



Time Card

HCM
Quick Reference Guide
*Updated: June 15, 2023



Purpose:

This guide provides step-by-step instructions on how to create a **time card**, with or without overtime hours.



Audience:

All employees



How and when should this guide be used?

- This guide is a **reference manual** for all **Time Card** related topics in addition to provided step by step instructions by employee type.
- Use the **table of contents** to skip to the section of the guide that you need.
- The steps outlined in the guide have **branching options**. Information is provided as to when/why you would use each.



Related Resources:

- Quick Reference Guide: [Non-Labor \(Equipment\) usages](#)
- Quick Reference Guide: [Manager Time Card Approval Delegation](#)



Important Notes:

- As regional overtime company rules will apply based on the location of your designated office, please refer to the **overtime threshold table** found within this guide to ensure the correct entry of overtime hours, if applicable.
- The screens displayed here may differ from your view due to security access and Oracle system updates.
- Please check that you have the latest version of this document by referring to the Horizon website.
- This document is optimized for screen-readers and keyboard navigation. It presents text in a top-down, left-right flow and excludes decorative images. Required actions and screenshot details will be comprehensively described.



= Time Card Tips Icon



= Link to video icon. Select to open video in a new tab.

Table of Contents



Skip to the section of the guide you need by clicking on the links below.

For All Employees

- [Before Getting Started](#)
- [OGL Guides](#)
- [Error and Warning Messages](#)
- **[How to Create a Time Card](#)**
- [By Employee Type](#)
 - [Salaried – Eligible to Overtime \(Salary with OT\)](#)
 - [Salaried \(Billable\) – Ineligible to overtime \(Exempt\)](#)
 - [Salaried \(Non-billable –Corporate\) Ineligible for Overtime \(Exempt\)](#)
 - [Hourly –Weekly Overtime Eligible \(ex Ont 44\)](#)
 - [Hourly– Eligible to Weekly and Daily overtime](#)
 - [Hourly - Ineligible for Overtime \(Single Time\)](#)
- [Overtime](#)
- [Statutory Holiday](#)
- [How to Copy a time card](#)
- [Time Card balance](#)
- [Approval process](#)
- [Tips and Tricks](#)

For People Leaders

- [Approving Time Cards](#)

Appendix by Region

- [Canada](#)
- US – coming soon
- UK/Ireland –coming soon

User feedback Survey:

Did this Quick Reference Guide provide useful direction?



Before Getting Started



Ensure you are familiar with your regional rules and regulations, time codes, and your support model.

Time Card Tips



- Update your time card **daily**.
If you wait until Friday to complete your Time Card for the week the process this can, in some cases take a significant amount of time, and you run the risk of missing the submission deadline.
- Time Cards must be submitted Fridays before 3:00 pm EST (some exceptions apply)
- Whenever you make a change in your time card, be sure to perform these 3 actions:
 - Select “Save”** (2nd button of 4 on top right of Time Card screen) so your updates won’t be lost.



- Select “Next”** so you can verify if you have any error or warning messages that need addressing. The next button is the first button on the top right of the Time Card screen. *Select [this link](#) for more info.



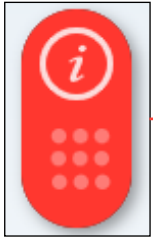
- Select “Submit”** (2nd of 3 buttons on the top right) so your changes/updates can be sent for approval. Any updates/changes must run through the approval process again.



- Locate information about your standard work week in the **Person Information** sections, in the **Working Hours** field in your time card.
- Completed time cards for the week can be submitted, from the Summary/Review page.



In addition to this Quick Reference Guide, there is also a supporting guided learning function in Oracle that can be selected at any time for step-by-step instruction.



Oracle Guided Learning Function

When you select the widget in Oracle, search for any of these actions in the search field:

- **Create a Time Card**
- **Adjust a time card**
- **Copy a prior time card**

You will be [guided](#) through the required steps in real time.

Should you continue to experience any issues with your time card after reviewing this guide and using the Oracle Guided Learning tool function, please select this link for further support: [Horizon Support](#).



For additional support, please create a [service request](#) through PeopleConnection or email mypay@wsp.com.

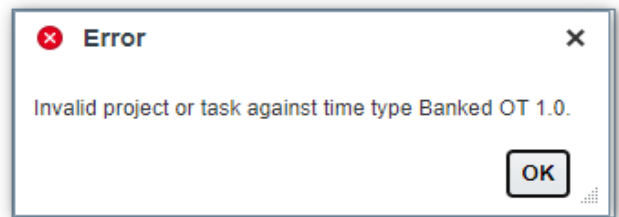
Error and Warning Messages

Time Cards with error or warning messages will provide additional information on how to correct the time card.

Time Cards that are not submitted for manager approval **cannot** be mass approved, and will have an **impact on an employee's pay**.

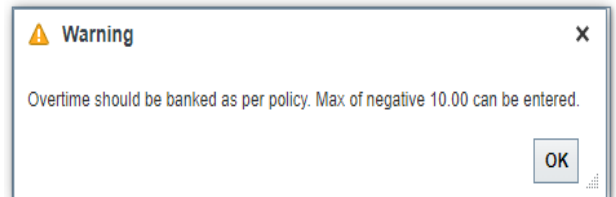
ERROR MESSAGE

When you receive an error message, you will not be allowed to proceed to the submit screen. Your Time Card must be corrected before will be allowed to submit it.



WARNING MESSAGE

When you see a warning message, **you will be** allowed to proceed to the next screen to submit for approval.

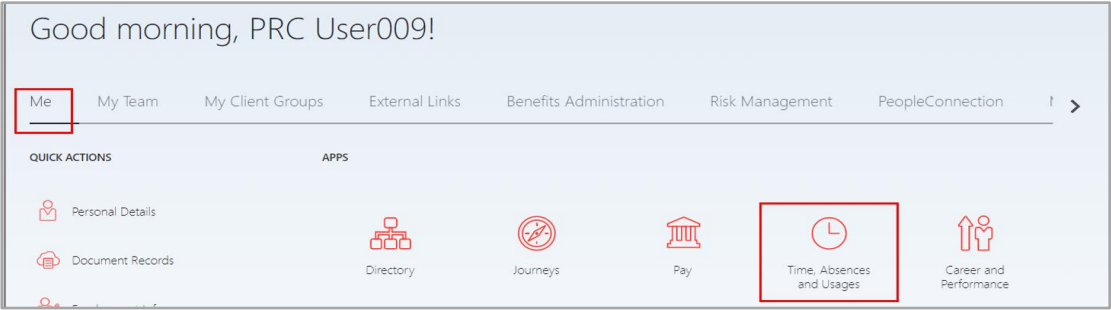


Important!

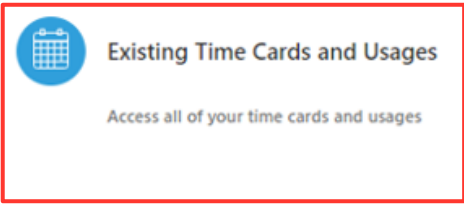
Failing to have accurate historical information leads to an inability to provide exact forecasts. This can fuel inaccurate and unrealistic timelines against statements of work, potentially resulting in frustrations for you, your colleagues, and the client.

