

Implementing Online Timesheets for Council Members' Staff

Date: March 15, 2021
To: General Government and Licensing Committee
From: John Elvidge, Interim City Clerk
Hatem Belhi, Director, Pension, Payroll and Employee Benefits
Wards: All

SUMMARY

This report responds to direction from City Council on the implementation of online timesheets for Members' staff. Implementation of the City of Toronto's eTime Self-Time Reporting via the Employee Self Service (ESS) Portal for Council Members' staff will be initiated in April 2021 and will be phased over 5 months.

RECOMMENDATIONS

The Interim City Clerk and Director, Pension, Payroll and Employee Benefits recommend that:

1. City Council amend the *Human Resources Management and Ethical Framework for Members' Staff* to authorize Members of Council to delegate to one or more of their direct reports the approval of staff attendance using the City's eTime Self-Time Reporting via the Employee Self Service (ESS) portal.

FINANCIAL IMPACT

There are no financial impacts to the City as a result of implementing online timesheets for Members' staff.

The Chief Financial Officer has reviewed this report and agrees with the financial implication information.

DECISION HISTORY

At its meeting on December 16, 17 and 18, 2020, City Council requested the City Clerk and the Director, Pension, Payroll and Employee Benefits to report to the General Government and Licensing Committee in the first quarter of 2021 on the implementation of online timesheets for City Council staff.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.MM27.14>

COMMENTS

Phased Implementation of Online Timesheets for Members' Staff

- The implementation of the online timesheet for Members' staff will be initiated in April and phased over 5 months with 4 cohorts. The phased approach will allow us to provide fulsome training and support to the users during the change process and manage our operational capacity.
- The implementation for each cohort will take approximately 5 weeks to implement and include at least 2 pay cycles.
- Training and support for Members of Council and staff will be jointly provided by City Clerk's Office and Pension, Payroll and Employee Benefits (PPEB) staff. Training for approvers and staff will be provided virtually prior to the online timesheet go-live date for each cohort and as required.

What it means for Members of Council

- Members of Council will need to log into the ESS portal every pay period to approve staff attendance.
- Members of Council may delegate the attendance approver role to a senior staff member in their office.
- While Members of Council may delegate their attendance approver role, Members of Council remain responsible and accountable for staff attendance as indicated in the *Human Resources Management and Ethical Framework for Members' Staff*.
- For Members of Council who choose to delegate the approver role, the Members of Council will need to approve the attendance of the designated approver. This is consistent with internal control principle that one must not approve their own requests.
- Members of Council or their designated approver will be able to see staff vacation, lieu time and sick time usage and balances and appropriately manage banked balances.
- The City Clerk's Office will work with Members of Council for whom there are technical or other barriers to participation.

What it means for Members' Staff

- Staff will need to log into the ESS portal every pay period and enter attendance on an exception basis for full-time staff and positive reporting basis for part-time staff.
- Staff will be able to see their vacation, lieu time and vacation usage and balances through the ESS portal.

CONTACT

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SIGNATURE

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