

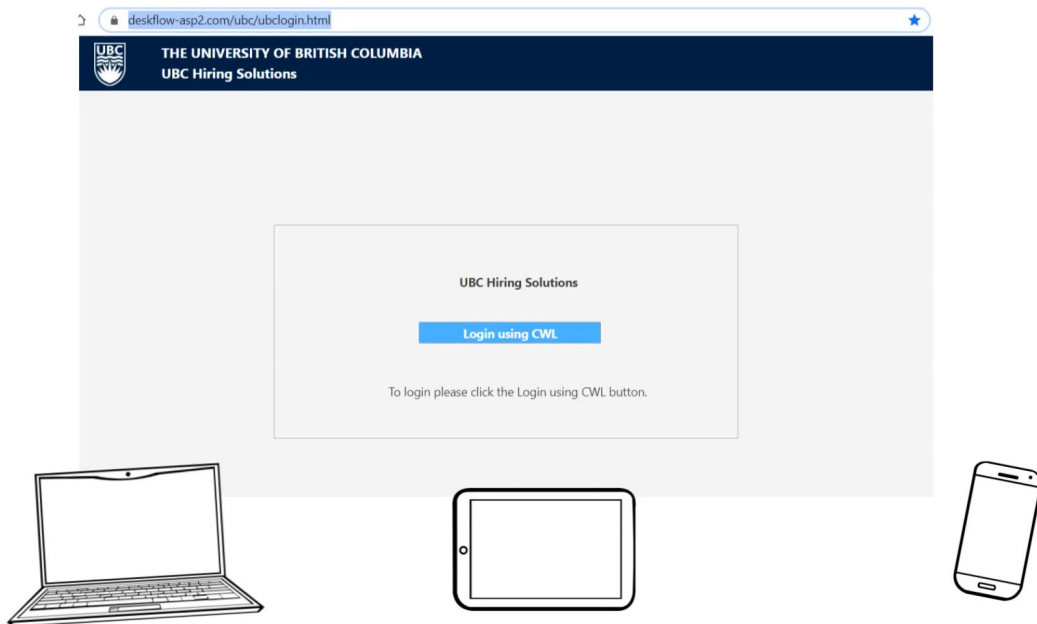


THE UNIVERSITY
OF BRITISH COLUMBIA

UBC Hiring Solutions Timesheet Portal



Complete your Time Sheet, Request Time-Off,
and View your Records.





- Enter your daily worked hours and absence hours.
- Request a Time Off .
- Update your Biography and add a photo.
- Check your Reviews and add department feedback.



Select Time Sheet

Time Sheet Bio Reviews Dept Feedback Stat Holidays Schedule Logout

Employee: [] Email: []
Mobile: [] OK to Text: YES Status: Active Overall Average Reviews: A [FAQ](#)

1

Select Time Sheet Period

Start	End	Time Sheet Due	Pay Date
6/1/2020	6/15/2020	Mon Jun 15, 2020	6/23/2020
5/16/2020	5/31/2020	Fri May 29, 2020	6/8/2020
5/1/2020	5/15/2020	Wed May 13, 2020	5/22/2020
4/16/2020	4/30/2020	Thu Apr 30, 2020	5/8/2020
4/1/2020	4/15/2020	Wed Apr 15, 2020	4/23/2020
3/16/2020	3/31/2020	Thu Mar 26, 2020	4/8/2020
3/1/2020	3/15/2020	Fri Mar 13, 2020	3/23/2020

2

Select Time Sheet - double click to view/work on Time Sheet

Job	Department	Job Title	Status	Expected End
S7348-01	Human Resources - Workplace Lx	Admin Assistant 3 (Excluded)	Not Started	6/30/2020

[View Time Sheet](#)

Time-off Requests (Double Click a Request to View - or Select and click View)

[View](#) [Add](#) [Delete](#)

Employee: Your name will appear here Email: Your UBC e-mail will appear here
Mobile: Your phone # will appear here Alt: [] Status: Active

Select Time Sheet Period

Start	End	Time Sheet Due
8/1/2017	8/15/2017	Thu Sep 14, 2017
8/16/2017	8/31/2017	
9/1/2017	9/15/2017	

Select Time Sheet

Job	Department	Job Title	Status
S3301-01	Human Resources - UBC Hiring	Admin Assistant 3	Entry

[View Time Sheet](#)

This is the available timesheet for your current assignment. When you first see this screen, the status will be "Not Started" and when you click on view time sheet (orange button below) and start entering the status will change to "Entry". You can logout and come back to continue your timesheet.

