

Time Management Leave Codes to assist with COVID-19 SAP time-related entries

This job aid helps time maintainers know which codes to use when, by employee group.

Quarantine Leave

Record of Employment (ROE):

For employees who do not have access to paid quarantine leave, the team leader will need to request a ROE through MSS/My Team > HR Forms > Employee RoE Request.

- Enter the employee id to bring up the form
- Enter the Last Day Paid
- Under Reason for Request select "Other" and add a note "employee in quarantine for Covid-19"

EMPLOYEE GROUP	REASON	CODE
CUPW- Urban indeterminate full-time and part-time employees (except temporary employees)	Paid quarantine leave	9200 - Special Leave and include "Quarantine" in Note field
RSMCs and PREs	Paid quarantine leave	800 - Other Leave and include "Quarantine" in Note field
APOC (excluding Terms and Temps), PSAC (Including Terms) and Management Exempt (Including Terms)	Paid quarantine leave	9200 - Special Leave and include "Quarantine" in Note field
CPAA indeterminate full-time and part-time employees	Paid quarantine leave	9200 - Special Leave and include "Quarantine" in Note field
CPAA Terms with continuous employment >6 months <6 months (except terms with less than 6 weeks)	Terms who have access to Paid Quarantine Leave	>6 months: 9200-Special Leave and include "Quarantine" in Note Field <6 months: 9000 Regular Hours with note "Quarantine" in Note field
APOC Terms and Temps >6 months with continuous service	Temps and Terms who have access to Paid Quarantine Leave	9000 Regular Hours with note "Quarantine" in Note field

The following groups DO NOT have access to paid quarantine leave

EMPLOYEE GROUP	REASON	CODE
APOC Terms and Temps < 6 months	Use the following leave code, if time still available, alternatively an unpaid leave code is required when applicable - i.e. employee has a schedule in SAP Employee may qualify for Employment Insurance benefits	9900 - Personal Day -Planned 9901 - Personal Day - Urgent
CPAA Terms without continuous employment*	Use the following leave code, if time still available, alternatively an unpaid leave code is required for days they were scheduled to work (as per Canada Labour Code) In addition: employee may qualify for Employment Insurance benefits	9810 - Personal Leave Paid 9815 - Personal Leave Unpaid
CUPW-Urban Temporary employees*	Use the following leave code, if time still available, alternatively an unpaid leave code is required for days they were scheduled to work (as per Canada Labour Code) In addition: employee may qualify for Employment Insurance benefits	9810 - Personal Leave Paid 9815 - Personal Leave Unpaid
RSMC OCRE*	Use the following leave code, if time still available, alternatively an unpaid leave code is required for days they were scheduled to work (as per Canada Labour Code) In addition: employee may qualify for Employment Insurance benefits	810 - Personal Leave Paid 815 - Personal Leave Unpaid

* For employees with at least 3 consecutive months of continuous service

For terms, the Quarantine related Leave entries should not exceed the contract end date

Employees leaving the country after March 16, 2020 will not be eligible for Paid Quarantine leave and will have to use other leave available to them (including personal days, annual leave and leave without pay)

Steps for short text in CAT2 from the Standard Menu are indicated on the next page.

Here are the steps for short text in CAT2 from the Standard Menu:

1. Double click on either of the fields as shown below pertaining to the date in question.
2. A pop up will appear where you can enter short text
3. Click on the check mark below to save text

If you have any questions entering leave please contact the Data Integrity Hour team

The screenshot shows the 'Time Sheet: Data Entry View' interface. A 'Cell Information' dialog box is open, displaying 'Additional information: General' and 'Technical information' sections. The 'Short Text' field in the 'General' section is highlighted with a purple box and a '2' in a circle. The 'Cell content' field shows '1.50 Hours'. The 'Start time' is '13:00' and the 'End time' is '14:30'. The 'Technical information' section shows 'Processing status' as '30 Approved' and 'Document Number' as '353856482'. A '3' in a circle is next to a checkmark icon in the dialog box's footer. In the background, a data table is visible with columns for 'To', '03/16 From', 'To', '03/17 From', and 'To'. A cell containing '1.50 13:00 14:30' is highlighted with a purple box and a '1' in a circle.

You must investigate all requests for special leave on a case-by-case basis using the [Special Leave – Other](#) form (available online at SuperVISION under Labour Relations)