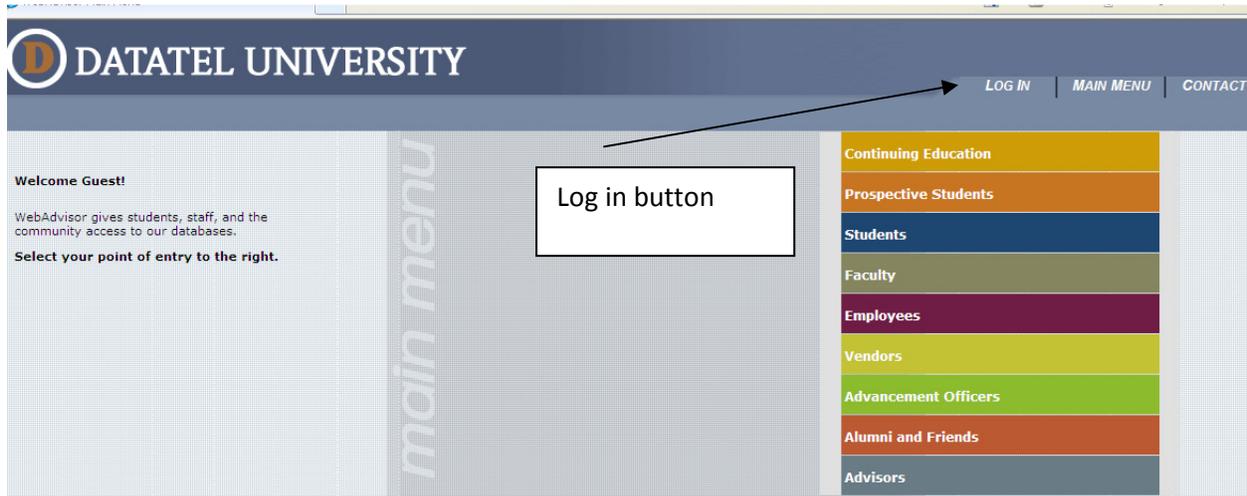


## WEB ADVISOR INSTRUCTIONS AND INFORMATION FOR EMPLOYEES

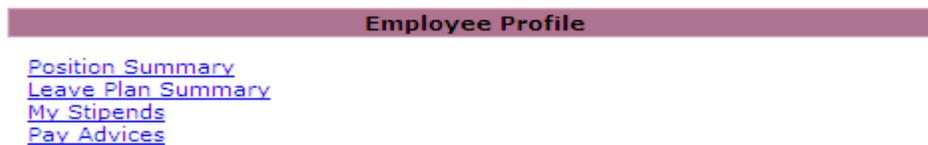
To Log in to Web Advisor please access the web at:

<http://colleagueweb.nscad.ns.ca/WebAdvisor/WebAdvisor>

Go to the Log in Button on the top. Enter your log in id (same as email log in ID) and your password (same as your email password)



Once logged in you will see the following menu options.



### **PAY ADVICES**

To view any of your previous pay stubs select the pay period ending date you wish to view. Remember this is only in effect from the first pay period in January 2011.

The screenshot shows the 'Pay Advices' form. It has a purple header with the title 'Pay Advices'. Below the header is a message: 'If you are missing pay advices from prior years, please contact your payroll office for assistance.' There is a dropdown menu labeled 'Select Other Year' with a downward arrow. Below this is a horizontal line. Underneath the line is the section 'Current Year' with two date options: '11/30/2010' and '11/15/2010'. At the bottom right is a purple button labeled 'SUBMIT'.

## LEAVE PLANS

Each employee will be assigned the various benefits to which they are entitled. Therefore, when you login you will be able to view your own personal leave plans including vacation, sabbatical leave accrual (for faculty), sick leave, etc.

To understand each leave plan detailed explanations have been provided below.

### **Vacation Leave:** (Administrators, NSGEU, FUNSCAD Unit II)

Vacation accrual is based on our Academic Year (July 1<sup>st</sup> to June 30<sup>th</sup>). You will see there are two lines for vacation. One indicates prior year vacation, and one indicates current year. All vacation time accumulated is shown in hours.

**Prior year vacation** will keep any hours that were accrued in the previous year, but not yet used. For example, if you have not used all the vacation time accumulated in the 2009-2010 academic year, you will still show a positive balance on that line. This means that when you submit vacation days, they will be applied against your prior year vacation time until the balance is 0.

**Current year vacation** is where you will accumulate vacation time each time you are issued a pay advice. For example an employee who earns 18 days of vacation time each year (126 hours) will have 5.25 hours added to his/her "current" vacation bank **each pay day**. This balance will continue to grow until vacation time is submitted and applied against any time accrued. The current balance will indicate your running total to date. This practice may seem to differ somewhat from the previous practice of assigning a year's vacation days up front on July 1<sup>st</sup>, but in actuality is a more accurate way of recording how current vacation time has always been assigned. Thus, this new practice of accruing vacation "as earned" will now accurately reflect past protocols.

It is important to note here that vacation time will only be entered into the system in the pay period in which it is used. You are encouraged to submit your vacation forms in advance; however they will be held and entered during the pay period in which vacation time is used.

At the end of the academic year, any vacation time remaining in the Prior year will be removed and the balance remaining in the current year will be moved to Prior year.

Example:

<b>Leave Plan Summary</b>						
Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
VP40	Admin Pryr Vacation Leave	05/26/08			0.00	0.00
VC40	Admin Vacation Leave	05/26/08	6.7100			13.42
SC40	Admin Sick Leave	05/26/08	3.5000	84.00	0.00	7.00
M000	Moving Day	05/26/08	0.0000			0.00
E000	Personal Emergency Leave	05/26/08	35.0000	35.00	0.00	0.00
C000	Court Leave	05/26/08	0.0000			0.00
B000	Bereavement Leave	05/26/08	0.0000			0.00

OK

**Sick Leave:** (Administrators, NSGEU, FUNSCAD II)

Similar to vacation time, sick time is accumulated each pay. An employee who earns 12 sick days per year (84 hours) will have 3.5 hours deposited into his/her sick bank each pay. As sick forms are submitted to Human Resources they will be entered into the system and applied against the balance.

**Personal Emergency Leave:** (Administrators, NSGEU)

These days are not accumulated each pay period. Rather, at the beginning of each year, 5 personal emergency days (35 hours) are granted to each employee within the above groups on July 1<sup>st</sup>. You will see this balance change as personal emergency time is submitted. At the beginning of the next Academic year the balance is set back to the original 35 hours.

**Day Leave:** (FUNSCAD Unit II)

These days will be recorded as taken and will show only if used and submitted to Human Resources for recording.

**Sabbatical Leave:** (FUNSCAD Unit I)

Faculty members will be able to view their sabbatical accumulation on line. The accumulation is shown in months and will increase on a pro-rated basis for each pay period. It will be reduced accordingly once sabbatical time is taken.

**Court Leave/Bereavement Days/Moving Days:** All Groups

No accumulation takes place for any of the above types of leave. Once forms are submitted, a positive balance indicates that time has been taken.

We're here to help. If you require any assistance in understanding your leave plans or pay advices please contact the Human Resources or Payroll and Benefits Departments at 494-8131 or 494-8116 respectively.