Penny

Timesheet Entry & Electronic Leave Request

Empowering Communities
An NT Hydro Company

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As an NTPC employee it is your responsibility to ensure your timesheet is completed accurately and on time. Failure to comply with submission may delay the payroll process. **Failure to submit your timesheet may result in no pay for the pay periods not submitted.**

The deadline for timesheet entry is **noon on the Monday following pay day**.

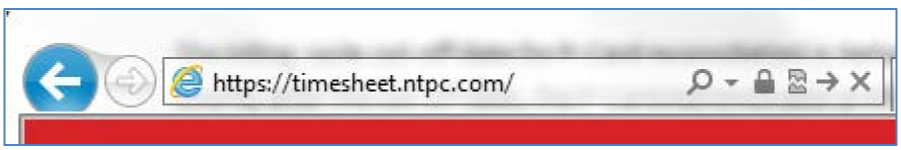
Timesheet coding must be accurate and reflect rules under the Collective Agreement. A list of pay codes can be found in the Training Library on Powerbox. If you have any question about using the pay codes correctly please contact your department's timesheet entry person or the Payroll Officer.

Timesheet entry is completed using a program provided by JoeSoftware called **Penny**.

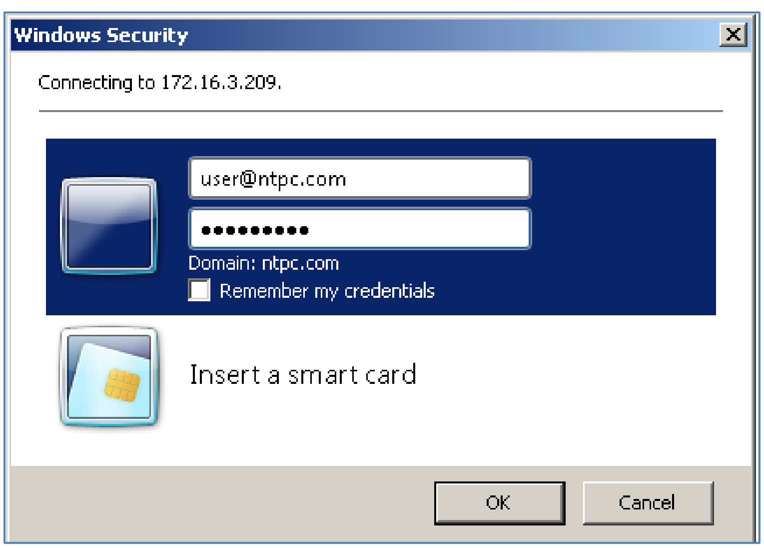
Accessing Penny

Penny is accessed through Internet Explorer. It is accessible from any computer internal or external to the Corporation's network, as long as it has an internet connection.

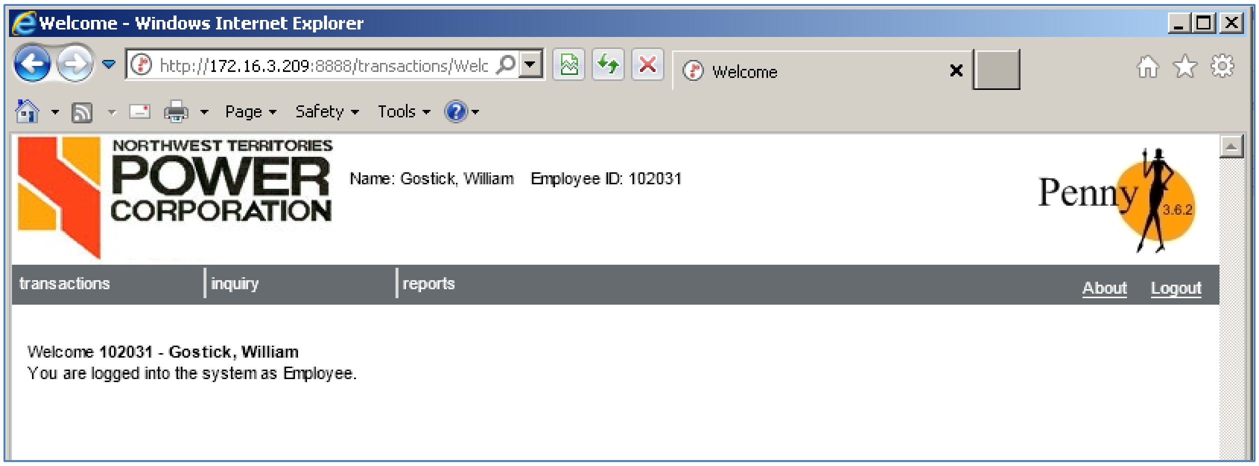
1. Open Internet Explorer.
2. In the address bar type https://timesheet.ntpc.com and press enter.



3. You will be prompted to enter your NTPC login information. Enter your username in the form user@ntpc.com and your password.



4. Once signed in successfully you will be directed to the welcome screen showing your employee number, name and the type of user you are signed in as (Employee, Reviewer or Manager).

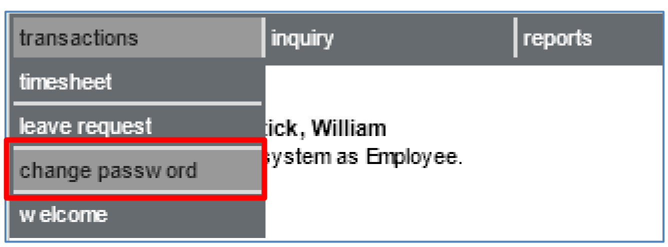


If you have trouble signing in, please contact the [Payroll Officer](#).

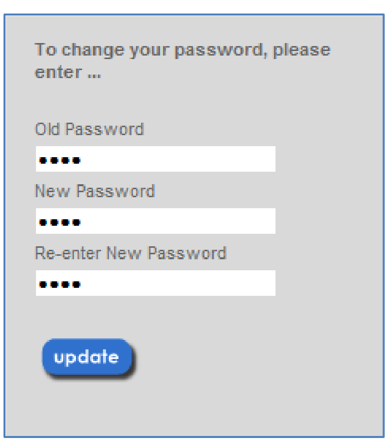
Change your Password

If you wish to change your password:

1. Click on **transactions** in the menu bar and select **change password**.



2. Enter your old password. Type a new password and re-enter to verify. Click **update**. Please note this will change your windows login.

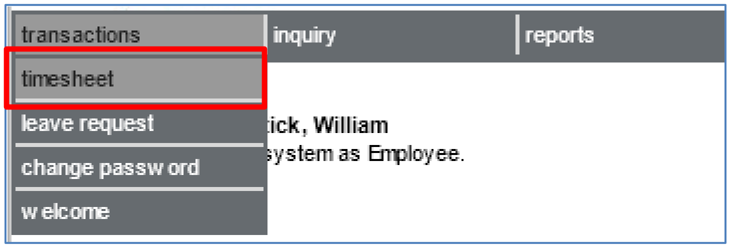


Timesheets

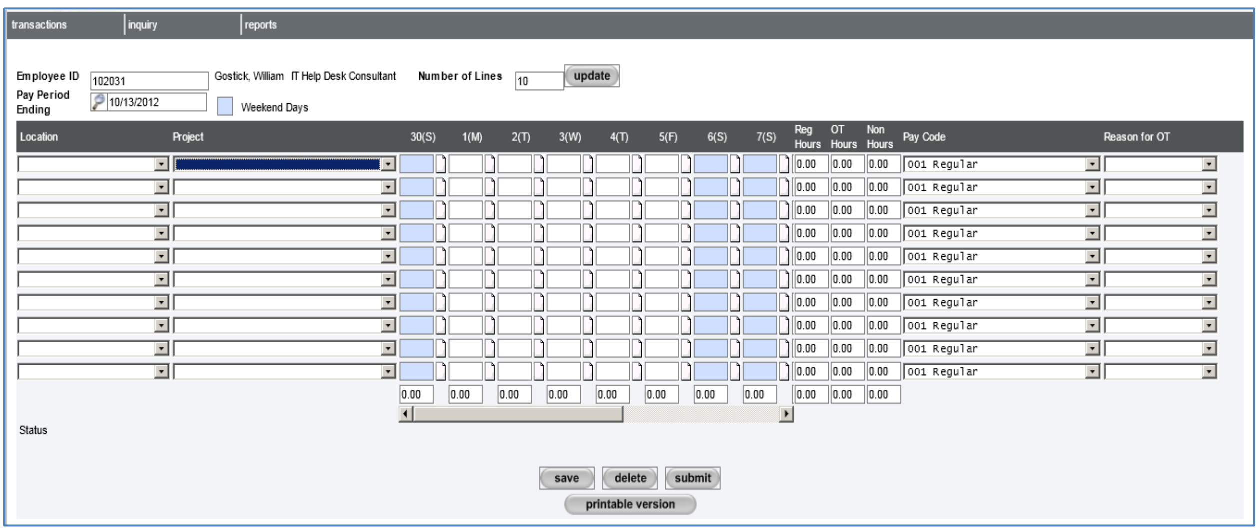
Entering a Timesheet

To enter and submit a timesheet:

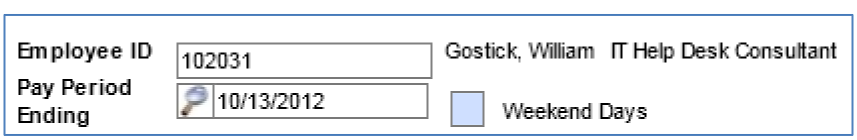
1. Click on **transactions** in the menu bar and choose **timesheet** from the drop down menu.



