

## Background

*Information in timecards contains personal information as defined in The Freedom of Information and Protection of Privacy Act (FOIP) and personal health information as defined in The Health Information Protection Act (HIPA).*

*Examples of personal information include: employee name, employee number and some codes and reasons (e.g. ML – Military Leave; SPN – Pressing Necessity – PA – Paternity/Adoption Leave). Personal health information includes some codes and reasons, such as SLL – Sick (code), IL – Illness (reason), and MA – Medical or Dental Appointment (reason). Personal information and personal health information can also be in comments.*

*The collection, protection, use and disclosure of personal information and personal health information contained in timecards is governed by FOIP and HIPA.*

*As a delegate, you need to ensure that personal information and personal health information you provide on behalf of someone in timecards is accurate and is only shared on the need-to-know basis.*

*It is strongly recommended you take [the Access and Privacy in the Government of Saskatchewan](#) training if you have not already done so.*

*Please note that employee timecards may be audited by the Human Resource Service Centre (PSC), the Provincial Comptroller's Office or ministries to ensure accuracy of provided information.*

If you have been granted time entry delegate access by your ministry's administrator, you will have access to employee timecards as provided. Accessing other employee timecards is much like accessing your own.

Time Entry Delegate is typically used to assist an employee with their timecard. This is typically done when:

- An employee does not have access to a computer or internet connected device to enter their timecard.
- An employee was terminated or was on leave prior to submitting their last timecard.
- An employee is out of the office/unreachable and they are unable to make amendments in their timecard(s).
- An employee needs help (within their own ministry) with entering timecodes.

Please ensure you are aware of the payroll run schedules and that amending a timecard could cause the employee to not be paid.

Click the clock in the upper left hand corner to access the timecard function.



Use the Search function on the left menu to find the employee that you want to enter time for.

# Time Entry Delegate

Last revised: November 2020  
Last reviewed: November 2020  
Next review: November 2021



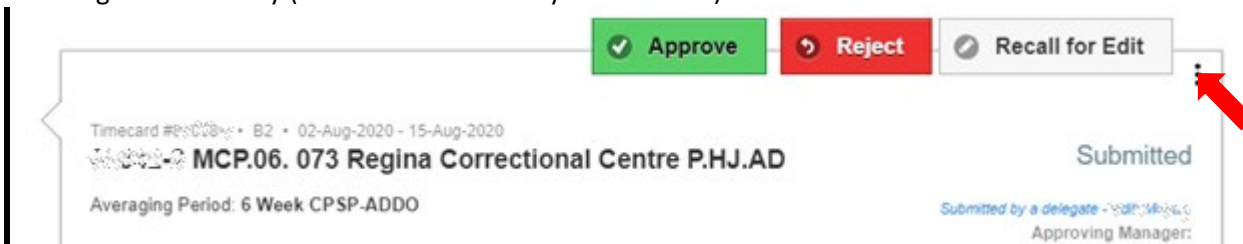
You can search for employees by name or employee number.

A blue message will appear in the top right corner of the screen notifying you that you are acting as a delegate.

## **!** *You are acting as a Delegate*

The timecard can be edited, validated, and submitted.

The timecard keeps a record of employee and delegate activity that can be found by clicking on the three dots and selecting Status History (or submission for only submissions).



This will display information about who submitted and approved a timecard, including if it was a delegate or not.

# Time Entry Delegate

Last revised: November 2020  
Last reviewed: November 2020  
Next review: November 2021

Status History <span>✕</span>	
06-Aug-2020 13:16:10	<b>New</b> - Timecard Started.. Pending Submission.
06-Aug-2020 13:23:45	<b>Valid</b> - 0 notices written to timecard.
10-Aug-2020 21:53:24	<b>Errored</b> - Existing Time Entries Could Not be mapped to timesheet.
19-Aug-2020 15:48:28	<b>Open</b> - Error time entries removed. Open Timecard.
19-Aug-2020 15:49:32	<b>Valid</b> - 0 notices written to timecard.
19-Aug-2020 15:49:47	<b>Open</b> - [redacted] decided to make changes after validation. Open Timecard.
20-Aug-2020 07:54:04	<b>Valid</b> - 0 notices written to timecard.
20-Aug-2020 07:54:12	<b>Submitted</b> - [redacted] submitted timecard for [redacted] to [redacted] for approval.