



# Completing a Timesheet

A guide for Fleet employees

# How to complete a Timesheet

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Seagoing personnel must complete timesheets in order to report all activities that affect their work cycle (on/off shifts). This includes reporting leave taken, extra duty entitlements, and acting periods. Timesheets must cover all work cycles during a fiscal year which will account for each and every calendar day.

An employee will either be:

- On a vessel or station (on-cycle or off-cycle)
- On leave (paid or unpaid)
- On training
- On assignment

Employees must submit their timesheet at the conclusion of their scheduled on-cycle. This also applies to employees working ashore or on assignment with a group outside of Fleet, and to employees utilizing extended leave.

If there is a question about the type of leave to use during periods of absence, employees are encouraged to contact their supervisor for direction. The front covers of the timesheet books also provide information to assist with completing the timesheets.

Once submitted to the MariTime Units, the timesheets are audited to ensure they are in accordance with the Collective Agreements and National Policies.

# Electronic Timesheets (eTS)



The electronic timesheet system (eTS) is being implemented for seagoing personnel and is intended to replace the paper copy timesheets whenever possible. The goals of the system are to:

- Make it easier for employees to complete their timesheets
- Provide a more legible and error-free format to the MariTime units for processing
- Reduce data entry work for the MariTime units

Over the last year there have been on-going pilots at various stations and on board vessels in order to evaluate:

- The ease of use for both seagoing employees and the MariTime units
- Presence of software bugs/issues
- Computer connectivity response times between shore and vessels
- Possible future enhancements
- Unforeseen implementation issues with both software and procedures

As of Spring 2021 the eTS application was released into production and is available for roll out within the regions.

1. The MariTime unit will generate an eTS for each member of the crew which will be sent to the vessel/station.
2. Once the eTS has been updated by the employee, reviewed by the department head/supervisor and approved by the Commanding Officer, it is transmitted back to the MariTime unit for vetting and pay action.
3. The MariTime unit will enter the overtime and allowances into Phoenix separately as the eTS system is not connected directly to the pay system.



# Roles and Responsibilities



Role	Responsibilities
<b>Seagoing Personnel (in seagoing operations or on assignment ashore)</b>	<ul style="list-style-type: none"> <li>• submitting completed timesheets to supervisor in a timely manner</li> <li>• asking for assistance of supervisor if needed to complete timesheets</li> <li>• ensuring requests for compensation of entitlements, or leave requests are valid, accurate, and complete</li> <li>• ensuring their personal information is up to date in the MariTime Web Leave Portal</li> </ul>
<b>Supervisor/Recommender</b>	<ul style="list-style-type: none"> <li>• Ensuring the submitted timesheet is complete and accurate</li> <li>• Ensuring they have the knowledge of the business rules for entitlements being requested by the employee</li> <li>• Forwarding the timesheet with their recommendation to the Commanding Officer for approval in a timely manner</li> </ul>
<b>Commanding Officer/Approver</b>	<ul style="list-style-type: none"> <li>• Ensuring the timesheet is within established practices and collective agreement before approving</li> <li>• Ensuring they have the knowledge of the business rules for entitlements being requested by the employee</li> <li>• Ensuring they have valid signing authority as per section 34 of the FAA</li> </ul>
<b>Marine Superintendent (or Deputy or higher)</b>	<ul style="list-style-type: none"> <li>• Reviewing and approving timesheets from Commanding Officers as well as those under CO's without S34 authority</li> <li>• Understanding the business rules in the collective agreement before approving</li> <li>• Ensuring they have valid signing authority as per section 34 of the FAA</li> </ul>
<b>MariTime Supervisor, MariTime Unit</b>	<ul style="list-style-type: none"> <li>• Supervises team members of the Maritime Unit</li> <li>• Oversees the timekeeping process to ensure continuous flow of information and accurate outcomes</li> <li>• Understanding the collective agreement business rules and their application and troubleshoot issues</li> <li>• Ensuring quality through the monitoring, auditing and rectifying of subordinates' work</li> </ul>
<b>Timekeeper, MariTime Unit</b>	<ul style="list-style-type: none"> <li>• Verifying the accuracy of data on the timesheets and Supplementary Pages, ensuring accordance with collective agreements</li> <li>• Inputting data from approved timesheets into both the MariTime system and the Phoenix pay system</li> <li>• Submitting PARs as required and work with PTCoe to coordinate entry of actings into the HR system</li> <li>• Maintaining records for seagoing personnel with regard to personal information, schedules, timesheets, leave banks, and information related to their pay</li> </ul>

# Timekeeping Record



This is an example of the Timekeeping Record which is usually the first page of a set of timesheets. This page consists of several different sections where the employee will record such things as:


