

# TP Form



uOttawa

Ressources humaines  
Human Resources

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# Introduction

## Introduction

1. This users' guide was created as a reference tool in your daily use of this system.
2. An up-to-date version of this guide in Adobe Acrobat (PDF) format may be viewed on the Human Resources website and downloaded. Simply go to [http: // www.hr.uOttawa.ca/forms/manager/documentation.php](http://www.hr.uOttawa.ca/forms/manager/documentation.php).
3. You are invited to share your comments and questions with us. Please email [lynne.bouchard@uottawa.ca](mailto:lynne.bouchard@uottawa.ca).

## Help

Do you need help with the electronic forms? Contact the Payroll Sector, by telephone at extension 7709 or by email at [EPAF@UOTTAWA.CA](mailto:EPAF@UOTTAWA.CA).



# Connection to EPAF Forms

## Login information related to EPAF Forms

1. How do you log into EPAF Forms?

Click on the following URL : <https://web30.uottawa.ca/v3/uofrms/default.aspx>

2. What are my user-id and password? You can use your Banner ID or your Infoweb account.

3. How do you request access to this system?

By filling the Request for Access to Systems form that you will find at the following url: [Forms for Administrators and Managers](#).

4. Which section(s) of the form must I fill ?

You must click on the requested item(s) from the User Roles Section as illustrated below.

3. Rôles de l'utilisateur – User Roles <i>(Dans la section qui suit, on doit cocher les rôles requis - This section is used to indicate the required roles)</i>	
<b>Recherche de personne – Person search.</b>	
<input type="radio"/> Donner accès / Provide access	<input type="radio"/> Enlever ce rôle / Remove this role
<b>EPAF (P3C – Feuilles de temps / régulier et en retard)   (P3C – Timesheets / Regular and Late-Time)</b>	
<input type="radio"/> Créateur / Originator <input type="radio"/> Approbateur / Approver <input type="radio"/> Enlever ce rôle / Remove this role	
<b>EPAF (P3D – Payes multiples   P3D - Multiple pays)</b>	
<input type="radio"/> Créateur / Originator <input type="radio"/> Approbateur / Approver <input type="radio"/> Enlever ce rôle / Remove this role	
<b>Embauche des professeurs à temps partiel / Part-time professors hiring</b>	
<i>Le système de gestion d'embauche APTPUO permet de créer l'offre de poste pour laquelle un formulaire TP doit être complété. The Hiring Management System enables the creation of the offer for which a TP form must be completed.</i>	
<b>Système de gestion d'embauche UO (SGEUE) APTPUO / UO Hiring Management System (UOHMS) APTPUO</b>	<b>Formulaire TP   TP Form</b>
<input type="radio"/> Créateur / Originator <input type="radio"/> Lecture seulement / Read only <input type="radio"/> Enlever ce rôle / Remove this role	<input type="radio"/> Créateur / Originator <input type="radio"/> Approbateur / Approver <input type="radio"/> Lecture (Faculté) / Viewer (Faculty) <input type="radio"/> Enlever ce rôle / Remove this role
<b>Embauche d'étudiants SCFP / CUPE students hiring</b>	
<i>Le système de gestion d'embauche CUPE permet de créer l'offre de poste pour laquelle un formulaire S doit être complété. The Hiring Management System enables de creation of the offer for which an S form must be completed.</i>	
<b>Système de gestion d'embauche UO (SGEUE) CUPE / UO Hiring Management System (UOHMS) CUPE</b>	<b>Formulaire S   S Form</b>
<input type="radio"/> Créateur / Originator <input type="radio"/> Lecture seulement / Read only <input type="radio"/> Enlever ce rôle / Remove this role	<input type="radio"/> Créateur / Originator <input type="radio"/> Approbateur / Approver <input type="radio"/> Lecture (Faculté) / Viewer (Faculty) <input type="radio"/> Enlever ce rôle / Remove this role

## Connection to Epaf Form

1. Click on the following hyperlink : [EPAF Form](#).

Your User Name (which starts with a capital E, followed by your employee number without the leading «1» and zeroes). Example: 100010568 = E10568.

And your Password (which is the same as your InfoWeb password, all in capitals)

2. Type your Username.
3. Type your Password.
4. Click on *Connexion / Login*.
5. Click on one of the following items:  
All electronic forms are accessible by connecting to EPAF Form.
  - P3C : Time Sheet
  - P3D : Multiple Pay
  - LTE : Late Time Entry
  - LR : Labour Redistribution
  - Corrections (HR or Pay)
  - S : Contract - CUPE (2626) (S Form)
  - TP : Part Time Teaching (TP Form)
  - UC : Unpaid Clinician
  - APTPUO Hiring (UOHMS APTPUO)
  - CUPE Hiring (2626) (UOHMS CUPE)

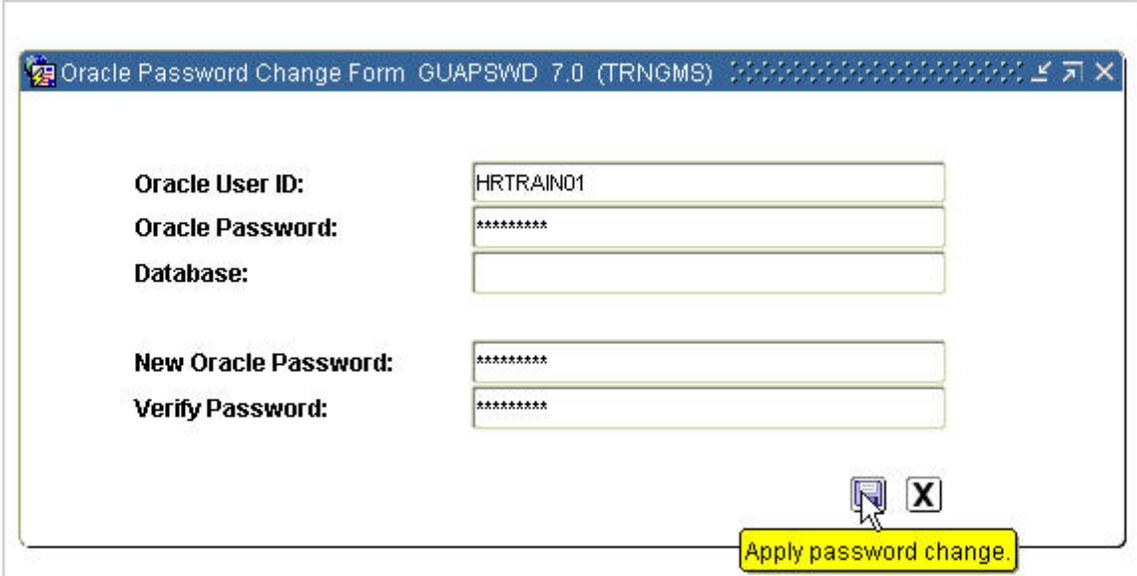
## Error message when logging in to EPAF Forms

If you get the message : Could not login with the username and password provided after entering your userid and password, it may be because your password has expired.

To solve this problem, you must change your Banner password. Please refer to the section *Password modification* to help you with this task.

## Password modification

1. Click on [Banner Application](#) from the Start menu.
2. Type your Banner Username.
3. Type your Password.
4. Click on *CONNECT*.
5. Click on Click to change your password on the right hand side index.
6. Type your **CURRENT** password in the Oracle Password field.



The screenshot shows a web browser window titled "Oracle Password Change Form GUAPSWD 7.0 (TRNGMS)". The form contains the following fields:

<b>Oracle User ID:</b>	<input type="text" value="HRTRAIN01"/>
<b>Oracle Password:</b>	<input type="password" value="*****"/>
<b>Database:</b>	<input type="text"/>
<b>New Oracle Password:</b>	<input type="password" value="*****"/>
<b>Verify Password:</b>	<input type="password" value="*****"/>

At the bottom right of the form, there is a yellow button labeled "Apply password change." with a mouse cursor pointing to it. The browser window also shows standard navigation icons (back, forward, home, search) and window control buttons (minimize, maximize, close).

7. Type the **NEW** password in the New Oracle Password field.

8. Type the **NEW** password again in the Verify Password field.
9. Click on the diskette icon to save your new password.
10. Click on *Ok*.
11. Click on the X from the top menu to exit Banner.

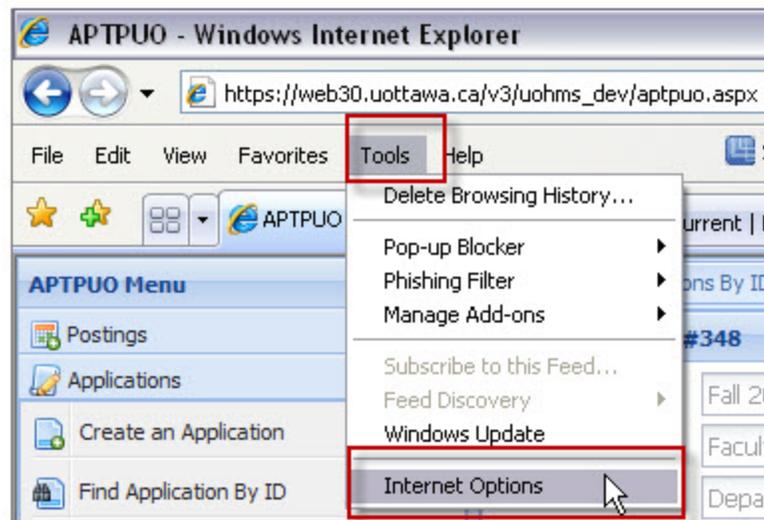


# Configuration

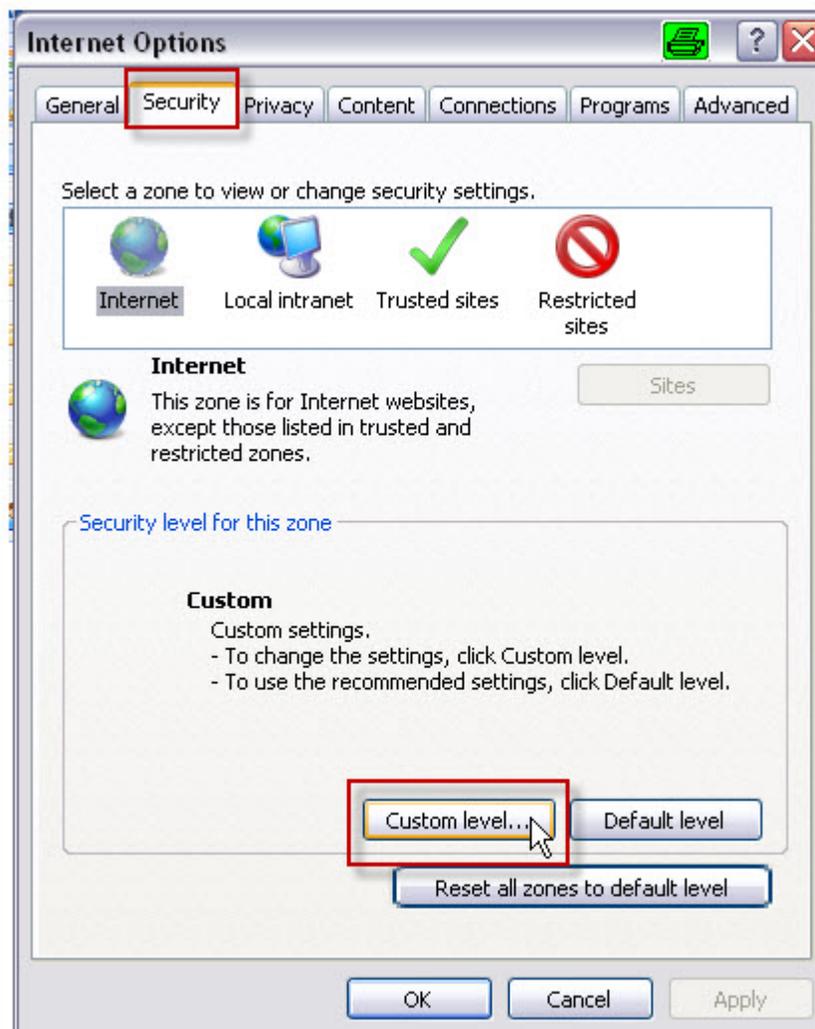
## Modifying your Internet Explorer configuration

If you need to open a CV or execute a report and you received an error message or nothing opens, you must modify your Internet Explorer to solve this issue.

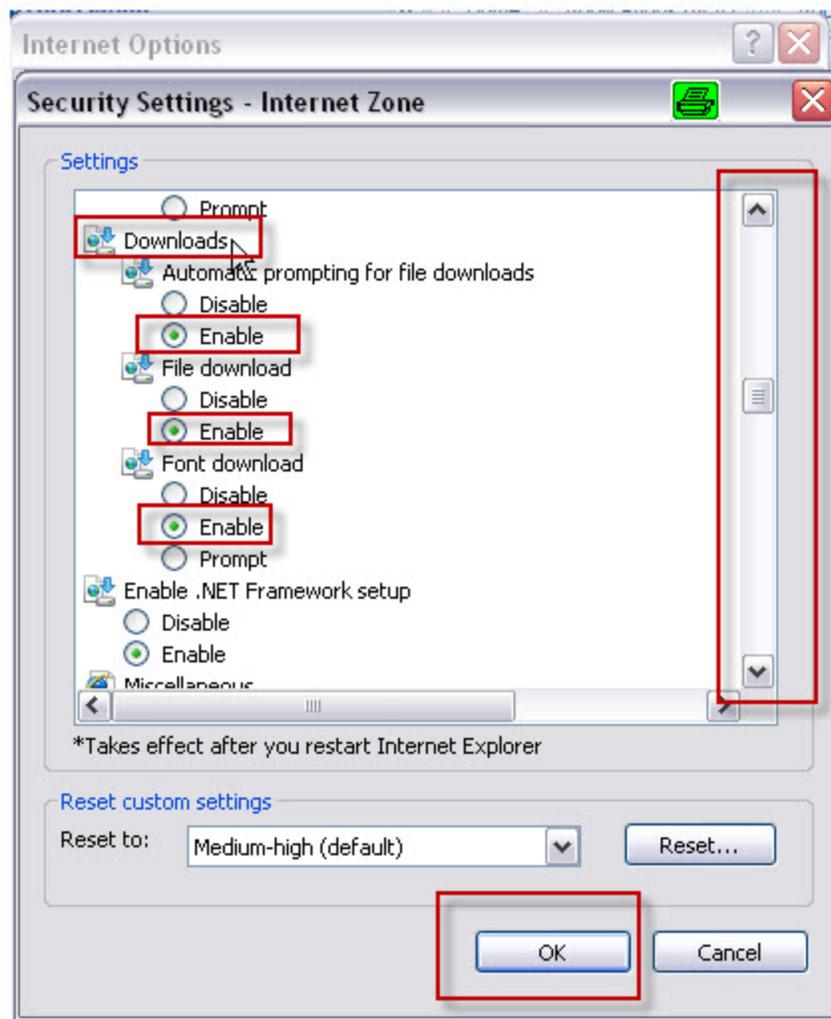
1. Click on Tools from the Internet Explorer top menu.
2. Select Internet Options.



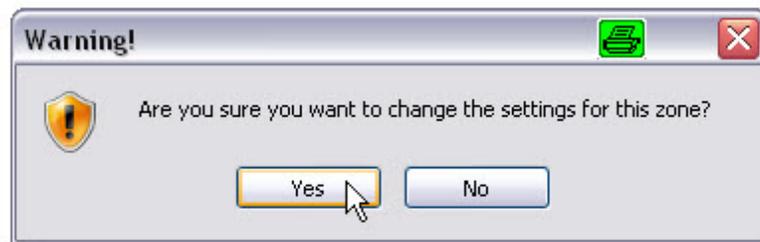
3. Click on the Security tab.
4. Click on Custom Level.



