



Bi-Weekly Attendance Reporting (BWAR) Guide For Non-Union and Union Employees

COVID-19 Response

Version 3.1 – May 13, 2020

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Update Log (Version 2.1 to Version 3.1)

Update Log		
1.	General Guidelines	Requirements for filling out the BWAR timesheet
2.	Submissions Scenarios	New chart outlining costing requirements
3.	Authorized BWAR Timesheets Handling	Authorized BWAR Timesheets Handling
4.	Appendix A	Use of updated cost centres: <ul style="list-style-type: none"> • Recreation Workers, effective Pay Period 11 • All other employees, effective Pay Period 10
5.	Appendix B	Updated contacts
6.	BWAR Timesheets	Accepted versions of BWAR timesheets: <p>Version 1.0</p> <ul style="list-style-type: none"> • Recreation Workers, Pay Periods 8 & 9 • All other employees, Pay Periods 7 & 8 <p>Version 2.0</p> <ul style="list-style-type: none"> • Recreation Workers, Pay Period 10 • All other employees, Pay Period 9 <p>Version 3.0</p> <ul style="list-style-type: none"> • Recreation Workers, effective Pay Period 11 onwards • All other employees, effective Pay Period 10 onwards

Purpose

The Bi-Weekly Attendance Reporting (BWAR) guide provides information to support employees in the completion of the BWAR timesheet. The BWAR timesheet reports on a bi-weekly basis, an employee's regular, overtime, standby, call-in and absence hours during the COVID-19 response.

The **Location Officer** is the position(s) in charge of the site/location for operational oversight, reviewing and approving BWAR timesheets and any other duties that may be deemed necessary to support the COVID-19 response. All locations will have a designated Location Officer(s).

The **Divisional Payroll Coordinator(s)** is a dedicated role within each division with the responsibility to compile, validate, authorize, **if required** by division to obtain Director or Designate authorization, and submit the BWAR timesheets to covid19payprocessing@toronto.ca.

If you require assistance with the BWAR timesheets and payroll processes, contact the identified Divisional Payroll Coordinators. The full list is in Appendix B.

General Guidelines

All employees performing COVID-19 related duties will be required to fill out the BWAR timesheet. All 14 calendar days within the pay period must be identified within the BWAR timesheet, even if it was a day off it needs to be marked as a day off.

Location Officers will have a supply of these timesheets, hardcopy and electronic for printing. The BWAR timesheets are also available on the [COVID-19 Information & Resources for Employees ELI site](#). It is the employees' responsibility to carry their BWAR timesheet to all locations where they may be assigned to work during each pay period of the COVID-19 response. Upon completion of the daily work assignment (or at the end of each week if daily is not feasible), all entries **must be authorized by the Location Officer**.

Pages should always be numbered in sequential order so that the final calculations for the pay period can be completed on the very last sheet. **Employees must sign every sheet.**

NOTE: As the COVID-19 response began in the middle of the pay period, the BWAR timesheet must capture COVID-19 response-related time **and** all scheduled days prior to the first day of the emergency response. This must be included on the first BWAR timesheet to ensure that a full pay period is recorded and balanced.

Meal Breaks for Non-Union employees

Employees should be provided a one-hour unpaid meal break during their working shift. This break may be taken in multiple shortened periods if operationally required. Payroll entry is 30 (.5 hour), 45 (.75 hour) or 60 (1.0 hour) minutes for lunch.

Based on operational requirements, and only on an exceptional basis, an employee may volunteer to work through half or all their lunch. The **Location Officer** must consider balancing the employee's shift as this decision might result in extended hours and overtime pay which the Location Officer must approve. Here are a couple of examples:

Example: "I need to leave one hour early. Can I work through lunch?" Yes, you can work through lunch (no overtime as scheduled shift will end early as per employee request).

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Example: "It's too busy today to take a break and I may not be able to leave at the end of my scheduled shift." Yes, you can work through lunch and if you can't leave at the end of your shift, I will be approving the extra hours as overtime.

Meal Breaks for redeployed Union employees

Employees must be provided a one-hour unpaid meal break during their working shift.

Multiple redeployments within the same pay period

Employees may be redeployed to a number of locations within the same pay period. All locations within the same pay period must be on the same BWAR timesheet. All **Location Officers** must authorize the shifts at their locations. The employee must submit their final completed and authorized BWAR timesheet to the **Divisional Payroll Coordinator** (in Appendix B) in the last division they were redeployed to or worked at.

Submission Scenarios

The following chart outlines the possible scenarios in which employees are required to detail their time on the BWAR timesheet, to ensure accurate costing for the Finance & Treasury Services.

