



Positive Time Reporter Guide

A Positive Time employee is an employee that has no set schedule in HRIS. All time must be reported, including regular time, overtime and leave.

Time and leave is entered on the timesheet. However there are several types of leave that you will **NOT** be entering. These leave types include:

- Education Leave Allowances (Long Term)
- Maternity/Parental leave
- Removals
- Retirement Leave
- Severance

These leave types will be entered by Financial and Employee Shared Services.

Requests for these types of leave should be sent to the Help Desk at HRHelpDesk@gov.nt.ca



Time Entry

You can access your timesheet through the Time Entry tile on the Employee home page

HRIS/SAM LOGIN

Human Resources Information System (HRIS)
& System for Accountability and Management (SAM)

User ID
miriam.pallard

Password
•••••••

Sign In

[Forgot your password?](#)

For password assistance, contact the HR Help Desk
by email at hrhelpdesk@gov.nt.ca

Government of
Northwest Territories

- Enter in your User ID : firstname.lastname
- Enter in your password: *****
- Click ' Sign In'

You can access your timesheet through the Time Entry tile on the Employee home page.



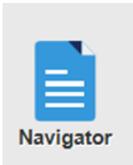


You can also go through the **Navigator Menu**.

1. Click the NavBar button.



2. Click the Navigator Button



3. Select **HRIS** and click **Self-Service** and then click **Time Reporting**



4. Click Report Time button



5. Click Timesheet button





This will bring up the Timesheet, a page allowing you to enter in **ALL** the time that you worked.

Timesheet

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Program Officers Unique To Gov

The default view is by calendar period (pay period). You can adjust the date selection, then click the 'refresh' icon to change your view.

Actions ▾

Select Another Timesheet

*View By: **Calendar Period** ▾

*Date: 02/01/2020  

Scheduled Hours: .0000 Reported Hours: 0.0000

Previous Period Next Period

Reported time on or after 02/01/2020 is for a future period.

From Saturday 02/01/2020 to Friday 02/14/2020 ?

Sat 2/1	Sun 2/2	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

When entering in time there is a 14 day rule. Employees have 1 pay period (14 days) to make corrections to their timesheet. You can also enter time for the current and future.

Submit

Enter your hours into the entry boxes

Select the appropriate Time Reporting Code from the drop-down menu. Only those codes that match your employment type are shown in the drop down list. For example, excluded employee codes are different than Union employee codes.

Total Time Reporting Code

- A01 - Vacation Leave Taken 8U
- A02 - Vacation Leave Payout 4U/6U/8U
- AW1 - Late - AWOL 8D/8E/8U/T8
- AW2 - AWOL over 1/2 day
- CA1 - Casual Leave 8U
- CB1 - Callback @ 1.0
- CB2 - Callback @ 1.5
- CB3 - Callback @ 2.0
- CMA - Commuting Allowance over 8km
- CO1 - Court Leave 8U
- CV1 - Civic Leave 8U
- CV2 - Civic Leave No Pay
- DD1 - Mand Leave Relief @ 1.0 HB 8U
- DD2 - Mandatory Lve Relief @ 1.5 HB
- DD3 - Mandatory Lve Relief @ 2.0 HB
- ECB - Electronic Call Back 4,6,8U
- ECB1 - Electronic Call Bk 1.5 4,6,8U
- ECB2 - Electronic Call Bk 2.0 4,6,8U
- ED1 - Committee Work (HB) 8U
- ED2 - Community Service (HB) 8U
- ED3 - Convention/Seminars (HB) 8U
- ED4 - Education - Extramural (HB) 8U
- ED5 - Education - Inservice (HB) 8U
- ED6 - Education -Orientation (HB) 8U
- EM1 - Emergency Training Lve Paid 8U



Click "+" to add a row, or "-" to delete a row. When you delete a row, you delete all the information that was in the row. **If there is approved time in the row, it will be deleted as well.**

taskgroup	Business Unit	Combination Code	ChartFields		
DEFAULT	GR1BU		ChartFields	+	-
DEFAULT	GR1BU		ChartFields	+	-
DEFAULT	GR1BU		ChartFields	+	-

Positive Time Reporters must enter in **ALL** time worked in order to get paid. This includes Regular (REG) pay!

Sat 4/4	Sun 5/4	Mon 6/4	Tue 7/4	Wed 8/4	Thu 9/4	Fri 10/4	Total	Time Reporting Code	*Taskgroup	Business Unit
7.5		7.5	7.5	7.5				REG - Regular 8U	DEFAULT	GR1BU
2.0			2.0	4.0				OT1 - Overtime @ 1.5 4/6/8U	DEFAULT	GR1BU
									DEFAULT	GR1BU

All hours worked and any entries in addition to your working hours such as sick or annual, overtime or responsibility allowance must be entered.



Important! If you are taking a partial day of leave (i.e. half a day of sick leave), you must enter your leave hours AND the remainder of your regular working hours on a different row. The total hours in one day must add up to your total regular working hours.

	Wed 2/12	Thu 2/13	Fri 2/14	Total	Time Reporting Code
	<input type="text"/>	7.5	3.5		SL1 - Sick Leave 8U
	<input type="text"/>		4.0		REG - Regular 8U
	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Click the Submit button

Submit

You will receive a confirmation that your submit was successful. Click the OK button

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Time Period of 2018-05-26 to 2018-06-08 is submitted

OK

Don't forget to enter in all time worked !

When entering overtime (OT) only input the # of overtime hours worked into the timesheet.