5. Using the scroll bar, bring your cursor down until you get to Downloads.
6. Click on Enable for each of the three following options : Automatic prompting for file downloads, File download and Font download.
7. Click on Ok.

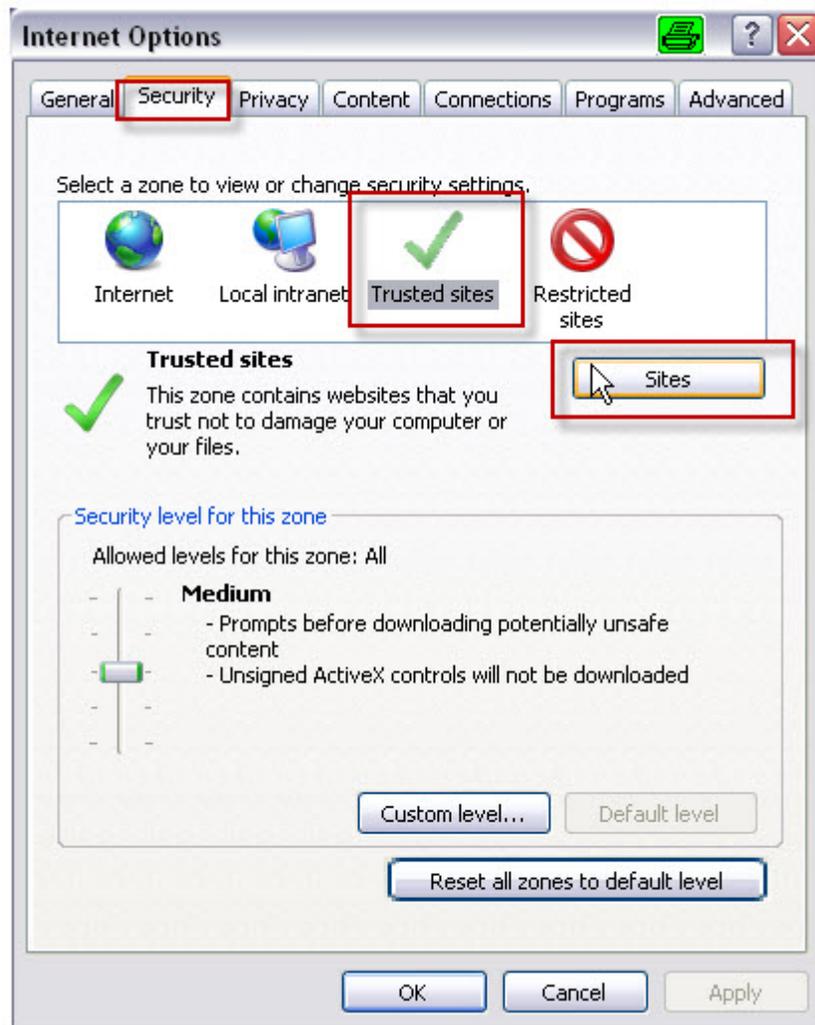


8. Click on Ok to confirm the modification.



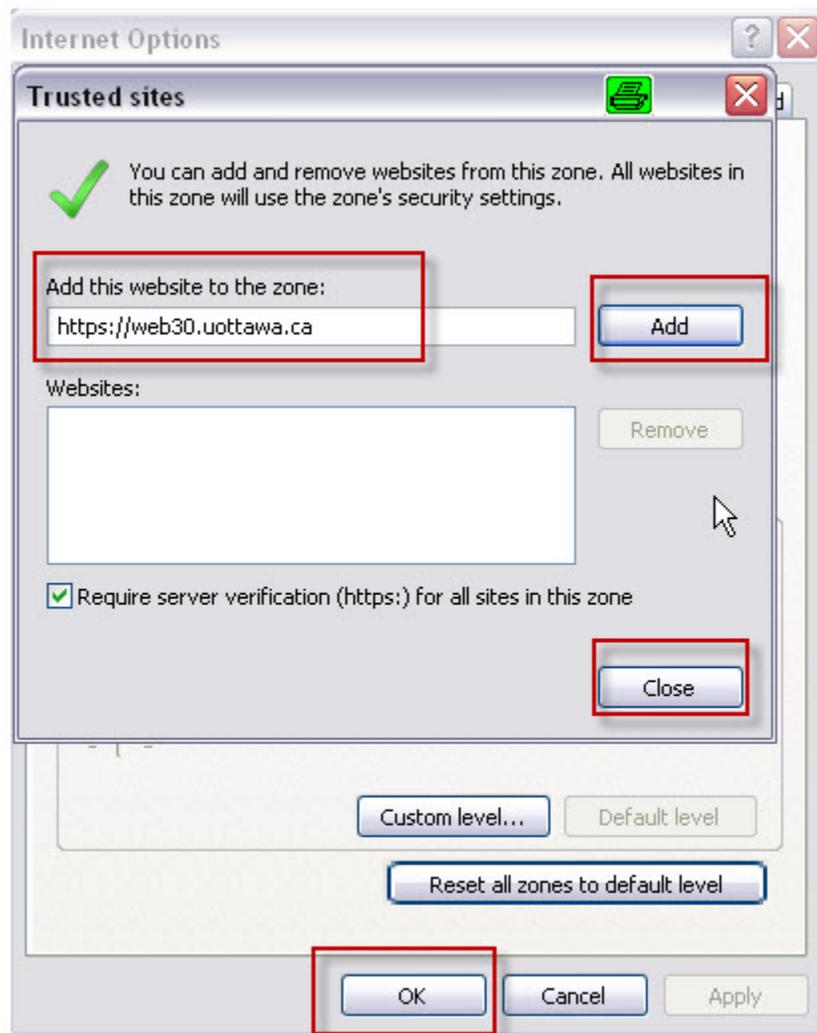
9. Click on Trusted Sites.

10. Click on Sites.



11. Type *https://web30.uottawa.ca* in the box titled *Add this website to the zone*.
12. Click on Add.
13. Click on Close.

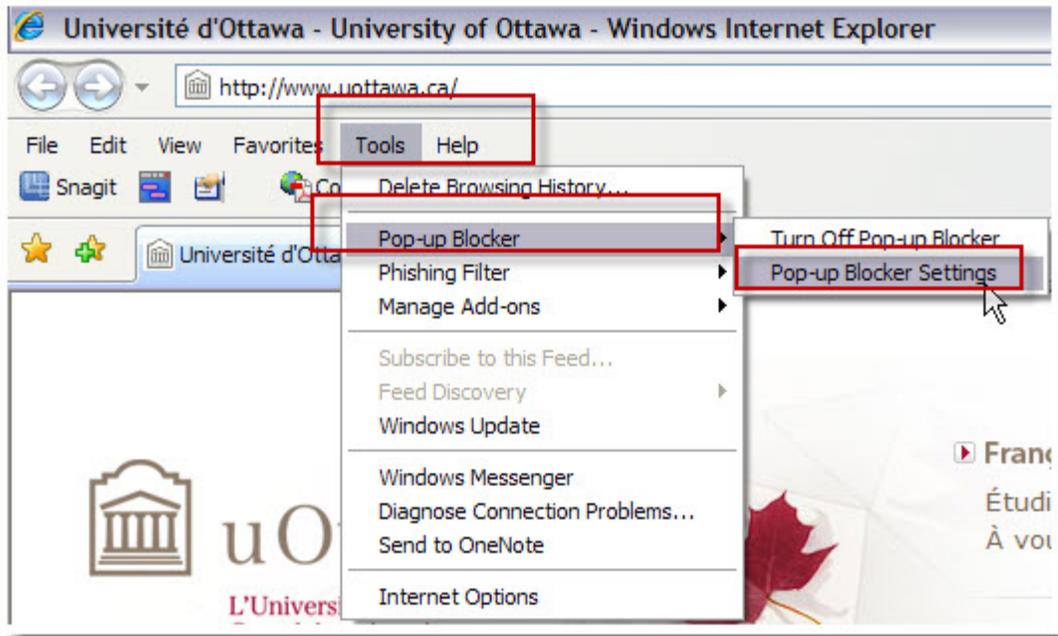
14. Click on Ok.



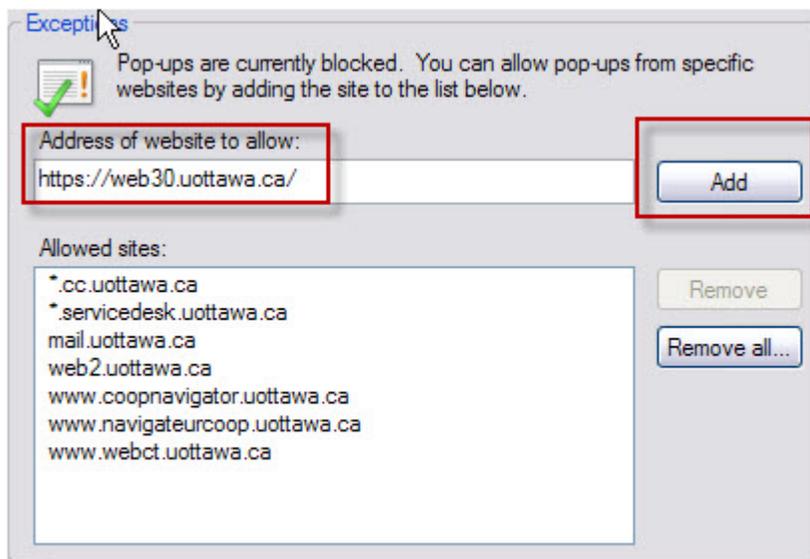
15. Click again on Tools from the top menu.

16. Select Pop-up Blocker.

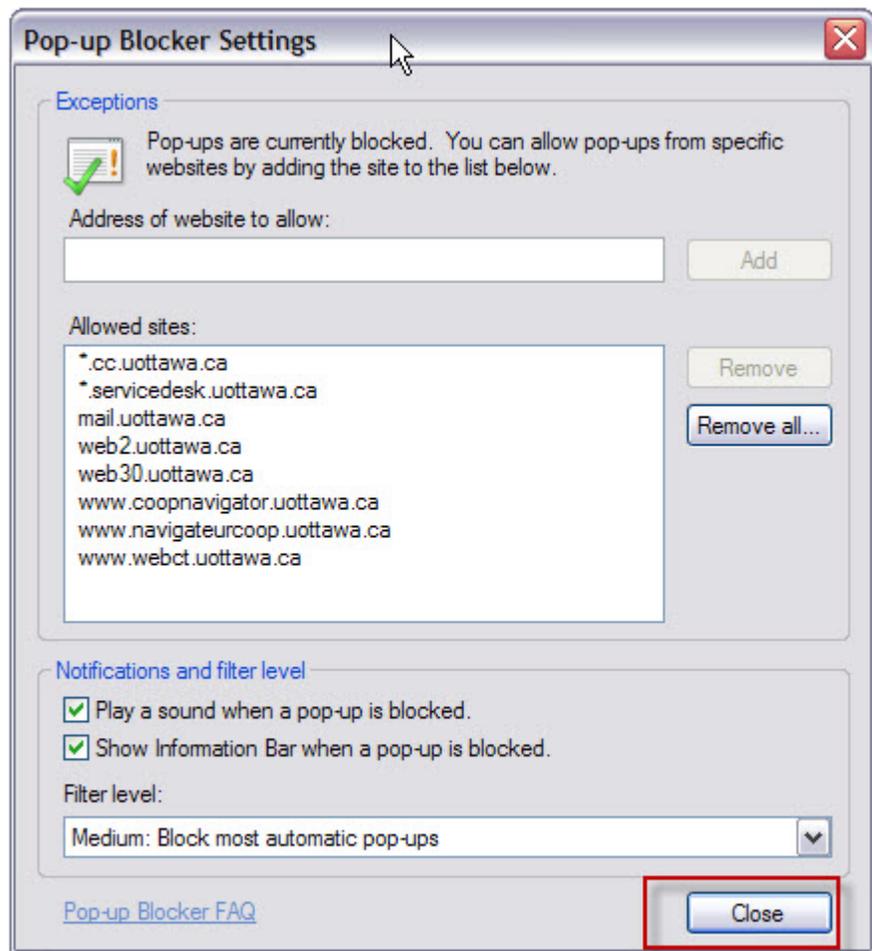
17. Select Pop-up Blocker Settings.



18. Type the following url : `https://web30.uottawa.ca` in the box titled Address of website to allow and click on Add.



19. Click on Close.



## Language of preference modification

It is possible to use the English version of electronic forms. You must follow the steps to switch to English forms.

1. Click on *Préférences* from the Index.
2. Select Anglais.

3. Click on *Sauvegarder*.
4. The system automatically switches to English.



# My Forms and usage of the TP

## My Forms

When you create electronic forms that you have saved but not submitted for approval, they are left in My Forms. This means that if you have started working on a form but have not completed it, you can reopen it later, finish it and then submit it for approval.



Open	Type	Status	Employee	Position
<a href="#">13662</a>	P3C	New	François, Francine	SC0006
<a href="#">13665</a>	LTEC	New	Paul, David	SC0002
<a href="#">13688</a>	TP	New	Brightside, Joseph	AT1001

- If you open an EPAF session and some of your previous forms have not been submitted for approval, you will automatically get the My Forms window.
- If you are currently working on a form and you save it as draft, you will be able to go back to it by clicking on My Forms from the left hand index.

## TP Form and it's usage

The TP Form is used to pay part-time professors that belong to employee classes 1D and 1E. These professors are paid on a semi-monthly basis (SM). Following, is a list of all PClass codes that can be used in the TP Form.

Employee Class	Pclass Code	Pclass Description
1E - APTPUO	31400	Lecturer - APTPUO
1E - APTPUO	31401	Lecturer- APTPUO Student
1E - APTPUO	31410	Lang. Teacher APTPUO
1E - APTPUO	31411	Lang. Teacher APTPUO Student

Employee Class	Pclass Code	Pclass Description
1E - APTPUO	31420	APTPUO-Applied Theory
1D - Term Academic - Non Union	31101	Term Professor Non-APUO
1D - Term Academic - Non Union	31111	Term Lang.Teacher Non-APUO
1D - Term Academic - Non Union	31402	Lecturer Non-APTPUO
1D - Term Academic - Non Union	31412	Lang. Teacher Non-APTPUO
1D - Term Academic - Non Union	31422	Term Non Union-Applied Theory
1D - Term Academic - Non Union	36100	Lecturer Non-APTPUO Student
1D - Term Academic - Non Union	36110	Lang. Teach Non-APTPUO Student

## Rate Type, Pclass and 4 %

The different rate types that can be selected in the TP Form must be used for specific cases. The following table contains a list of all rate types that can be selected on the form.

