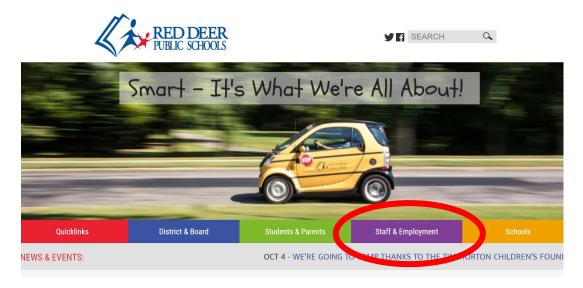
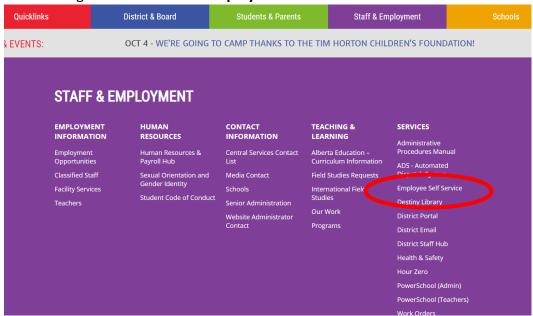
## **Electronic Timesheet – Monthly Salaried employees**

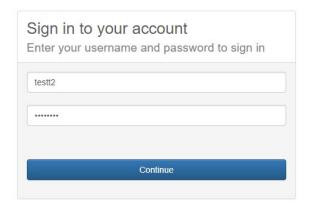
To access the new Electronic Timesheet start from the Red Deer Public Schools website at <a href="http://www.rdpsd.ab.ca/">http://www.rdpsd.ab.ca/</a>, click on the **Staff & Employment** purple tab.



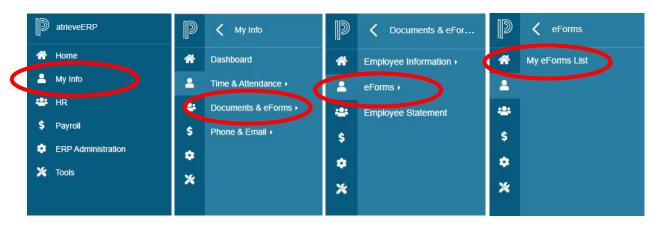
## In the far right column click on Employee Self Service



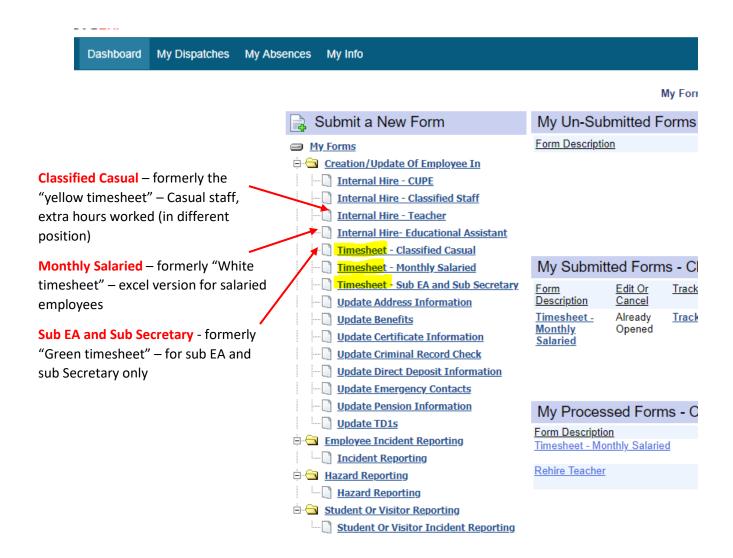
Log in using your computer username and password (not your email address)



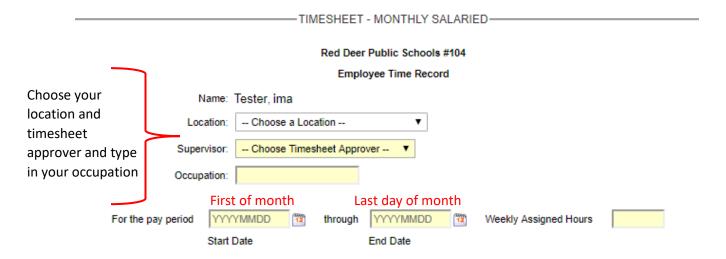
On the left is the menu (on the blue bar). Click on My Info  $\rightarrow$  Documents & eForms  $\rightarrow$  My eForms list. You can also use the magnifying glass in the top right and search the word 'forms' to have it come up quickly



On the left side of the screen choose the timesheet you are completing:



Fill in the top section with your information and choose your supervisor. Each school is different for who approves the timesheet – this could be your Principal, Vice-Principal, Financial Secretary, or other supervisor. If you are not sure please ask at your school.



Choose one of these 2 options by clicking inside the circle.

cycle

We no longer require you to tell us you were at work each day, only when you were NOT at work, or when you had extra time above your assigned hours.

Choose the first option if you were at work each day during the pay period with no exceptions for illness days, personal days or other absences and had no extra hours worked.

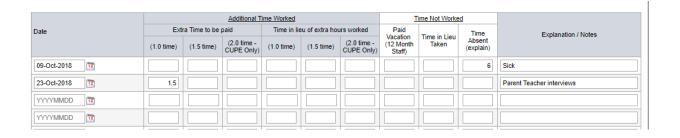
Choose the second option if there was a day you were away or if you have extra time to be paid.

By electronically submitting this timesheet, I certify that I worked the weekly assigned hours indicated above with no exceptions this month

By electronically submitting this timesheet, I certify that I worked the weekly assigned hours indicated above with the following exceptions of time missed or extra time worked. I understand that extra time worked will be paid on the next payroll

If you choose the second option please fill in the bottom part with each day you had an absence or extra

time worked by putting the number of hours in the correct column – an example is shown here:



At the bottom you have the choice to Save your timesheet to submit later, or to Submit now.

• **Tip**: You can enter your absences into your timesheet as they occur throughout the month, and submit when the month is complete. To access the saved timesheet go to My Info – My Forms and on the top right will be your unsubmitted forms. Click on the form name to edit and submit it.

## My Forms

My Un-Submitted Forms - Click on a form below to edit and submit it.			
Form Description	<u>I.D.</u>	Created	Other Info
<u>Timesheet - Monthly Salaried</u>	13475	04-Oct-2018 09:33.58 AM	Timesheet - Monthly Salaried 01-Oct- 2018 31-Oct-2018

That's it! No inserting your signature or printing it off to be scanned and send to HR.

## What happens next?

- When you submit the timesheet will be sent to your supervisor for approval.
- If he or she thinks you missed something they can request a revision from you. This will send you an email so you know to go into My Forms again to change what needs to be changed.
- Once approved by your supervisor your timesheet will then go to HR to verify your absences are entered in the system, and then to Payroll if you have extra time worked.
- When that process is complete you will receive an email saying that your timesheet has been approved, with a copy for your records.