

This is a draft – please let me know if something is unclear or needs to be corrected

Table of Contents

<b><u>I. Clocking In/Out of Payworks</u></b> .....	2
<b><u>II. Switching Positions (shifts or type of hours) in the same day if needed (required for Overnights);</u></b> .....	5
<b><u>III. Making Corrections</u></b> .....	6
<b><u>IV. Team Leader or Stand-in review and approving shifts and corrections. In this case you log onto the Admin account not your personal account.</u></b> .....	8

Click any item on Table of Contents to go there and then  
CTRL + Home to return to this table

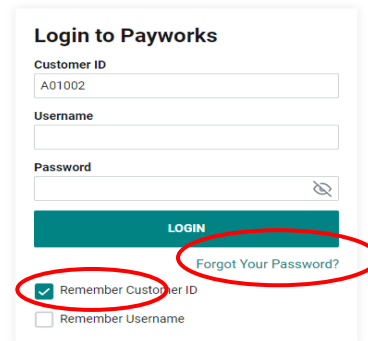
You may use your own phone to log in/out but only if you allow location settings for Payworks, otherwise use WIN's computers. If you have any ongoing problems when using your phone, then you must use a WIN computer.

Staff must to be authorized for each work location on Payworks the same way as for ShareVision. The more notice you give to Wes or Glen

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## I. Clocking In/Out of Payworks

1. Login to Payworks site. Payworks.ca or use the link on ShareVision Employee Services page,



2. Customer ID = A01002 (always the same for all WIN employees)
3. Username = first 3 letters of your last name and the first letter of your first name (unless yours is different because of duplication)
4. Add your password,

**NOTE:** if you can't remember your password, you can select Forgot password and a temporary password will be emailed to you.

5. Easier next time if you click Remember Customer ID

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6. Automatically takes you to Web Time

7. In Payworks you select one of the Positions which may include (Program/Residence specific to where you're working);

- Program/Residence Direct
- Program/Residence Direct Weekend
- Program/Residence Sleep
- Program/Residence Sleep Weekend
- Program/Residence Training
- Program/Residence 12 Hrs Direct (if applicable)
- Employment

**Note:** Weekend hours are from 11:00pm on Friday to 11:pm on Sunday

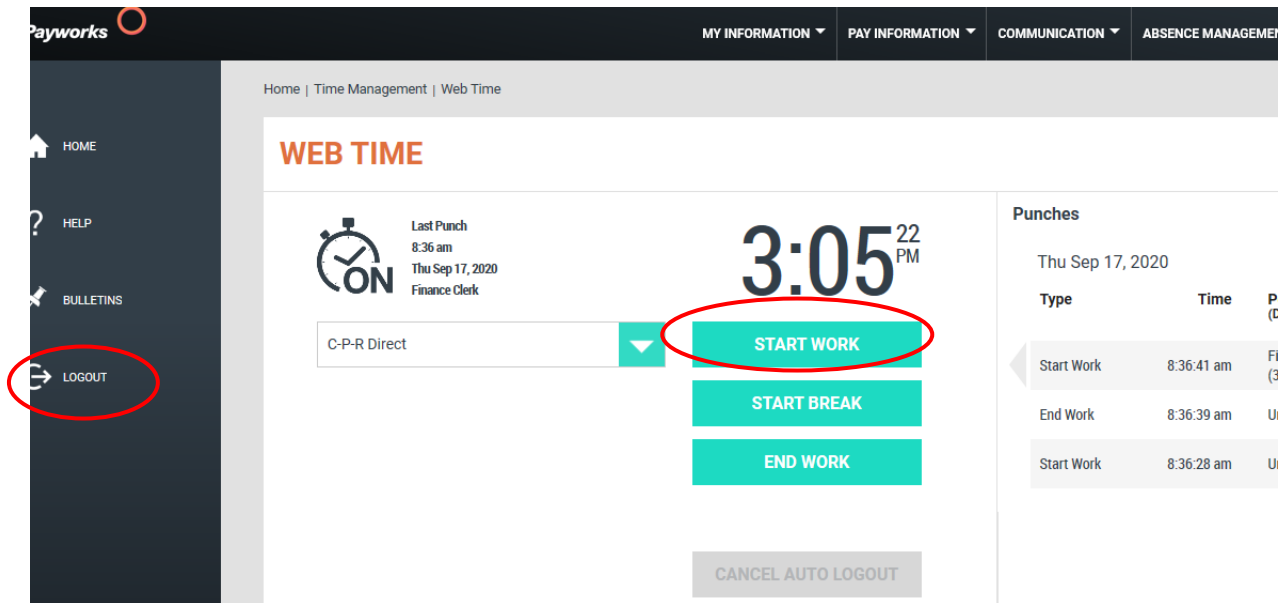
8. Select the drop-down menu (Change position to) and select your shift type for your work location that you're starting, e.g. CPR Direct