2. A new timesheet entry window will open.

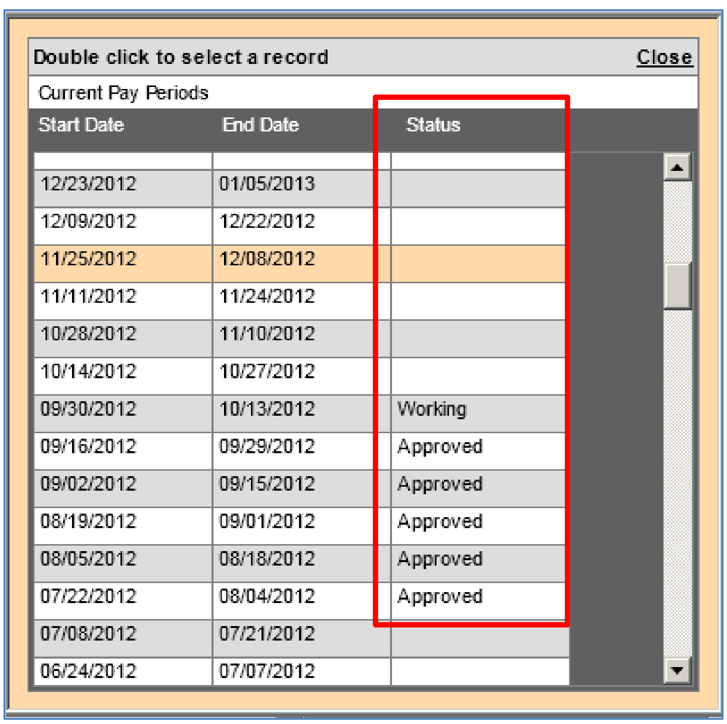


3. The **Pay Period Ending** date selected by default will be the current one. Pay Periods cover a 2 week period.



4. If you wish to enter time for a different week, click the lookup button beside **Pay Period Ending**.

5. The **Current Pay Periods** window opens. Double click on a pay period from the list to select it. The status column provides information about each pay period.
   - **Approved** - pay period that you have entered time for and your manager has approved but has not yet been processed by payroll.
   - **Exported** - pay period that has already been processed by payroll.
   - **Declined** - pay period that your reviewer or manager has declined for reasons such as incorrect coding.
   - **Working -** pay period that you have entered time in and saved but not yet submitted for approval.
   - **Submitted** -pay period that you have submitted for review and approval.
   - **Revised** – pay period for which you have resubmitted a timesheet after it has been declined.

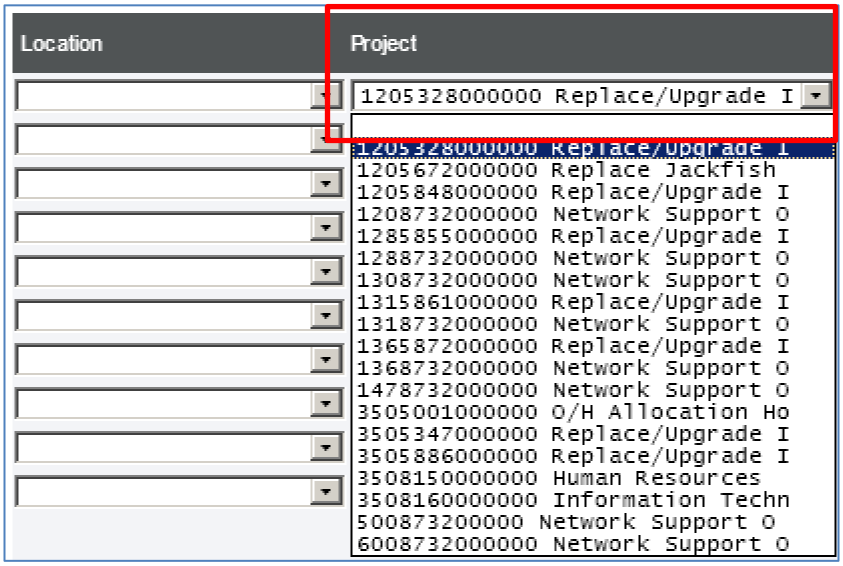


Double click to select a record Close

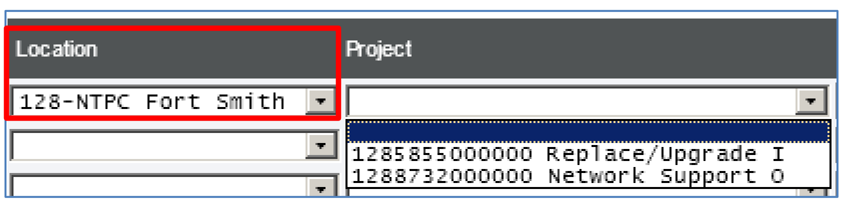
Current Pay Periods

Start Date	End Date	Status
12/23/2012	01/05/2013	
12/09/2012	12/22/2012	
11/25/2012	12/08/2012	
11/11/2012	11/24/2012	
10/28/2012	11/10/2012	
10/14/2012	10/27/2012	
09/30/2012	10/13/2012	Working
09/16/2012	09/29/2012	Approved
09/02/2012	09/15/2012	Approved
08/19/2012	09/01/2012	Approved
08/05/2012	08/18/2012	Approved
07/22/2012	08/04/2012	Approved
07/08/2012	07/21/2012	
06/24/2012	07/07/2012	

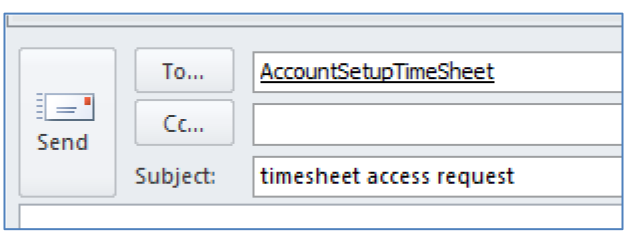
6. You can select a **Project** directly by clicking the drop down arrow.



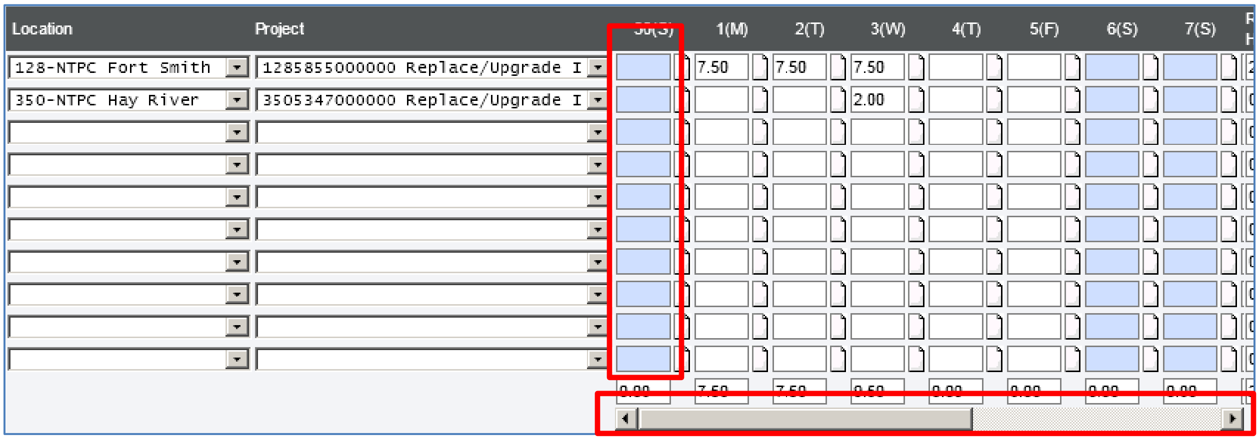
7. If you have a lot of projects in your drop down list, you can select a **Location** to assist in narrowing down your **Project** list. For example, if you select a location of **128** (Fort Smith) only the projects for location 128 will appear in your project drop down list.



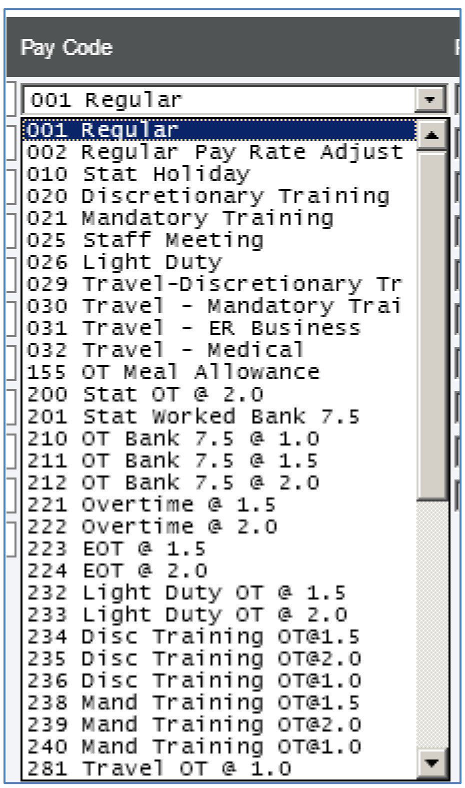
If you need to code time to a project that is not available in your drop down list please email AccountSetupTimesheet@ntpc.com.



8. Press the tab key to move across each day or click in each cell and key the hours worked for that project on that day. Weekend days are highlighted in blue to assist you in keying your time. Use the scroll bar along the bottom of the chart to move across the two week period.



9. Select the appropriate **Pay Code** from the drop down menu.



Do **NOT** enter regular hours and overtime hours on the same line. A different line is required for each different pay code used.