Rate Type	Utilisation	Payment	Can you modify the hourly rate? (Yes / No)	Prof accumulates seniority points? (Yes / No)	Do you need to add 4 % to the amount? (Yes / No)
Accommodation	When an APTPUO member is requested to assist with accommodation measures for students during in-class examination and that such accommodation is arranged	Flat Amount	No	No	No

Rate Type	Utilisation	Payment	Can you modify the hourly rate? (Yes / No)	Prof accumulates seniority points? (Yes / No)	Do you need to add 4% to the amount? (Yes / No)
	through the Student Access Service Centre and involves additional e-mail, telephone or in-person support on the part of the APTPUO member, he/she shall be paid an amount for such accommodation assistance.				
Applied Theory	To be used when a CUPE student was not hired or used by the Faculty of Sciences under special circumstances.	Hourly Rate	No	No	Yes
Applied Music	Used by the School of Music for musical instrument course.	Hourly Rate	Yes	Yes	Yes
APUO Prof - additional teaching	Additional Teaching Load of an APUO professor.	Hourly Rate	No	No	No
Clinical Teaching - prof has B. Sc.	Clinical teaching by a professor with a bachelor degree in Sciences.	Hourly Rate	No	Yes	Yes
Clinical Teaching - prof has M.Sc.	Clinical teaching by a professor with a masters degree in Sciences.	Hourly Rate	No	Yes	Yes
Corrections by Prof	According to the article titled <i>PAYMENT IN LIEU OF ASSISTANCE</i> of the APTPUO collective agreement.	Flat Amount	Yes	No	No

<b>Rate Type</b>	<b>Utilisation</b>	<b>Payment</b>	<b>Can you modify the hourly rate? (Yes / No)</b>	<b>Prof accumulates seniority points? (Yes / No)</b>	<b>Do you need to add 4% to the amount? (Yes / No)</b>
Course Canceled - Initial Contract Not Issued	This code must be used to pay the indemnity to the professor because the course was cancelled and because the initial contract was not yet issued. The professor will receive seniority points if he/she was to teach a credit course.	Flat Amount	Yes	Yes	Yes
Deferred Exam	The member will be paid an amount for each deferred examination, supplemental examination or any additional course work directly related to the assignment of the final grade for the course, prepared under faculty regulations.	Flat Amount	No	No	No
Large Class Payment - all class types	According to article <i>CLASS SIZE</i> of the APTPUO collective agreement.	Per Student Rate	No	No	No
Law - Other	Used by the Faculty of Law to pay a flat amount.	Flat Amount	Yes	No	No
Review and Appeal	When an APTPUO member participates in an official appeal of a student's grade in a course he/she has taught and that the department requests that the member undertake a further review of the marks after the end	Flat Amount	No	No	No

Rate Type	Utilisation	Payment	Can you modify the hourly rate? (Yes / No)	Prof accumulates seniority points? (Yes / No)	Do you need to add 4% to the amount? (Yes / No)
	of the contract, he/she will be paid an amount for such a review.				
Teaching - manual rate - without seniority points	Regular APTPUO teaching contract but for which the hourly rate does not apply due to special reasons. The professor will not accumulate seniority points.	Hourly Rate	Yes	No	Yes
Teaching - manual rate - with seniority points	Regular APTPUO teaching contract but for which the hourly rate does not apply due to special reasons. The professor will accumulate seniority points.	Hourly Rate	Yes	Yes	Yes
Teaching - Visiting Professor	Used to hire a visiting professor who will teach a course that has not been posted for which the T Board of Governor forms does not contain any wage information	Hourly Rate	Yes	No	Yes
Teaching without seniority points	APTPUO Teaching Contract for which the professor does not accumulate seniority points.	Hourly Rate	No	No	Yes
Teaching with seniority points	Usual APTPUO Teaching contract.	Hourly Rate	No	Yes	Yes
Termination for course cancellation	When a course is canceled for course cancellation and that the initial contract has been sent to Banner, a termination contract must be created to stop the	Flat Amount	Yes	Yes	Yes

Rate Type	Utilisation	Payment	Can you modify the hourly rate? (Yes / No)	Prof accumulates seniority points? (Yes / No)	Do you need to add 4% to the amount? (Yes / No)
	payments and to terminate the contract. The termination reason entered in the form will determine if the professor keeps the seniority points or not.				
Termination of contract	This code must be used when you are terminating a contract for any reason except "course canceled". The termination reason determines if the professor will keep the seniority points associated to the initial contract or not.	Hourly Rate	Yes	Yes	Yes

# Information related to all electronic forms

## Notes concerning all electronic forms

1. You can create an electronic form for a candidate who does not have an employee number. Here are the following steps for the employee number creation process in all electronic forms.
  - a. The form creator enters the biographical information in the electronic form.
  - b. The form is submitted for approval.
  - c. If the candidate is a work permit holder, the form is forwarded to Human Resources and it will be released once they receive a copy of the work permit.
  - d. If the form is late for a period of more than 30 days, it will be forwarded to Payroll Service and it will be released once they have read the comment explaining why the form is late.
  - e. The form is then sent to Banner and the employee number is created.
  - f. Twenty-four hours later, the employee and job records are available in the FastHR environment.
2. If you have hired a person that does not have an employee number and for whom you must create more than one form (TP, Late-time Entry, S etc.) you must start by creating the first form and wait until the employee number creation process has been completed to fill the other forms.
3. You cannot create a form for an inactive employee. To reactivate an employee, you must fill and HR Correction Form. Please refer to the [HR user manual \(French only\)](#) for the procedure to reactivate an employee.
4. If you create a form for a closed pay period, computer processes will be launched to pay the missed pay periods.
5. If the person that you are hiring does not have a social insurance number, he or she will have to obtain one. Service Canada has created an Employment Contract that you can use to allow the person to obtain a SIN. Please click on the following link [Employment Contract \(PDF\)](#) and please read the directives by clicking on the following link [Directive to prepare the Employment Contract](#)

## Notes specific to academic forms

1. You cannot create a form if you have not created an offer in the *UOHMS* system.
2. You do not need to print, sign and approve the paper version of the S and TP forms.
3. The acceptance of the offer sent by email by the candidate is your proof that he/she has accepted the offer.
4. The S and TP forms can be output to a PDF version which can be printed and/or sent by email to the candidate that requests one.
5. The academic form will permit the person creation when the candidate does not have an employee number. If the candidate does not have a SIN number, the creator will be able to save the form, print the PDF version, have it signed and approved and give it to the candidate so that he/she can obtain a SIN number. The form creator will then be able to open the form, enter the SIN number and then sent for approval.
6. Once the form is released to Banner, it sends an email to the candidate to give him/her the contract total amount.
7. Forms created to pay a flat amount will be paid over one pay period only, consequently, the system will adjust the job begin and end dates of the contract accordingly.

## Notes specific to TP Forms

The TP electronic form completes the hiring process of part-time professors. The form serves as the hiring contract and the data entered in the form is sent to Banner through various processes.

1. The offer created in the UOHMS APTPUO must either have an A (accepted) or C (cancelled) status.
2. You can create more than one TP forms using the same offer number. For example, you create the initial contract using a specific offer, then if you must pay a large class supplemental amount, you would use the same offer number but you would select the proper rate type. If you must pay another amount for corrections by prof, you would again use the same offer number but you would select the according rate type. The system allows you to create more than contract with the same offer and rate type but it will give you a warning that a contract with the same offer number and same rate already exists.

3. The seniority points are calculated using the TP form's data. The seniority points are sent to UOHMS APTPUO once the form has a status of Completed or Manually Completed by the Pay. When a contract termination occurs, it is important to terminate the TP form so that the seniority points be removed (or not) depending on the termination reason. For example, in the case when a course is cancelled, the professors keeps the seniority points, however if the professors is fired, the seniority points are removed.
4. The payment given to the professor is by hourly rate, flat amount or by number of students, you cannot pay by the number of credits.

## Important information on Person creation

If the candidate does not have an employee number, you must enter the biographic information in the form to have an employee number created in Banner.

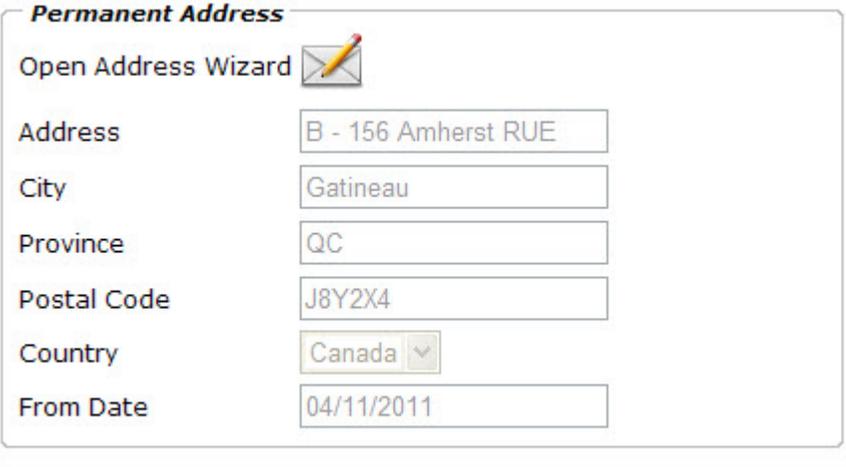
1. The social insurance number is validated, should it be invalid, you will obtain the error message: The SIN is invalid.
2. You must ensure to type the first and last names using the french characters and in mixed case. It is most important that the names be typed correctly because this information is sent to Banner.
3. You must ensure to validate the postal code wether an address has been entered in the system or not through a UOHMS application form. Human Resources use this address to send the letter that contains the email address and initial password to the candidate. Payroll Service use the same address to send the T4/T4A forms. All the more reasons to validate the address.

## Person Creation Section - specific to S and TP forms

1. You can create an S or TP forms even tough the candidate does note have a sin number. You can save, and print and have the faculty approver sign the form. You will then give the form to the candidate so that he or she can obtain a sin number. When the candidate comes back with the sin number, you simply open the form saved in *My Forms* and you will be able to enter the sin number and submit the form for approval.

## Important Information concerning the Address and telephone number

1. If the candidate has an employee number, his or her address is displayed in the form and you cannot modify it. However, if the candidate does not have an employee number, you will have to enter the address using the Address Wizard.



**Permanent Address**

Open Address Wizard 

Address

City

Province

Postal Code

Country

From Date

You must enter a permanent **Canadian** address when creating a person otherwise you will get an error message when you try to save the form.

If you obtain an error message that the postal code is not valid, please ensure to that the postal code is valid by going on the Canada Post web site to confirm that postal code does match the street name and number given by the candidate. If the postal code exists according to Canada Post, you must enter the University's business address and then send an email to [inforh@uottawa.ca](mailto:inforh@uottawa.ca) and request that an Information Agent of the Human Resources adds the correct address of the candidate in Banner.

### The address in academic forms (S and TP)

The address displayed in academic forms (S and TP) is taken from Banner when the candidate has an employee number, however, if the candidate does not have an employee number, the information is taken from the S.I.S. in the case of the S Form and taken from the job application in the case of the TP Form.

**If the candidate has an international address in S.I.S. (S Form) or in the job application (TP Form), it will not be imported into the form (S or TP). You will have to request a canadian address to the candidate so that you can enter it in the form (S or**

TP). The system does not allow you to enter an international address, therefore, you will have to enter a canadian address in order to save and submit the form for approval.

## Information related to the Job in TP Forms

Many fields of the TP Form's Job section are automatically filled by the system.

1. The TP Form's Job Class is filled by the Job Classification from the offer.

The screenshot shows a form titled "View Offer #25644". It contains several fields with dropdown menus and text boxes. The "Job Classification" field is highlighted with a red border and contains the text "Regular Part-Time Prof - Language".

Session:	Winter 2013	Offer #:	25644
Faculty:	Faculty of Arts	Posting #:	15211
Department:	Second Language Institute	Application #:	
Job Classification:	Regular Part-Time Prof - Language	Status:	Accepted Offer

2. The Rate Types displayed in the scroll list are directly related to the Job Class field displayed in the TP. Form.

The screenshot shows a form with two fields: "Job Class" and "Rate Type". The "Job Class" field is set to "Regular Part-Time Prof". The "Rate Type" field is open, showing a scroll list of options. The first two options are "-- Select --".

Job Class	Regular Part-Time Prof	Rate Type	-- Select --
-----------	------------------------	-----------	--------------

- Select --
- Teaching - with senior
- Teaching - without sei
- Teaching - manual rat
- Teaching - manual rat
- APUO prof - additiona
- Applied Theory
- Large Class payment
- Corrections by Prof
- Deferred exam
- Accommodation
- Review and Appeal
- Law - Other
- Course cancelled - ini

3. The scroll list of the P-Class is generated by the combination of the Rate Type and the Job Class.

**Job**

Creator's Faculty/Service	12:Faculty of Arts		
Faculty/Service	12:Faculty of Arts	Timesheet Org.	121501:OLBI - Admin/ Adm
Job Class	Regular Part-Time Prof	Rate Type	Teaching - with seniority po
P-Class	31400:Lecturer - APTPUO	E-Class	1E:APTPUO

4. The Position number and Job Suffix are generated by the combination of the Timesheet Org and P-Class code.

**Job**

Creator's Faculty/Service	12:Faculty of Arts		
Faculty/Service	12:Faculty of Arts	Timesheet Org.	121501:OLBI - Admin/ Admin
Job Class	Regular Part-Time Prof	Rate Type	Teaching - with seniority poin
P-Class	31400:Lecturer - APTPUO	E-Class	1E:APTPUO
Position	AT1002:Lecturer - APTPUO	Job Suffix	00

5. The Actual Job Begin and Actual Job End dates are filled by the dates entered in Course Star Date and Course End Date on the offer. You can modify those dates on the TP Form.

Course Start Date:  
19/02/2013

Course End Date:  
22/02/2013

Actual Job Start Date 05/02/2013

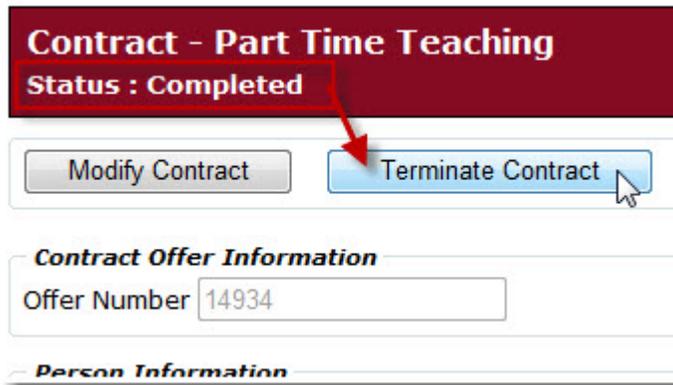
Actual Job End Date 05/02/2013

6. TP Cancellation : to cancel a TP for which a course was canceled but for which no initial contract was created, you must first cancel the offer in UHOMS and create a new contract with using the rate type Course Cancellation. By creating the contract, the seniority points will be sent to UHOMS (if it applies) and you will be able to pay the indemnity to the professor in the case of a contract cancellation (if the situation

applies).

Rate Type

7. Termination contract : please refer to the section titled *Important notes on contract modification and termination* for help on how to terminate a contract.



**Contract - Part Time Teaching**  
Status : Completed

**Contract Offer Information**  
Offer Number

**Person Information**

8. Contract Modification : please refer to the section titled *Important notes on contract modification and termination* for help on how to modify a contract.

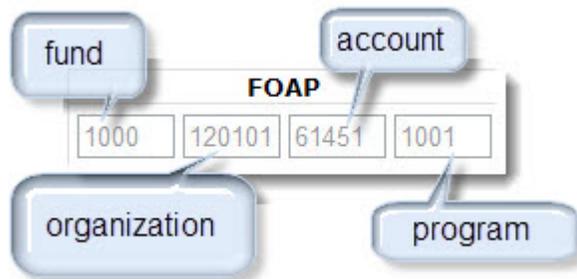


**Contract - Part Time Teaching**  
Status : Completed

**Contract Offer Information**  
Offer Number

## Important information concerning the Job Labour Distribution

1. The labour distribution is created by the following elements: Fund + Org + Account + Program.



- The FOAP from the Job Labour Distribution section is the job FOAP.

