HR PRACTICAL INFORMATION

HOW TO FILL OUT YOUR TIMESHEET

Filling out correctly your timesheet is making sure you are properly paid for the work you did. However, individual cases are numerous and opportunities to go wrong too. This newsletter reminds you on the proper way to proceed.

A timesheet for each category

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
TECHNICIEN/AGENT DE MAITRISE	Attendance Code			Z	Z								
	Overtime worked for pay			Z	Z						0		
	Overtime worked for recup			Z	Z						0		
	Recuperation hours taken			Z	Z						0	0	
	Atypic hours type 1			Z	Z						0		
	Atypic hours type 2			Z	Z						0		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT HEURE	Theorical hours worked			Z	Z						0	0	
	Real hours worked			Z	Z						0		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT JOUR	Attendance Code			Z	Z								

How to indicate the different impacts on the timesheet?

Paid Vacation Days

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
TECHNICIEN/AGENT DE MAITRISE	Attendance Code	V	V	Z	Z	P	P	P	P	P			
	Overtime worked for pay			Z	Z						0		
	Overtime worked for recup			Z	Z						0		
	Recuperation hours taken			Z	Z						0	0	
	Atypic hours type 1			Z	Z						0		
	Atypic hours type 2			Z	Z						0		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT HEURE	Theorical hours worked	V	V	Z	Z	7,0	7,0	7	7	7	35	0	
	Real hours worked	V	V	Z	Z	7,0	7,0	7	7	7	35		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT JOUR	Attendance Code	V	V	Z	Z	P	P	P	P	P			

Personal Convenience days

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
TECHNICIEN/AGENT DE MAITRISE	Attendance Code	C	C	Z	Z	P	P	P	P	P			
	Overtime worked for pay			Z	Z						0		
	Overtime worked for recup			Z	Z						0	0	
	Recuperation hours taken			Z	Z						0		
	Atypic hours type 1			Z	Z						0		
	Atypic hours type 2			Z	Z						0		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT HEURE	Theorical hours worked	C	C	Z	Z	7,0	7,0	7	7	7	35	0	
	Real hours worked	C	C	Z	Z	7,0	7,0	7	7	7	35		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT JOUR	Attendance Code	C	C	Z	Z	P	P	P	P	P			

⚠️ **ABSENCES FOR PERSONAL CONVENIENCE**

All employees are authorized to be absent for personal convenience up to a maximum of 6 days per year. These days can be used as follows:

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- Temporary illness which has not been subject to medical consultation and sick leave. The absence cannot exceed 2 consecutive days.
- Illness of a child under 16. The duration of the absence cannot exceed 1 day, except in case of a medical certificate which justifies the necessity to take care of the sick child for a longer period.
- Administrative formalities, in particular for the employee's work permit or passport renewal.
- Funeral of a relative/close relation.

Sick days

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
TECHNICIEN/AGENT DE MAITRISE	Attendance Code	S	S	Z	Z	P	P	P	P	P		0	
	Overtime worked for pay			Z	Z						0		
	Overtime worked for recup			Z	Z						0		
	Recuperation hours taken			Z	Z						0		
	Atypic hours type 1			Z	Z						0		
	Atypic hours type 2			Z	Z						0		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT HEURE	Theorical hours worked	S	S	Z	Z	7,0	7,0	7	7	7	35	0	
	Real hours worked	S	S	Z	Z	7,0	7,0	7	7	7	35		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT JOUR	Attendance Code	S	S	Z	Z	P	P	P	P	P			

⚠️ For a two-day illness, a medical certificate is sufficient to justify the absence to Human Resources. For a three-day illness, a sick leave is required. This must be sent within 48 hours maximum to Social Security and to Human Resources.
The sick leave allows AUP to be reimbursed of the amount of the IJJS (*Indemnités Jounalières de Sécurité Sociale).* If the sick leave is not sent within 48 hours to Social Security, AUP cannot be reimbursed for IJSS. In this case, the amount will be deducted from the salary.

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Absences for Family Events

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
TECHNICIEN/AGENT DE MAITRISE	Attendance Code	E	E	Z	Z	P	P	P	P	P			
	Overtime worked for pay			Z	Z						0		
	Overtime worked for recup			Z	Z						0	0	
	Recuperation hours taken			Z	Z						0		
	Atypic hours type 1			Z	Z						0		
	Atypic hours type 2			Z	Z						0		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT HEURE	Theorical hours worked	E	E	Z	Z	7,0	7,0	7	7	7	35	0	
	Real hours worked	E	E	Z	Z	7,0	7,0	7	7	7	35		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT JOUR	Attendance Code	E	E	Z	Z	P	P	P	P	P			

⚠ A proof will be required by Human Resources

⚠ Paid leave of absence can only be taken with the agreement of Human Resources.