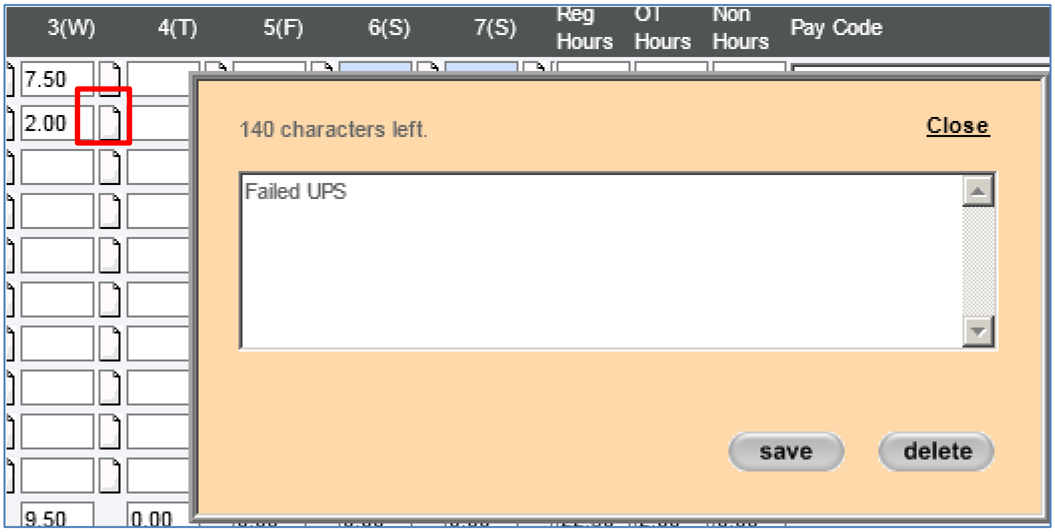
A list of pay codes can be found in the Training Library on Powerbox. Note that there are often different pay codes for 7.5hr and 8.0hr employees.

Some of the most commonly used pay codes are:

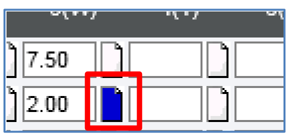
Pay Code	Description
001 Regular	All regular hours worked
010 Stat Holiday	Paid day off for statutory holidays
211 OT Bank 7.5 @ 1.5	Hours not paid but are put into a lieu bank at time & one half rate for 7.5hr employees
214 OT Bank 8.0 @ 1.5	Hours not paid but are put into a lieu bank at time & one half rate for 8.0hr employees
212 OT Bank 7.5 @ 2.0	Hours not paid but are put into a lieu bank at double rate for 7.5hr employees
215 OT Bank 8.0 @ 2.0	Hours not paid but are put into a lieu bank at double rate for 8.0hr employees
221 Overtime @ 1.5	Hours that are considered overtime & are to be paid at time & one half of the employee's regular rate
222 Overtime @ 2.0	Hours that are considered overtime & are to be paid at double rate the employee's regular rate
300 OT Bank Taken 7.5	7.5hr employees are taking time off & using hours previously banked with overtime
301 OT Bank Taken 8.0	8.0hr employees are taking time off & using hours previously banked with overtime
320 Annual Leave 7.5	Union/Excluded 7.5hr employees are taking annual leave
321 Annual Leave 8.0	Union/Excluded 8.0hr employees are taking annual leave
322 Annual Leave 7.5 Mgmt	Management 7.5hr employees are taking annual leave
323 Annual Leave 8.0 Mgmt	Management 8.0hr employees are taking annual leave
325 Comp Leave 7.5	Excluded/Management 7.5hr employees are taking time off in lieu of excessive hours
326 Comp Leave 8.0	Excluded/Management 7.5hr employees are taking time off in lieu of excessive hours
330 Certified Sick Leave 7.5	7.5hr employee is sick & has produced a doctor's note
332 Certified Sick Leave 8.0	8.0hr employee is sick & has produced a doctor's note
331 Uncertified Sick Leave 7.5	7.5hr employee is sick but has not produced a doctor's note
333 Uncertified Sick Leave 8.0	7.5hr employee is sick but has not produced a doctor's note

If you need a Pay Code that is not listed, please contact the Payroll Officer for assistance.

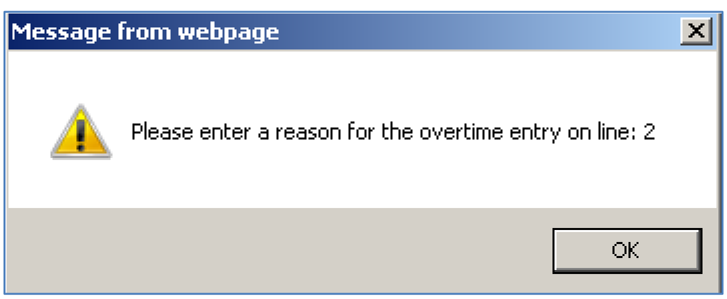
10. You can add a comment for any hours entered by clicking on the note field beside each entry box. Type in your note and click save.



Once saved, the note will appear blue to indicate a note was entered for those hours.



If you enter OT hours, you MUST enter a note to describe the work completed. If you try to save your timesheet without entering a note for OT hours you will receive the following error indicating which line is missing the note.



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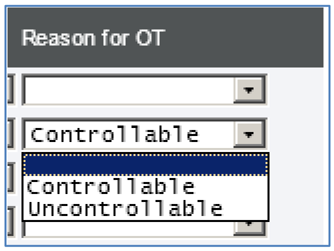
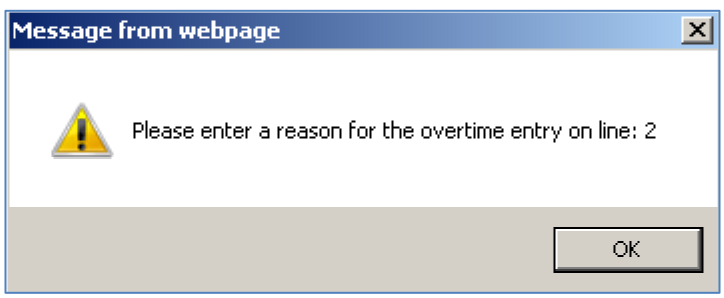
11. **If you enter OT hours, you MUST also select an OT reason code from the drop down box.**
   - **Controllable** – non-emergency situations where the manager has made the decision to approve overtime as it is the most cost effective use of Corporate resources.
   - **Uncontrollable** - when an emergency is declared, during response to a power outage or a high probability of risk to the reliability of the power supply or damage to equipment. Other unavoidable situations approved by the manager such as unavoidable after hours travel requirements may be included.

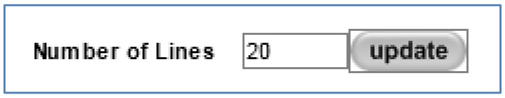


If you try to save your timesheet without selecting a Reason for OT you will receive the following error indicating which line is missing the reason.



12. Be sure to click the **Save** button periodically as you enter your time. Penny will timeout after 45 minutes of inactivity. If you have not clicked save you will lose eveyrthing you've entered. At any time during the current pay period, you can save your entries and return to your timesheet to add or make changes.

13. By default there are 10 lines available to enter time. If you require additional lines click the **Save** button to save what you have already entered. In the **Number of Lines** box enter the total number of lines you need and click **update**. The additional blank lines will be added to the bottom of the time entry grid.

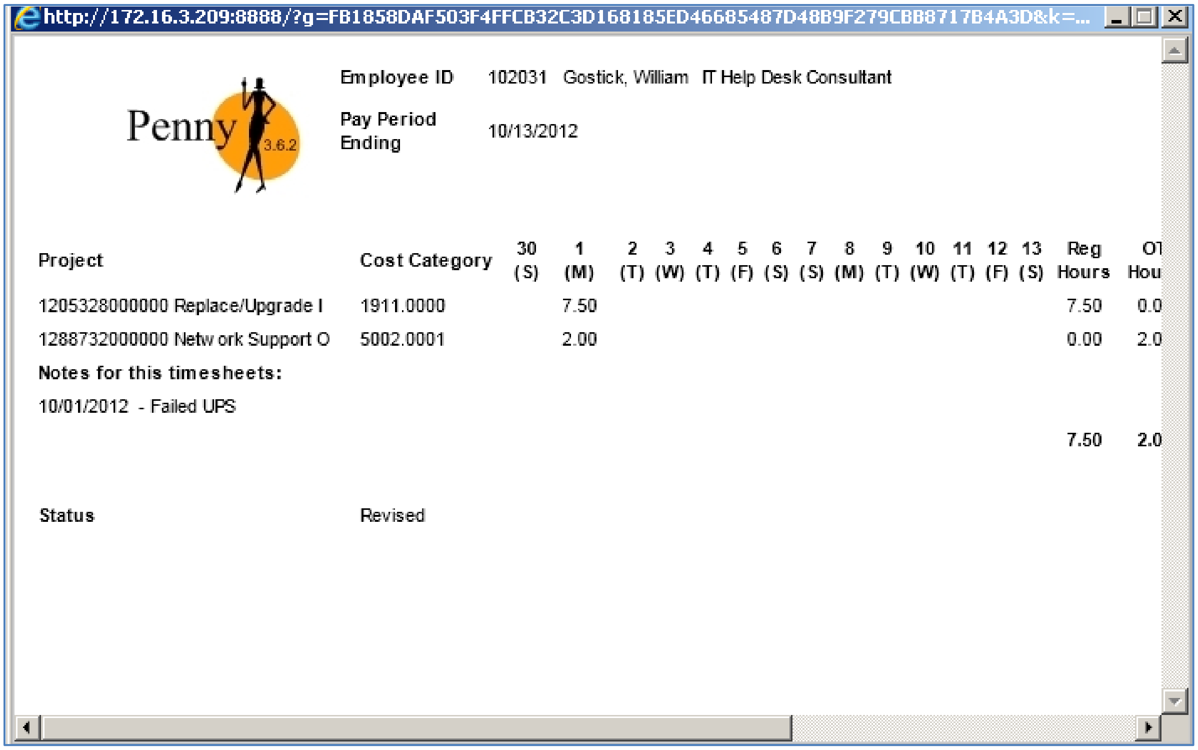


14. If you wish to delete what you have entered and start over, click the **delete** button. Note that this will delete the entire timesheet.