How to Create a Time Card

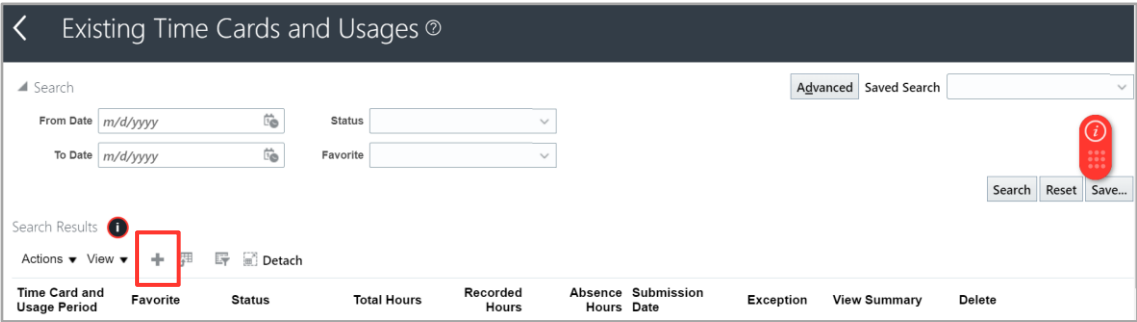
1. Navigate to **ME** tab, select Time, Absence and Usages



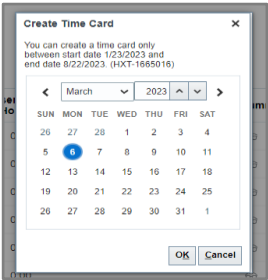
2. Select **Existing Time Cards and Usages**



3. Select **+** (add)



4. Select the first **date** from the work week you will be creating a time card for and select **OK**.



Continued
on next page

You can locate information about your standard work week in the **Person Information** sections, in the **Working Hours** field in your time card.

How to Create a Time Card

By Time-Card Types

5: Navigate to the assignment category that applies to you listed below:

Salaried Employees

Salaried – Eligible for Overtime (Salary with OT)

Salaried (Billable) – Ineligible for overtime (Exempt)

Salaried (Non-billable –Corporate) Ineligible for Overtime (Exempt)

Hourly Employees

Hourly – Eligible for Weekly Overtime ONLY

Hourly– Eligible for Weekly and Daily overtime

Hourly - Ineligible for Overtime (Single Time)

How to Create a Time Card

Salaried – Eligible to Overtime (Salary with OT)



- 1: Enter the **Project Code** (see *Regional Appendix*)
- 2: Enter the **Task** (see *Regional Appendix*)
- 3: Select **Regular Hours** under the Time Type
- 4: Enter your daily quantity of **hours worked** for each workday

Actions ▾ View ▾ Format ▾ Add Row Below ▾ Freeze ▾ Detach ▾ Wrap ?												
			Days 1							Comments	Time Entry Total Hours	
*Project 1	*Task	*Time Type	Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun			
Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity				
1	2021CA002535-South Cree ▾	1-Pre-Proposal ▾	Regular Hours ▾		10.00	12.00	14.00	9.00	7.50	7.50		60.00

- 5: Transfer all hours over 40* to time type **Overtime 1.5** starting from the end of your week.

60 hours – 40 hours = 20 hours

**All salaried employees who are eligible for overtime are eligible for overtime 1.5 after 40 hours, regardless of the province of employment.*

Actions ▾ View ▾ Format ▾ Add Row Below ▾ Freeze ▾ Detach ▾ Wrap ?												
			Days 1							Comments	Time Entry Total Hours	
*Project 1	*Task	*Time Type	Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun			
Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity				
1	2021CA002535-South Cree ▾	1-Pre-Proposal ▾	Regular Hours ▾		10.00	12.00	14.00	4.00				40.00
2	2021CA002535-South Cree ▾	1-Pre-Proposal ▾	Overtime 1.5 ▾					5.00	7.50	7.50		20.00

- 6: Transfer all hours found in time type Regular Hours that remain above your standard working hours to **Overtime 1.0**.*

40 hours – 37.5 hours = 2.5 hours

**Transfer to Overtime 1.0 must be a day you have regular hours.*

Working Hours 37.5 per Weekly

Assignment Category Variable with Benefits

► Time Card Details : 6/10/2023 - 6/16/2023

For Timecard Assistance, contact: mypay@wsp.com.

Pour de l'aide concernant votre feuille de temps, veuillez contacter: servicepale@wsp.com.

Time Entry

Actions ▾ View ▾ Format ▾ Add Row Below ▾ Freeze ▾ Detach ▾ Wrap ?												
			Days 1							Comments	Time Entry Total Hours	
*Project 1	*Task	*Time Type	Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun			
Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity				
1	2021CA002535-South Cree ▾	1-Pre-Proposal ▾	Regular Hours ▾		10.00	12.00	14.00	1.50				37.50
2	2021CA002535-South Cree ▾	1-Pre-Proposal ▾	Overtime 1.5 ▾					5.00	7.50	7.50		20.00
3	2021CA002535-South Cree ▾	1-Pre-Proposal ▾	Overtime 1.0 ▾					2.50				2.50



People Leaders are required to review and approve all time cards.

How to Create a Time Card Salaried – Eligible to Overtime (Salary with OT)

continued



7: Reduce all hours entered in Overtime 1.0 using the Project-Task-Time Type combination:

Indirect* - Adjustment – Overtime 1.0

**Overtime 1.0 hours must be reduced the day they were entered.*

	*Project	*Task	*Time Type	Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun	Comments	Time Entry Total Hours
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours		10.00	12.00	14.00	1.50				37.50
2	2021CA002535-South Cree	1-Pre-Proposal	Overtime 1.5					5.00	7.50	7.50		20.00
3	2021CA002535-South Cree	1-Pre-Proposal	Overtime 1.0					2.50				2.50
4	ID-Indirect	ID-07-Adjustment	Overtime 1.0					-2.50				-2.50

8: If you want to bank your overtime 1.5hours, use the Project/Task/Time Type combination:

Fringe - Banked OT* - Banked OT1.5

**Hours must be banked (entered in negative) the day you entered them.*

	*Project	*Task	*Time Type	Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun	Comments	Time Entry Total Hours
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours		10.00	12.00	14.00	1.50				37.50
2	2021CA002535-South Cree	1-Pre-Proposal	Overtime 1.5					5.00	7.50	7.50		20.00
3	FR-Fringe	FR-09-Banked OT	Overtime 1.5					-5.00	-7.50	-7.50		-20.00
4	2021CA002535-South Cree	1-Pre-Proposal	Overtime 1.0					2.50				2.50
5	ID-Indirect	ID-07-Adjustment	Overtime 1.0					-2.50				-2.50

9: Select **Next** and **Submit** on the top ribbon.

Create Time Card: Report Time ☆

Next
Save
Save and Close
Cancel

Create Time Card: Review Time

Back
Submit
Cancel

End of Process Salaried – Eligible to Overtime (Salary with OT)

- [Return to Table of Contents](#)
- [Return to Time Card Types](#)
- [Still need help? Click here.](#)

User feedback Survey: [Did this Quick Reference Guide provide useful direction?](#)



People Leaders are required to review and approve all time cards.