- Their substantive information
- Information pertaining to acting over four months, if applicable
- The crewing system and applicable work cycle dates
- Short term acting assignments
- Leave that has been used in the period of the timesheet
- Entitlements for meals & quarters
- And of course signatures of the employee and their section 34 manager for approval

Name / Nom		Indeterminate / Seasonal / Term / Casual		Amendment to Record No. / Modification au rapport N°	
FRI / CIDP		Substantive Position No. / N° du poste de base		Group & Level / Groupe & niveau	
Vessel / Station / Navire / Station		Region / Région		GEO Location / Location GEO	
From / Du		To / Au		Acting Position No. / N° de poste intérimaire	
<b>CREWING SYSTEMS - SYSTÈMES D'ARMEMENT</b> DD/MM/YY - JJ/MM/AA					
CONVENTIONAL - CONVENTIONNEL (40H)		LAY DAY - RELÂCHE		ON CALL (46.6H) - SYSTÈME DE SERVICE D'ATTENTE (46.6H)	
CYCLE / HORAIRES		FROM - DU		TO - AU	
ON-CYCLE / EN DEVOIR		Date		Time - Heures	
OFF-CYCLE / HORS SERVICE		Date		Time - Heures	
NORMAL WORKING HOURS - HEURES NORMALES DE TRAVAIL		FROM - DE		TO - À	
ON WATCH / DE QUART		FROM - DE		TO - À	
DAILY WORK / À LA JOURNÉE		FROM - DE		TO - À	
<b>ACTING ASSIGNMENTS LESS THAN 4 MONTHS - AFFECTATIONS INTERIMAIRES MOINS DE 4 MOIS</b> DD/MM/YY - JJ/MM/AA					
CYCLE / HORAIRES		FROM - DU		TO - AU	
ON-CYCLE / EN DEVOIR		Date		Time - Heures	
OFF-CYCLE / HORS SERVICE		Date		Time - Heures	
LEAVE - CONGÉS		FROM - DU		TO - AU	
CODE		Date		Hours - Heures	
MEDICAL - MÉDICAL		DOCTOR'S CERTIFICATE - CERTIFICAT DU MÉDECIN		Attached - Inclus	
MEALS & QUARTERS - REPAS & LOGEMENT		CODE 204		CODE 203	
Days - Jours		Rate - Taux		Days - Jours	
CERTIFIED / CERTIFIÉ		PRINT NAME - NOM IMPRIMÉ		SIGNATURE	
EMPLOYEE - EMPLOYÉ		SUPERVISOR - SURVEILLANT		DATE	
Note: Date should read Day/Month/Year (DD/MM/YY) - La date doit comprendre le jour/mois/l'année (JJ/MM/AA)					
DISTRIBUTION White & Green - MariTime Unit Yellow - Vessel Pink - Employee Blanche & verte - Équipe MariTime Jaune - Navire Rose - Employé					

# Supplementary Page



The Supplementary Page usually accompanies the Timekeeping Record and is used to report any extra duty entitlements within the timesheet period. This includes such things as overtime worked, statutory holidays (worked/not worked), travel time, dirty work allowance, security duty allowance and other entitlements as per the collective agreements.

 Fisheries and Oceans Canada / Pêches et Océans Canada Canadian Coast Guard / Garde côtière Canadienne																		<b>Canadian Coast Guard Fleet / Garde Côtière Canadienne Navires</b> Timekeeping Record – Supplementary Page Rapport sur la rémunération – Page additionnelle				124567 PAGE OF / DE	
NAME / NOM :			PRI / NIP :			Grp/Lvl / Grp/Niv :			VESSEL / NAVIRE :			FROM / DE :		TO / À :		<input type="checkbox"/> ORIGINAL / PREMIÈRE <input type="checkbox"/> AMENDMENT / AMENDÉMENT TO FORM NUMBER / EN FORME NUMÉRIQUE DATED / EN DATE							
Date	Start / Début	End / Fin	Regular Work Day / Jour de travail régulier 260			1 <sup>st</sup> Day of Rest / 1 <sup>er</sup> jour de repos 261			2 <sup>nd</sup> Day of Rest / 2 <sup>e</sup> jour de repos 262			Stat Holiday / Jours fériés 263			Other Entitlements / Autres indemnités		B	REMARKS / REMARQUES					
			x1.0	x1.5	x2.0	x1.0	x1.5	x2.0	x1.5	x2.0	x1.0	x1.5	x2.0	Code	Days/Units / Jours/Unité	Hours / Heures			Rate / Taux				
TOTAL																							
Employee Signature / Signature de l'employé									Recommended / Recommandé par						Approved / Autorisé par								

White, Green – Fleet Human Resources / Blanc, vert – Personnel  
 Yellow – Vessel / Jaune – Navire  
 Pink – Employee / Rose – Employé

Certified pursuant to Section 34 of the Financial Administration Act / Certifié en vertu de l'article 34 de la Loi sur l'administration financière

# Substantive Position/Acting More than 4 Months



The top section of the timesheet is to be completed in full with the employee's substantive information, and if applicable, any acting assignment information for periods of more than four months.