The screenshot shows the Payworks Web Time interface. The top navigation bar includes 'MY INFORMATION', 'PAY INFORMATION', 'COMMUNICATION', 'ABSENCE MANAGEMENT', and 'TIME MANAGEMENT'. The main content area is titled 'WEB TIME' and shows the current time as 1:30 PM on Thursday, September 17, 2020. A 'Last Punch' section indicates a punch at 8:36 am on Thursday, September 17, 2020, for the position 'Finance Clerk'. A dropdown menu titled 'Change position to' is open, with the following options: 'C-P-R Direct', 'C-P-R Direct Weekend', 'C-P-R Sleep', 'C-P-R Sleep Weekend', 'C-P-R Training', 'Employment', and 'Finance Clerk'. The 'C-P-R Direct' and 'C-P-R Direct Weekend' options are circled in red. Below the dropdown are buttons for 'START WORK', 'START BREAK', 'END WORK', and 'CANCEL AUTO LOGOUT'. On the right side, there is a 'Punches' section for Thursday, September 17, 2020, with a table showing punch events:

Type	Time	Position (Department)
Start Work	8:36:41 am	Finance Clerk (3602 PDD Administration)
End Work	8:36:39 am	Unspecified
Start Work	8:36:28 am	Unspecified

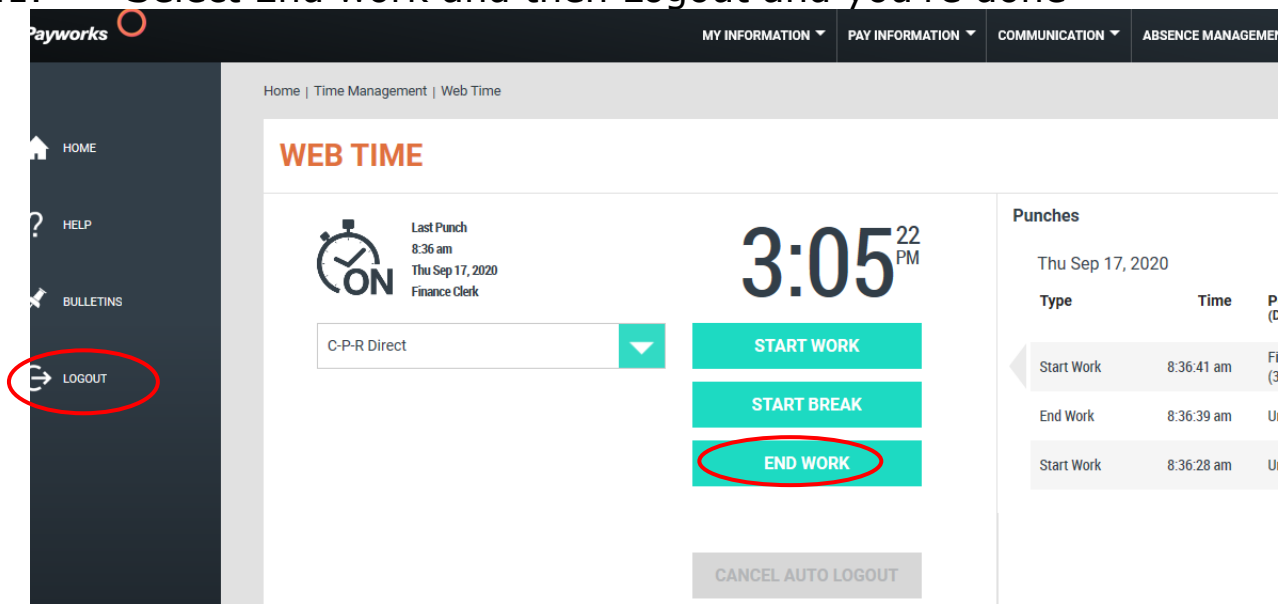
9. Select "Start Work" to start your shift - you are now clocked in, Select Logout to exit the system

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**NOTE:** Since this is also how you get into your own pay statements, the system is set to auto Logout in 20 seconds, to protect your privacy. You can click the button to CANCEL AUTO LOGOUT if you need more time, e.g. making Time sheet corrections – see below