Accumulative: []
Memo: []
Stat Holiday: []

Time Sheets due JUN 15: 5/29/2020 JUN 1 to 15 time sheets are due MONDAY JUN 15. Please enter anticipated hours to JUN 15.
Pay day is JUN 23: 6/8/2020 Pay day for JUN 1 to 15 pay period is TUESDAY JUN 23.

Not Started
Entry
Admin Review
Approved



Time Sheet Entry

Enter your work hours under "Regular"

Enter your approved Over Time hours under "OT" ✓

Time Sheet Bio Reviews Dept Feedback Stat Holidays Schedule Logout

Employee: Period: Mon Jun 1, 2020 to Mon Jun 15, 2020
 Department: UBC General Employees Position: (CUPE 2950)
 Reports To: Emp #: 2693933 [Print](#)

Day	Date	Regular	OT	Sick	Medical	Vac.	Stat.	Meeting	Misc.	Total
Mon	Jun 1 2020	7.00								7.00
Tue	Jun 2 2020	7.00								7.00
Wed	Jun 3 2020	7.00								7.00
Thu	Jun 4 2020	7.00								7.00
Fri	Jun 5 2020	7.00								7.00
Sat	Jun 6 2020									0.00
Sun	Jun 7 2020									0.00
Mon	Jun 8 2020	7.00								7.00
Tue	Jun 9 2020									0.00
Wed	Jun 10 2020									0.00
Thu	Jun 11 2020									0.00
Fri	Jun 12 2020									0.00
Sat	Jun 13 2020									0.00
Sun	Jun 14 2020									0.00
Mon	Jun 15 2020									0.00
Total Hours		42.00								42.00

Meeting and Misc. Notes for:
Mon Jun 8 2020
 I was advised to complete the timesheet even in lieu of assignment.
 Thanks

Pay Rate: 24.26
[Back / Select Time Sheet](#)
 Started: Jun 9 2020

Enter any notes if needed



When you finish completing your timesheet and you submit it, it comes to us not the department (Admin Review).

☑ We review and process, then we submit to the department for approval (Pending Approval).

☑ If you know that your supervisor is away or unavailable, please ask your supervisor to let us know to who we send the timesheet for approval.

☑ If after submitting your timesheet, you realize you have made a mistake and you need to amend it, you will not be able to. Please e-mail ubchs.admin@ubc.ca with the changes to update your timesheet and resubmit it for approval.

☑ You will receive an automated e-mail reminder 2 days before a pay period; if you haven't submitted it yet, you will receive an automated e-mail reminder on the morning of the due date; If you still haven't submitted it, you will receive a final e-mail reminder the morning after the due date.

If we don't receive your timesheet by then, your pay will be delayed .



Time Off Request

Time-off Request

Requesting

From

To

If 1 Day

Note

Status

Vacation

Medical

Sick

Unpaid Leave

Request

Vacation used YTD (days)

Sick used YTD (days)

Medical used YTD (hours)

Accum. Vac Days

Accum. Sick Days

0.00

1.00

0.00

7.00

10.34

days

hours am/pm

Hours Off

0.00

May 16 2020

May 17 2020

May 18 2020

May 19 2020

May 20 2020

May 21 2020

May 22 2020

May 23 2020

May 24 2020

May 25 2020

May 26 2020

May 27 2020

May 28 2020

May 29 2020

May 30 2020

May 31 2020

Regular

OT

Sick

Medical

Vac.

Stat.

Meeting

Misc.

Total

0.00

0.00

7.00

7.00

7.00

7.00

7.00

0.00

0.00

7.00

7.00

7.00

7.00

7.00

0.00

0.00



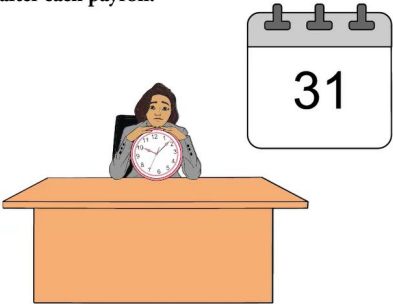
Day	Date	Regular	OT	Sick	Medical	Vac.	Stat.	Meeting	Misc.	Total
Sat	May 16 2020									0.00
Sun	May 17 2020									0.00
Mon	May 18 2020					7.00				7.00
Tue	May 19 2020	7.00								7.00
Wed	May 20 2020	7.00								7.00
Thu	May 21 2020	7.00								7.00
Fri	May 22 2020	7.00								7.00
Sat	May 23 2020									0.00
Sun	May 24 2020									0.00
Mon	May 25 2020	7.00								7.00
Tue	May 26 2020					7.00				7.00
Wed	May 27 2020					7.00				7.00
Thu	May 28 2020					7.00				7.00
Fri	May 29 2020					7.00				7.00
Sat	May 30 2020									0.00
Sun	May 31 2020									0.00



