

1. When do timecards have to be completed?

Permanent-full time (B2) employees will need their timecards submitted and approved by the Thursday BEFORE the end of their pay period on Saturday. As a reminder, B2 employees are exception paid and always receive their base salary on every pay day. They need a timecard to capture adjustments to their paid time off entitlements and any supplementary pay for which they are eligible.

Term, part-time and labour Service (B1) employees will need their timecards submitted and approved by Monday – immediately following their pay period end on Saturday. B1 employees are positively paid, which means they **MUST** submit a timecard depicting all regularly paid hours, adjustments to paid time off entitlements and supplementary pay. If a B1 employee does not submit a timecard, they will not receive any pay at all.

There is no change for monthly, out-of-scope (M1) employees who must have timecards completed one week after the end of the month, unless they are among the few out-of-scope positions that receive supplementary pay in which timecards would be due the day before the M1 run day. Run days are available in [Taskroom](#).

2. If I earn supplemental pay in a pay period after I've completed my timecard, when do I enter that time?

The Saskatchewan Employment Act requires employers to make all reasonable efforts to pay employees within six days of the end of a pay period. It is important to comply with the legislation. Where supplemental pay is accrued after the Thursday timecard deadline, supplemental pay may be paid in the next pay period.

Because Thursday (the 12th day of the in-scope pay period) at 5 p.m. is the due date for B2 timecards from Managers to the HRSC, we record and approve all supplemental earnings earned in the pay period to that point. However, the Ministry of Labour Relations and Workplace Safety has advised that anything earned after this Thursday at 5 p.m. may not be reasonably verified by the Manager before the end of the pay period and therefore can be submitted during the next pay period through **timecard amendment**.

Even though B1 timecards are not due until Monday at 5 p.m., we recognize that it may be difficult to verify and approve all supplementary pay over the weekend. In this case, B1 supplementary pay accrued after Thursday at 5 p.m. may also be paid in the next pay period.

For example, a B2 office employee submits a timecard and the manager approves the timecard by Thursday at 5 p.m. On Saturday, the employee is required to work overtime on a scheduled day of rest. The run will occur the next day (Sunday) after which, the employee can go and amend their timecard on Monday (after the Sunday run) for the period including time work on Saturday. Once the manager approves the **amended timecard**, the supplementary pay will be processed for the next pay date.

3. If an in-scope employee earns supplementary pay on the 13th or 14th day of the pay period, does it get entered on the next timecard?

No. The employee needs to go back and **amend the timecard** from the pay period in which the supplementary pay was

earned. However, employees will receive this supplementary pay on their next pay date.

4. Does supplemental pay include use of paid time off entitlements like sick leave, pressing necessity and vacation?

No. Supplemental pay refers to supplementary payments such as overtime, premium pay, and differentials. Paid time off entitlements such as vacation, sick leave, and pressing necessary are not contemplated by the provisions under *The Saskatchewan Employment Act*.

If an employee requires access to paid time off between the timecard cut off and the payroll run day, the employee can **amend their timecard** after the run day and adjustments will be made to their paid time off banks after the next payroll run. However, if an employee does not have any paid time off in their banks (i.e. they have run out of sick time), the employee and manager may wish to make a **timecard amendment** before the run day to change the time to leave without pay to ensure that the employee is not overpaid.

For example, consider the case of a B2 employee who submits a timecard and their manager approves it on Thursday by 5 p.m. The employee calls in sick the next day (Friday). If that employee has enough time in their sick bank to cover that day, they can make the **timecard amendment** after the Sunday run day. However, if that employee does not have sick time to access, the manager may wish to have an employee delegate amend that timecard to reflect leave without pay, and the manager will have to approve the timecard a second time before the Sunday run.

5. How early can I complete my timecard?

Employees can complete their timecard up to one pay period in advance.