    If you have entered your time in an incorrect pay period, its best practice to delete that timesheet rather than leaving the time entered. When you are ready to code for that period you will start with an empty page. This will help prevent incorrect submissions.

15. Once you have completed your timesheet for the current **Pay Period Ending** date, save all your changes. Print a copy of your timesheet by clicking the **printable version** button.

    The completed timesheet will open in a new Internet Explorer window. If required by your department, sign the printed timesheet and deliver to your reviewer/ approver.

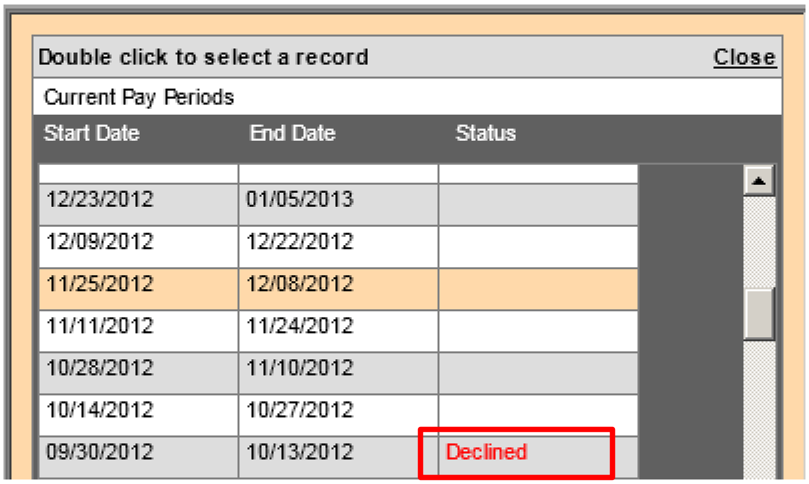


16. Click the **submit** button. Once you have submitted a timesheet you can no longer make changes to it. If you need to make changes to it, please contact the Payroll Officer to have the timsheet declined and made available for editing.

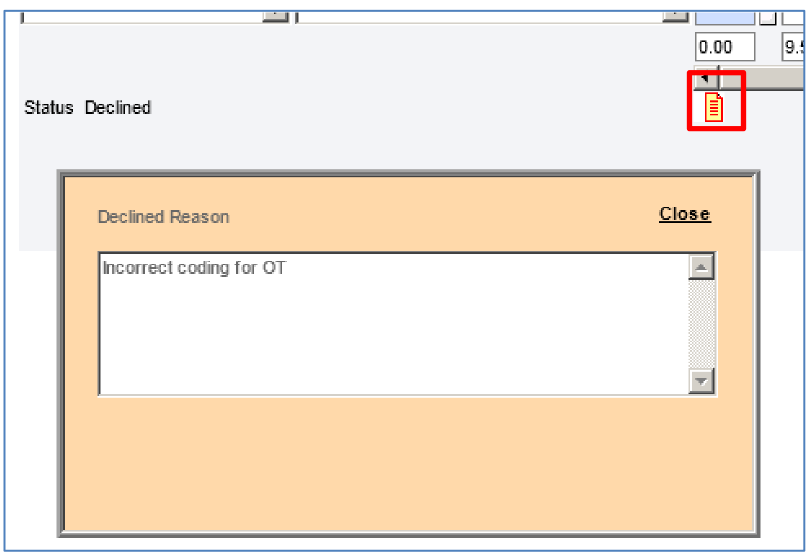
Declined Timesheets

If you submit your timesheet and your reviewer or manager has declined the timesheet, it will once again be available for you to modify with a status Declined.

1. Open **Timesheet Entry** and select the correct **Pay Period Ending** date. The status will show as **Declined**.



2. The reviewer or manager that has declined your timesheet will have entered a note stating why they have declined it. Click on the note beside the Declined status to open the note box.

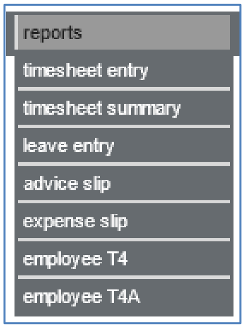


3. Make changes to your timesheet as required and submit again for review and approval.

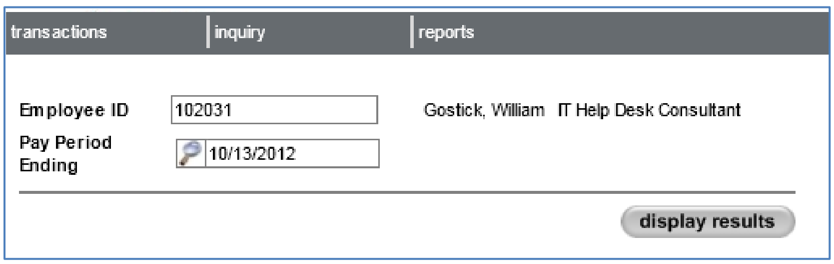
Viewing Timesheets

You can view and print any timesheets you have entered into Penny.

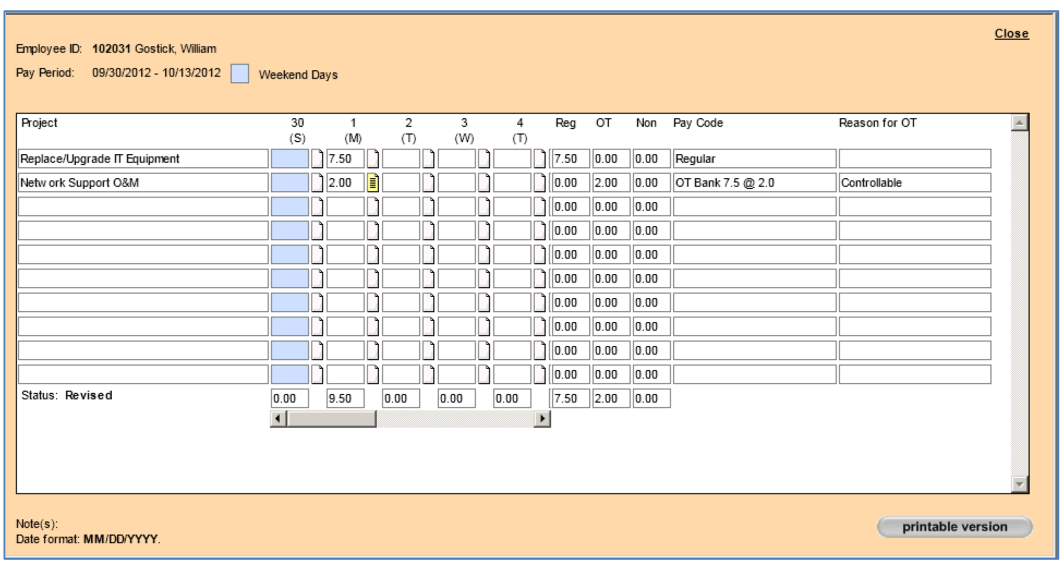
1. Click on **reports** from the menu and select **timesheet entry** from the drop down menu.



2. Select the **Pay Period Ending** date for the timesheet you wish to view. Click **display results**.



3. The selected timesheet will open as read only in a new window. Click **printable version** if you wish to print a copy.



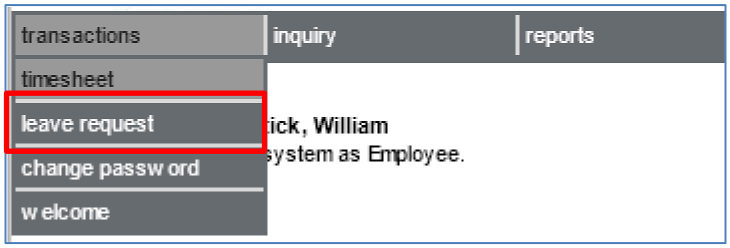
Leave Requests

Electronic leave requests allows for online submission, approval and tracking of all employee leave.

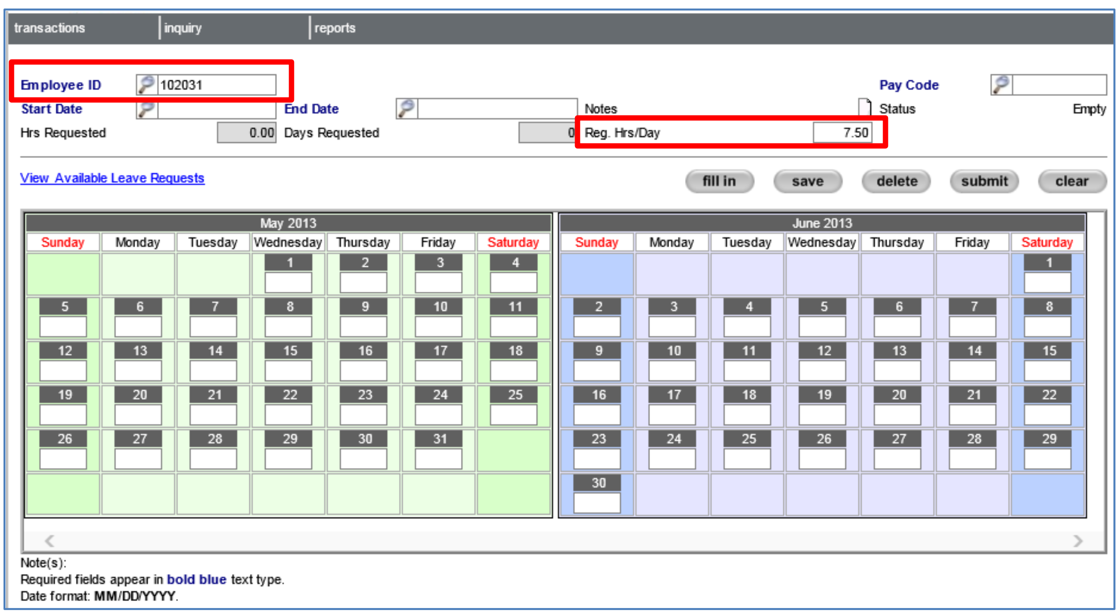
Entering a Leave Request

To enter and submit a leave request:

1. Click on **transactions** in the menu bar and choose **leave request** from the drop down menu.



2. A new leave request entry window will open. Your employee ID will be populated and the regular hours you work per day will appear.