<i>Job Labour Distribution</i>		<b>FOAP</b>				<b>Percentage</b>
<a href="#">Edit</a>	<a href="#">Delete</a>	1000	120101	61451	1001	100 %
<a href="#">Add</a>						0 %

- When you select a position and you assign it to the employee in the Job section, it is the position's FOAP that is populated by default but you may modify it.
- You must specify the percentage that applies to each FOAP if there is more than one. You must use the percentage box to that effect.

<b>Percentage</b>
100 %

- You can never modify the account within the FOAP because the account is directly related to the position class (P-Class) that you have selected in the Job section.

---

Job  ▼

Faculty/Service  ▼

E-Class  ▼ P-Class  ▼

Position  ▼ Job Suffix  ▼

Hourly Rate

Job Begin Date   Timesheet Org

---

**Job Labour Distribution**

EditDelete	FOAP			Percentage
<a href="#">EditDelete</a>	<input type="text" value="1000"/>	<input type="text" value="121501"/>	<input type="text" value="83401"/>	<input type="text" value="1001"/> 100 %
<a href="#">Add</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 %

6. If you have modified the labour distribution and you modify, again, one of the following fields (faculty, timesheet org, hourly rate or position class) from the Job Section, the form may modify the labour distribution according to the modified fields.
7. If the form creator's faculty is different from the approver's faculty, the verification of the labour distribution will be done when the approver approves the form.

## Employee Information

1. Many fields appearing on the form are automatically populated with the values that you have entered in the previous sections of the current form.

<b>Employee Information</b>			
Employee Number	GENERATED	Current Hire Date	08/11/2011
Employee Class	5A		
Home Org.	121527	Distribution Org.	121527
Visa Type	Work Permit		
Visa Number	BB234 2237 234	Visa Nation	Albania
Visa Start Date	01/11/2011	Visa End Date	07/03/2013
Date Permit Signed	01/11/2011		
Open Bank Wizard			
Bank Account Type	Not Available		
Bank Routing Number		Bank Account Number	

2. The Home and Distribution Orgs will automatically be populated by the values entered in the Timesheet Org of the Job section. You can modify those fields.
3. The Current Hire Date field is populated with the Job Begin Date from the Job section.
4. The Employee Class field is populated with the Employee Class from the Job section.
5. The selection of a value other than Canadian Citizen of the Citizenship field from the Employee Information section will make the following list of fields appear: Visa Type, Visa Number, Visa Nation, Visa Start Date et Visa End Date.
6. The creation of a new person in the form will enable your to enter the banking information.

### Important information concerning the work permit

1. You must always send a photocopy of either the work/study permit or the proof of request for extension of the work/study permit.

Visa Type	Permanent Resident ▾		
Visa Number	BB 123 122 123	Visa Nation	Botswana ▾
Visa Start Date	01/09/2013	Visa End Date	22/12/2016

- If you have selected Work/Study Permit on the Citizenship field, you must fill the work/study permit related information in the appropriate fields of the Employee Information section.
- You must always ensure that your employee has a valid work/study permit to work at the University. You should never enter a job end date greater than the work/study permit expiration date. You will not be able to do a P3C, LTE nor P3D if the job begin date is prior to the work/study permit or if the job end date is greater than the work/study permit.
- Should your employee have requested an extension of the current work/study permit, please request a photocopy that you will then scan and attach to an HR Correction Form (please refer to the [HR Correction user guide \(French only\)](#)).
- If the employee exists, you will still be able to see the citizenship in the Person Information Section of the form. Should the citizenship be work/study permit, you must ensure that the work permit is valid and you must send a copy of the work/permit or the proof of request for extension to Human Resources.

**Person Information**

Surname	<input type="text"/>	Given Name	<input type="text"/>
Middle Name	<input type="text"/>	Prefix	<input type="text"/>
Date of Birth	30/06/1986	Gender	Male ▾
Correspondence Language	French ▾	Marital Status	Single ▾
UO Student Number	<input type="text"/>		
Citizenship	Student Work Permit ▾		

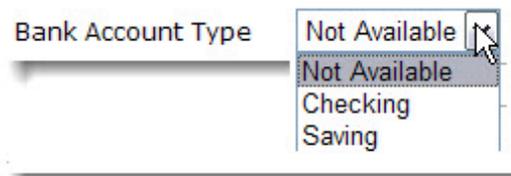
## Work Permits and academic forms (S and TP)

- You may create an academic form even though the work permit has expired but you will get a warning message.

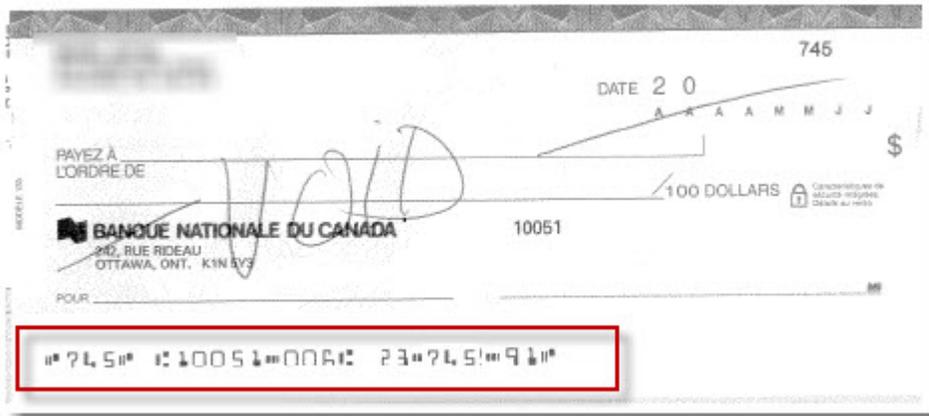
2. The approver will be able to approve the form and a warning message will also appear but the form will be then sent in the «My Forms» box of Human Resources and the form will then have an *HR waiting for work permit* status.
3. You will then be able to print the PDF version of the form to give to the candidate in order to obtain an extension of the work permit. When the candidate brings you the proof of request for extension of the work permits you must follow the next steps:
  - a. Scan and send by email the copy of the work permit or a copy of the proof of request for work permit extension and the PDF version of the form to the address [infohr@uottawa.ca](mailto:infohr@uottawa.ca).
  - b. In the subject of the email, please add the following : Work permit - Electronic form to approve.
  - c. Click on High Importance to indicate that your message is important because a form is awaiting approval.

## Information concerning the banking information

1. The banking information can **only** be entered when creating the person in the EPAF.
2. Even though you are able to enter the banking information, you must continue to send a copy of the blank cheque or the bank letter to Human Resources.
3. The Internal Audit Office requires that the banking information be verified by a different person than the one that entered it in Banner. A Human Resources employee will verify the banking information against the copy of the blank cheque or the bank letter that you will have sent.
4. If you don't know the banking information, you must select Not Available as Bank Account Type. The employee will be paid by cheque until Human Resources receive a void cheque or a bank letter to enter the banking information in Banner.

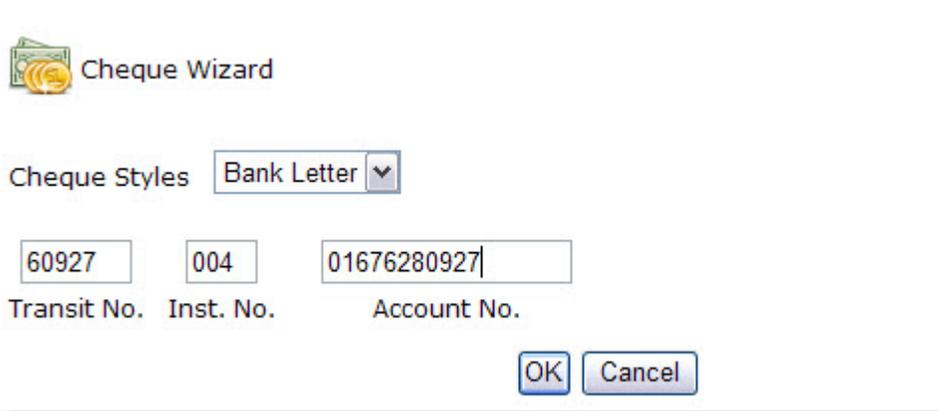


5. You have three layouts that you can use to enter the banking information, if you have a cheque that has **six series of numbers**, select Layout #1.



6. If you have a cheque containing five series of numbers, select Layout #2



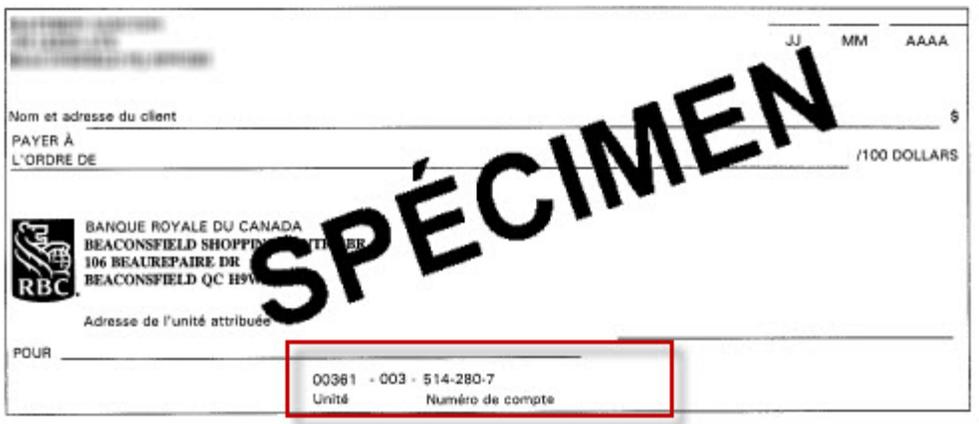


 Cheque Wizard

Cheque Styles

Transit No. Inst. No. Account No.

8. If the bank account number that appears on the bank letter or the check has a dash in it, do not write it in the boxes of the check wizard. You must write numbers in the boxes and the system will apply the emplate specific to the bank.



BEAUCONFIELD SHOPPING CENTRE  
106 BEAUREPAIRE DR  
BEAUCONFIELD QC H9V 1A5

JJ MM AAAA

Nom et adresse du client \_\_\_\_\_ \$

PAYER À L'ORDRE DE \_\_\_\_\_ /100 DOLLARS

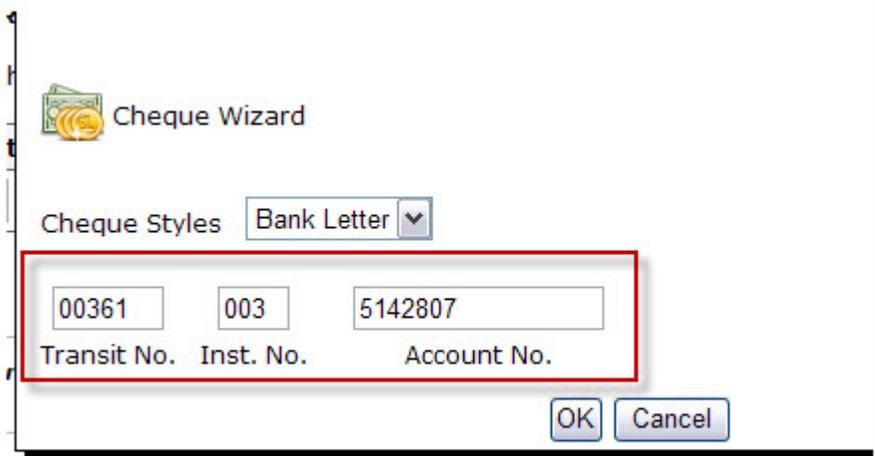
**SPÉCIMEN**

 BANQUE ROYALE DU CANADA  
BEAUCONFIELD SHOPPING CENTRE  
106 BEAUREPAIRE DR  
BEAUCONFIELD QC H9V 1A5

Adresse de l'unité attribuée \_\_\_\_\_

POUR \_\_\_\_\_

Unité Numéro de compte

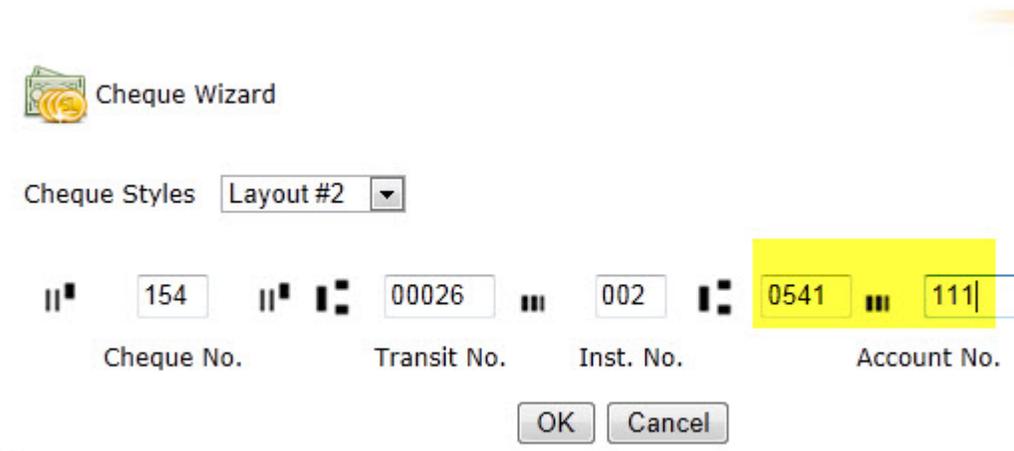
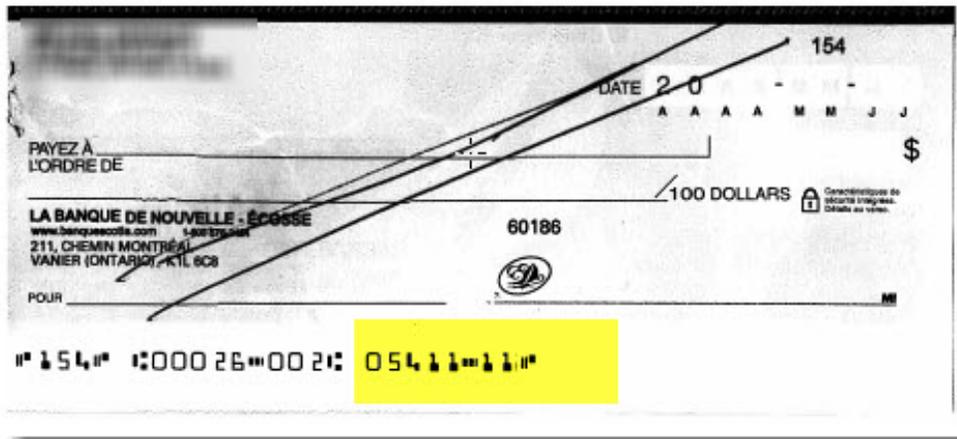


 Cheque Wizard

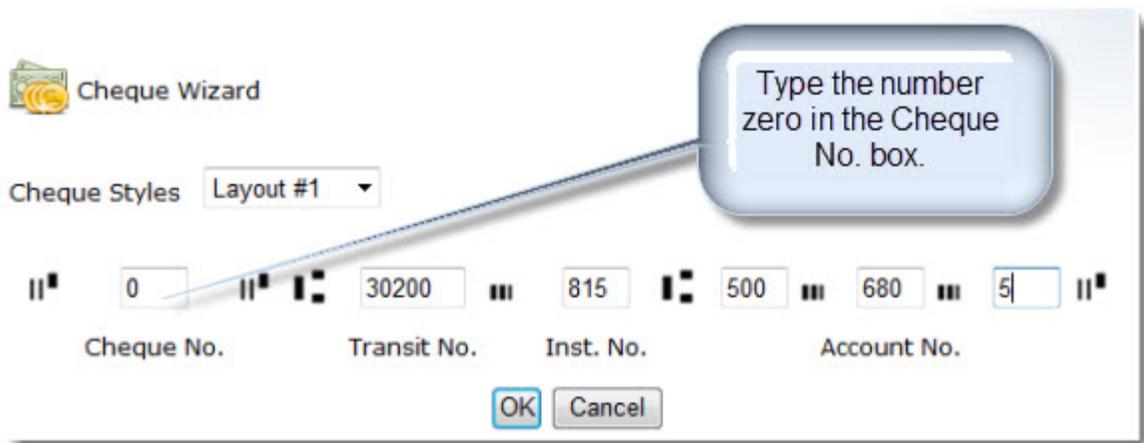
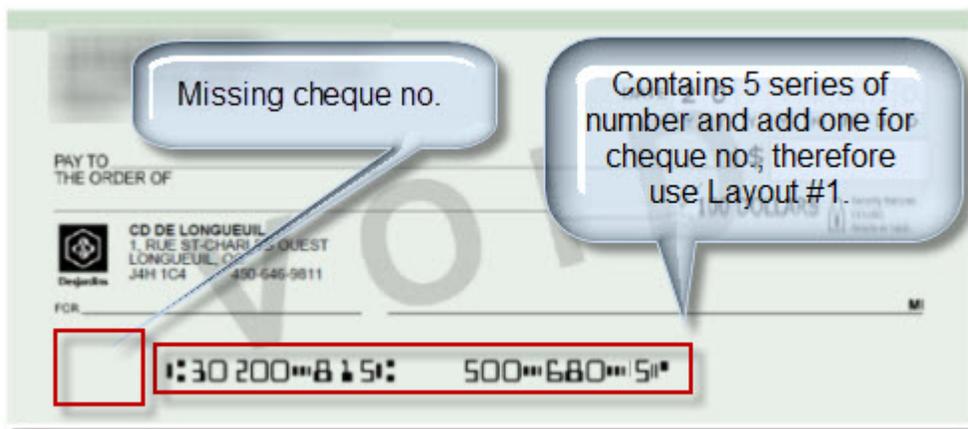
Cheque Styles

Transit No. Inst. No. Account No.