Vacation and Sick Balance

Accumulations	Amount	Hours	Days	Hours	Days
Vacation	1322.97	54.56	7.80	Sick	72.3700
Vacation and Sick - Balances as of Sun May 31, 2020					

Accumulations are updated after each payroll.



Biography

[Time Sheet](#) [Bio](#) [Reviews](#) [Dept Feedback](#) [Stat Holidays](#) [Schedule](#) [Logout](#)

Biography

By providing a bio and/or photo I am giving permission to UBC Hiring Solutions (UBCHS) to share my bio and photo with clients for introductory purposes only. I acknowledge and understand that UBCHS will not share my bio or photo with any other UBC department or external company or agency. I understand that uploading a photo or writing a bio is completely voluntary and is NOT a requirement of my work at UBC.

Enter a brief biography.

I have over 9 years of experience in various profiles like financial accounting, business development, e-commerce solutions, project administration and customer servicing. I am quick in assimilating new ideas with a logical and analytical approach to solve complex problems and issues, one who enjoys being part of, as well as leading, successful and productive teams.

I have Master's in Business Administration(MBA) in Finance and currently pursuing my PMP certifications.

Photo

[Upload Photo](#) [Clear/Remove Photo](#)

Questions to consider when creating your bio:

Who am I?
What work related skills do I have?
A career highlight to date.
Fun fact.

Example:

Amy is an experienced administrative professional (4+ years) with a background in providing office support for fast-paced teams in large enterprises. She has been living in Vancouver for 20 years, she is originally from Winnipeg. Amy has a background in administration, having worked for 2 years at BC Hydro in an Executive Assistant position, working in a team of 10 providing support to the Director. Amy has just wrapped up an assignment over at Sauder where she supported the team during their busy period, which provided her with UBC specific knowledge and experience with QIP and their in-house systems.

Amy received an award from BC Hydro for her innovative work ethic when she created a new filing system for the team to improve efficiency. Amy is also studying part time by night to obtain her degree in Business Administration. Amy loves hiking and challenges herself by doing the Grouse grind every

[Edit](#) [Cancel](#) [Save](#)



Check your Reviews

[Time Sheet](#) [Bio](#) [Reviews](#) [Dept Feedback](#) [Stat Holidays](#) [Schedule](#) [Logout](#)

Reviews

Emp #:

Type:

Overall Average Reviews: **A**

Job	Department	Job Title	Start Date	End Date	Overall
56261	School of Architecture & Landscape Architectu	Administration - Level A mid (Mgmt&Prof)	1/7/2019	9/13/2019	A
55405	Medicine - Dean's Office	Admin Support 4 - B (CUPE 2950)	7/12/2018	1/4/2019	B

Performance Indicator	Score	Notes (double click to view full note)
1. Quality of Work	A (excellent)	
2. Quantity of Work	A (excellent)	
3. Adaptability/ Flexibility	A (excellent)	
4. Attitude	A (excellent)	
5. Software Proficiency	A (excellent)	



There is always room for improvement !



Share your Department Feedback

Time Sheet Bio Reviews Dept Feedback Stat Holidays Schedule Logout

Dept Feedback Emp # (Click to Select Job - then - Double Click for Dept Feedback Entry)



Job	Department	Job Title	Start Date	End Date	Overall	Released
56636	Board of Governors	Administration - Level A (Excl Mgmt&Prof)	9/16/2019 12:00	2/28/2020 12:00	B	<input checked="" type="checkbox"/>
56261	School of Architecture & Landscape Architectu	Administration - Level A mid (Mgmt&Prof)	1/7/2019 12:00 A	9/13/2019 12:00	A	<input checked="" type="checkbox"/>
55405	Medicine - Dean's Office	Admin Support 4 - B (CUPE 2500)	7/12/2018 12:00	1/4/2019 12:00 A	B	<input checked="" type="checkbox"/>