		Fisheries and Oceans / Pêches et Océans Canada / Canada		24568
<b>CANADIAN COAST GUARD FLEET / FLOTTE DE LA GARDE CÔTIÈRE CANADIENNE</b> <b>TIME KEEPING RECORD / RAPPORT SUR LA RÉMUNÉRATION</b>				
<b>SUBSTANTIVE POSITION OR ACTING POSITION MORE THAN 4 MONTHS</b> <b>INFORMATION SUR LE POSTE DE BASE OU AFFECTATION INTÉrimAIRE DE PLUS DE 4 MOIS</b>			Amendment to Record No. Modification au rapport N°	
Name / Nom: <b>Employee's Full Name (no initials)</b>		Indeterminate / Seasonal / Indéterminer / saisonnier <input type="checkbox"/>		Term / Terme <input checked="" type="checkbox"/>
				Casual / Occasionel <input type="checkbox"/>
PRI / CIDP: <b>Provided by Staffing</b>	Substantive Position No. / N° du poste de base: <b>From Letter of Offer</b>		Group & Level / Groupe & niveau: <b>Substantive from Letter of Offer</b>	
Vessel / Station / Navire / Station: <b>Current Location/Substantive Pool</b>	Region / Région: <b>West/Central &amp; Arctic/Atlantic</b>		GEO Location / Location GEO: <b>Tax Province</b>	
From / Du: <b>Dates of Acting</b>	To / Au: <b>Letter of Offer</b>	Acting Position No. / N° de poste intérimaire: <b>From Acting Letter</b>		Group & Level / Groupe & niveau: <b>From Acting Letter</b>

## Substantive Information

**Name:** First and last name written in full. Do not use only initials or nicknames as this may lead to identity confusion in the pay system.

**Appointment type:** check the appropriate box (indeterminate/seasonal, term, casual) from the current letter of offer.

**PRI:** 9 digit number assigned to each employee – can be found on your pay stub or letter of offer.

**Substantive Position #:** from the current letter of offer (this is not acting information).

**Group/Level:** substantive group/level from the current letter of offer (this is not an acting level).

**Vessel/Station:** the vessel or station at which the employee worked during the period reported on the timesheet.

**Region:** the CCG region to which you are assigned.

**GEO Location:** the province in which the position is located for tax purposes.



# Substantive Position/Acting More than 4 Months



Fisheries and Oceans / Pêches et Océans Canada		24568	
<b>CANADIAN COAST GUARD FLEET / FLOTTE DE LA GARDE CÔTIÈRE CANADIENNE</b> <b>TIME KEEPING RECORD / RAPPORT SUR LA RÉMUNÉRATION</b>			
<b>SUBSTANTIVE POSITION OR ACTING POSITION MORE THAN 4 MONTHS</b> <b>INFORMATION SUR LE POSTE DE BASE OU AFFECTATION INTÉrimAIRE DE PLUS DE 4 MOIS</b>			Amendment to Record No. Modification au rapport N°
Name / Nom: <b>Employee's Full Name (no initials)</b>		Indeterminate / Seasonal / Indéterminer / saisonnier <input type="checkbox"/>	Term / Terme <input checked="" type="checkbox"/>
PRI / CIDP: <b>Provided by Staffing</b>		Substantive Position No. / N° du poste de base: <b>From Letter of Offer</b>	Group & Level / Groupe & niveau: <b>Substantive from Letter of Offer</b>
Vessel / Station / Navire / Station: <b>Current Location/Substantive Pool</b>		Region / Région: <b>West/Central &amp; Arctic/Atlantic</b>	GEO Location / Location GEO: <b>Tax Province</b>
From / Du: <b>Dates of Acting</b>	To / Au: <b>Letter of Offer</b>	Acting Position No. / N° de poste intérimaire: <b>From Acting Letter</b>	Group & Level / Groupe & niveau: <b>From Acting Letter</b>

The Amendment to Record No. box in the top right hand corner is to record an amendment to a previous timesheet. When submitting an amendment, re-enter all the information in each section with the required corrections.

## Acting Assignments of more than 4 Months

The following information is to be entered **ONLY** if the employee is in an acting position for more than 4 consecutive months for which they have received an acting letter of offer. If the employee is not acting, these boxes are left blank.