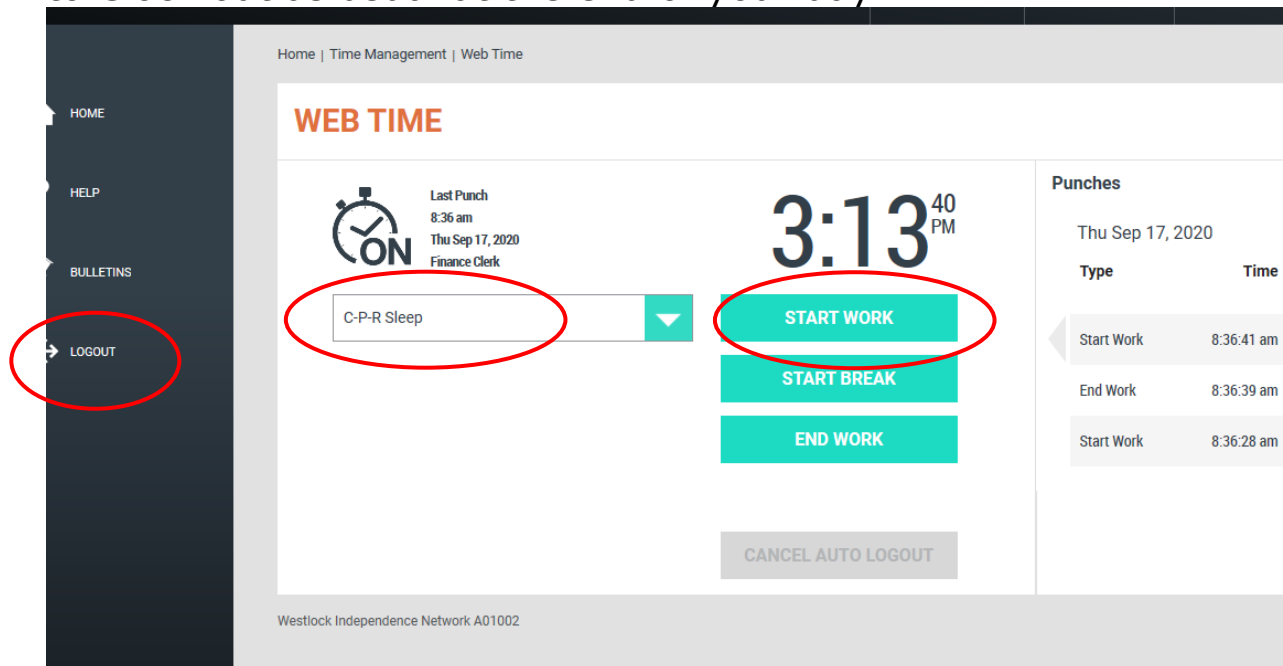
10. At the end of your shift; login again to Payworks site,
11. Select End work and then Logout and you're done



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## II. Switching Positions (shifts or type of hours) in the same day if needed (required for Overnights);

1. Login to Payworks site as before (steps 1 – 6)
2. Select dropdown menu Change position to and choose your new shift type (or location if needed) e.g. CPR Sleep or Employment etc.
3. **Do not select End Work**, as the system already clocks you out of your previous shift automatically,
4. Select Start Work to start the new position or type of shift. You have now clocked in for your new shift type then Logout. Follow steps 10-11 to Clock out as usual at the end of your day.



**OVERNIGHT sleep hours; This system doesn't automatically recognize sleep hours by time. Every time you work an Overnight shift, you must manually switch your position type from Direct to Sleep (if applicable) when your Sleep overnight hours begin, follow steps listed just previously (steps 1- 4).**

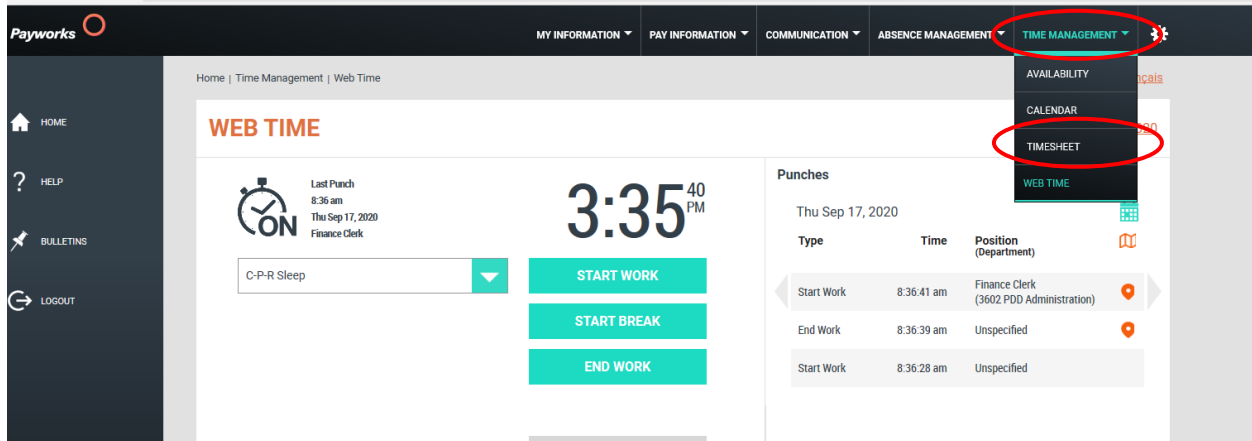
5. The good news is that you can also do this to log into Direct from Sleep should you have to get up to assist a client during sleep hours.