Performance Indicator	Feedback	Notes (double click to view full note)
1. Rate your overall satisfaction level with this assignment?	A (Extremely supportive)	
2. Rate the dept's ability to effectively communicate their needs/expectations/job duties to you?	B (Very satisfied with dept)	Open door policy for questions, and most of the time needs/expectations were clear
3. Rate the department's orientation and task specific training?	C (Satisfactory)	Cross over training was less than 1.5 days. I learned most new tasks with guidance from my manager, or on my own (self training) or was able to work with another staff member to obtain an overview. One on one touch base meetings were helpful.
4. Rate the physical environment i.e. lighting, ventilation, noise level, etc.	B (Very good)	
5. Rate the level of computer/ software proficiency needed compared to your skill set.	A (Excellent- mastered software easily)	

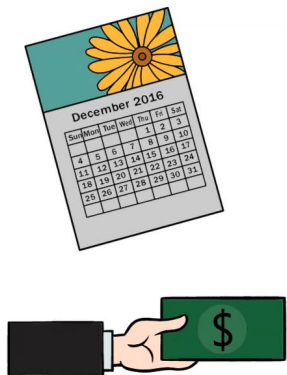


Statuary Holidays



THE UNIVERSITY OF BRITISH COLUMBIA UBC Hiring Solutions			
Time Sheet Bio Reviews Dept Feedback Stat Holidays Schedule Logout			
Year <input type="text" value="2020"/>	Day	Stat Date	Stat Description
 	Wed	1/1/2020	New Year's Day
	Mon	2/17/2020	Family Day
	Fri	4/10/2020	Good Friday
	Mon	4/13/2020	Easter Monday
	Mon	5/18/2020	Victoria Day
	Wed	7/1/2020	Canada Day
	Mon	8/3/2020	BC Day
	Mon	9/7/2020	Labour Day
	Mon	10/12/2020	Thanksgiving
	Wed	11/11/2020	Remembrance Day
	Fri	12/25/2020	Christmas Day
	Mon	12/28/2020	Boxing Day

Time Sheet Schedule



THE UNIVERSITY OF BRITISH COLUMBIA
UBC Hiring Solutions

Time Sheet Bio Reviews Dept Feedback Stat Holidays Schedule Logout

Year: 2020

Start	End	Time Sheet Due	Pay Date
1/1/2020	1/15/2020	1/15/2020	1/23/2020
1/16/2020	1/31/2020	1/30/2020	2/7/2020
2/1/2020	2/15/2020	2/12/2020	2/21/2020
2/16/2020	2/29/2020	2/27/2020	3/6/2020
3/1/2020	3/15/2020	3/13/2020	3/23/2020
3/16/2020	3/31/2020	3/26/2020	4/8/2020
4/1/2020	4/15/2020	4/15/2020	4/23/2020
4/16/2020	4/30/2020	4/30/2020	5/8/2020
5/1/2020	5/15/2020	5/13/2020	5/22/2020
5/16/2020	5/31/2020	5/29/2020	6/8/2020
6/1/2020	6/15/2020	6/15/2020	6/23/2020
6/16/2020	6/30/2020	6/29/2020	7/8/2020
7/1/2020	7/15/2020	7/15/2020	7/23/2020
7/16/2020	7/31/2020	7/29/2020	8/7/2020
8/1/2020	8/15/2020	8/13/2020	8/21/2020
8/16/2020	8/31/2020	8/28/2020	9/8/2020
9/1/2020	9/15/2020	9/15/2020	9/23/2020
9/16/2020	9/30/2020	9/30/2020	10/8/2020
10/1/2020	10/15/2020	10/15/2020	10/23/2020
10/16/2020	10/31/2020	10/29/2020	11/6/2020
11/1/2020	11/15/2020	11/13/2020	11/23/2020
11/16/2020	11/30/2020	11/30/2020	12/8/2020
12/1/2020	12/15/2020	12/15/2020	12/23/2020
12/16/2020	12/31/2020	12/18/2020	1/8/2021

ITE

Not Started
Entry
Admin Review
Approved

NOTES:

- Your e-mails are used only as username and not attached to your actual e-mail accounts.
- Please submit your Time-Off Sick request through the Time Sheet Portal as soon as possible.
- We require one week notice for medical appointment requests; One week notice for vacation requests less than one week; two week notice for vacation requests greater than one week.
- Pay periods are from the first of a month to the fifteenth inclusive, and from the sixteenth of the month to the end of the month (30/31) inclusive.