How to Create a Time Card

Salaried (Billable) – Ineligible for Overtime (Exempt)



- 1: Enter the **Project Code** (see Regional Appendix)
- 2: Enter the **Task** (see Regional Appendix)
- 3: Select **Regular Hours** under the Time Type
- 4: Enter your daily quantity of **hours worked** for each workday

Actions View Format Add Row Below Freeze Detach Wrap ?												
			Days						Comments	Time Entry Total Hours		
*Project	*Task	*Time Type	Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun			Fri,16 Jun	
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity			
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours		10.00	12.00	14.00	9.00	7.50	7.50		60.00

- 5: Click **Next** to review and validate for errors in your time card in the Summary/Review page.

Create Time Card: Report Time

Next Save Save and Close Cancel

Person Information : PS-D-002 TestAccount TestAccount

Time Card Details : 6/10/2023 - 6/16/2023

For Timecard Assistance, contact: mypay@wsp.com.

Pour de l'aide concernant votre feuille de temps, veuillez contacter: servicepaie@wsp.com.

Time Entry

Reported Hours 37.50

Actions View Format Add Row Below Freeze Detach Wrap ?												
			Days						Comments	Time Entry Total Hours		
*Project	*Task	*Time Type	Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun			Fri,16 Jun	
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity			
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours		10.00	12.00	12.00	3.50				37.50
2	2021CA002535-South Cree	1-Pre-Proposal	Overtime 1.0					7.50	7.50	7.50		22.50

- 6: Transfer all hours over your standard working hours to time type **Overtime 1.0**.
60 hours – 37.5 hours =22.5 hours

Working Hours 37.5 per Weekly
Assignment Category Variable with Benefits

Time Card Details : 6/10/2023 - 6/16/2023

For Timecard Assistance, contact: mypay@wsp.com.

Pour de l'aide concernant votre feuille de temps, veuillez contacter: servicepaie@wsp.com.

Time Entry

Reported Hours 60.00

Actions View Format Add Row Below Freeze Detach Wrap ?												
			Days						Comments	Time Entry Total Hours		
*Project	*Task	*Time Type	Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun			Fri,16 Jun	
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity			
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours		10.00	12.00	12.00	3.50				37.50
2	2021CA002535-South Cree	1-Pre-Proposal	Overtime 1.0					7.50	7.50	7.50		22.50



People Leaders are required to review and approve all time cards.

How to Create a Time Card

Salaried (Billable) – Ineligible for Overtime (Exempt)

continued



7: Reduce all hours entered in overtime 1.0 using the Project/Task/Time Type combination:

Indirect* - Adjustment – Overtime 1.0

**Transfer to Overtime 1.0 must be a day you have regular hours.*

	*Project	*Task	*Time Type	Days							Comments	Time Entry Total Hours
				Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun		
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours		10.00	12.00	12.00	3.50				37.50
2	2021CA002535-South Cree	1-Pre-Proposal	Overtime 1.0					7.50	7.50	7.50		22.50
3	ID-Indirect	ID-07-Adjustment	Overtime 1.0					-7.50	-7.50	-7.50		-22.50
Daily Totals				Hours:10.00	Hours:12.00	Hours:12.00	Hours:12.00	Hours:3.50	Hours:0.00	Hours:0.00		37.50

8: Select **Next** and **Submit** on the top ribbon.

Create Time Card: Report Time ☆

Next

Save

Save and Close

Cancel

Create Time Card: Review Time

Back

Submit

Cancel

End of Process

Salaried (Billable) – Ineligible for Overtime (Exempt)

- [Return to Table of Contents](#)
- [Return to Time Card Types](#)
- [Still need help? Click here.](#)

User feedback Survey: [Did this Quick Reference Guide provide useful direction?](#)



People Leaders are required to review and approve all time cards.

How to Create a Time Card

Salaried (Non-Billable- Corporate) – Ineligible for Overtime (Exempt)



- 1: Enter the **Project Code** (see Regional Appendix)
- 2: Enter the **Task** (see Regional Appendix)
- 3: Select **Regular Hours** under the Time Type
- 4: Enter your daily quantity of **hours worked** for each workday

Note: only enter up to a maximum of your standard hours, typically 37.5 hours per week

The screenshot shows the 'Create Time Card: Report Time' form. It includes a table for entering hours for each day of the week. Red boxes and numbers highlight the required fields:

- 1: Project Code dropdown (2021CA002535-South Cree)
- 2: Task dropdown (1-Pre-Proposal)
- 3: Time Type dropdown (Regular Hours)
- 4: Daily quantity input fields (10.00, 12.00, 14.00, 9.00, 7.50, 7.50)

	Project	Task	Time Type	Sat, 10 Jun	Sun, 11 Jun	Mon, 12 Jun	Tue, 13 Jun	Wed, 14 Jun	Thu, 15 Jun	Fri, 16 Jun	Comments	Time Entry Total Hours
	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours		10.00	12.00	14.00	9.00	7.50	7.50		60.00

- 5: Click **Next** to review and validate for errors in your time card on the Summary/Review page.

The screenshot shows the 'Create Time Card: Report Time' form. The 'Next' button is highlighted with a red box. The form displays the following information:

- Person Information: PS-D-002 TestAccount TestAccount
- Time Card Details: 6/10/2023 - 6/16/2023
- For Timecard Assistance, contact: mypay@wsp.com.
- Pour de l'aide concernant votre feuille de temps, veuillez contacter: servicepaie@wsp.com.
- Time Entry: Reported Hours 37.50

- 6: Select **Next** and **Submit** on the top ribbon.

The screenshot shows the 'Create Time Card: Review Time' form. The 'Submit' button is highlighted with a red box. The form displays the following information:

- Create Time Card: Report Time
- Create Time Card: Review Time

End of Process

Salaried (Non-Billable- Corporate) – Ineligible for Overtime (Exempt)

- [Return to Table of Contents](#)
- [Return to Time Card Types](#)
- Still need help?

User feedback Survey: [Did this Quick Reference Guide provide useful direction?](#)



People Leaders are required to review and approve all time cards.

How to Create a Time Card

Hourly –Weekly Overtime Eligible (ex Ont 44)



- 1: Enter the **Project Code** (see *Regional Appendix*)
- 2: Enter the **Task** (see *Regional Appendix*)
- 3: Select **Regular Hours** under the Time Type
- 4: Enter your daily quantity of **hours worked** for each workday
Example: Monday -10 hours worked = 10 hours @ regular time

Important Note:

Time type “**Regular hours**” should be used for hours worked up to your standard work week hours. All hours worked between the standard work week hours and the [weekly overtime threshold](#) must be entered with a time type of “**Overtime 1.0**”.

				Days							Comments	Time Entry Total Hours
			Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun			
	*Project	*Task	*Time Type	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours			10.00						10.00
Daily Totals				Hours:10.00		Hours:0.00		Hours:0.00		Hours:0.00		10.00

- 5: Click **Next** to review and validate for errors in your time card in the Summary/Review page.

Edit Time Card: HCM Patel

Next
Save
Save and Close
Cancel

Person Information : HCM Patel

Time Card Details : 3/4/2023 - 3/10/2023

For Timecard Assistance, contact: myapay@wsp.com.