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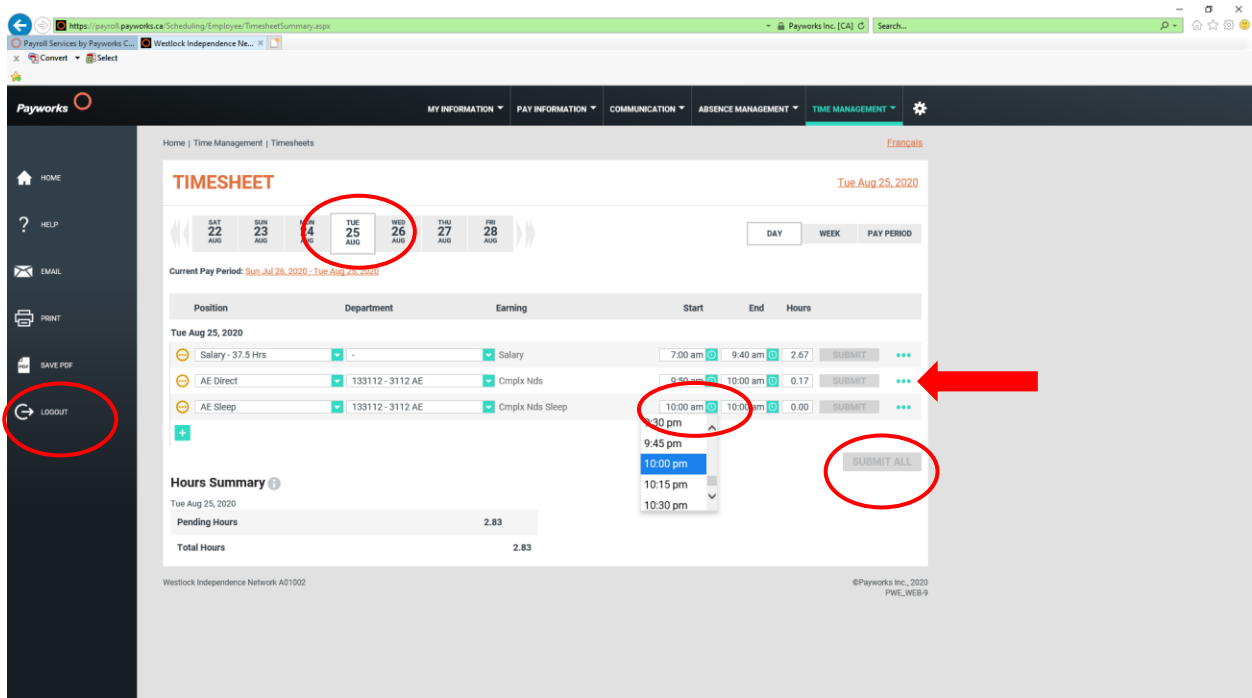
### III. Making Corrections

#### A. Correcting Clock in/out time or adding a missing clock in/out

1. Login to Payworks site.
2. Select Time Management menu (top right)
3. Select Timesheet from this dropdown menu



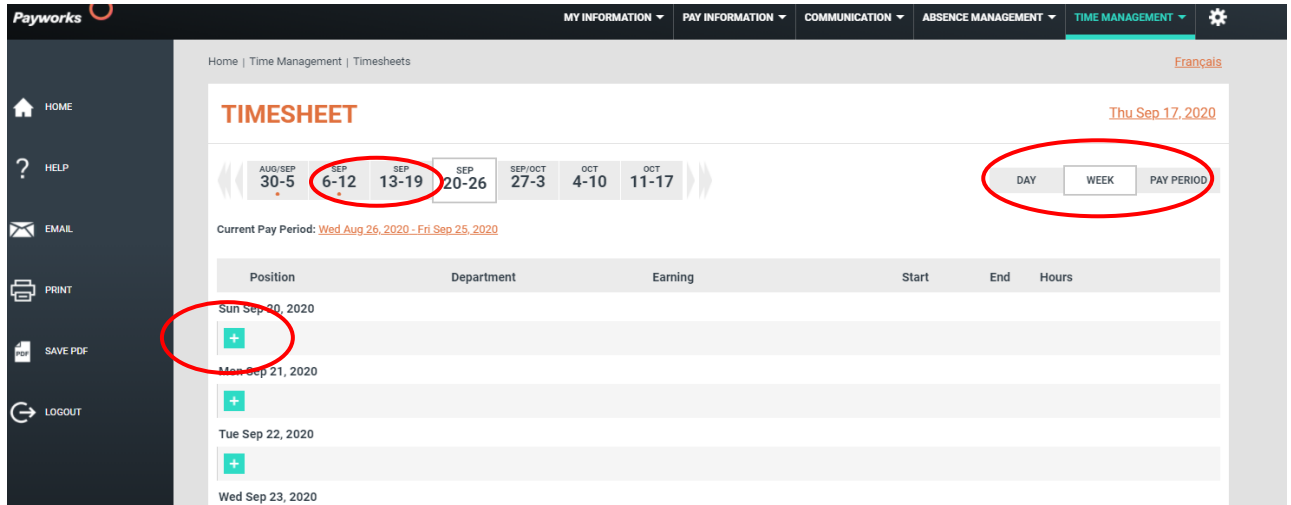
4. Choose the date when the correction is needed.
5. Select the drop-down time on the date you need to make the correction.
6. Choose or type in the correct time, either for start or end
7. Add the required note to briefly explain your correction - On the far right of this line select the 3 dots, then Details to add this note
8. Select "Submit All" and Logout