9. If there is not enough space in the box to enter the number of one of the series appearing on the cheque or the bank letter, you must simply take the rest of the numbers and put in the following box. In the image below, the bank account number is 05411 11, however, the fourth box of the layout #2 will only allow the entry of 4 digits, you must take the rest of the digits and put them at the start of the fifth box with the rest of the numbers as illustrated below.



10. Certain cheque specimens do not include the cheque number. The cheque number is a number of three digits and it is usually put at the beginning of the number showing on the specimen. The following illustration is an example of a specimen without the cheque number. Because the specimen already contains 5 series of number, you must use the Layout #1 to enter the bank info. You must input zero (0) in the first box and fill the next boxes with the numbers appearing on the specimen.





# TP Form

## Creation of a TP Form

Click on TP : Part-Time Teaching from the right hand side index.

## Entering the offer number

If you know the offer number, you can enter it in the *Contract Offer Information* field, otherwise, you can find it. You can refer to the section «Finding the offer number» to search the offer number.

1. Type the offer number.



The screenshot shows a form titled "Contract Offer Information". It contains a text input field labeled "Offer Number" with the value "23189" entered. To the right of the input field are two buttons: "Retrieve Offer Details" and "Find Offer Number".

2. Click on *Retrieve Offer Details*.

## Finding the offer number

You can find the offer number within the form. You can search using the employee number, last name, first name, course or session code or a combination of these fields.

1. Click on Find Offer Number.
2. Type the search criteria in the appropriate boxes using the mixed cases in the last and first names.
3. Click on Search.

4. Click on the offer number.

**Offers Search Criteria**

Employee Number  Session Code

Surname  Course Code

Given Name

Select	Offer Number	Surname	Given Name	Employee N	Student Number	Course Code	Course Section	Offer Status
<a href="#">Select</a>	25430	Mazhar	Rabia	100232227	6628054	ADM2350	N	Waiting for reply
<a href="#">Select</a>	25429	Asad	Sarah	100216698	5257394	ADM2350	N	Waiting for reply
<a href="#">Select</a>	25428	Obidallah	Waeal	100224844	5801661	ADM1100	M	Waiting for reply
<a href="#">Select</a>	25427	Lee	Susana	100230597	6327977	ADM1100	M	Waiting for reply
<a href="#">Select</a>	25426	Al-Azab	Fadwa		6623433	ADM1100	M	Waiting for reply
<a href="#">Select</a>	25425	Kom	Joel	100214235	2590823			Accepted Offer
<a href="#">Select</a>	25424	Sam Daliri	Mona		6670710	ADM1100	M	Waiting for reply

5. If you have created an offer using the Application Number of UOHMS, the *Person Information* and *Permanent Address* sections will automatically be populated by the UOHMS job application if the candidate is not an employee or a student.

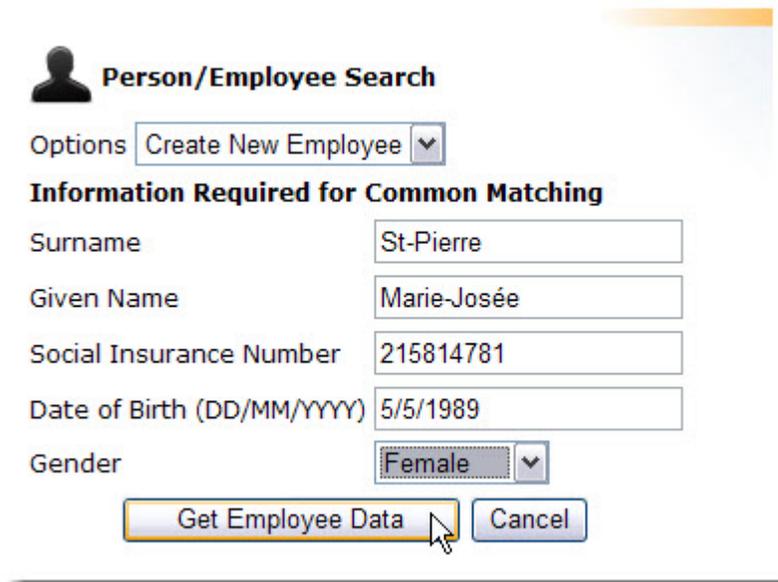
If the candidate is an employee, the *Person Information* and *Permanent Address* sections will be filled with information taken from Banner.

If the candidate is a student without an employee number, the *Person Information* and *Permanent Address* sections will be filled by information taken from the S.I.S.

APTPUO Professors accumulate seniority points when teaching a course, consequently you must ensure to enter the employee number of the hired professor in the offer before doing the form. The seniority points can only be added when an employee number exists.

## Creation of a person

1. Enter the Surname using French characters and mixed cases.



**Person/Employee Search**

Options

**Information Required for Common Matching**

Surname

Given Name

Social Insurance Number

Date of Birth (DD/MM/YYYY)

Gender

2. Enter the Given Name using French characters and mixed cases.
3. Enter the Social Insurance Number without character spacing or dash.
4. Enter the Date of Birth using the format DD/MM/YYYY.
5. Select the Gender.
6. Click on *Get Employee Data*.

## Creation of a person, additional information

1. Type the Middle name (if applicable).

**Person Information**

Surname	St-Pierre	Given Name	Marie-Josée
Middle Name		Prefix	
Date of Birth	5/5/1989	Gender	Female
Correspondence Language	French	Marital Status	Single
UO Student Number	212584		
Citizenship	Canadian		

2. Select the Language of correspondence.
3. Select the Marital Status. If you do not know the marital status, leave it to single.  
The marital status is a required field when creating a person. The person that you are hiring is a casual employee therefore there is no impact on leave the marital status to single. Should the employee become eligible to benefits, the status would be modified by Human Resources to reflect the real status of the employee.
4. Type the Student Number (if you know it).
5. Select the Citizenship.  
You are responsible to ensure that the hired employee has a valid working or study permit when the citizenship is not Canadian. Moreover, it is important that the contract end date does not exceed the working permit expiration date.  
If you have selected a citizenship other than Canadian, you will need to enter the work or study permit information in the Employee Information section.

## Address and Telephone Number Entry

1. Click on the envelope of the Address wizard.



The screenshot shows a dialog box titled "Address Wizard" with an envelope icon. It contains a "Postal Code" input field with the text "k2j0e9", a "Country" section with radio buttons for "Canada" (selected) and "United States", and a "Validate Postal Code" button.

2. Enter the Postal Code or the Zip Code (when the permanent address is one from the United States) without character spacing or dash.
3. Select Canada or United States.
4. Click on *Validate Postal Code*.
5. Select the street name and numbers corresponding to the candidate's address.
6. Enter the Street Address Number.

**Address Wizard** Cancel

Street Address Number ( 342 - 350 )

Street Name BLACKLEAF

Street Type DR

Suite/Apt Number

City NEPEAN

Province ON

Postal Code K2J0E9

Country Canada

From Date 20/11/2012

Enter Address Information

7. (Optional) Enter the Suite/Apt number.
8. (Optional) Enter the date from which the address is valid in the From Date field.  
Banner inserts the current date in the From Date field to show the date from which the address is valid. Click on the calendar icon to modify it.
9. Click on *Enter Address Information*.
10. Enter the Area Code of the Telephone section.
11. Enter the Telephone Number using the following format: 999-9999.
12. (Optional) Enter the Ext. number.

## Creation of the job

1. If you are creating a TP that must be approved by a different faculty, using the scroll list of the Creator's Faculty/Service field, select the Faculty that must approve the form otherwise, select your faculty.

<b>Job</b>			
Creator's Faculty/Service	12:Faculty of Arts		
Faculty/Service	12:Faculty of Arts	Timesheet Org.	121501:OLBI -
Job Class	Regular Part-Time Prof	Rate Type	Teaching - with
P-Class	31400:Lecturer - APTPUO	E-Class	1E:APTPUO
Position	AT1002:Lecturer - APTPUO	Job Suffix	00
Actual Job Start Date	01/05/2013	Actual Job End Date	31/07/2013
Job Begin Date	01/05/2013	Job End Date	31/07/2013

2. Type the Timesheet Org.
3. Select the Rate Type.  
Please refer to the section *Rate Type, Pclass and 4 %* to help you select the proper Rate Type.
4. Select the P-Class if none appear by default.
5. Modify the Actual Job Start Date (in the case where the date entered in the offer is incorrect).
6. Modify the Actual Job End Date (in the case where the date entered in the offer is incorrect).  
The TP will launch automatic processes to pay past paid period if the job start date belongs to a pas pay period. If the selected rate type will be paid in one installment, the system will adjust the Actual Job Start and End Dates in order to pay the amount in one single pay period. For example, if the employee has started a

contract on May 2nd and you must pay a large class contract, the system will modify the Actual Job Start and End Dates and replace them with the first and last day of the pay period of the original Actual Job Start Date.

7. Click on Save as Draft.

## Modification of the Job Labour Distribution FOAP

1. Click on Edit.

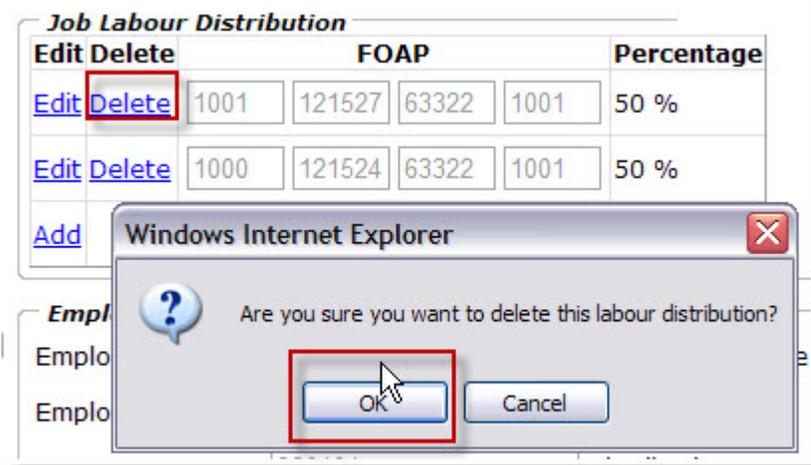
<b>Job Labour Distribution</b>						
<b>Edit</b>	<b>Delete</b>	<b>FOAP</b>			<b>Percentage</b>	
<a href="#">Edit</a>	<a href="#">Delete</a>	1001	121527	63322	1001	100 %
<a href="#">Update</a>	<a href="#">Cancel</a>	1000	121524	63322	1001	50
<a href="#">Add</a>						0 %

2. Type the two first digits of your org in the Org field and select the org from the scroll list.  
However, if you need to add a research/grant fund, type the 2 first digits of the fund in the according box and select the it from the scroll list. The rest of the cost center will populate automatically.
3. Click on Update to save the new FOAP.

## Suppression of a Job Labour Distribution

You cannot erase the cost if there is only one showing. You must begin by creating a new labour distribution then you can delete the incorrect one.

1. Click on Delete to remove the incorrect cost center.



2. Click on OK.

## Addition of a Labour Distribution

1. Click on Add.

**Job Labour Distribution**

Edit Delete		FOAP				Percentage
<a href="#">Edit</a>	<a href="#">Delete</a>	1000	121524	63322	1001	25 %
<a href="#">Edit</a>	<a href="#">Delete</a>	1000	121550	63322	1001	50 %
<a href="#">Add</a>						0 %

**Job Labour Distribution**

Edit	Delete	FOAP				Percentage
<a href="#">Edit</a>	<a href="#">Delete</a>	1000	121524	63322	1001	25 %
<a href="#">Edit</a>	<a href="#">Delete</a>	1000	121550	63322	1001	50 %
<a href="#">Insert</a>	<a href="#">Cancel</a>		12			0

121527:Explore Program

2. Type the two first digits of the org in the Organization field and select the org from the scroll list.  
However, if you need to add a research/grant fund, type the 2 first digits of the fund in the according box and select the it from the scroll list. The rest of the cost center will populate automatically.
3. Type the Percentage applying to the new Labour Distribution.
4. Click on Insert.

## Remuneration Section

The Remuneration section is used to enter the hourly rate (manual rate), the number of students (large class) or the flat amount to be paid. The selected rate type is directly associated to the hourly rate given to the candidate. Some rate types will require that the hourly rate be manually entered whereas the rest will automatically populate the

hourly reate and you will not be able to modify it. Please refer to the section Rate Type, Pclass and 4 % to see when you must add 4 % to the entered amount.

1. The Number of Hours is automatically populated using the number of hours taken from the offer but you can modify it.

**Remuneration**

Payment Method

Number of Hours	Rate (4% Incl.)	Total
<input type="text" value="39"/>	<input type="text" value="188.62"/> \$	<input type="text" value="7356.18"/> \$

Semi-Monthly Payment Information	
Gross Pay for full pay period	<input type="text" value="1050.88"/> \$
Number of Payments	<input type="text" value="7"/>

If the selected rated type generates a seniority points calculation, it will be based on the number of hours of the TP form, not on the number of course credits entered in posting.

2. The Hourly Rate automatically displays according to the selected Rate Type. Some Hourly Rate are alterable but most are not. If the Hourly Rate is in a pale grey, it means that you cannot modify it.