Pour de l'aide concernant votre feuille de temps, veuillez contacter: servicepaie@wsp.com.

Time Entry

Reported Hours 10.00

				Days							Comments	Time Entry Total Hours
			Mar 04,Sat	Mar 05,Sun	Mar 06,Mon	Mar 07,Tue	Mar 08,Wed	Mar 09,Thu	Mar 10,Fri			
	*Project	*Task	*Time Type	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	2022CA008008-Public f	2-Proposal	Regular 1			10.00						10.00
Daily Totals				Hours:10.00								10.00

Rows Selected 1



People Leaders are required to review and approve all time cards.

How to Create a Time Card

Hourly –Weekly Overtime Eligible (ex Ont 44)

continued



6: Click **Next** to review and validate for errors in your time card in the Summary/Review page.
For example, if your work week looked like this;

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours worked	10 hrs worked @ REG	12 hrs worked @ REG	14 hours worked @ REG	8 hrs worked @ 1.5 REG + 6.5 OT 1.0	16 hr worked @ OT 1.5

Important Note: Time worked between your standard work week hours and the [weekly threshold](#) must be entered using the time type “**Overtime 1.0**”.
**Transfer to Overtime 1.0 must be a day you have regular hours.*

	*Project	*Task	*Time Type	Days							Comments	Time Entry Total Hours
				Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun		
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours			10.00	12.00	14.00	1.50			37.50
2	2021CA003750-Poster Fran	1-Pre-Proposal	Overtime 1.0						6.50			6.50
3	2022CA002695-280 Park R	2-Proposal	Overtime 1.5							16.00		16.00
Daily Totals				Hours:10.00		Hours:12.00	Hours:14.00	Hours:8.00	Hours:16.00			60.00

7: Select **Next** and **Submit** on the top ribbon.

Create Time Card: Report Time ☆

NextSaveSave and CloseCancel

Create Time Card: Review Time

BackSubmitCancel

End of Process

Hourly –Weekly Overtime Eligible (ex Ont 44)

- Return to [Table of Contents](#)
- Return to [Time Card Types](#)
- Still need help? [Click here.](#)

User feedback Survey: [Did this Quick Reference Guide provide useful direction?](#)



People Leaders are required to review and approve all time cards.

How to Create a Time Card

Hourly – Daily + Weekly Overtime Eligible



- 1: Enter the **Project Code** (see *Regional Appendix*)
- 2: Enter the **Task** (see *Regional Appendix*)
- 3: Select **Regular Hours / Overtime 1.5** under the Time type
- 4: Enter your daily quantity of **hours worked** for each workday

Example: Monday -10 hours worked = 8 hours @ regular time + 2 hours at Overtime 1.5

Important Note:s

- Time type **Regular hours** should be used for hours worked under the daily overtime threshold.
- Hours worked between the **daily overtime threshold and double daily threshold** limit must be entered with a Time type of "**Overtime 1.5**".
- Hours worked over the double daily threshold limit must be entered with a time type of "**Overtime 2.0**".

	*Project	*Task	*Time Type	Days							Comments	Time Entry Total Hours
				Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun		
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours			8.00						8.00
2	2021CA003750-Poster Fran	1-Pre-Proposal	Overtime 1.5			2.00						2.00
Daily Totals						Hours:10.00	Hours:0.00	Hours:0.00	Hours:0.00			10.00

5: Click "**Next**" to review and validate for errors in your time card in the Summary/Review page.

Create Time Card: Report Time ☆

Next
Save
Save and Close
Cancel

Person Information : PS-D-002 TestAccount TestAccount
Time Card Details : 6/10/2023 - 6/16/2023
For Timecard Assistance, contact: mypay@wsp.com.
Pour de l'aide concernant votre feuille de temps, veuillez contacter: servicepale@wsp.com.

Time Entry

Reported Hours 37.50

Actions View Format
Add Row Below
Freeze
Detach
Wrap



People Leaders are required to review and approve all time cards.

How to Create a Time Card Hourly – Daily + Weekly Overtime Eligible



continued

6: Select **Next** to review and validate for errors in your time card on the Summary/Review page.
For example, if your work week looked like this;

Hours worked	Monday	Tuesday	Wednesday	Thursday	Friday
	10 hrs worked @ 8 REG + 2 OT 1.5	12 hrs worked @ 8 REG + 4 OT 1.5	14 hours worked @ 8 REG + 4 OT 1.5 + 2 OT 2.0	8 hrs worked @ 8 REG	16 hr worked @ 5.5 REG + 2.5 OT 1.0 + 4 OT 1.5 + 4 OT 2.0

Important Note:

Time worked between your standard work week hours and the [weekly threshold](#) must be entered using the Time type "**Overtime 1.0**".

***Transfer to Overtime 1.0 must be a day you have regular hours.**

Reported Time

Reported Hours 60.00

Actions View Format Freeze Detach Wrap ?

	Project	Task	Time Type	Days							Comments	Time Entry Total Hours
				Mar 04, Sat	Mar 05, Sun	Mar 06, Mon	Mar 07, Tue	Mar 08, Wed	Mar 09, Thu	Mar 10, Fri		
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	2022CA001479- GLENCORE Bruns: 1-Pre-Proposal		Regular Hours			8.00	8.00	8.00	8.00	5.50		37.50
2	2022CA010335- Algonquin Colleg: 1-Pre-Proposal		Overtime 1.5			2.00	4.00	4.00		4.00		14.00
3	2022CA008593- PRHC (Kneller R): 1-Pre-Proposal		Overtime 2.0					2.00		4.00		6.00
4	2022CA010335- Algonquin Colleg: 2-Proposal		Overtime 1.0	0.00						2.50		2.50
Daily Totals				Hours:0.00		Hours:10.00	Hours:12.00	Hours:14.00	Hours:8.00	Hours:16.00		60.00

7: Select **Next** and **Submit** on the top ribbon.

Create Time Card: Report Time ☆

Next
Save
Save and Close
Cancel

Create Time Card: Review Time

Back
Submit
Cancel

End of Process Hourly – Daily + Weekly Overtime Eligible)

- Return to [Table of Contents](#)
- Return to [Time Card Types](#)
- Still need help? [Click here.](#)

User feedback Survey: Did this Quick Reference Guide provide useful direction?



People Leaders are required to review and approve all time cards.

How to Create a Time Card

Hourly – Overtime Ineligible



- 1: Enter the **Project Code** (see *Regional Appendix*)
- 2: Enter the **Task** (see *Regional Appendix*)
- 3: Select **Regular Hours** under the Time Type
- 4: Enter your daily quantity of **hours worked** for each workday
Example: Monday -10 hours worked = 8 hours @ regular time + 2 hours at Overtime 1.5

Important Note:

- Time type **Regular hours** should be used for hours worked under the daily overtime threshold.
- Hours worked above the standard work week hours must be entered with a time type of **Overtime 1.0**.
- More information about banking overtime can be located in the [Banked Overtime section](#).