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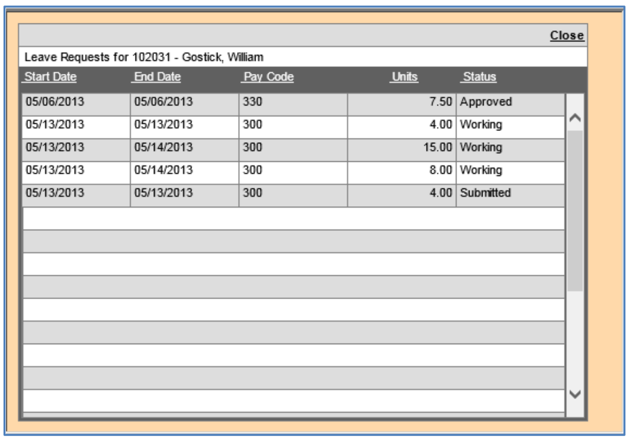
3. If you have saved or submitted a leave request previously, click the **View Available Leave Requests** link.

4. The leave requests window will open listing all of your previous requests and their status. Double click on a leave request to open it. You can make changes to and delete a Working or Submitted leave request. An Approved leave request cannot be modified or deleted.

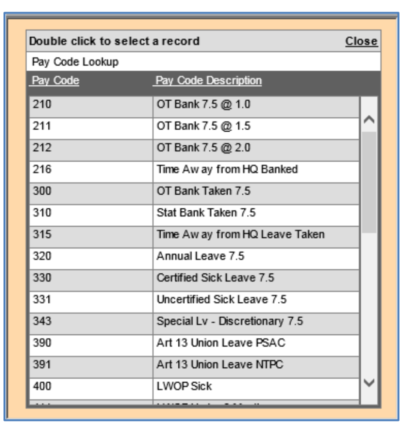

Close

Leave Requests for 102031 - Gostick, William

Start Date	End Date	Pay Code	Units	Status
05/06/2013	05/06/2013	330	7.50	Approved
05/13/2013	05/13/2013	300	4.00	Working
05/13/2013	05/14/2013	300	15.00	Working
05/13/2013	05/14/2013	300	8.00	Working
05/13/2013	05/13/2013	300	4.00	Submitted

5. Select the **Pay Code** lookup to open the Pay Code Lookup window. Double click on the Pay Code you wish to submit your leave for.

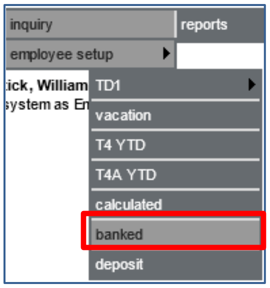
Each leave request is for a single pay code.

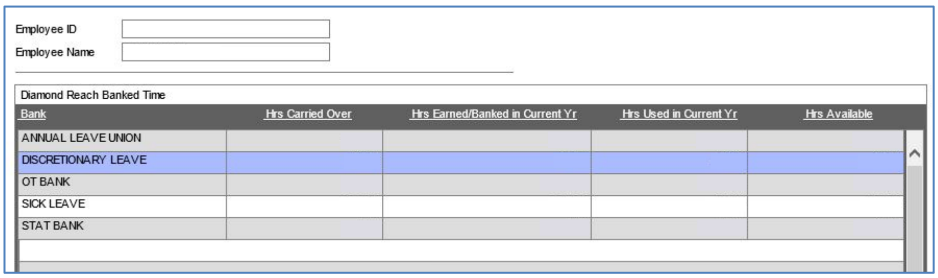

Double click to select a record Close

Pay Code Lookup

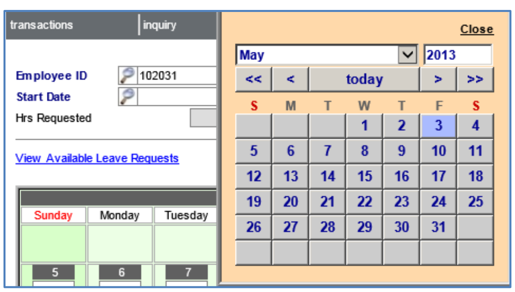
Pay Code	Pay Code Description
210	OT Bank 7.5 @ 1.0
211	OT Bank 7.5 @ 1.5
212	OT Bank 7.5 @ 2.0
216	Time Aw ay from HQ Banked
300	OT Bank Taken 7.5
310	Stat Bank Taken 7.5
315	Time Aw ay from HQ Leave Taken
320	Annual Leave 7.5
330	Certified Sick Leave 7.5
331	Uncertified Sick Leave 7.5
343	Special Lv - Discretionary 7.5
390	Art 13 Union Leave PSAC
391	Art 13 Union Leave NTPC
400	LWOP Sick

To know what your current leave bank balances are, click on **inquiry** from the menu bar and select **employee setup -> banked**.



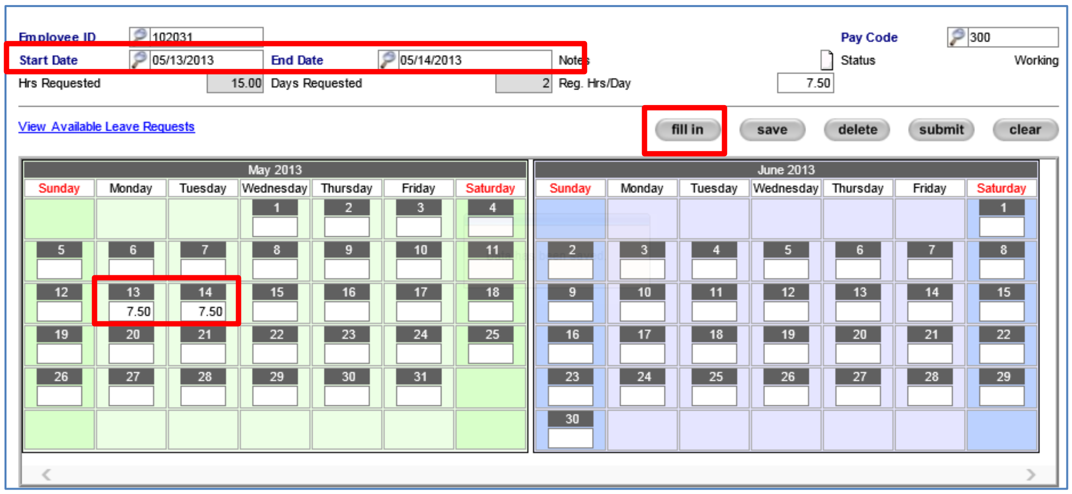


6. Select the date range for the leave requested by clicking the Start Date lookup and the End Date lookup.

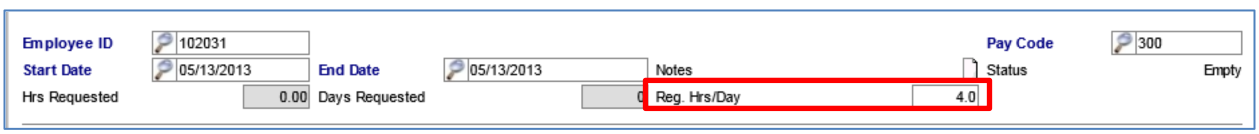


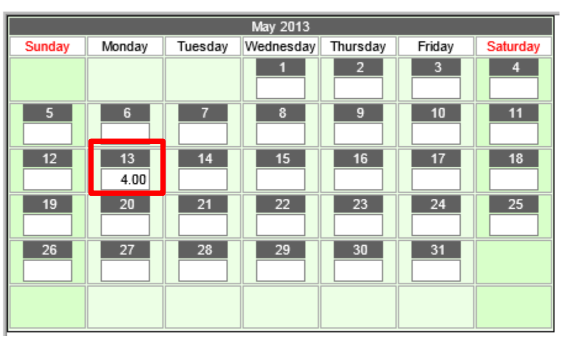
7. If you are requesting leave for full days during the date range selected click the **fill in** button. Your regular hours/day for the date range you selected will populate on the calendar.

   You cannot enter your hours directly into the calendar. You must use the fill in button.

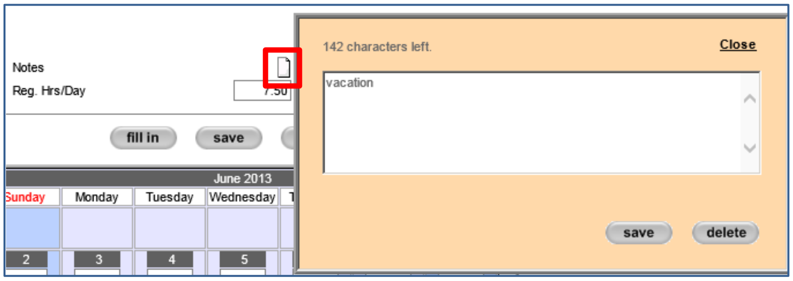


8. If you are requesting leave for fewer hours than you regularly work in a day, enter the number of hours in the **Reg Hrs/day** box and click **fill in**.