Job Class	Regular Part-Time Prof	Rate Type	Teaching - with seniority
P-Class	31400:Lecturer - APTPUO	E-Class	1E:APTPUO
Position	AT1002:Lecturer - APTPUO	Job Suffix	00
Actual Job Start Date	01/05/2013	Actual Job End Date	31/07/2013
Job Begin Date	01/05/2013	Job End Date	31/07/2013

Process pay for past pay periods \*

\* If the box is checked, adjustment pay(s) will be created automatically (there is no need to these periods)

---

**Job Labour Distribution**

Edit	Delete	FOAP				Percentage
<a href="#">Edit</a>	<a href="#">Delete</a>	1000	120101	61303	1001	100 %
<a href="#">Add</a>						0 %

---

**Remuneration**

Payment Method

Number of Hours	Rate (4% Incl.)	Total
<input type="text" value="36"/>	<input type="text" value="188.62"/> \$	<input type="text" value="6790.32"/> \$

3. The vacation pay (4 %) is automatically added to the Hourly Rate when it is predefined.

Rate (4% Incl.)
<input type="text" value="188.62"/> \$

4. If the hourly rate is alterable, the default value display zero written in dark black.

Rate (4% Incl.)
0.00 \$

Please ensure to add the vacation pay (4 %) that you have typed if it applies. Please refer to the section *Rate Type, Pclass and 4 %* to know when you must add 4 % to the rate.

5. An alterable rate might display a value different from zero but it will be displayed in dark black, therefore, you will be able to modify it.

#### Remuneration

Payment Method

Number of Hours	Rate (4% Incl.)	Total
<input type="text" value="36"/>	<input type="text" value="190.00"/> \$	<input type="text" value="6840"/> \$

Semi-Monthly Payment Information	
Gross Pay for full pay period	<input type="text" value="1140"/> \$
Number of Payments	<input type="text" value="6"/>

## Remuneration information entry

1. Type the Number of Hours (the system displays the number of hours taken from the offer but you can modify it).

**Remuneration**

Payment Method

Number of Hours	Rate (4% Incl.)	Total
<input type="text" value="36"/>	<input type="text" value="190.00"/> \$	<input type="text" value="6840"/> \$

Semi-Monthly Payment Information	
Gross Pay for full pay period	<input type="text" value="1140"/> \$
Number of Payments	<input type="text" value="6"/>

2. Type the hourly rate that includes the vacation pay (4 %) in the Rate (4 % Incl.) field. This step is made available only if you happen to select a Rate Type that will let you enter an amount or if the amount displayed is zero.
3. Click on Calculate (only if you have modified or entered an amount, otherwise, the system will automatically calculate the amount).

## Semi-Monthly Payment Information

The system calculates the number payments between the Job Begin and End dates and distributes the total amount of the contract on each of those payments.

Actual Job Start Date	<input type="text" value="07/01/2013"/>	Actual Job End Date	<input type="text" value="24/04/2013"/>
Job Begin Date	<input type="text" value="01/01/2013"/>	Job End Date	<input type="text" value="30/04/2013"/>

Process pay for past pay periods \*

\* If the box is checked, adjustment pay(s) will be created automatically (there is no need to these periods)

---

**Job Labour Distribution**

FOAP				Percentage
<input type="text" value="1000"/>	<input type="text" value="110208"/>	<input type="text" value="61303"/>	<input type="text" value="1001"/>	100 %

---

**Remuneration**

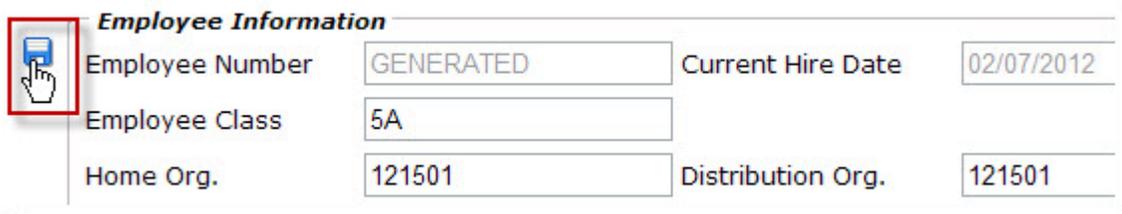
Payment Method

Number of Hours	Rate (4% Incl.)	Total
<input type="text" value="39"/>	<input type="text" value="188.62"/> \$	<input type="text" value="7356.18"/> \$

Semi-Monthly Payment Information	
Gross Pay for full pay period	<input type="text" value="919.52"/> \$
Number of Payments	<input type="text" value="8"/>

## Employee Information Entry

1. Click on the Save As Draft icon from the Employee Information section.



The screenshot shows a form titled "Employee Information" with a "Save As Draft" icon (a blue document with a pencil) highlighted by a red box. The form contains the following fields:

<b>Employee Information</b>			
Employee Number	GENERATED	Current Hire Date	02/07/2012
Employee Class	5A		
Home Org.	121501	Distribution Org.	121501

The system will automatically populate the Employee Class, Home Org, Current Hire Date and Distribution Org)

2. Modify the Home Org. (if necessary).
3. Modify the Distribution Org (if necessary).

## Work or study permit entry

Please refer to the following illustration to enter the data on the work/study permit.

PROTECTED WHEN COMPLETED PROTÉGÉ UNE FOIS REMPLI - B

CANADA IMMIGRATION

Visa Number: BB136 238 136

U935115532

SURNAME, GIVEN NAMES - NOM DE FAMILLE, PRÉNOMS

BIRTH DATE - DATE DE NAISSANCE: 08 MAY 1978

SEX - SEXE: MALE

COUNTRY OF BIRTH - PAYS DE NAISSANCE: INDIA

COUNTRY OF CITIZENSHIP - CITOYEN DE: INDIA

Start Date - Date de début: 09 JUN 2009

CLIENT ID. - ID DU CLIENT: 6047 - 217

End Date - Date de fin: 30 APR 2010

DATE SIGNED - SIGNÉ LE: 09 JUN 2009

VALID UNTIL - DATE D'EXPIRATION: 30 APR 2010

EXT NO - CODE PROG: 01

CANADA

1. Select the permit type using the Visa Type field.

Visa Type	Permanent Resident	Visa Nation	Botswana
Visa Number	BB 123 122 123	Visa Start Date	01/09/2013
Visa End Date	22/12/2016		

2. Enter the work/study permit number as it appears on the permit (using capital letters and character spacing) in the Visa Number field.
3. Select the country of citizenship from the Visa Nation field.
4. Enter the date the permit was signed in the Visa Start Date using the format DD/MM/YYYY format (or click on the calendar icon to enter the date).

5. Enter the work/study expiration date using the format DD/MM/YYYY (or click on the calendar icon to enter the date) in the Visa End Date field.
6. Have you sent a copy of the work/study permit to Human Resources?

## Duties and Teaching Information

The *Duties Information* and *Teaching Information* do not require any data entry from the TP form creator.

1. The Duties Information indicates the group name in which the position class belongs.

<b>Duties Information</b>			
Group	<input type="text" value="APTPUO"/>		
<b>Teaching Information</b>			
Course Code	<input type="text" value="FLS"/>	Section	<input type="text"/>
Campus	<input type="text"/>		
Course Title	<input type="text" value="Suite a un grief"/>		
Course Type	<input type="text" value="D:Max 35 students. Individual attention teaching or small group inte"/>		
Number of Credits	<input type="text" value="0"/>	Number of Hours	<input type="text" value="19.5"/>
Course Start Date	<input type="text" value="06/03/2013"/>	Course End Date	<input type="text" value="06/03/2013"/>
Faculty, School, Department	<input type="text" value="Faculty of Arts - temp./Non Reg.S"/>		

2. The Teaching Information contains the course information taken from the UOHMS posting. If the posting number was not entered in the offer, then the Teaching Information displays what was entered in the offer.
3. The number of credits is taken from the SIS, if this number was modified on the posting, it is the modified number that will display in the offer and on the TP form. The number of credits should never be modified on the posting because it appears on the TP form.

## Insertion of a Special Clause or a Contract Comment

You can insert a special clause or a contract comment that will appear on the PDF version of the form.

Type the comment or special clause to appear on the form.

**Special Clauses / Contract Comments**

## Insertion of a comment

1. Enter a comment.

**Comments**

2. Click on Add Comment.

## The saving, submission for approval or cancellation of a form

1. Select the Next Approver.

The screenshot shows a web form titled "Approvals". It contains a dropdown menu for "Next Approver" with "Pierre Lapointe" selected. Below this is a status message: "Request has not been approved." At the bottom, there are three buttons: "Save As Draft", "Save and Submit", and "Cancel".

<b>Approvals</b>		
Next Approver	Pierre Lapointe	
Request has not been approved.		
Created by	HRTRAIN02	Created on
Last updated by	HRTRAIN11	Last update on
<input type="button" value="Save As Draft"/> <input type="button" value="Save and Submit"/> <input type="button" value="Cancel"/>		

2. Click on *Save As Draft* to save the timesheet. You will be able to modify it later.
3. Click on *Save and Submit* to submit the form for approval.
4. Click on *Cancel* to delete the form.

## Confirmation of late notification

When you create a form for which the payment is late for a period of more than thirty days, you will get a pop up as illustrated below.

1. Click in the box I acknowledge that...forwarded to HR for approval.

### Late Time Entry Notification

Payroll best practices indicate that employees should be paid within 30 days of work being performed. Because this timesheet is older than 30 days it will be sent to the Payroll Sector for further approval.

You must acknowledge this message and specify below the reason this timesheet is more than 30 days late.

I acknowledge that I have been reminded about the best practices regarding late timesheets and that this timesheet will be forwarded to HR for approval.

A comment is required here.

Continue Submission

Cancel

2. Type the reason why the form is late in the large box.
3. Click on *Continue Submission*.



# PDF Form and EMAIL sent to the professor

## Form PDF version

Click on *Open Contract in PDF version*.



## Email sent after form is sent to Banner

An email message is sent to the candidate when the form is sent to Banner. This additional step was asked by the candidates because they wanted to know the total contract amount. The following illustration is an example of an email sent to a candidate.

Subject: Contrat d'enseignement de l'Université d'Ottawa / Teaching Contract from the University of Ottawa

Chèr(e) / Dear **[Redacted Name]** :

Voici les informations de contrat concernant l'offre d'enseignement que vous avez accepté et qui est actuellement traité pour le paiement.

Veuillez prendre note que vous retrouverez les directives importantes relié à votre contrat au <http://www.rh.uottawa.ca/fichiers/formulaires/paye/tp-2.pdf>.

Here is the contract information concerning the teaching offer you accepted and which is currently being processed for payment.

Please note that you will find the important instructions regarding your contract at <http://www.rh.uottawa.ca/fichiers/formulaires/paye/tp-2.pdf>.

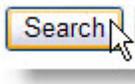
<b>Faculté / Faculty:</b>	Faculté des sciences sociales / Faculty of Social Sciences
<b>Unité scolaire / Academic Unit:</b>	Sciences sociales (Général) / Social Sciences (General)
<b>Cours / Course:</b>	SCS1150 K - INTRO.STUDYING THE SOC.SC.
<b>Session:</b>	Automne 2012 / Fall 2012
<b>Genre de paiement / Payment Type:</b>	Enseignement / Teaching
<b>Date de début du contrat / Contract Begin Date:</b>	2012-09-01
<b>Date de fin du contrat / Contract End Date:</b>	2012-12-31
<b>Montant du contrat / Contract Total:</b>	\$7,356.18
<b>Offre # / Offer #:</b>	15126
<b>Contrat # / Contract #:</b>	60990

# Form cancellation during approval

## Form cancellation while pending approval

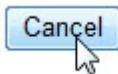
You have created a form, you have sent it for approval and you need to terminate it even though the approval process has not been completed.

1. Find the form using Search tool. Please refer to the *Search Tool* section of the present user guide for help on how to find a form.



2. The form' status indicates the approval stage.  
You must request the approver to reject the form.

1. New: the form creator has started a form but has not sent for approval therefore, he/she can simply click on Cancel to delete the form.



2. Waiting for approval: the faculty approver must open the from and click on Reject this request to cancel the form.



3. HR - Waiting for signed contract: Human Resources have not received the work permit. You must contact the Payroll Service Client Services at extension 7709 to ask them to cancel the form.

3. Once the form has been cancelled, create another one for course cancellation. Please refer to the section *Creation of a TP form for course cancellation*

# Modification or termination of a TP

## Important notes on forms modifications and terminations

You can modify or terminate a TP form.

1. If you need to modify or terminate a TP form, you must first find it and then open it. As soon as you click on Modify Contract or Terminate Contract, the original contract is displayed in the Referenced Contract Details that can be found at the very bottom of the form. This section does not appear on the PDF version of the

form.

### Referenced Contract Details

#### Job

Creator's Faculty/Service	<input type="text" value="12:Faculty of Arts"/>		
Faculty/Service	<input type="text" value="12:Faculty of Arts"/>	Timesheet Org.	<input type="text" value="121511:temp./N"/>
Job Class	<input type="text" value="Regular Part-Time Prof - Language"/>	Rate Type	<input type="text" value="Teaching - with"/>
P-Class	<input type="text" value="31410:Lang. Teacher APTPUO"/>	E-Class	<input type="text" value="1E:APTPUO"/>
Position	<input type="text" value="AT1003:Lang. Teacher APTPUO"/>	Job Suffix	<input type="text" value="31"/>
Actual Job Start Date	<input type="text" value="06/03/2013"/>	Actual Job End Date	<input type="text" value="06/03/2013"/>
Job Begin Date	<input type="text" value="01/03/2013"/>	Job End Date	<input type="text" value="15/03/2013"/>

**Process pay for past pay periods \***

\* If the box is checked, adjustment pay(s) will be created automatically (there is no need to these periods)

#### Job Labour Distribution

FOAP				Percentage
<input type="text" value="1000"/>	<input type="text" value="121511"/>	<input type="text" value="61301"/>	<input type="text" value="1001"/>	100 %

#### Remuneration

Payment Method

Number of Hours	Rate (4% Incl.)	Total
<input type="text" value="19.5"/>	<input type="text" value="160.31"/> \$	<input type="text" value="3126.045"/>

Semi-Monthly Payment Information	
Gross Pay for first partial pay period	<input type="text" value="0.00"/> \$
Gross Pay for full pay period	<input type="text" value="3126.04"/> \$
Gross Pay for last pay period	<input type="text" value="0.00"/> \$
Number of Payments	<input type="text" value="1"/>

2. Even though you must use the TP form to modify or terminate it, the form's data that has been modified or terminated is not directly sent to Banner. The payroll officers of the Payroll Service manually enter the data in Banner and change the form's status to *completed*.
3. The TP forms generates the calculation of seniority points. The calculation is based on the number of worked hours therefore you must ensure to modify the form whenever there is an increase or a reduction in the hours worked. You must also ensure to terminate the form whenever a professor ceases to teach. The termination reason selected in the form determines whether the professor will keep the seniority points or not.
4. There are four cases for which you will need to terminate a contract. The following lists explains the those cases. Each cases must be treated differently to please follow the steps accordingly.
  - a. The course has been canceled you have not yet created the original hire form.
  - b. The course has been canceled after the form was created but it is still awaiting approval (Faculty Approver, HR or Payroll).
  - c. The course is canceled after the form the original hire form has been sent to Banner.
  - d. The termination reason is not for a Course Cancellation.