Days												
*Project	*Task	*Time Type	Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun	Comments	Time Entry Total Hours	
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity			
1	2021CA002535-South Cree	1-Pre-Proposal	Regular Hours			10.00					10.00	
Daily Totals						Hours:10.00						10.00

- 5: Click **Next** to review and validate for errors in your time card in the Summary/Review page.

Create Time Card: Report Time ☆

Next

Save

Save and Close

Cancel

Person Information : PS-D-002 TestAccount TestAccount

Time Card Details : 6/10/2023 - 6/16/2023

For Timecard Assistance, contact: mypay@wsp.com.

Pour de l'aide concernant votre feuille de temps, veuillez contacter: servicepaie@wsp.com.

Time Entry

Reported Hours 37.50

Actions View Format Add Row Below Freeze Detach Wrap



People Leaders are required to review and approve all time cards.

How to Create a Time Card

Hourly – Overtime Ineligible

Continued



6: Select **Next** to review and validate for errors in your time card on the Summary/Review page.
For example, if your work week looked like this;

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours Worked	10 hrs worked @ 10 REG	12 hrs worked @ 12 REG	14 hours worked @ 14 REG	8 hrs worked @ 1.5 REG + 6.5 OT 1.0	16 hr worked @ 16 OT 1.0

Important Note:

Time type Regular hours should be used for hours worked under your standard workweek hours. All hours worked above the standard work week hours must be entered using the Time type “**Overtime 1.0**”.

**Transfer to Overtime 1.0 must be a day you have regular hours.*

	*Project	*Task	*Time Type	Days							Comments	Time Entry Total Hours
				Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun		
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	2021CA002535-South Cree ▾	1-Pre-Proposal ▾	Regular Hours ▾			10.00	12.00	14.00	1.50			37.50
2	2022CA006248-SHA EV Ch ▾	2-Proposal ▾	Overtime 1.0 ▾						6.50	16.00		22.50
Daily Totals				Hours:10.00		Hours:12.00		Hours:14.00		Hours:8.00 Hours:16.00		60.00

7: Select **Next** and **Submit** on the top ribbon.

Create Time Card: Report Time ☆

Next

Save

Save and Close

Cancel

Create Time Card: Review Time

Back

Submit

Cancel

End of Process

Hourly – Overtime Ineligible)

- [Return to Table of Contents](#)
- [Return to Time Card Types](#)
- [Still need help? Click here.](#)

User feedback Survey: Did this Quick Reference Guide provide useful direction?



People Leaders are required to review and approve all time cards.

How to Bank Overtime & How to use Banked OT (Payout)

- To bank overtime, time must be recorded against a project as;
 - Overtime 1.0** (hours between standard work week, and jurisdiction daily/weekly threshold)
 - Overtime 1.5** (hours above jurisdiction daily/weekly threshold)
- The hours must then be reversed out of the time card by using;
 - Project Code: **FR- Fringe (WSP) / FR-49-A49Fringe (A49)**
 - Task Code: **FR-10-Banked OT**
 - Time Type Code: **Banked OT 1.0** or **Banked OT 1.5**, with the hours to be banked entered as a negative number.

Note: The ability to bank **Regular Hours** is not available in Horizon-Oracle.

	Project	Task	Time Type	Days							Comments	Time Entry Total Hours
				Sat,24 Jun	Sun,25 Jun	Mon,26 Jun	Tue,27 Jun	Wed,28 Jun	Thu,29 Jun	Fri,30 Jun		
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	CA-WSP-221-12279-00-	101-Bridges - PM - Admin -	Regular Hours			7.50	7.50	7.50	4.00	4.00	1	30.50
2	FR-Fringe	FR-10-Banked OT Payout	Banked OT 1.0		33.00						2	33.00
Daily Totals				Hours:0.00	Hours:33.00	Hours:7.50	Hours:7.50	Hours:7.50	Hours:4.00	Hours:4.00		63.50

How to use Banked OT (Payout)

- Enter the **Project Code -FR- Fringe (WSP) / FR-49-A49Fringe (A49)**
- Enter the **Task - FR-09-Banked OT PAYOUT**
- Select **Banked OT 1.0** or **Banked OT 1.5** under the Time Type
- Enter your daily quantity of **positive hours** for each workday

Important Note:

- There is no 24-hour limit for banked OT payout. Employees can submit all hours accumulated in their Banked Overtime accrual for payout.
- Directing a payout of Banked OT into a savings account will require you to contact payroll via a [PeopleConnection](#) service request.

	Project	Task	Time Type	Days							Comments	Time Entry Total Hours
				Sat,24 Jun	Sun,25 Jun	Mon,26 Jun	Tue,27 Jun	Wed,28 Jun	Thu,29 Jun	Fri,30 Jun		
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	CA-WSP-221-12279-00-	101-Bridges - PM - Admin -	Regular Hours			7.50	7.50	7.50	4.00	4.00		30.50
2	FR-Fringe	FR-10-Banked OT Payout	Banked OT 1.0		33.00							33.00
Daily Totals				Hours:0.00	Hours:33.00	Hours:7.50	Hours:7.50	Hours:7.50	Hours:4.00	Hours:4.00		63.50



You can locate information about your standard work week in the **Person Information** sections, in the **Working Hours** field in your time card.

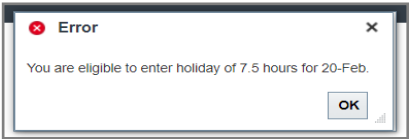
Statutory Holiday Calculation

Working on a Statutory Holiday

Time Card Tips:



- Oracle will **automatically** calculate the number of hours you are eligible for a statutory holiday.
- When you initially create a time card in a week with a statutory holiday in the period, select the **“Next”** button immediately.
- You will receive a pop-up message to notify you of the hours you are entitled to the Statutory Holiday.



Note: System notifications of “0” hours of holiday eligibility will require a row with “0” hours to be entered:

- **Project code:** FR-Fringe (WSP) / FR-49-A49Fringe (A49)
- **Task code:** FR-03-Holiday
- **Time Type code:** Regular
- **Hours worked:** Zero

Working on a Statutory Holiday:

- 1: Enter the **Project Code** *FR-Fringe (WSP)/FR-49-A49Fringe(A49)*
- 2: Enter the **Task** *FR-03-Holiday*
- 3: Select **Regular Hours** under the Time Type
- 4: Enter your daily quantity of **hours worked** on the holiday (when applicable)

Note: The hours worked on the statutory holiday should then be entered against the appropriate project and task code(s) with a Time type of **“Overtime 1.0 and/or Overtime 1.5 and/or Overtime 2.0”** based on your [jurisdictional requirements](#).

Days 1									
*Project 1	*Task 2	*Time Type 3	Sat,01 Apr	Sun,02 Apr	Mon,03 Apr	Tue,04 Apr	Wed,05 Apr	Thu,06 Apr	Fri,07 Apr
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1	FR-Fringe	FR-03-Holiday	Regular Hours						7.50
2									
3									
Daily Totals			Hours:0.00	Hours:0.00		Hours:0.00		Hours:7.50	7.50



Statutory Holiday Calculation

continued

Overtime ineligible employee:

Hours worked on the statutory holiday must be reversed out using Project code ID-Indirect (WSP) / ID-49-A49Indirect, Task code = ID-07-Adjustment, Time Type code of Overtime 1.0, and the number of hours worked as a negative number.