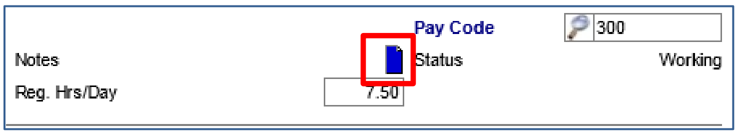




9. Enter a note if required by clicking on the note icon.



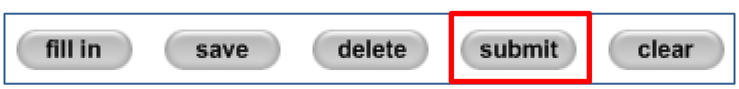
Once saved, the note will appear blue to indicate a note was entered for this request.



10. If you wish to clear the calendar and start over click the **clear** button.

11. Click **save** to save everything you've entered. You can return to a saved request at a later date to complete it.

12. Click **submit**. Your manager will receive an email of your submission and can approve or decline your leave.

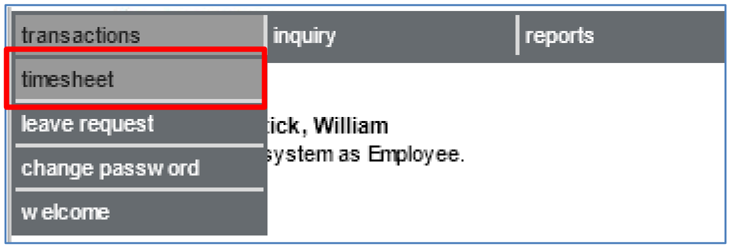


If you try to submit a leave request for a date in a pay period that has already been submitted, approved or exported you will receive an error and will not be allowed to submit the request.

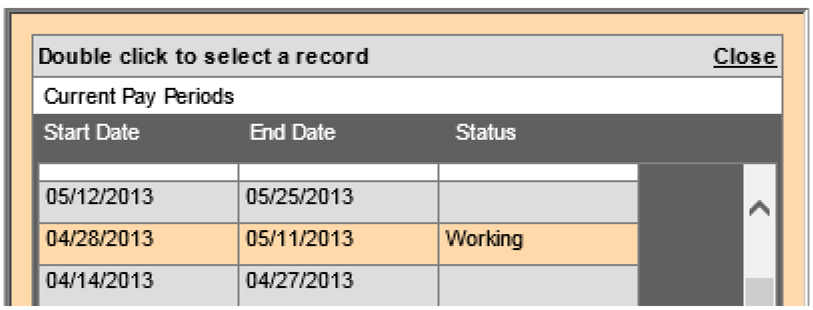
Approved Leave Requests

Once a leave request is approved by your manager, the hours and pay code are entered automatically into the appropriate timesheet and that timesheet status is set to working.

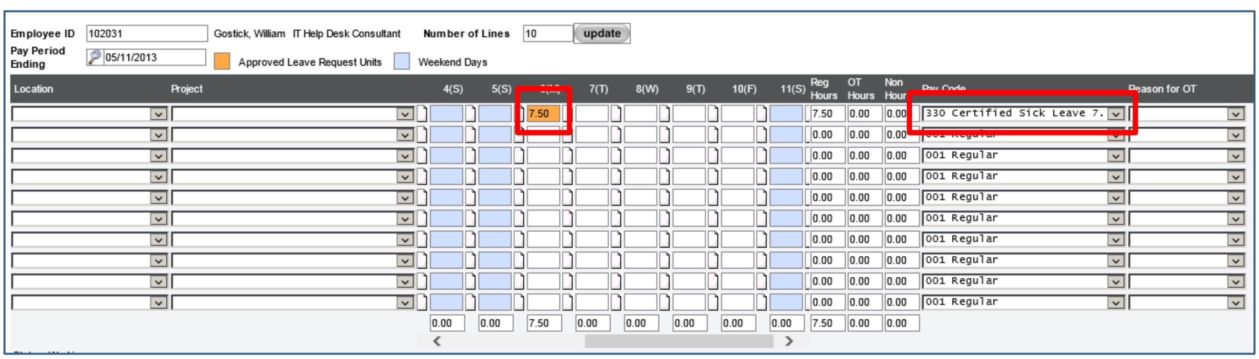
1. Click on **transactions** in the menu bar and choose **timesheet** from the drop down menu.



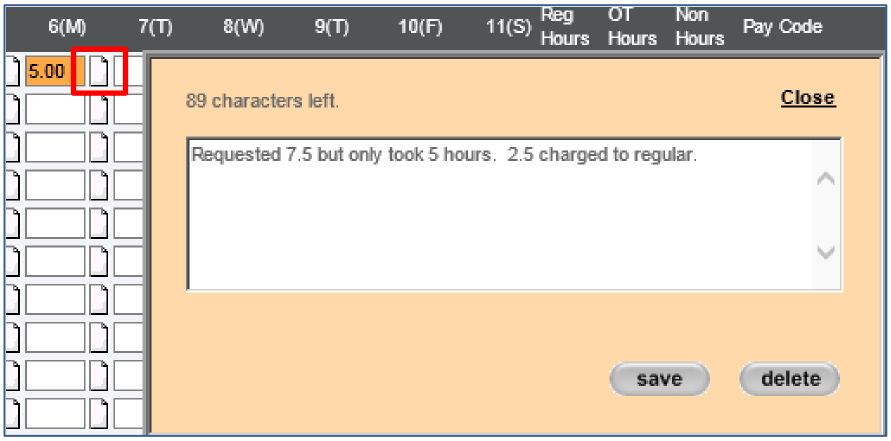
2. Click on the **Pay Period Ending** lookup. The timesheet for which you have been approved hours for leave will show as working. Double click on it to open the timesheet.



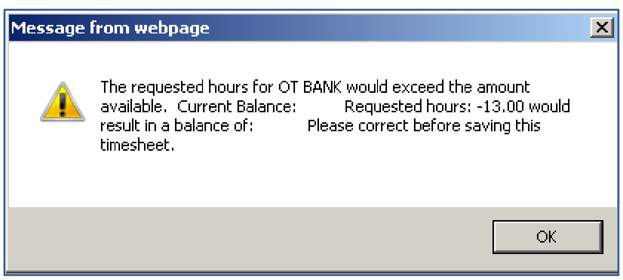
3. The hours and the pay code for the approved leave is populated and highlighted in orange. You must select a project to complete the entry.



If the leave you are actually taking is different than what has been approved, enter the timesheet accurately and make a note beside the hours to indicate the difference. You DO NOT need to modify your original leave request to match the timesheet.



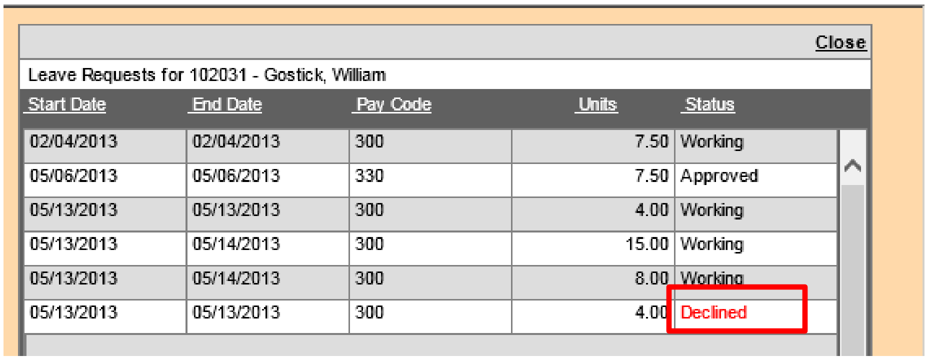
4. Complete and submit your timesheet as usual. If you have requested and been approved for more hours than you have available in your leave bank, you will receive an error. Adjust your timesheet accordingly and make a note about the changes from your original request.



Declined Leave Request

If you submit your leave request and your manager has declined it, it will appear in the Leave Request list with a status of Declined.

1. Click **leave request** from the transaction menu and click the **View Available Leave Request** link. The status will show as **Declined**. Double click on the request to open it.

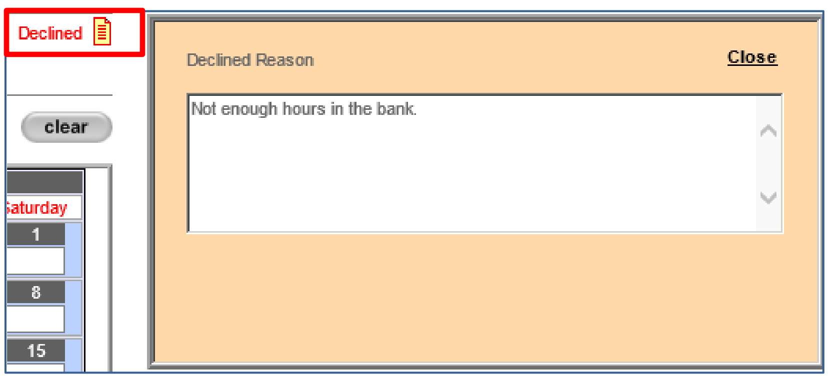


Close

Leave Requests for 102031 - Gostick, William

Start Date	End Date	Pay Code	Units	Status
02/04/2013	02/04/2013	300	7.50	Working
05/06/2013	05/06/2013	330	7.50	Approved
05/13/2013	05/13/2013	300	4.00	Working
05/13/2013	05/14/2013	300	15.00	Working
05/13/2013	05/14/2013	300	8.00	Working
05/13/2013	05/13/2013	300	4.00	Declined

2. Your manager will have entered a note stating why they have declined it. Click on the note beside the Declined status to open the note box.



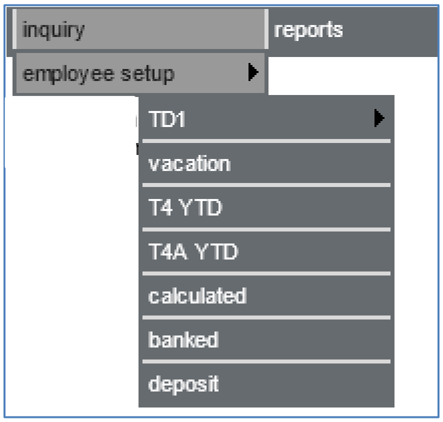
3. Delete the declined leave request.

