

MEMORANDUM

To: Faculty of Arts and Social Sciences (FASS) Bi-Weekly Casual Employees

From: Dalhousie University Payroll Department & FASS

Date: Monday, August 31st, 2020

Re: **NEW Online Process for Submitting Bi-weekly Timesheets beginning September 13, 2020**

This is an important notification from Dalhousie Human Resources and the Faculty of Arts and Social Sciences regarding the processing of your pay.

Beginning Sunday, September 13th, 2020 the Faculty of Arts and Social Sciences (FASS) will begin using an online time entry system for bi-weekly casual employees. FASS employees who currently submit their hours to their supervisor on a bi-weekly basis will be required to enter and submit their timesheets online for supervisor approval through the [Employee Dashboard](#).

Here is some important information for you to be aware of:

System Access Date

You will be able to access the time entry system as of 12:00 AM on Sunday, September 13th, 2020. This will be the beginning of the 2-week pay period that runs from September 13th to September 26th, 2020. Employees have until Tuesday, September 29th, 2020 to submit their web timesheet to their approver to be paid on the scheduled pay date of Friday, October 9th, 2020.

- A pay calendar outlining time entry periods and rules can be found in the employee handbook (linked below).

Training and Support

Due to the simplicity of the time entry system, in class training sessions will not be provided to employees in advance of launch. Employees are asked to watch this short (3 minute, 21 second) [Time Entry Employee Training Video](#) to learn how to enter their hours into the system each pay period. You can also reference the more detailed [Web Time Entry employee handbook](#) or contact payroll@dal.ca if you have additional questions.

Other information and documentation can be found in the [Web Time Entry Resources Page](#). You will need your Dalhousie NetID and password to access these resources.

Pilot Project Status & Ineligibility

Please note that the FASS is part of a multi-phase rollout of this time entry system. As a result, if you have another casual job in a different faculty or department you will need to continue to follow the current time submission processes in place for that faculty/department.

Additionally, system limitations mean that some casual employees who also have monthly paid positions at Dalhousie will be unable to enter their time online and will need to continue to submit paper timesheets. A follow-up communication will be sent to all *impacted* employees to confirm their status and the processes to follow moving forward.

If you have any questions in advance of the next communication, please contact your supervisor or payroll@dal.ca.