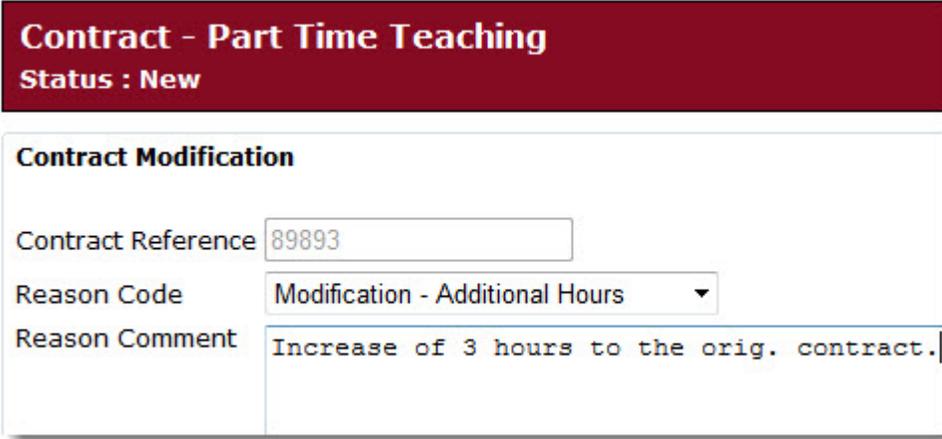
## Modification of contract

### Form modification for increase in work hours

A form can be modified only when Modify Contract is displayed in the upper part of the form. The form's status will determine whether the it can be modified or not. If the status shows Completed, you will be able to modify it. Modified forms are not directly set to Banner. A Payroll Officer is enter the modified form in Banner and will change the form status to Completed or Manually Completed by the Pay.

1. Click on Search.  
Please refer to the section titled *Search Tool* of the present user guide for help on searching forms.
2. Using the Request ID column, click on the form number that needs to be modified.

3. Click on Modify Contract.
4. Select the modification Reason Code MAH: Modification - Additional Hours.



**Contract - Part Time Teaching**  
**Status : New**

**Contract Modification**

Contract Reference	<input type="text" value="89893"/>
Reason Code	<input type="text" value="Modification - Additional Hours"/>
Reason Comment	<input type="text" value="Increase of 3 hours to the orig. contract."/>

5. Type a comment in the Reason Comment field. You must enter a comment that explains the reason why you are adding hours to the contract. This contract will help the Payroll Officer to determine what changes need to be done in Banner.

6. (Optional) Type the Actual Job Start Date (only if you need to modify it).

Actual Job Start Date	17/06/2013	Actual Job End Date	02/08/2013
Job Begin Date	16/06/2013	Job End Date	15/08/2013

**Process pay for past pay periods \***

\* If the box is checked, adjustment pay(s) will be created automatically (there is no these periods)

---

**Job Labour Distribution**

FOAP				Percentage
1000	120211	61303	1001	100 %

---

**Remuneration**

Payment Method

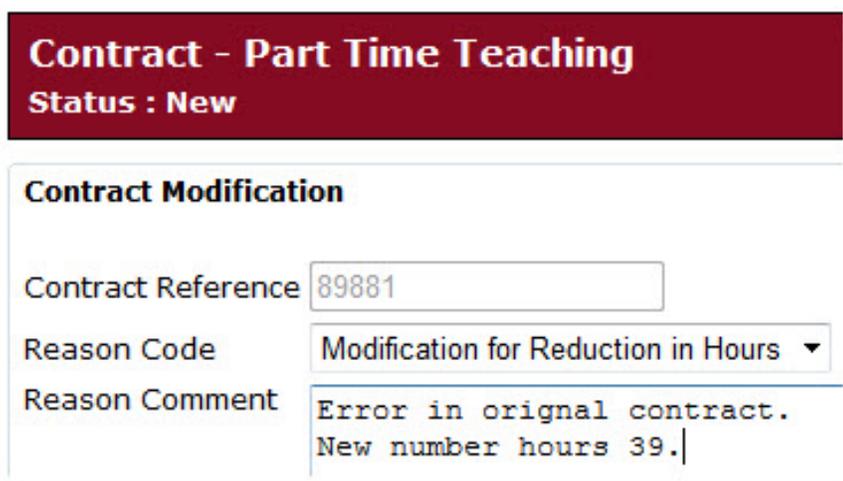
Number of Hours	Rate (4% Incl.)
3	188.62 \$

7. (Optional) Type the Actual Job End Date (only if you need to modify it).
8. Type the additional Number of Hours that you are adding to the contract.  
To add hours to a contract, you must enter the additional hours that will be added to the original contract. For example, the original contract says 36 hours and you must add 3 hours, you will enter 3 hours in the contract modification.
9. Save the form.
10. Select the Next Approver.
11. Click on Save and Submit for approval.

## Form modification for work hours reduction

A form can be modified only when Modify Contract is displayed in the upper part of the form. The form's status will determine whether it can be modified or not. If the status shows Completed, you will be able to modify it. Modified forms are not directly set to Banner. A Payroll Officer enters the modified form in Banner and will change the form status to Completed or Manually Completed by the Pay.

1. Click on Search.  
Please refer to the section titled *Search Tool* of the present user guide for help on searching forms.
2. Using the Request ID column, click on the form number that needs to be modified.
3. Click on Modify Contract.
4. Select the modification Reason Code Modification for Reduction in Hours.



**Contract - Part Time Teaching**  
**Status : New**

**Contract Modification**

Contract Reference

Reason Code

Reason Comment

5. Type a comment in the Reason Comment field. You must enter a comment that explains the reason why you are adding hours to the contract. This contract will help the Payroll Officer to determine what changes need to be done in Banner.

6. (Optional) Type the Actual Job Start Date (only if you need to modify it).

Actual Job Start Date	17/06/2013		Actual Job End Date	02/08/2013
Job Begin Date	16/06/2013		Job End Date	15/08/2013

**Process pay for past pay periods \***

\* If the box is checked, adjustment pay(s) will be created automatically (there is no these periods)

---

**Job Labour Distribution**

FOAP				Percentage
1000	120211	61303	1001	100 %

---

**Remuneration**

Payment Method

Number of Hours	Rate (4% Incl.)
30	188.62 \$

7. (Optional) Type the Actual Job End Date (only if you need to modify it).
8. Type the new total Number of Hours of the contract.  
To reduce the hours of a contract, you must enter the new total contract hours. For example, the original contract says 39 hours and you must reduce 9 hours, you will enter 30 hours in the contract modification.
9. Save the form.
10. Select the Next Approver.
11. Click on Save and Submit for approval.

## Termination of contract

### Creation of a TP form for course cancellation

A course is cancelled before you had the time to create the TP Form. The APTUO collective agreement says that you must pay an indemnity to the professor when the course is canceled after the delay prescribed by the collective agreement. You must first cancel the offer and then create the initial contract using the le Rate Type *Course cancelled - initial contract not issued* to pay the indemnity.

1. The offer must have a Canceled status.
2. Click on TP : Part Time Teaching.
3. Type the Contract Offer Number.
4. Click on Retrieve Offer Details.
5. If the professor does not have a University of Ottawa employee number, please ensure to enter the person creation fields.

<b>Person Information</b>			
Surname	<input type="text" value="Denis"/>	Given Name	<input type="text" value="Jean-Michel"/>
Middle Name	<input type="text"/>	Prefix	<input type="text"/>
Date of Birth	<input type="text" value="5/5/1987"/>	Gender	<input type="text" value="Male"/>
Correspondence Language	<input type="text" value="English"/>	Marital Status	<input type="text" value="Single"/>
UO Student Number	<input type="text"/>		
Citizenship	<input type="text" value="Canadian"/>		

You must verify the Citizenship of the Professor. If the professor is not a Canadian, you must select the Citizenship code that matches his/her status.

6.  **Note:**

Although the address will have been added because the candidate filled an application, it is important to validate the postal code to ensure that the address entered is valid. The address entered in the form will be used to send a letter containing the email address and initial password to the new employee. The candidate might have entered an incorrect postal code in the application form so by validating it, you will be able to correct it

Click on the envelope on the right side of Open Address Wizard.

You must enter a permanent address otherwise you will get an error message when you save the form. Go to the Job section once the Permanent Address section is completed.

**Permanent Address**

Open Address Wizard 

Address	<input type="text" value="136 Jean-Jacques Lussier"/>
City	<input type="text" value="Ottawa"/>
Province	<input type="text" value="ON"/>
Postal Code	<input type="text" value="K1N6N5"/>
Country	<input type="text" value="Canada"/> 
From Date	<input type="text" value="02/12/2010"/>

7. If are you creating a TP form that will be approved by a different faculty, using the Faculty/Service drop-down list select the faculty that will approve the form.

**Job**

Creator's Faculty/Service	12:Faculty of Arts	Timesheet Org.	121502:OLBI
Faculty/Service	12:Faculty of Arts	Rate Type	Course cancell
Job Class	Regular Part-Time Prof - Language	E-Class	1E:APTPUO
P-Class	31410:Lang. Teacher APTPUO	Job Suffix	00
Position	AT1003:Lang. Teacher APTPUO	Actual Job Start Date	01/05/2013
Actual Job Start Date	01/05/2013	Actual Job End Date	15/05/2013
Job Begin Date	01/05/2013	Job End Date	15/05/2013

**Process pay for past pay periods \***

\* If the box is checked, adjustment pay(s) will be created automatically (there is no need to submit these periods)

---

**Job Labour Distribution**

Edit	Delete	FOAP				Percentage
<a href="#">Edit</a>	<a href="#">Delete</a>	1000	121501	61301	1001	100 %
<a href="#">Add</a>						0 %

8. Type the Timesheet Org.
9. Select the P-Class code (if it's not automatically populated).
10. Select *Course Cancellation - Initial contract not issued* as the Rate Type.
11. The system automatically adjusts the Actual Job Begin Date and the Actual Job End Date to force the system to pay the amount in one single only pay period.
12. Modify the Job Labour Distribution section.

13. The system displays Number of Payments instead of Number of hours because the amount to be paid is a flat amount paid on one single pay period.

**Remuneration**Payment Method 

Number of Payments	Rate (4% Incl.)	Total
<input type="text" value="1"/>	<input type="text" value="750.00"/> \$	<input type="text" value="750.00"/> \$

14. Type the flat amount that must be paid to the professor in the field Rate (4 % Incl.)  
Please refer to the section titled *Rate Type, Pclass and 4 %* to know if you must add the vacation pay or not.
15. Click on Calculate.
16. Click on Save Draft.

17. (Optional) Enter the Work Permit information in the section Employee Information.

**Employee Information**

Employee Number	GENERATED	Current Hire Date	17/06/2013
Employee Class	1E		
Home Org.	121501	Distribution Org.	121501
Visa Type	Work Permit		
Visa Number	BB 213 234 253	Visa Nation	Andorra
Visa Start Date	01/04/2013	Visa End Date	30/04/2014
Date Permit Signed	01/04/2013		
Open Bank Wizard			
Bank Account Type	Checking		
Bank Routing Number	000610051	Bank Account Number	23-745-91

NATIONAL BANK OF CANADA,

The Work Permit data entry fields will display if you have selected Work or Study Permit as the Citizenship during the Person Creation step.

18. Click on the Open Bank Wizard to enter the banking information (you will only be able to enter it if you had to create the person). If you do not have the banking information, leave the bank account type to *Not Available*.
19. (Optional) Type a comment in Special Clause / Contract Comment.
20. Click on Add Comments.
21. (Optional) Type a comment in the Internal Comments box.
22. Click on Save as Draft.
23. Select the Next Approver.

24. Click on Save and Submit to send the form for approval.

### TP termination after it was sent to Banner.

If a course has been cancelled or the professor ceases to teach for some other reason, you must terminate the form. Please follow the next steps to terminate a form after it was sent to Banner.

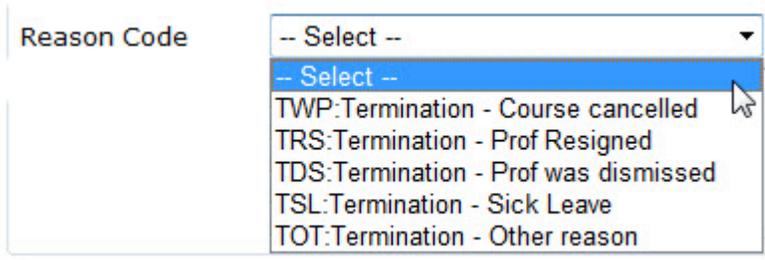
1. Click on Search.

Please refer to the section titled *Search Tool* of the present user guide for help on searching forms.

2. Using the Request ID column, click on the form number that needs to be modified.

3. Click on Terminate Contract.

4. Select the termination Reason Code.



A screenshot of a web form showing a dropdown menu for 'Reason Code'. The menu is open, displaying several options. The first option is highlighted in blue. A mouse cursor is pointing at the dropdown arrow.

Reason Code	Value
	-- Select --
	-- Select --
	TWP:Termination - Course cancelled
	TRS:Termination - Prof Resigned
	TDS:Termination - Prof was dismissed
	TSL:Termination - Sick Leave
	TOT:Termination - Other reason

5. (Mandatory) Type a comment in the Reason Comment field.

6. (Mandatory) Type the Actual Job End Date.



A screenshot of a web form showing a date input field. The field is labeled 'Actual Job End Date' and contains the date '01/09/2012'. A calendar icon is visible to the right of the input field.

Actual Job End Date	Value
	01/09/2012

7. (Optional) Type the amount given to the professor in the Rate (4 % Incl.) field. Leave default value to zero (0) if no amount will be given.

Please refer to the section titled Rate Type, Pclass and 4 % to know if you must add the vacation pay or not.

8. Click on Save as Draft.
9. Select the Next Approver.
10. Click on Save and Submit for approval.

# TP Reports

## TP Report Creation

You can extract a list of TP forms that were created between two dates. You can extract this list in an Excel format.

Click on TP: Reports.

## Extracting the report data

1. Type the begin date of the period during which the forms were created.



A screenshot of a web form showing a date selection field. The label 'Last Activity Date Begin' is on the left. The input field contains the date '04/09/2010' and has a calendar icon on the right side.

2. Type the end date of the period during which the forms were created.

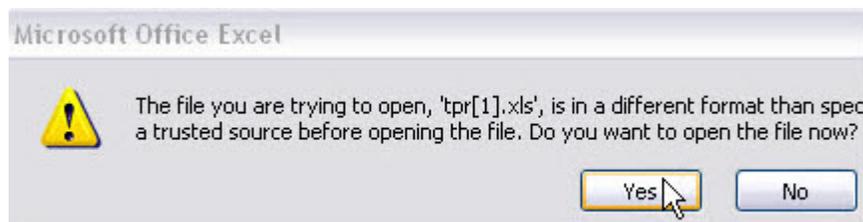


A screenshot of a web form showing a date selection field. The label 'Last Activity Date End' is on the left. The input field contains the date '31/12/2010' and has a calendar icon on the right side.

3. Click on Apply Filters.
4. Click on the Excel Icon
5. Click on Open.



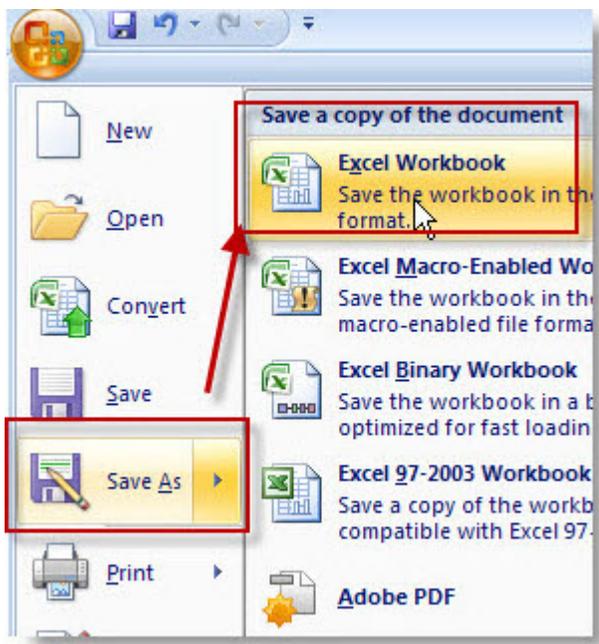
6. Click on *Yes* to confirm that you want to open the file.