Training days

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
TECHNICIEN/AGENT DE MAITRISE	Attendance Code	T	T	Z	Z	P	P	P	P	P			
	Overtime worked for pay			Z	Z						0		
	Overtime worked for recup			Z	Z						0		
	Recuperation hours taken			Z	Z						0	0	
	Atypic hours type 1			Z	Z						0		
	Atypic hours type 2			Z	Z						0		

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For a two-day illness, a medical certificate is sufficient to justify the absence to Human Resources. For a three-day illness, a sick leave is required. This must be sent within 48 hours maximum to Social Security and to Human Resources.

The sick leave allows AUP to be reimbursed of the amount of the IJJS (*Indemnités Jounalières de Sécurité Sociale).* If the sick leave is not sent within 48 hours to Social Security, AUP cannot be reimbursed for IJSS. In this case, the amount will be deducted from the salary.

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT HEURE	Theorical hours worked	T	T	Z	Z	7,0	7,0	7	7	7	35	0	
	Real hours worked	T	T	Z	Z	7,0	7,0	7	7	7	35		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT JOUR	Attendance Code	T	T	Z	Z	P	P	P	P	P			

Professional Trips (for Cadres Forfait Jours only)

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT JOUR	Attendance Code	B	B	Z	Z	P	P	P	P	P			

How to indicate the recuperation hours taken?

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
TECHNICIEN/AGENT DE MAITRISE	Attendance Code	P		Z	Z	P	P	P	P	P		-7	
	Overtime worked for pay			Z	Z						0		
	Overtime worked for recup			Z	Z						0		
	Recuperation hours taken		7	Z	Z						7		
	Atypic hours type 1			Z	Z						0		
	Atypic hours type 2			Z	Z						0		

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT HEURE	Theorical hours worked	7	7	Z	Z	7,0	7,0	7	7	7	49	-7	
	Real hours worked	7	0	Z	Z	7,0	7,0	7	7	7	42		

OR

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT HEURE	Theorical hours worked	7	7	Z	Z	7,0	7,0	7	7	7	49	-2	
	Real hours worked	7	5	Z	Z	7,0	7,0	7	7	7	47		

Cadres Forfait Jours can take recuperation hours in compensation of a day not normally worked (Saturday or Holiday). They will indicate the letter "R" as follows:

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT JOUR	Attendance Code	R	R	Z	Z	P	P	P	P	P			

Cadres Forfait Jours are also entitled to 3 days per year in order to reduce their total number of days worked from the standard 215 to the 212 days in their contract.

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
CADRE FORFAIT JOUR	Attendance Code	J	J	Z	Z	P	P	P	P	P			

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How to indicate a half day of absence?

NAME		DECEMBER 2016									line totals	balance recuperation	signature
		THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI			
		1	2	3	4	5	6	7	8	9			
	Attendance Code	P/S	P/C	Z	Z	P/V	P	P	P	P			
	Overtime worked for pay			Z	Z						0		
TECHNICIEN/AGENT DE MAITRISE	Overtime worked for recup			Z	Z						0	0	
	Recuperation hours taken			Z	Z						0		
	Atypic hours type 1			Z	Z						0		
	Atypic hours type 2			Z	Z						0		

Cadres Forfait Heures can indicate a half-day of absence in two ways. Either by a handwritten note on the timesheet, or by indicating the number of hours actually worked, which involves taking hours of recuperation (see above how to indicate recuperation hours) or working in order to compensate the recuperation hours taken.

When should you send your timesheet to Human Resources?
The deadline for sending your timesheet is the first week of the month following the month which has just ended. Thus, Human Resources have time to check the timesheet and possibly ask you to make corrections before it is entered into payroll.

Before sending your timesheet, make sure you have signed it and had it signed by your manager. These signatures validate the information contained in the timesheet.

Before you sign your timesheet and then have it signed by your manager, check the Balance Recuperation column. The total hours must accurately reflect the number of hours worked during the month.

Professors also benefit from days for personal convenience, sick days, family events or training. They should notify their absences and class cancellations via My Absences & Class Cancellations (https://www.aup.edu/academics/class-cancelation-faculty-absence-webform) on the Faculty Portal.

The absence will appear on the next month's pay slip.

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Reminder of the different codes to indicate on your timesheet

Code	Description
P	Present
R	Recuperation day taken (for cadres au forfait annuel en jours)
S	Sick (please provide a doctor's certificate)
Z	Day not normally worked (Saturday and Sunday for most employees)
V	Vacation
J	Reduction of work time day (for cadres au forfait annuel en jours)
T	Absent on training course
E	Family leave (please provide explanatory note and/or backup documentation)
C	Absent due to personal reasons
B	Absent due to business travel
H	University holiday
AA	Authorised, unpaid absence
AN	Unauthorised, unpaid absence
AP	Authorised paid absence (with Human Resources approval

Do you have any questions? Do not hesitate to contact Human Resources

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