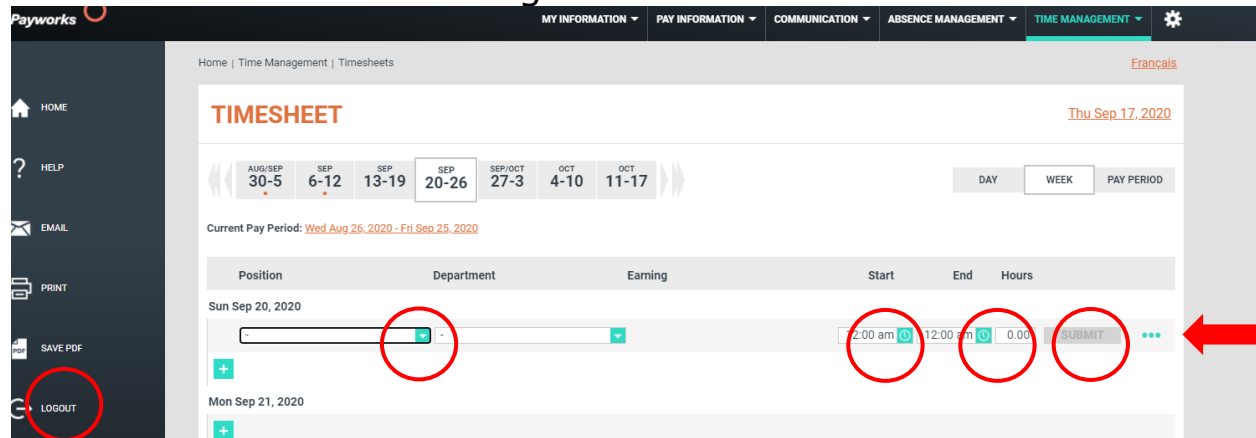
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## B. Adding an entire missed Clock in/out (should rarely happen e.g. an Overnight staff forgets to change position from Direct to Overnight)

1. Follow steps 1-4 just above
2. Select date for missed clock in/out (find by choosing Day/Week or Pay Period)
3. When it's both a Clock in and Clock out to be added; Select + sign below the date that both need to be added



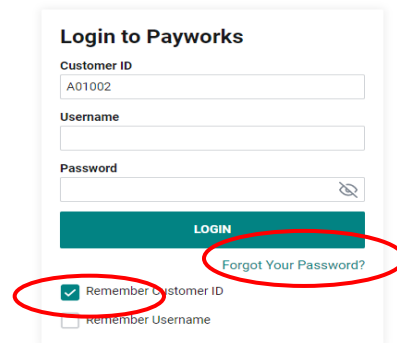
4. Use the Position dropdown menus to select the shift type/location
5. Use the time dropdown to select or to enter the correct start and end times
6. Add the required note to briefly explain your correction - On the far right of this line select the 3 dots, then Details to add this note
7. Select Submit All and Logout



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#### **IV. Team Leader or Stand-in review and approving shifts and corrections. In this case you log onto the Admin account not your personal account.**

1. Login to Payworks site. Payworks.ca or use the link on ShareVision Employee Services page,



2. Customer ID = A01002 (always the same for all WIN employees)
3. Admin Username = PROGRAM.TL or RESIDENCE.TL (username is the same as your win-ab.org email account, **e.g. LVKM.TL@win-ab.org**)
4. Add your password,

**NOTE:** if you can't remember your password, you can select Forgot password and a temporary password will be emailed to the win-ab.org Program or Residence email account. If as the Team Leader you do this, make sure to inform the Stand-in of the new password or vice versa.

5. Easier next time if you click Remember Customer ID



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## A. Reviewing regular time sheet entries – should be done weekly by comparing to printed ShareVision LogNote report from our office.

