

W.A.N.T.E Bulletin

111-1555 St. James Street
Winnipeg, Manitoba R3H 1B5
Phone: (204) 953-0250
Fax: (204) 953-0259

January 29, 2021

President's Email: wante@mymts.net
Website: www.wante.org Facebook:
www.facebook.com/WANTEWpg
Twitter: @WANTEwpg

Clerical Bank/Compensatory and Overtime



WINNIPEG SCHOOL DIVISION
Human Resource Services

MEMORANDUM

DATE: January 29, 2021

TO: All Principals, Vice Principal, Head Clerks

FROM: Eric Barnaby,

Chief Human Resources Officer

RE: WANTE Clerical Bank / Compensatory and Overtime

Effective immediately, all Banked / Compensatory and Overtime must be entered into Employee Connect when you work the extra time, or when you take the time off. Please share with your clerical staff. **There will be no longer a form submission.**

When recording the request to bank time you must enter it in Employee Connect under Absences> Earn Bank Request.

- You would select the Add Type whether is overtime or regular bank time earn or use or if it is related to COVID bank time, and then click on ADD.

* No Leave Type Selected *
* No Leave Type Selected *
Bank Overtime Earn/Use Support 12.08
Bank Time Earn/Use Support 11.01
Covid Time Earn/Use Hourly

Absences ^ Evaluations
Absence Bank Summary
Absence Calendar
Absence List
Earn/Bank Request
Leave Requests

Add

- Please refer to your Collective Agreement in Article 11 and 12 for the guidelines on bank/overtime. Employee Connect is set up to follow these guidelines.
- First select from the drop down in Category the appropriate reason for the time.



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"Members Working for Members"

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Category	<input type="text" value=".. Select Category .."/>
Job	<input type="text" value="Other situation, explained in comment"/> <input type="text" value="Over the regular work day times"/> <input type="text" value="Weekend Work"/>

- Then fill in all the information in the open window. It will not allow you to save unless all the information has been filled in.
- In the Absence/Bank Reason you select if you are working the time or taking the time.
- For the start time and stop time, that is the actual times but the total number of hours would be the expanded time. If you are claiming 1.5x overtime if you worked 2 hours from 4:30 -6:30 in the total number of hours you would put 3.00. If it was on the weekend your hours would be 2x.

If an appropriate category is not found - consider changing the leave type

Job	<input type="text" value="Administrative Secretary"/>
Authorizing Location	<input type="text" value="Human Resources Department"/>
Short Description	<input type="text" value="Bank Time Earn/Use Support 11.01"/>
Absence/Bank Reason	<input type="text" value="... No Absence Code ..."/>
First Date of Leave	<input type="text"/>
Last Date of Leave	<input type="text"/>
Start Time	<input type="text" value="0"/> <input type="text" value="0"/>
Stop Time	<input type="text" value="0"/> <input type="text" value="0"/>
Total Number of Hours	<input type="text"/>
Rationale/Reason	(Details/Where/Why/Billing Reason)

- Make sure you use the exact date(s) when the work was done, not the date you are entering it.
- Then click on SAVE. If there is information missing you will see a red box explaining what is missing.
- To add multiple entries click EXIT and then ADD
- Use separate entries for each date. You do not accumulate and then make one entry.



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- This request will then go to your administrator for approval. If it is not approved it will not be processed. Once approved it will show approved on your Employee Connect and show up in your Banks.
- For more detail, please read over the instructions found in your Employee Connect under Resources>Links&Forms>School Documents>How to record Bank Time Earn/Use/Payout for more details.

If you have any bank time or overtime on a spreadsheet and it has not been entered into CIMS, send a copy of the spreadsheet to bmorrison@wsd1.org so it can be entered it into CIMS.

Without hours in your ABSENCE BANKS you will be deducted if you report yourself away due to BANK.



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