CC = cost centre code

FA = Functional Area code

Scenario		Divisional Role & Responsibilities			PPEB
		Action	Base Salary	OT/Premium Pay	
A	<ul style="list-style-type: none"> Employee in regular position in home division No COVID-19 related activities Regular hours, no premium pays 	Regular divisional processing	CC: Home Base FA: None	CC: Home Base FA: None	Regular processing operations
B	OR <ul style="list-style-type: none"> Employee redeployed, performing COVID-related duties, and not put on an Acting Position specifically for COVID-19 	BWAR timesheet required	If performing duties in the divisions below: <ul style="list-style-type: none"> Children's Services Seniors Services & Long Term Care Shelter, Support & Housing Administration Social Development, Finance & Administration Performing regular duties: CC: Home Base FA: None Performing COVID-related duties: CC: COVID cost centre of <u>home</u> division FA: 7160000000	Performing COVID-related duties: CC: COVID cost centre of <u>home</u> division FA: 7160000000	Process BWAR Timesheet
			If performing duties in any other division Performing regular or COVID-related duties: CC: Home Base FA: None	Performing COVID-related duties: CC: COVID cost centre of <u>home</u> division FA: 7160000000	
C	<ul style="list-style-type: none"> Employee put on an Acting Position specifically for COVID-19, in redeployment division 	BWAR timesheet required	Performing COVID-related duties: CC: COVID cost centre of <u>redeployed</u> division FA: 7160000000	Performing COVID-related duties: CC: COVID cost centre of <u>redeployed</u> division FA: 7160000000	Process BWAR Timesheet

NOTE: If you fit a scenario above where completing a BWAR timesheet daily is not required, but then circumstances change, you must retroactively complete a BWAR timesheet for the entire pay period.

The list of all the cost centres can be found in Appendix A.

Authorization

During the COVID-19 response, an employee's work schedule may be adjusted to suit operational needs and overtime will only be paid for hours worked in excess of the bi-weekly normal hours, meaning 35/40 hours per week or 70/80 hours per pay period. To facilitate the correct calculation of overtime hours, all hours worked and all absences during the bi-weekly pay period must be recorded.

BWAR timesheets will be reviewed and authorized daily by the **Location Officer** (or at the end of each week if daily is not practical). Employees will forward the completed BWAR timesheet to be reviewed and authorized by the **Divisional Payroll Coordinator**. If required by the division, the **Divisional Payroll Coordinator** will have the Division Head or Designate also authorize the BWAR timesheet. Pension, Payroll & Employee Benefits (PPEB) will process all BWAR timesheets.

Authorized BWAR Timesheets Handling

Divisions should keep a copy of all authorized forms for post-COVID-19 response for reference and reconciliation.

- Employees can submit their BWAR timesheet through original form, a scanned copy or a smart device photo.
- Once a printed form has been validated and signed off by the **Divisional Payroll Coordinator**, it is now considered the original for records retention purposes, as per the [City Clerk's Records and Retention policies](#).

Submitting the BWAR Timesheets

Employees can submit their BWAR timesheet to the **Divisional Payroll Coordinator** through original form, a scanned copy or a smart device photo.

Policies

Overtime

Non-Union (up to May 5, 2020): Refer to the [COVID-19 Response Non-Union Overtime Policy](#)

Non-Union (from May 6, 2020): Refer to the [COVID-19 Response Non-Union Overtime Policy](#)

Union: Refer to the applicable collective agreement

Standby / Call-In / Emergency Situations Pay

Non-Union: Refer to the [corporate policy on Standby / Call-In / Emergency Situations Pay](#)

Union: Refer to the applicable collective agreement

Shift Bonus

Non-Union: Refer to the [corporate policy on Shift Bonus](#)

Union: Refer to the applicable collective agreement

Kilometre expenses

Refer to the [corporate Kilometre Reimbursement Implementation Guidelines](#)

Parking expenses

Refer to the [corporate Business Expense Policy](#)

PRESTO expenses

Refer to the [corporate policy on PRESTO reimbursements](#)