### 1. Select Time Management

Payworks Westlock Independence Network A01002 2020

Home

We have detected that you are using a pop-up blocker. For the Payworks application to function properly, you will need to allow pop-ups from this site.

September 21, 2020

Your Day Warnings

2	4
Pending Time Off Requests	Days until next payroll run
–	1
Days until year-end deadline	Employees Away Today
1	0
Today's Birthdays	Work Anniversaries (Today)

REMINDER Stat Holiday - September 7  
Monday, September 7 is a Stat Holiday for all employees in Canada.

WEBINAR Futureproofing

LEGISLATION COVID-19

### 2. Then select Timesheets,

Westlock Independence Network A01002 2020

COMPANY SETUP EMPLOYEE SETUP ADMINISTRATION

SCHEDULING AGENT  
Generate Schedule  
Schedule Week View  
Employee Month View  
Import Employee Schedule

**TIMESHEETS**  
Timesheets  
Employee Timesheet Breaks  
Import Employee Hours

CALCULATORS  
Statutory Holiday Calculator

key changes facing the current workforce.

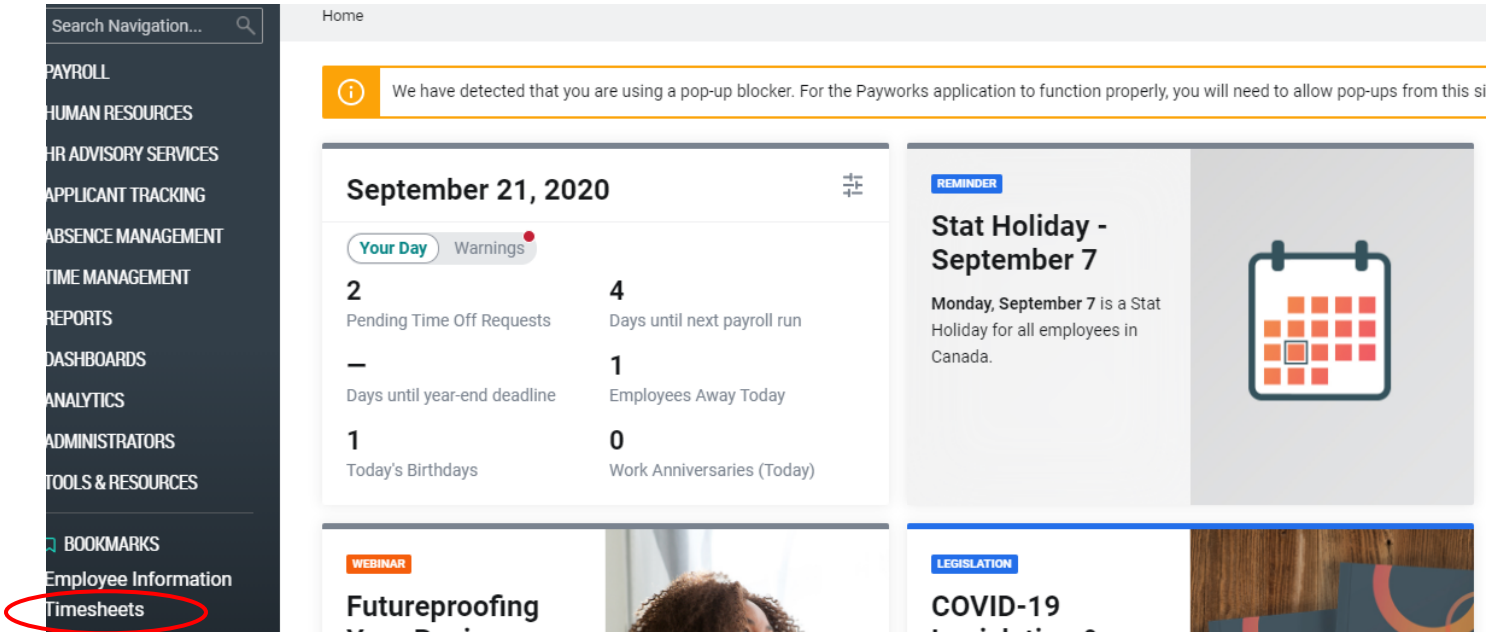
business by clicking here. Updated Sep 10, 2020.