4. Enter and submit a new request.

Employee Inquiry

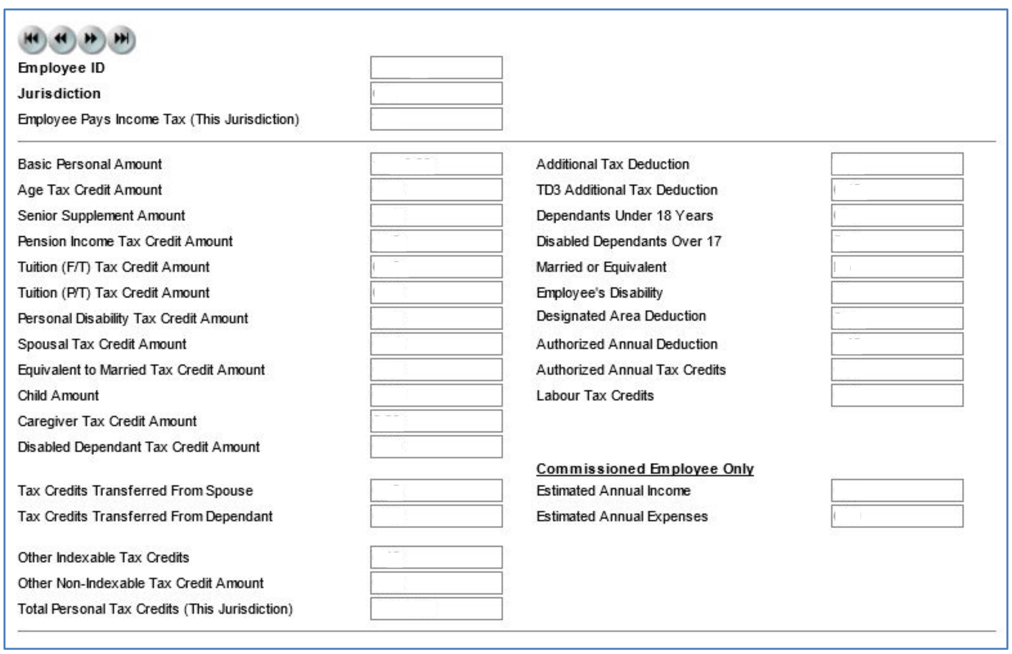
Several inquiry windows are available to provide you with access to much of your payroll, bank and vacation information.

1. Click on **inquiry** from the menu and select **employee setup**.



The following inquiry windows are available for you to view:

a. TD1 -> Tax Credits



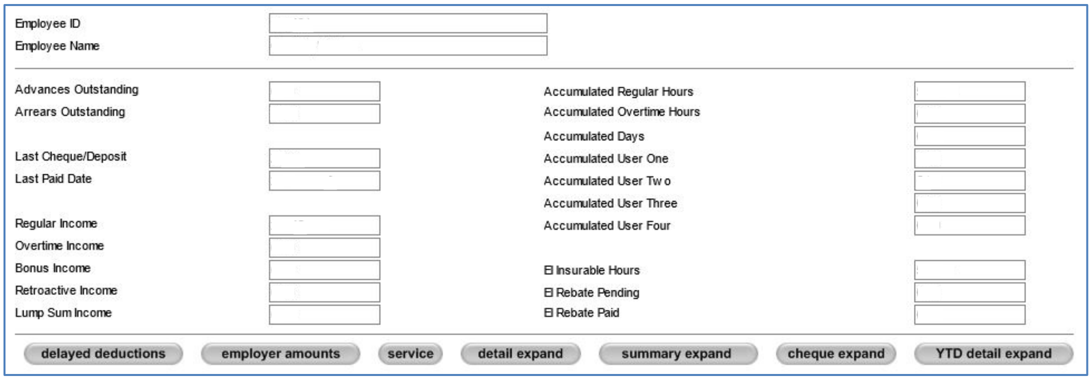
b. T4 Year to Date

Employee ID			
Employer Number			
Taxable Province			
14 - Employment Income		34 - Personal Auto Use	
16 - CPP Deducted		36 - Low & Interest Free Loans	
18 - EI Deducted		38 - Stock Option Benefits	
20 - RPP Contributions		40 - Other Taxable Benefits	
22 - Income Tax Deducted		42 - Employment Commission	
24 - EI Insurable Earnings		44 - Union Dues	
26 - CPP Pensionable Earnings		46 - Charitable Donations	
30 - Housing, Board & Lodging		50 - Pension Registration #	
32 - Travel In A Prescribed Zone		52 - Pension Adjustment	
Previous CPP		Employer CPP Assessed	
Previous EI		Employer EI Assessed	
NWT Tax Calculation Base		Nunavut Tax Calculation Base	
NWT Tax Assessed		Nunavut Tax Assessed	
Non-periodic Taxable Income			

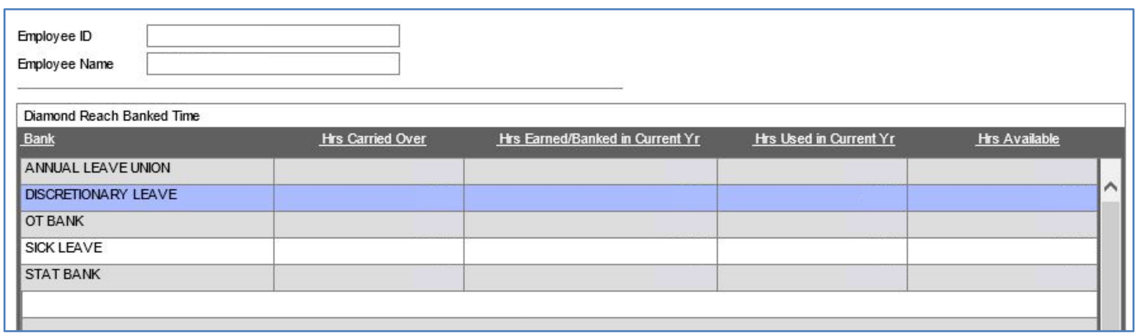
c. T4A Year to Date

Employee ID			
Employer Number			
16 - Pension or Superannuation		30 - Patronage Allocations	
18 - Lump-sum Payments		32 - Registered Pension Plan Contributions	
20 - Self-employed Commissions		34 - Pension Adjustment	
22 - Income Tax Deducted		36 - Pension Plan Registration Number	
24 - Annuities		38 - Footnote Codes	
26 - Eligible Retiring Allowance		40 - RESP Accumulated Income Payments	
27 - Non-eligible Retiring Allowances		42 - RESP Educational Assistance Payments	
28 - Other Income		46 - Charitable Donations	
NWT Tax Calculation Base		Nunavut Tax Calculation Base	
NWT Tax Assessed		Nunavut Tax Assessed	
Non-periodic Taxable Income	0.00		

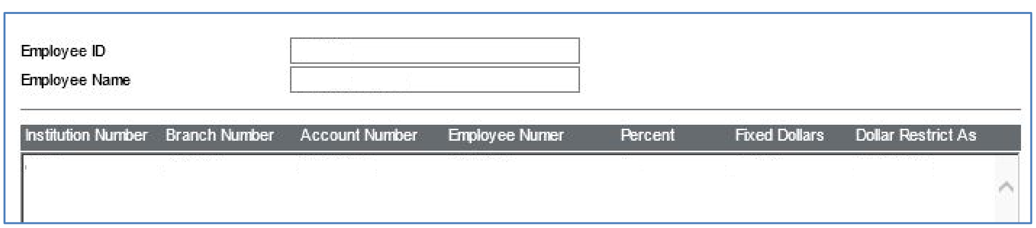
d. **Calculated** - this window shows you calculate values year to date for various fields such as accumulated regular hours, bonus income, last paid date, etc.



e. **Banked** - balances for all banks.



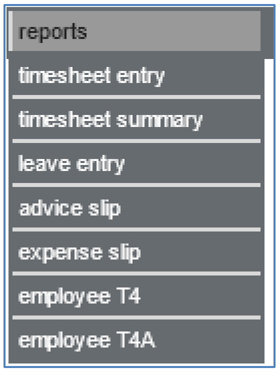
f. **Deposit** – your direct deposit information for payroll.