For additional information on reversing time out of a time card, see [Salaried ineligible to Overtime \(Exempt\) section](#), step 3.

	*Project	*Task	*Time Type	Days							Comments	Time Entry Total Hours
				Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun		
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	FR-Fringe	FR-03-Holiday	Regular Hours							7.50		7.50
2	2022CA006248-SHA EV Ch	2-Proposal	Regular Hours			7.50	7.50	7.50	7.50			30.00
3	ID-Indirect	ID-07-Adjustment	Overtime 1.0							-4.00		-4.00
4	2021CA002535-South Cree	1-Pre-Proposal	Overtime 1.0							4.00		4.00
Daily Totals				Hours:0.00		Hours:7.50	Hours:7.50	Hours:7.50	Hours:7.50	Hours:7.50		37.50

Employees taking time off in lieu of the statutory holiday worked:

Work with your manager to approve the time off, and then use the following:

Project code =FR-Fringe (WSP) / FR-49-A49-Fringe (A49)

Task code = FR-04-Approved Absence,

Time type code = Regular Hours.

Add a comment to indicate which holiday.

	*Project	*Task	*Time Type	Days							Comments	Time Entry Total Hours
				Sat,10 Jun	Sun,11 Jun	Mon,12 Jun	Tue,13 Jun	Wed,14 Jun	Thu,15 Jun	Fri,16 Jun		
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1	FR-Fringe	FR-04-Approved Absence	Regular Hours							7.50		7.50
2	2022CA006248-SHA EV Ch	2-Proposal	Regular Hours			7.50	7.50	7.50	7.50			30.00
Daily Totals						Hours:7.50	Hours:7.50	Hours:7.50	Hours:7.50	Hours:7.50		37.50

Overtime eligible employee:

Who wishes to bank the hours worked, additional information on how to bank can be found in the [Banked Overtime \(How to Bank Overtime\)](#) section.



You can search for a **Time Card OGL** can assist you in navigating to the time card to be adjusted.

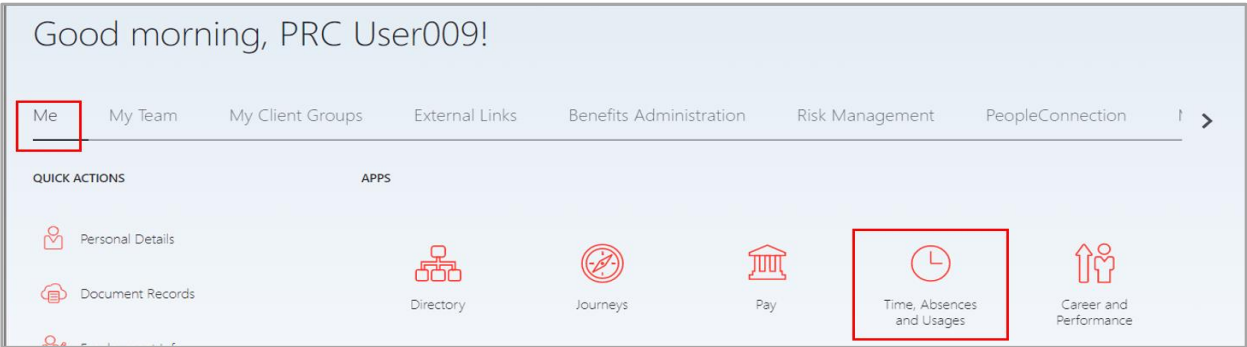
How to Copy a Time card

Time Card Tips:

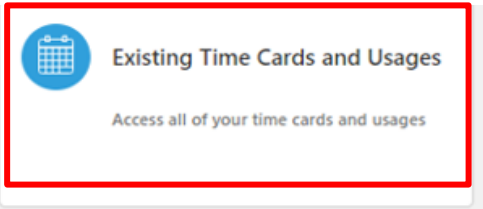


- If you work on the same projects over several weeks, it may be helpful to create a “template” time card to copy a current time card from.
- In this situation, you can create a time card for a future period (time cards can be created up to 6 months in advance).
- Enter all projects that you work on, and then populate “0” hours in each row (rows that do not have a value entered in cannot be saved or submitted).
- Ensure to delete any row that have Time Entry Total Hours entered "0" hours in a row. Failure to do so, will cause downstream impacts.
- You can then copy this time card to any time period and update the time worked for each project accordingly.

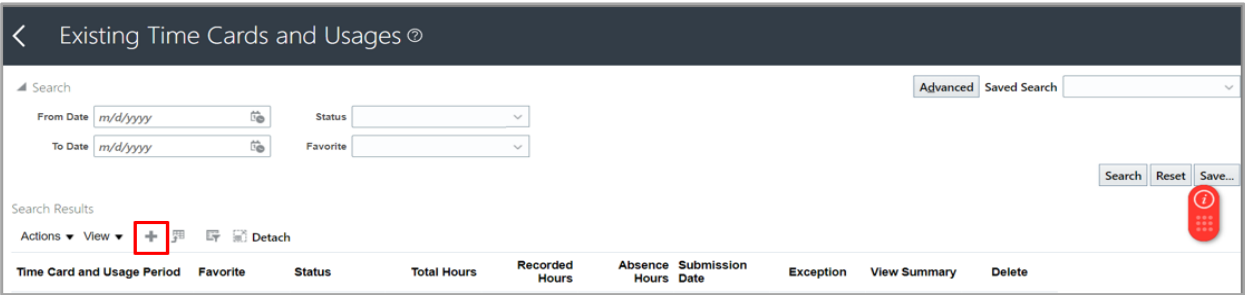
1. Navigate to **ME** tab, select **Time, Absence and Usages**



2: Select **Existing Time Cards and Usages**



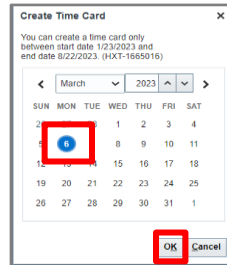
3: Select **+** (Add)



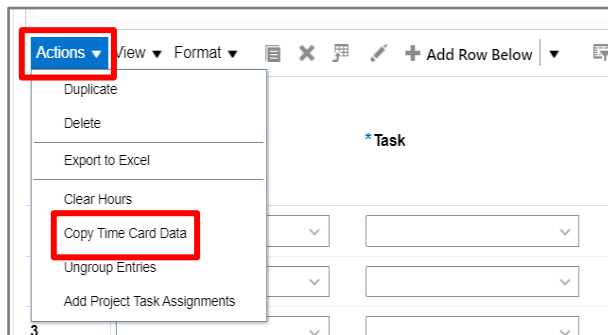
How to Copy a Time Card

continued

4: Select the first **date** from the work week you will be creating a time card for and select **OK**.