Appendix A: Cost Centres for Charging COVID-19 Labour Costs

DIVISION	COST CENTRE	FUNCTIONAL AREA CODE
311 Toronto	TO100C	7160000000
Accounting Services	AS100C	7160000000
Auditor General	AU100C	7160000000
Children's Services	CS100C	7160000000
City Clerk's Office	GV100C	7160000000
City Council	CN100C	7160000000
City Manager	CM100C	7160000000
City Planning	UR100C	7160000000
Controller	TR100C	7160000000
Corporate Finance	CF100C	7160000000
Corporate Real Estate Management (CREM)	FA100C	7160000000
Court Services	CT100C	7160000000
DCM Community & Social Services	DA100C	7160000000
DCM Corporate Services	CX100C	7160000000
DCM Finance & Treasury Services	FS100C	7160000000
DCM Infrastructure & Development Services	DB100C	7160000000
Economic Development & Culture	EC100C	7160000000
Employment & Social Services	SS100C	7160000000
Engineering & Construction Services	WT100C	7160000000
Environment & Energy	EE100C	7160000000
Executive Administration	EX100C	7160000000
Financial Planning	FP100C	7160000000
Fleet Services	FL100C	7160000000
Governance & Corporate Strategy	GC100c	7160000000
Housing Secretariat	AF100C	7160000000
Indigenous Affairs Office	IF100C	7160000000
Integrity Commissioner	IG100C	7160000000
Intergovernmental and Agency Relations	GA100C	7160000000
Internal Audit	IA100C	7160000000
Legal Services	LL100C	7160000000
Lobbyist Registrar	LR100C	7160000000
Mayor's Office (Included in City Council)	MR100C	7160000000
Municipal Licensing & Standards	MS100C	7160000000
Office of Emergency Management	EM100C	7160000000
Office of the CISO	CY100C	7160000000
Ombudsman	OM100C	7160000000
Parks, Forestry & Recreation	PR100C	7160000000
Pension, Payroll & Employee Benefits	PB100C	7160000000
People & Equity	HR100C	7160000000
Policy, Planning, Finance & Administration	PA100C	7160000000
Public Health	PH100C	7160000000

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DIVISION	COST CENTRE	FUNCTIONAL AREA CODE
Purchasing & Materials Management	PD100C	7160000000
Revenue Services	RS100C	7160000000
Seniors Services and Long Term Care	HA100C	7160000000
Shelter, Support & Housing Administration	HS100C	7160000000
Social Development, Finance & Administration	CD100C	7160000000
Solid Waste Management Services	SW100C	7160000000
Strategic Communications	SC100C	7160000000
Technology Services	IT100C	7160000000
Toronto Building	BL100C	7160000000
Toronto Fire Services	FR100C	7160000000
Toronto Office of Partnerships	OP100C	7160000000
Toronto Office of Rebuild & Recovery	TBD	7160000000
Toronto Paramedic Services	AM100C	7160000000
Toronto Water	TW100C	7160000000
Transit Expansion Office	TX100C	7160000000
Transportation Services	TP100C	7160000000
Waterfront Secretariat	WR100C	7160000000

Appendix B: Divisional Payroll Coordinators for the Bi-Weekly Attendance Reporting

Division	Divisional Payroll Coordinator
311 Toronto	<p>Janice Poon Janice.Poon@toronto.ca 416-397-0487 (W)</p> <p>Jag Gill Jag.Gill@toronto.ca 416-397-7340 (W)</p>
Accounting Services	<p>Tina Natividad Tina.Natividad@toronto.ca 416-392-8979 (W)</p>
Children's Services	<p>Nancy Roscoe csdstaffing@toronto.ca 416-392-8544 (W) 416-432-0354 (C)</p> <p>Amanda Taplin csdstaffing@toronto.ca 416-397-1918 (W)</p>
City Clerk's Office	<p>Lesley Ruscica Lesley.Ruscica@toronto.ca 416-392-7038 (W)</p> <p>Angela Schipani Angela.Schipani@toronto.ca 416-392-4270 (W)</p>
City Manager's Office	<p>Susie Louie Susie.Louie@toronto.ca 416-397-5250 (W)</p>
Corporate Finance	<p>Patricia Morris Patricia.Morris@toronto.ca 416-397-5809 (W)</p> <p>Rubecca Lui Rubecca.Lui@toronto.ca 416-397-4560 (W)</p>
Corporate Security	<p>Erin Li Erin.Li@toronto.ca 416-397-5526 (W)</p>
Court Services	<p>Subaskari Leesan Subaskari.Leesan@toronto.ca 416-338-7349 (W)</p> <p>Dana Pylypiw Dana.Pylypiw@toronto.ca 416-338-7332 (W)</p>