LEGISLATION COVID-19: Payroll-Impacting Legislation by Province/Territory  
Find provincial changes in regards to tax filing extensions and deferrals. Updated Aug

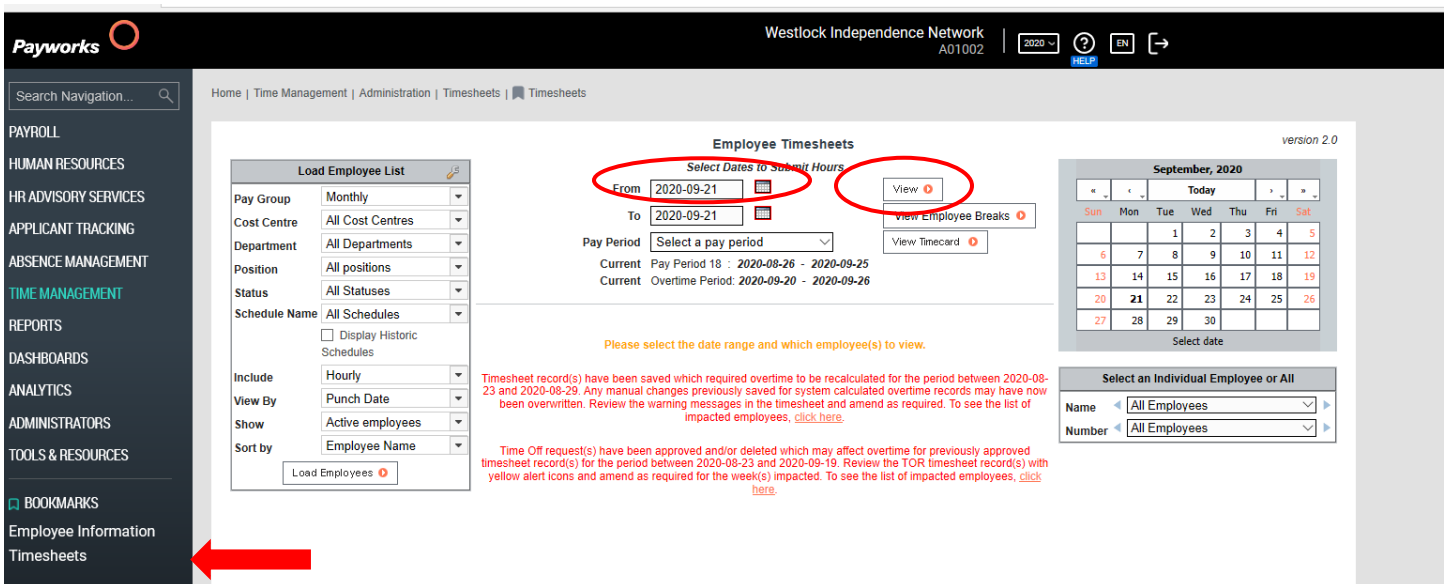
LEGISLATION NEW: CEWS Employer Paid Contributions Report  
We've created a new report to help you apply for the CRA's Canada Emergency Wage

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FYI, you can add to Bookmarks (which always appear on the bottom left) by clicking the small flag that appears on the left when you hover over a menu; e.g. Time Sheet menu as per below. This saves some steps. to make this quicker next time.



1. You can hide the emain menu on the left by clicking the left pointing arrow
2. Select the calendar icon for From: date (best to go back to start of current pay period just in case), leave To: date as today and select View.



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- Employees are listed alphabetically by last name,
- You can only see the employees who worked in your Program or Residence
- All shifts must be reviewed weekly and **you're confirming all information across each line** of shifts – dates, position type of shift, start, end etc.
- Shifts still labelled as **Pending** in the Status column need your attention, and locations icon on far right must be solid orange.

WJ	Sun 2020-09-13	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:00 am	8:00 am	1.00	1.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sun 2020-09-13	K-T-V Direct Weekend	3114 K-T-V	SP : Premium - TM	7:00 am	8:00 am	1.00	1.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sun 2020-09-13	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:50 pm	11:50 pm	4.00	17.91	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sun 2020-09-13	K-T-V Direct Weekend	3114 K-T-V	SP : Premium - TM	7:50 pm	11:50 pm	4.00	1.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sun 2020-09-13	K-T-V Sleep	3114 K-T-V	Sleep	11:54 pm	7:01 am	7.13	15.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sun 2020-09-13	K-T-V Sleep	3114 K-T-V	SP : Premium - TM	11:54 pm	12:00 am	0.10	1.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Mon 2020-09-14	-	-	-					Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Tue 2020-09-15	K-T-V Direct	3114 K-T-V	Regular Hourly	9:00 am	11:40 am	2.67		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Wed 2020-09-16	-	-	-					Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Thu 2020-09-17	-	-	-					Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Fri 2020-09-18	K-T-V Direct	3114 K-T-V	Regular Hourly	9:50 pm	12:20 am	2.50		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sat 2020-09-19	K-T-V Sleep Weekend	3114 K-T-V	Sleep	12:21 am	6:56 am	6.58		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sat 2020-09-19	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:00 am	9:50 am	2.83		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sat 2020-09-19	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:50 pm	12:40 am	4.83		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sun 2020-09-20	K-T-V Sleep Weekend	3114 K-T-V	Sleep	12:35 am	6:58 am	6.38		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sun 2020-09-20	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:00 am	8:00 am	1.00		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sun 2020-09-20	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:50 pm	11:50 pm	4.00		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Sun 2020-09-20	K-T-V Sleep	3114 K-T-V	Sleep	11:49 pm	7:08 am	7.32		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OJ	Mon 2020-09-21	-	-	-					Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Approved Hours					68.53	( Excluding Shift Premiums )							

