Stat Worked @ 2.0	1116	Stat Worked @ 2.0
<p><b>Sick Time</b></p> <p><b>Employee taking sick day(s)</b></p> <p>When an employee takes sick day(s) time is entered as "2000- Request</p>		2000 – Request for Sick Time (coded)	<b>Sick Banks:</b> 2085	Sick Bank Payment 100%

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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
			<b>Salary Continuance</b> 2005	Sick/Salary Cont.
			2025	Sal.Cont. Unpaid

Leaves	Leave Codes	Payment Codes
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>Leave Codes (generated if Employee Status has been changed, to be coded if Status has not been changed)</p> <p><b>Paid Leaves:</b>            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  <b>(Note: this code is set up to automatically charge the 0102731370 GL Account- no need to code it)</b>            Work Accident WSIB – 2225            (Continues to be paid by the University)</p> <p><b>Requests for Leaves</b> (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><b>Unpaid Leaves:</b>            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            Priority Placement -Unpaid - 2650            Sessional Leave Unpaid – 2604</p>	If paid the code is the same as the code entered in time entry.

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Leaves	Leave Codes	Payment Codes
	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