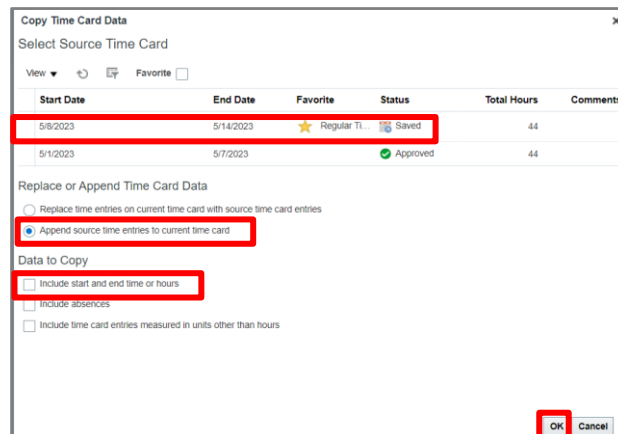


5: Select **Actions**, and in the drop-down list select **Copy Time Card Data**.



6: Select the time card to be copied, then check the details required. Once your selections have been made, click **OK**.

- Selecting **“Replace time entries on the current time card with source time card”** entries will overwrite any and all information in the current time card.
- Selecting **“Append source time entries to the current time card”** will add the rows from the source time card to your current time card, and **will NOT** overwrite information that may have been added to the current time card.
- Selecting **“Include start and end times or hours”** will copy the time spend on each project from the source time card.



How to Copy a Time Card

continued

- Now your current time card will have the information identified to be copied over. Adjust your time as required based on hours worked on each project.
- You can add additional projects by selecting a row and then selecting **+ Add Row Below**.
- Add Usage as required.
- You are able to select **Save and Close** once you have entered information in the time card.

Note: Time cards that have been saved are not submitted for approval.

- To submit a time card, you must first select **Next** to view the time card summary. Once on the summary page, you can select **Submit**.

Create Time Card: Report Time ☆

Next Save Save and Close Cancel

► Person Information : PRC 009 Riopel

► Time Card Details : 3/11/2023 - 3/17/2023

For Timecard Assistance, contact: mypay@wsp.com.

Pour de l'aide concernant votre feuille de temps, veuillez contacter: servicepaie@wsp.com.

Time Entry

Reported Hours 37.50

Actions View Format Add Row Below Freeze Detach Wrap ?

End of Process

How to Copy a Time Card

- [Return to Table of Contents](#)
- [Return to Time Card Types](#)
- [Still need help? Click here.](#)

User feedback Survey: [Did this Quick Reference Guide provide useful direction?](#)

Time Card Balance Report

A report has been created for employees to view their vacation, wellness, sick, purchased vacation, and banked overtime balances.

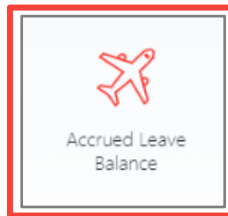
Time off accruals at WSP are **“front loaded”** (your full allotment for the calendar year is available). Should you leave the organization before the year's completion, any used but unaccrued time will be clawed back.

Future-dated time cards containing time off that has been submitted and approved will have the time off reflected in the time off balance report.

Example: I have not taken any vacation, and my vacation balance is 150 hours (4 weeks). I submit and have a time card approved for 37.5 hours (1 week) vacation in 3 months' time, my balance will be updated to show 112.5 hours (3 weeks).

Note: The fringe balances listed on your pay slip and the fringe balance report may not align as the pay slip reflects current accruals (not “front-loaded” values and does not reflect future-dated approved time off).

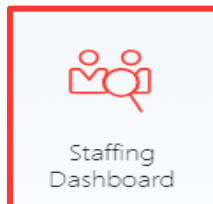
Employees; can navigate to **ME** tab, select **Accrued Leave Balance** app



OR navigate to **ME** tab, select **Absence Usage** app > Existing Time card and usage > select a time card > Expand time card details > Accrued Leave Balance



Managers; can navigate to **My Team** tab, select **Staffing Dashboard** > **Time card balance**



People Leaders can search for **Time off Balance Report – Manager OGL** to assist with additional navigation.

Time Card Submission, Approvals, Deadlines, and Escalation Notices

Time card Submission Deadlines

Employees should submit time cards to managers for approval prior to 11AM local time.

Time card Approval Deadlines

Managers should approve time cards by 3PM local time, however, it is encouraged for managers to approve on receipt of the submitted time card to minimize the volume of notifications and emails from Oracle.

Escalation Notices

Oracle will send notices to employees, managers, and second-level managers based on an Eastern time zone escalation schedule. Once a time card has been submitted/approved, no further escalation notices will be sent by the system.

For this reason, it is encouraged for employees to submit their time cards for manager approval prior to the first escalation notice to curtail the number of Oracle-generated notifications and emails. Please note that the escalation notices may begin distribution slightly ahead of the stated time to ensure all notices are out by the indicated time.

FRIDAY		PT	MT	CT	ET	AT	NT
First Escalation	<ul style="list-style-type: none">A notification and email are sent to all workers with missing or rejected time cards.A notification and email are sent to managers who have direct reports' time cards in the missing or submitted but unapproved status.	8AM	9AM	10AM	11AM	12PM	12:30PM
Second Escalation	<ul style="list-style-type: none">A notification and email are sent to all workers with missing or rejected time cards.A notification and email are sent to managers and one level up managers who have direct reports' time cards in the missing or unapproved status.	10AM	11AM	12PM	1PM	2PM	2:30PM
Third Escalation	<ul style="list-style-type: none">Submitted but unapproved time cards escalate to WSP's Payroll Manager to be mass approved.<ul style="list-style-type: none">Time cards that have not been submitted for manager approval cannot be mass approved and will not be captured in the employee's pay or in the weekend reporting by projects or finance.A notification e-mail is sent to managers that Payroll will approve submitted time cards on their behalf, and to review/edit the time card as needed.	12PM	1PM	2PM	3PM	4PM	4:30PM

Note: Based on the listed schedule you will receive escalation notices.

In the event of a statutory holiday falls on a Friday, separate instructions will be provided on updated deadlines.



Time Card Submission, Approvals, Deadlines, and Escalation Notices

continued

Viewing an Approved Time card

To view an approved time card, select the eyeglasses icon under the View Summary header.

Actions ▾ View ▾ + [Grid Icon] [Print Icon] [Detach Icon] Detach								
Time Card and Usage Period	Favorite	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary
5/8/2023 - 5/14/...	★ Regular ...	📁 Saved	44.00	44.00	0.00			
5/1/2023 - 5/7/...	☆	✅ Approved	44.00	44.00	0.00	6/1/2023		

Note: This will prevent an approved time card from being re-opened and requiring re-approval.

Modified Time card

Previously approved time cards that have not had any changes made to them, but have had the “Next”, “Save” or “Save and Close” button selected to enter into a “modified” state, and must be resubmitted for approval by employees, and approved by managers.

- Ensure to review of the modified time card and approve.
- Only approve time card that are finalized.

Note:

Escalation submit/approval notifications will be sent on Fridays, should the previous time card have been modified and not submitted/approved.

Time card Adjustments

Time cards created in Oracle can be **adjusted up to 4 weeks retroactively** in the past. Both changes with and without pay impact can be completed directly in Oracle.

For Time Card Adjustments **Outside a 4 Week** Retroactive History Window:

- **Non Pay Impacting Time card** >4 weeks historical: Please send a note to your Project Accountant.
- **Pay Impacting Time cards** >4 weeks historical: Notify Payroll by creating a [People Connection](#) Service Request.