Save Remove Remove Scheduled Remove Pending

- To approve shifts; click the small empty box towards the right of the Status column,
- When you're sure that you're done, click Save at the bottom and then log out

J	Sat 2020-09-12	K-T-V Direct Weekend	3114 K-T-V	SP : Premium - TM	6:50 am	10:20 am	3.50	1.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sat 2020-09-12	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	8:00 pm	12:00 am	4.00	17.91	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sat 2020-09-12	K-T-V Direct Weekend	3114 K-T-V	SP : Premium - TM	8:00 pm	6:57 am	10.96	1.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sat 2020-09-12	K-T-V Sleep Weekend	3114 K-T-V	Sleep	11:59 pm	6:57 am	6.98	15.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sat 2020-09-12	K-T-V Sleep Weekend	3114 K-T-V	SP : Premium - TM	11:59 pm	6:57 am	6.98	1.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sun 2020-09-13	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:00 am	8:00 am	1.00	17.91	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sun 2020-09-13	K-T-V Direct Weekend	3114 K-T-V	SP : Premium - TM	7:00 am	8:00 am	1.00	1.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sun 2020-09-13	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:50 pm	11:50 pm	4.00	17.91	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sun 2020-09-13	K-T-V Direct Weekend	3114 K-T-V	SP : Premium - TM	7:50 pm	11:50 pm	4.00	1.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sun 2020-09-13	K-T-V Sleep	3114 K-T-V	Sleep	11:54 pm	7:01 am	7.13	15.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sun 2020-09-13	K-T-V Sleep	3114 K-T-V	SP : Premium - TM	11:54 pm	12:00 am	0.10	1.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Mon 2020-09-14	-	-	-					Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Tue 2020-09-15	K-T-V Direct	3114 K-T-V	Regular Hourly	9:00 am	11:40 am	2.67		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Wed 2020-09-16	-	-	-					Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Thu 2020-09-17	-	-	-					Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Fri 2020-09-18	K-T-V Direct	3114 K-T-V	Regular Hourly	9:50 pm	12:20 am	2.50		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sat 2020-09-19	K-T-V Sleep Weekend	3114 K-T-V	Sleep	12:21 am	6:56 am	6.58		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sat 2020-09-19	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:00 am	9:50 am	2.83		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sat 2020-09-19	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:50 pm	12:40 am	4.83		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sun 2020-09-20	K-T-V Sleep Weekend	3114 K-T-V	Sleep	12:35 am	6:58 am	6.38		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sun 2020-09-20	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:00 am	8:00 am	1.00		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sun 2020-09-20	K-T-V Direct Weekend	3114 K-T-V	Regular Hourly	7:50 pm	11:50 pm	4.00		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sun 2020-09-20	K-T-V Sleep	3114 K-T-V	Sleep	11:49 pm	7:08 am	7.32		Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Mon 2020-09-21	-	-	-					Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Approved Hours					68.53	( Excluding Shift Premiums )							

Save Remove Remove Scheduled Remove Pending

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### **B. How to deal with needed corrections; missing entries etc.**

1. Shifts left as Pending don't get paid.
2. If a staff has missed a clock in/out, entered something incorrectly or not at all; Do not try to correct or approve it, tell the staff to go in and add the missing information,
3. This may be a time to review how things should be done
4. After the staff has made this correction the affected shift will again show as pending – which is why it's best to view the entire pay period so you can then approve these corrections or omissions as they are fixed and before payroll cut off.

The list of potential things to watch for is pretty simple and here's what I'm seeing so far with staff on Payworks:

Is there even a Payworks clock in/out as there should be based on LogNotes Report?

Staff must to be authorized for each work location on Payworks the same way as for ShareVision. The more notice you give to Wes or Glen the better.

#### **Position** (Change Position to):

- did they select a Position at all
- did they select the position e.g. Direct or Sleep, Direct Weekend or Sleep Weekend correctly – most common mistakes

Remember for purposes of clocking in/out Weekends hours are 11:00 pm Friday to 11:00pm Sunday

#### **Start and End**

- did they enter both a Start and End time
- did they enter the correct and/or Start and End time

Remember you have to get staff to make their own corrections as you aren't allowed to make corrections for them. Help them, walk them through the steps of course. If anyone wants a paper copy of the help document on ShareVision, just let me know.