Employee Reports

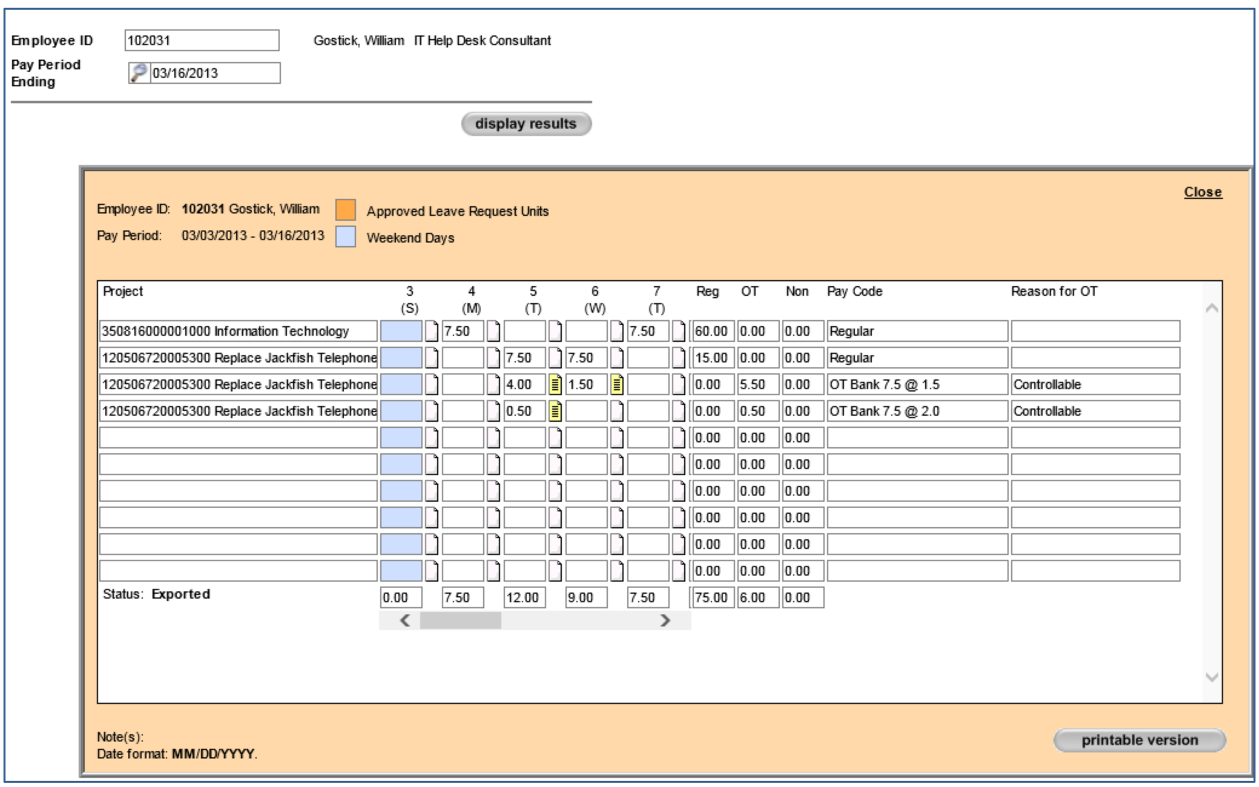
Several built-in reports are available for you to inquire on your time entry and payroll information.

1. Click on **reports** from the menu.



The following reports are available for you to run:

a. **Timesheet entry** – view all timesheets you have ever entered into the Penny timesheet system. Select a Pay Period Ending date and click display results.



Employee ID 102031 Gostick, William IT Help Desk Consultant
Pay Period Ending 03/16/2013
display results

Close

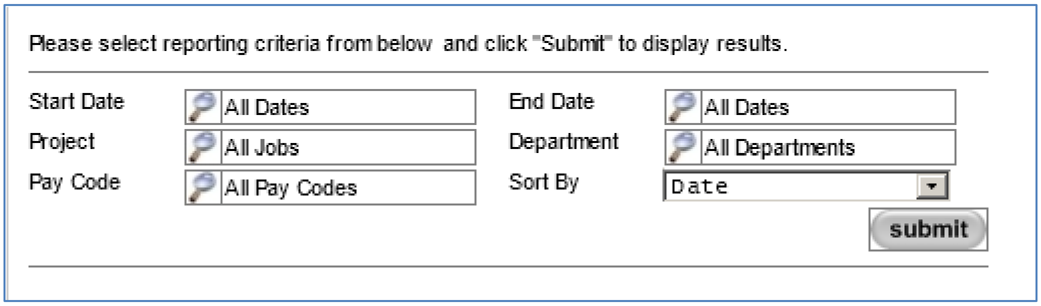
Employee ID: **102031** Gostick, William — Approved Leave Request Units
Pay Period: 03/03/2013 - 03/16/2013 — Weekend Days

Project	3 (S)	4 (M)	5 (T)	6 (W)	7 (T)	Reg	OT	Non	Pay Code	Reason for OT
350816000001000 Information Technology		7.50			7.50	60.00	0.00	0.00	Regular	
120506720005300 Replace Jackfish Telephone			7.50	7.50		15.00	0.00	0.00	Regular	
120506720005300 Replace Jackfish Telephone			4.00	1.50		0.00	5.50	0.00	OT Bank 7.5 @ 1.5	Controllable
120506720005300 Replace Jackfish Telephone			0.50			0.00	0.50	0.00	OT Bank 7.5 @ 2.0	Controllable
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
Status: **Exported**	0.00	7.50	12.00	9.00	7.50	75.00	6.00	0.00		

Note(s):
Date format: **MM/DD/YYYY**.

printable version

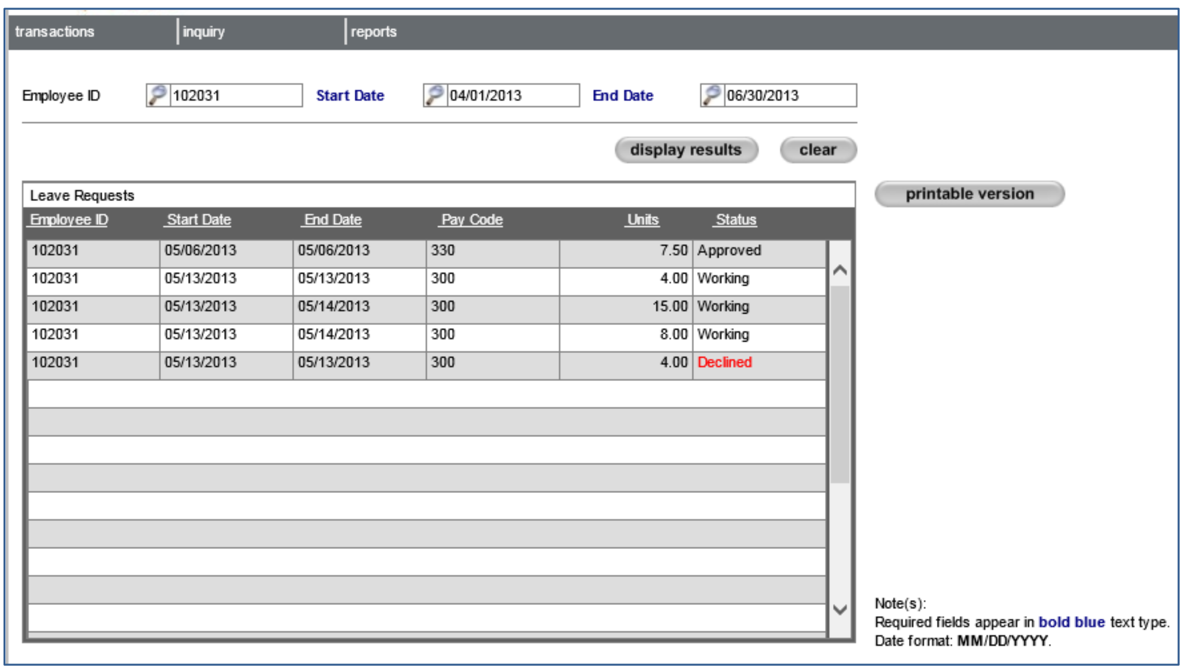
b. **Timesheet summary** – select different criteria to search on timesheets entered. For example, view all hours entered against a specific project.


Please select reporting criteria from below and click "Submit" to display results.

Start Date: All Dates
End Date: All Dates
Project: All Jobs
Department: All Departments
Pay Code: All Pay Codes
Sort By: Date

submit

c. **Leave entry** – to view all leave requests submitted, select a date range and click display results. Click printable version to print a copy.


transactions | inquiry | reports

Employee ID: 102031
Start Date: 04/01/2013
End Date: 06/30/2013

display results | clear

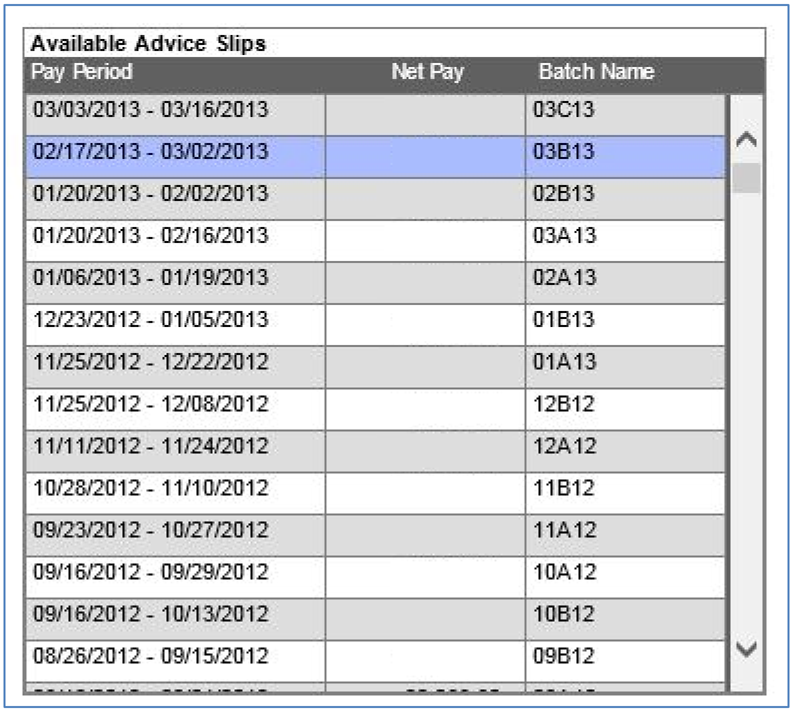
printable version

Leave Requests

Employee ID	Start Date	End Date	Pay Code	Units	Status
102031	05/06/2013	05/06/2013	330	7.50	Approved
102031	05/13/2013	05/13/2013	300	4.00	Working
102031	05/13/2013	05/14/2013	300	15.00	Working
102031	05/13/2013	05/14/2013	300	8.00	Working
102031	05/13/2013	05/13/2013	300	4.00	Declined

Note(s):
Required fields appear in **bold blue** text type.
Date format: **MM/DD/YYYY**.

d. **Advice Slip** – view all your advice slips online. Double click on your selection and the slip will open in a new window.



Logout

When you are done remember to Logout by clicking the logout button in the top right corner.