Remember:







- When making adjusting to a time card, do not delete any project entry rows. Simply replace the previously approved entry with the correct value. Enter zero (0) hours for project rows that should no longer have allocated hours.
- All adjusted time cards will need to be **reapproved** by managers once submitted.



You can search for an **Adjust a Time card OGL** can assist you in navigating about how to adjust the time in an existing time card.

Time Card Tips and Tricks

Here are some handy tips and tricks to make your experience smoother and more efficient:

	<p>Copying Time Card Template: Need to create a new time card? Save time by copying a previous time card as a template. Simply locate the card you want to replicate, click on the "Copy" button, and make any necessary adjustments. Voila! Your new time card is ready in a snap.</p> <p>Consult your OGL Guide for reference: Copy a Prior Time card</p>
	<p>Favorite Button for Saved Templates: Have certain templates you use frequently? Click the "Favorite" button on your most-used templates to easily access them from the Favorites tab. No more hunting through a long list—your go-to templates are just a click away!</p>
	<p>Copy Project Code for Quick Entry: Save yourself keystrokes by copying the project code and pasting it into your time card. No need to manually type it out each time—just Ctrl+C, Ctrl+V, and you're done.</p>
	<p>Query by Example (QBE) Search: Looking for specific information in your time cards? Use the Query by Example (QBE) feature to search for project codes or dates based on your specified fields. It's a powerful way to locate the information you need quickly.</p>
	<p>Export to Excel: Want to analyze or share your time card data? Export your time card to Excel! Just click on the "Export" option and choose Excel format. You'll have your data ready for further analysis or reporting in no time.</p>
	<p>Reference OGL Process Guides</p> <p>Don't forget to consult your OGL process guides for step-by-step assistance.</p>



Direct Project Codes

Current Deltek projects will be migrated to Oracle with the addition of a "prefix", e.g CA-WSP-Deltek number (WSP Canada) /CA-A49-Deltek number (A49) / CA-GLB-Deltek number (WSP Global).

Opportunity Projects

Begin with the year (i.e.. 2023CA001234-Metrolinx), remember that you can only book time to the preproposal and proposal tasks in the opportunity project, do not select task 99 in your timesheet as it is only for project deliverables planning.

Indirect

Project Code: ID-Indirect (WSP)/ID-49-A49-Indirect(A49).

Task Code	Used for:
ID-01 -Business Development	No opportunity-specific business development.
ID-02-Management	Team meetings, interviews, performance reviews, mentoring, management tasks, etc.
ID-03-Training Given	Giving internal training.
ID-04-Training Received	Taking internal training.
ID-05-Admin	Time card completion, arranging travel, admin tasks, etc.
ID-06-Bench	Idle time.
ID-07-Adjustment	To back out/reverse overtime hours.

Fringe (Time off/Banked time)

Project Code: FR-Fringe(WSP)/FR49-A49-Fringe(A49).

Task code	Used for:
FR-01-Vacation	Annual Vacation Leave.
FR-02-Purchased Vacation	Additional vacation purchased in addition to current vacation allotment.
FR-03-Holiday	Statutory and Company Paid Holiday.
FR-04-Approved Absence	Approved special day off (ie. day off in lieu of working on a Statutory Holiday).
FR-05-Parental Leave	2 legislated Parental Days for Quebec employees who are ineligible for Wellness Days.
FR-06-Bereavement Leave	Paid time off for the death of a family member.
FR-08-Unpaid Leave	For salaried employees to take approved unpaid time off.
FR-09-Banked OT	To bank, or use, banked overtime hours to complete a work week.
FR-10-Banked OT Payout	Overtime hours banked for cash payouts only.
FR-11-Sick	For BC and <u>QC</u> employees who are ineligible for Wellness Days.
FR-12-Wellness	For personal time off for sick days, doctor appointments, vaccination appointments, volunteering, qualifying period for short term disability etc.



Time Coding and OT Eligibility Rules



Please reference the below table to ensure the correct overtime threshold application by province.

Province Code	Weekly Threshold	Daily Threshold	Double Time Threshold	OT 1.5	OT 2.0	Stat Holiday count toward my <u>working hours limit</u>	Stat Holiday count towards my <u>OT weekly threshold</u>	OT Rate on Stat Holiday	Weekly OT threshold reduced the week of a Holiday
AB	44	8		>8 daily		Yes	No	OT 1.5	No
				>44 weekly					
BC	40	8	12	>8-12 daily	>12 daily	Yes	Yes (if I was required to work that day of the week)	OT 1.5	No
				>40 weekly					
SK	40	8		>8 daily		Yes	No	OT 1.5	Yes, reduce from 40 to 32 hours
				>40 weekly					
MB	40	8		>8 daily		Yes	Yes	OT 1.5	
				>40 weekly					
NT	40	8		>8 daily		Yes	No	OT 1.5	Yes, reduce from 40 to 32 hours
				>40 weekly					
NU	40	8		>8 daily		Yes	No	OT 1.5	Yes, reduce from 40 to 32 hours
				>40 weekly					
YT	40	8		>8 daily		Yes	No	OT 1.5	Yes, reduce from 40 to 32 hours
				>40 weekly					
ON	44			>44 weekly		Yes	No	OT 1.5	No
QC	40			>40 weekly		Yes	Yes	OT 1.0	No
PE	48			>48 weekly		Yes	No	OT 1.5	No
NB	44			>44 weekly		Yes	No	OT 1.5	No
NS	48			>48 weekly		Yes	Yes (if I was required to work that day of the week)	OT 1.5	No
NL	40			>40 weekly		Yes	Yes (if I was required to work that day of the week)	OT 2.0	No



People Leaders are required to review and approval time cards.

Time Types



Please reference the below table to ensure the correct overtime threshold application by province.

Time Type code	Used for:
Regular Hours	Hours worked as part of the standard work week.
Overtime 1.0	Hours worked over the standard work week. For employees, who are not eligible for overtime, or employees who must work up to 40 hours prior to overtime eligibility, hours recorded must be reversed out of a time card using indirect project code., and task type adjustment/
Overtime 1.5	For overtime eligible employees with hours worked over the local jurisdictions daily/weekly threshold to be paid at time and a half.
Overtime 2.0	For overtime eligible employees with hours worked over the local jurisdictions daily/weekly threshold to be paid at double time.
Banked OT 1.0	For overtime eligible employees with hours worked between an employee's standard work week and the local jurisdictions daily/weekly threshold. Banked as single time for future use (either as a cash payout or time off).
Banked OT 1.5	For overtime eligible employees with hours worked over the local jurisdictions daily/weekly threshold to be banked at time and half for future use (either as a cash payout or time off).
Premium Regular Hours	Hours as part of a standard work week for projects paid at a premium rate (i.e., night shift and weekend work, remote locations, miner work, etc.).
Premium Overtime 1.0	Hours worked over the standard work week for projects paid at a premium rate (i.e., night shift and weekend work, remote locations, miner work, etc.). For employees, who are not eligible for overtime, or employees who must work up to 40 hours prior to overtime eligibility, hours recorded must be reversed out of a time card using indirect project code, task type adjustment.
Premium Overtime 1.5	Hours worked over the standard work week for projects paid at a premium rate (i.e., night shift and weekend work, remote locations, miner work, etc.).