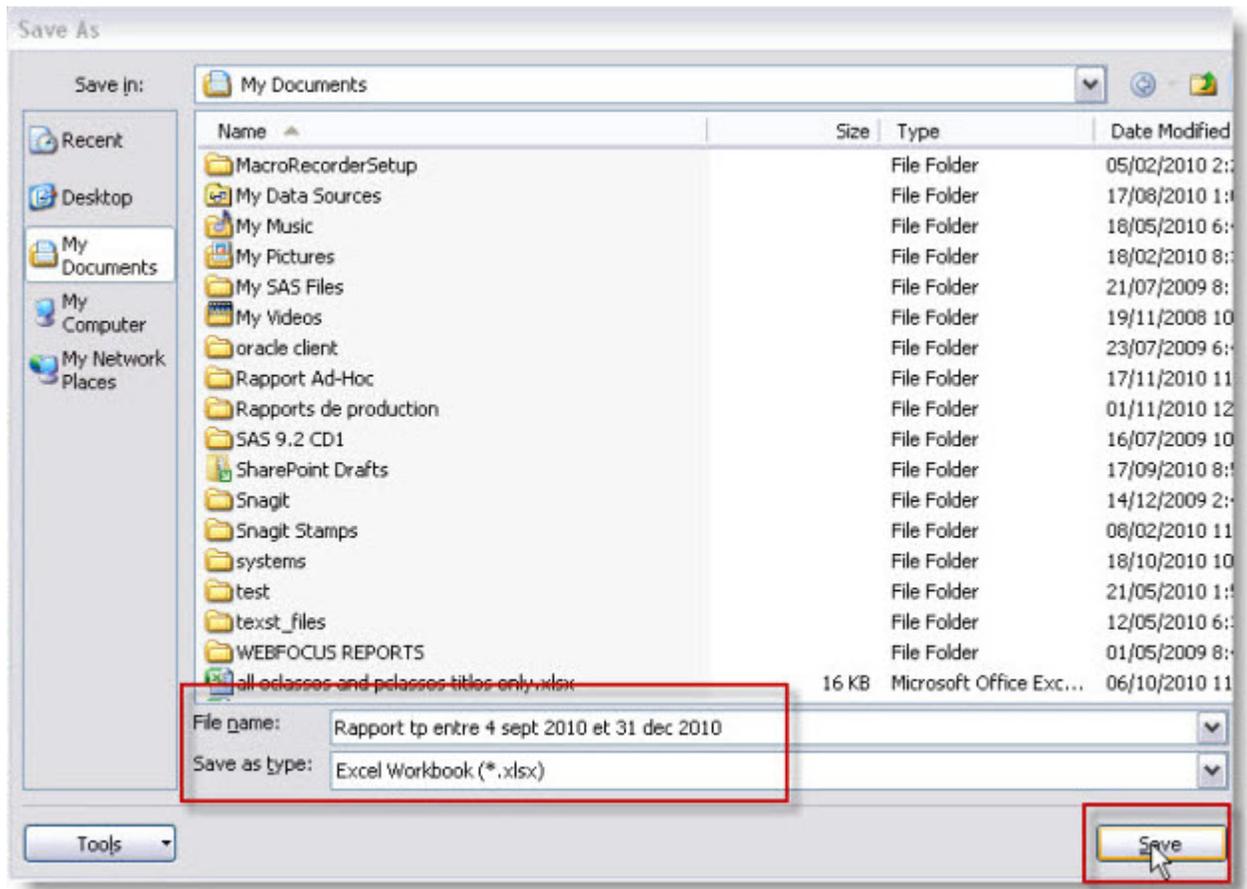
7. Click on the Office button.



8. Select **SAVE AS** and select Excel Workbook.



9. Type a name in the filename field *File name* and click on *Save*.



## TP Report Data

Variable Name	Description
Request ID	Form Number
Offer ID	Offer Number
1st Approval Date	Date of approval by the first approver
Contract Type Code	Contract Type: N = initial contract, M = modified contract - T = termination contract

---

<b>Variable Name</b>	<b>Description</b>
Master Request ID	Initial contract number if the current one has been modified or terminated
Reason Description	Contract modification or termination reason
Employee Name	Employee Name
Employee Number	Employee Number
Course Code	Course Code
Section Code	Section Code
FOAP(s)	FOAP(s) charged
Rate Quantity	Number of hours
Rate	Hourly Rate
Contract Amount	Contract total amount
Status	Form status
Last Activity User	Last user to have done an operation on the form
Last Activity Date	Date on which the last user did an operation on the form
Job Begin Date	Actual Job Begin Date
Job End Date	Actual Job End date



# Search Tool

## Search Tool

1. You can find a form that has been created, approved or sent to Banner. To begin the research, you must click on *Search*.
2. You have access to all forms that have been created, approved or sent to Banner for all the organizations for which you have access. Consequently you have access to all forms created by the other users of your unit that were created within your organization range.
3. You have to access to many selection parameters to search your forms as illustrated below.

The screenshot shows a search tool interface with a dark red header containing a magnifying glass icon and the text "Search Tool". Below the header are two sections of search filters:

**Filter for all form types**

Form Type	All/Tous ▼	Request Id	<input type="text"/>
Employee Number	<input type="text"/>		
Last Name	<input type="text"/>	First Name	<input type="text"/>
Requestor (Banner Id)	<input type="text"/>	Approver (Banner Id)	<input type="text"/>
Position	<input type="text"/>		

**Filter specific to P3C forms**

Timesheet Organization	<input type="text"/>		
Calendar Year	<input type="text"/>	Pay Number	<input type="text"/>

4. You can combine parameters to search for specific forms. For example, you need to find P3C forms that have been created for a specific employee, you can select the P3C Form Type and type the employee number in the Employee Number parameter.

**Filter for all form types**

Form Type	P3C	Request Id	<input type="text"/>
Employee Number	100300160	First Name	<input type="text"/>
Last Name	<input type="text"/>	Approver (Banner Id)	<input type="text"/>
Requestor (Banner Id)	<input type="text"/>	Position	<input type="text"/>

**Filter specific to P3C forms**

Timesheet Organization	<input type="text"/>	Pay Number	<input type="text"/>
Calendar Year	<input type="text"/>		

**1 request found for this filter.**

- The Status of the form indicates the step at which is the form. The Status column contains the form status.
- You must click on the Request ID number to open the form.

Request Id	Type	Status
<a href="#">14584</a>	P3C	New
<a href="#">14552</a>	P3C	Submitted - Waiting for approval
<a href="#">14551</a>	P3C	Submitted - Waiting for approval
<a href="#">14538</a>	P3C	Cancelled
<a href="#">14533</a>	P3C	Submitted - Waiting for approval
<a href="#">14532</a>	P3C	Submitted - Waiting for approval
<a href="#">14410</a>	P3C	Submitted - Waiting for approval
<a href="#">14409</a>	P3C	New
<a href="#">14408</a>	P3C	Submitted - Waiting for approval
<a href="#">14407</a>	P3C	Cancelled
<a href="#">14341</a>	P3C	Cancelled
<a href="#">14340</a>	P3C	Employee sent to Banner
<a href="#">14339</a>	P3C	Employee sent to Banner
<a href="#">14338</a>	P3C	Employee sent to Banner
<a href="#">14335</a>	P3C	Cancelled

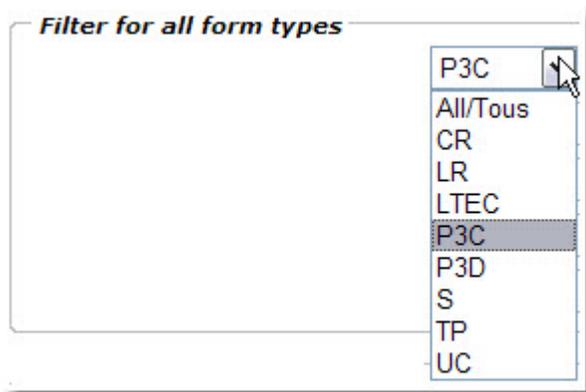
- When a form is saved, a number is assigned to it. The form number can be found in the upper right corner of the form as illustrated below.



- To find a form using its number, you must use the Request Id parameter.



- If you are looking for a specific type of form, you can use the Form Type parameter.



- To obtain the list of time sheets ( P3C/LTE) that have been created for a specific BW pay period, you need to use the Pay Number with the Calendar Year selection parameters.

Calendar Year  Pay Number

11. To obtain a list of forms created for a specific time sheet organization, you must use the parameter Timesheet Org.

Timesheet Organization

12. To obtain a list of forms created for a specific position, you must type de position number **in capital letters** in the Position paramater.

Position

13. To obtain a list of forms created for a specific employee, you must use the Employee Number parameter.

Employee Number

14. To obtain a list of forms created by a specific user, you must type the Requestor (Banner / Fast) Id **in capital letters** in the Requestor (BAnner Id) parameter.

Requestor (Banner Id)

15. To obtain a list of forms approved by a specific user, you must type the Requestor (Banner / Fast) Id **in capital letters** in the Approver (BAnner Id) parameter.

Approver (Banner Id)

## Search by Employee Number

1. Click on Search.
2. Type the Employee number.

3. Click on Apply Filter.
4. Click on the form number that is located under the column Request ID.

## Search by employee name

1. Click on Search.
2. Type the Last Name.  
The last name must begin with capital letter and all other letters in lower case. Do not forget to add the French accents.
3. Type the First Name.  
The last name must begin with capital letter and all other letters in lower case. Do not forget to add the French accents.
4. Click on Apply Filter.
5. Click on the form number under the column Request ID.

## Search by form number

1. Click on Search.
2. Type the form number in the Request ID field.
3. Click on Apply Filter.
4. Click on the form number under the column Request ID.

## Search by user id

1. Click on Search.
2. Type the user id **IN CAPITAL LETTERS** in the Requestor (Banner ID) *or* in the Approver (Banner Id. Banner) field.
3. Click on Apply Filter.
4. Click on the form number under the column Request ID.

# Approvers and proxies

## Approvers

The next sections of the guides refer to approval of forms and the creation/suppression of proxies when approvers need a replacement during their absence.

## Electronic form approval

1. Click on the form number.
2. (Optional) Type a Timesheet Org if you need to modify the existing one.
3. (Optional) Edit the FOAP.
4. Select one of the four options.
  1. Approve
  2. Approve and go to next form
  3. Return to requestor
  4. Reject this request

## Configuration of a proxy

If you plan to be away for a period of time, you can create a proxy. Adding a proxy will enable someone to approve your forms in your name while you are absent.

1. Click on Preferences from the index.
2. Type the user name in the Proxy User Id field and click on *Save*.

## Removal of a proxy

You can remove a proxy.

1. Click on Preferences from the index.
2. Delete the Proxy Userid Id and click on Save.



The screenshot shows a 'Preferences' dialog box with a dark red header containing a gear icon and the text 'Preferences'. Below the header, there is a 'Language' dropdown menu set to 'English'. The 'Proxy User Id \*' field is highlighted with a blue border and contains the text 'Marielle Richard'. A 'Save' button is located at the bottom left of the dialog box.

# Error Messages

## Error Messages

The following section of the present user guide explains the different error messages that you might obtain the different sections of the form.

## Error messages during the person creation part

1. Error Message : Employee age cannot be greater than 100 years.

 **Note:**

You must modify the date of birth to solve this problem.

2. Error message: Name cannot be all upper case.

 **Note:**

You must type the first and last names using mixed cases.

3. Error message : All Common Matching fields must be entered.

 **Note:**

You must enter data in all the fields of the Person Creation section.

4. Error message : The SIN is invalid.

 **Note:**

You must re-enter the social insurance number because the entered number is not valid.

5. Error message : Employee must be at least 15 years old.

 **Note:**

You cannot hire an employee that is less than 15 years old. Verify and re-enter the date of birth.

6. Error message : The Date of Birth is invalid.

 **Note:**

You have entered an invalid date, please verify and correct it.

## Error message from the Address section

1. Error message: No adresses found for this postal code.  
 **Note:** The postal code does not exist. If Post Canada indicates that this is a valid postal, please put the University's postal code, enter the address of your department and send an email to [inforh@uottawa.ca](mailto:inforh@uottawa.ca) and ask the information agent to enter the current address in Banner.
2. Error message : Address number is not in the selected range.  
 **Note:**  
The number that you have entered in the Stree Address Number is incorrect. You can only enter a number between the brackets.

## Error messages from the job section

1. Error message : No Positions found for the selected Faculty/Service and EClass combination. Please contact Financial Planning Services.  
 **Note:**  
You do not have a pooled position for the type of position that you are hiring. You must have a new pooled position created by filling the Pooled Postion Creation Form and you must send it to Finalcial Planning.
2. Error message : Time Sheet Organization is invalid.  
 **Note:** You have entered an organization either does not exist of for which you do not have access.
3. Error message : User does not have access to Time Sheet Organisation.  
 **Note:**  
You do not have access to the Time sheet org that you have entered. Modify it and re-save your form.
4. Error message : Job Suffix and Payment Method  
 **Note:**  
You must select the pclass so ththat the job suffix and payment method be populated automatically.
5. Error message : Job End Date format is invalid.

 **Note:**

You have either forgotten to enter the job end date or you have entered it in an incorrect format. Click on the calendar icon to input the job end date.

6. Error message : Hourly Rate must be equal or greater than minimum wage (10.25).

 **Note:** The hourly rate cannot be less the legal minimum wage.

7. Error message : Hours Per Pay is too high for the E-Class/P-Class combination (max is 45).

 **Note:** You cannot enter more than 45 hours per pay when you use the pclass 34142 to pay an employee. You must either select another pclass or enter less than 45 hours per pay.

8. Error message : Hours Per Pay is too high (max is 95.33).

 **Note:** The number of hours per pay cannot be more than 95.33. Modify the hours per pay.

## Error messages specific to academic forms (S and TP)

1. Error message: Request must have an Offer Number and a Rate Type before it can be saved.

 **Note:**

You have omitted to select the rate type. Select the rate and save the form.

## Error messages in the Job Labour Distribution section

1. Error message : You do not have access to organization 120101.

 **Note:**

You do not have access to the organization entered in the Job Labour Distribution section.

2. Error Message : Job Labour Distribution does not equal 100 percent (current total = 90).

 **Note:**

The total sum of the percentages must be equal to 100. Modify the percentage(s) so that the total sum equals 100 %.

3. Error message : The percentage value must be greater than 0.

 **Note:**

You must ensure to enter a percentage when you are modifying, adding or deleting a line from the Job Labour Distribution because the systems defaults the value to 0. Enter a percentage on the line that shows 0 and click on update.

4. Error message : Cannot delete the Labour distribution. At least one cost center must be assigned to the timesheet.

 **Note:**

You cannot delete a line of the Job Labour Distribution if there is only one. You must create a new line and save it in order to be able to delete the incorrect one.

5. Error message : A Job Labour Distribution is in edit mode. Please Update, Insert or Cancel to continue.

 **Note:** You have omitted to save or update the line of Job Labour Distribution that you have either added, deleted or updated. Click on update or insert.

## Error messages from the Person Information section

1. Error message : User does not have access to Home Org. entered.

 **Note:**

If the faculty of the creator is different from the faculty of the approver, you must enter an org belonging to the faculty of the form creator.

2. Error message : User does not have access to Distribution Org. entered.

 **Note:**

If the faculty of the creator is different from the faculty of the approver, you must enter an org belonging to the faculty of the form creator.

## Error message in the Approval section

1. Error message: An approver is required.

 **Note:** You have omitted to select an approver before submitting your form for approval. Select the approver and click on Submit for approval.



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