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Division	Divisional Payroll Coordinator
Economic Development & Culture	<p>Elizabeth Brown Elizabeth.Brown@toronto.ca 416-395-4152 (W)</p> <p>Ingrid Girdauskas Ingrid.Girdauskas@toronto.ca 416-397-5306 (W) 416-316-5365 (C)</p>
Employment & Social Services	<p>Geraldeen Leonard Geraldeen.Leonard@toronto.ca 416-392-2401 (W)</p>
Environment & Energy	<p>Winel Harrison Winel.Harrison@toronto.ca 416-397-5158 (W)</p> <p>Michelle McNamara Michelle.McNamara@toronto.ca 416-397-4152 (W)</p>
Facilities Management (CREM)	<p>cremtimesheets@toronto.ca</p> <p>Winel Harrison Winel.Harrison@toronto.ca 416-397-5158 (W)</p> <p>Michelle McNamara Michelle.McNamara@toronto.ca 416-397-4152 (W)</p>
Finance & Administration	<p>Vivian Ching Vivian.Ching@toronto.ca 416-397-4124 (W)</p> <p>Diane Leung Diane.Leung@toronto.ca 416-397-4560 (W)</p>
Financial Planning	<p>Jasminka Mitich Jasminka.Mitich@toronto.ca 416-397-4529 (W)</p>
Fleet Services	<p>Grant Janes Grant.Janes@toronto.ca 416-392-6888 (W)</p>
Infrastructure & Development Services <ul style="list-style-type: none"> • City Planning • Engineering & Construction Services • Municipal Licensing & Standards • Office of Emergency Management • Policy, Planning, Finance & Administration 	<p>Lori Pace-Michaels Lori.Pace-Michaels@toronto.ca</p> <p>Allison Gall Allison.Gall@toronto.ca</p> <p>Juli Grady Juli.Grady@toronto.ca</p>

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Division	Divisional Payroll Coordinator
<ul style="list-style-type: none"> • Solid Waste Management Services • Toronto Building • Toronto Water • Transit Expansion Office • Transportation Services • Waterfront Secretariat 	<p>Caterina Bertucci Caterina.Bertucci@toronto.ca</p> <p>Annalisa Mignardi Annalisa.Mignardi@toronto.ca</p>
Fire Services	<p>Therese Chen Therese.Chen@toronto.ca</p>
Internal Audit	<p>Vivian Ching Vivian.Ching@toronto.ca 416-397-4124 (W)</p> <p>Diane Leung Diane.Leung@toronto.ca 416-397-4560 (W)</p>
Legal Services	<p>Gavin Birt Gavin.Birt@toronto.ca 416-397-4661 (W)</p>
Office of the CISO	<p>Hemali Wijesundara Hemali.Wijesundara@toronto.ca 416-392-8164 (W)</p>
Office of the DCM – Community & Social Services	<p>Kathy Colomvakos Kathy.Colomvakos@toronto.ca 416-392-8729 (W)</p>
Parks, Forestry & Recreation	<p>Lisa Jones Lisa.Jones@toronto.ca 416-397-5341 (W) 416-892-7722 (C)</p> <p>Kevin Ainey Kevin.Ainey@toronto.ca 416-388-1929 (W) 647-466-2870 (C)</p>
Pension, Payroll & Employee Benefits	<p>Dave Otter Dave.Otter@toronto.ca</p>
Purchasing & Materials Management	<p>Jacque Breen Jacque.Breen@toronto.ca 416-392-0387 (W)</p>
Real Estate Services (CREM)	<p>cremtimesheets@toronto.ca</p> <p>Winel Harrison Winel.Harrison@toronto.ca 416-397-5158 (W)</p> <p>Michelle McNamara Michelle.McNamara@toronto.ca 416-397-4152 (W)</p>
Revenue Services	Tamara Tolisano

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Division	Divisional Payroll Coordinator
	Tamara.Tolisano@toronto.ca 416-397-7206 (W)
Senior Services & Long Term Care	ssltccovidpayroll@toronto.ca Dana Tulk Dana.Tulk@toronto.ca 416-392-9061 (W) 416-910-6864 (C)
Shelters Support & Housing Administration	sshacovidpayroll@toronto.ca Mina Fayez-Bahgat Mina.Fayez-Bahgat@toronto.ca 416-397-4161 (W) Carol Zeni Carol.Zeni@toronto.ca 416-392-5306 (W)
Social Development, Finance & Administration	Kathy Colomvakos Kathy.Colomvakos@toronto.ca 416-392-8729 (W)
Technology Services	Hemali Wijesundara Hemali.Wijesundara@toronto.ca 416-392-8164 (W)
Toronto Office of Recovery & Rebuild	TBD
Toronto Paramedic Services	Francine Cohen Francine.Cohen@toronto.ca 416-397-4353 (W)
Toronto Public Health	Joanne Ferraro Joanne.Ferraro@toronto.ca 416-338-8108 (W)