**From and To Dates:** Dates of the current acting assignment of over 4 months identified in letter of offer.

**Acting Position #:** on the acting letter of offer.

**Group/Level:** acting group/level from the acting letter of offer.

# Crewing Systems and Work Cycles



This section of the timesheet must be filled out by all employees working in all crewing systems.

CREWING SYSTEMS - SYSTÈMES D'ARMEMENT				DD/MM/YY - JJ/MM/AA			
CONVENTIONAL - CONVENTIONNEL (40H) <input type="checkbox"/>		LAY DAY - RELÂCHE <input checked="" type="checkbox"/>		ON CALL (46.6H) - SYSTÈME DE SERVICE D'ATTENTE (46.6H) <input type="checkbox"/>			
CYCLE HORAIRE	FROM - DU		TO - AU		Days Jours	Days worked Jours travaillés	Days earned Jour accumulés
	Date	Time - Heure	Date	Time - Heure			
ON-CYCLE EN DEVOIR	DD/MM/YY	1200	DD/MM/YY	1200	28	28	28
OFF-CYCLE HORS SERVICE	FROM - DU		TO - AU		Days Jours	Remarks - Remarques	
	Date	Time - Heure	Date	Time - Heure			
	DD/MM/YY	1200	DD/MM/YY	1200	28		

## Crewing System

Indicate the crewing system for the period of the current timesheet by checking the appropriate box:

- Conventional system (40H)
- Lay-Day system
- 46.6 On-call system (46.6H)

Note – all dates must be entered using the day/month/year (dd/mm/yy) format

\*\*Employees working under the 42 Averaging system must continue to use the former timesheet format

# Crewing Systems and Work Cycles



## On-Cycle

**From and To Dates and Times:** enter the Dates and Times of the scheduled on-cycle portion of the work cycle.

**Days:** enter the number of days in the scheduled on-cycle.

**Days Worked:** record the number of actual days worked in the on-cycle (excluding periods of absence or authorized leave). When the “Days” and “Days Worked” do not match, the employee must ensure that a leave record has also been submitted to make up the remainder of the days in the on-cycle. Number of days worked + number of days leave should equal number of days in the on-cycle.

**Days Earned:** only applicable for employees working in the lay-day system – the number of lay-days earned as per the collective agreement are as follows:

- Ships' Officer (SO): days worked x 1.0 SO lay-day factor = lay-days earned
- Ships' Crew (SC): days worked x 1.17 SC lay-day factor = lay-days earned

Some leave types such as sick leave will earn lay-days so this will have to be taken into consideration when determining the number of lay-days earned.

CREWING SYSTEMS - SYSTÈMES D'ARMEMENT				DD/MM/YY - JJ/MM/AA			
CONVENTIONAL - CONVENTIONNEL (40H) <input type="checkbox"/>		LAY DAY - RELÂCHE <input checked="" type="checkbox"/>		ON CALL (46.6H) - SYSTÈME DE SERVICE D'ATTENTE (46.6H) <input type="checkbox"/>			
CYCLE HORAIRE	FROM - DU		TO - AU		Days Jours	Days worked Jours travaillés	Days earned Jour accumulés
	Date	Time - Heure	Date	Time - Heure			
ON-CYCLE EN DEVOIR	DD/MM/YY	1200	DD/MM/YY	1200	28	28	28
OFF-CYCLE HORS SERVICE	FROM - DU		TO - AU		Days Jours	Remarks - Remarques	
	Date	Time - Heure	Date	Time - Heure			
	DD/MM/YY	1200	DD/MM/YY	1200	28		

# Crewing Systems and Work Cycles



## Off-Cycle

**From and To Dates and Times:** enter the dates and times of the scheduled off-cycle.

**Days:** enter the number of days in the scheduled off-cycle

- SO/SC assigned to the 46.6 On-call system use days of rest during the off-cycle. The number of days of rest in the off-cycle must be equal to the number of days in the on-cycle (either worked or on leave), and the days of rest cannot be displaced.
- If an employee in the lay-day system returns to work prior to the end of the off-cycle, an amendment to the previous timesheet must be completed to reflect the change to the off-cycle. The unused lay-days will be displaced and credited to the employee's lay-day bank for use at a later date. A lay-day, plus factor if applicable, will be earned for each day worked in the off-cycle.

If an employee working in the 46.6 On-call system returns to work during the scheduled off-cycle (days of rest), then the off-cycle dates do not change. The employee is entitled to receive extra duty pay in accordance with their collective agreement. This is often referred to as "premium time".

CREWING SYSTEMS - SYSTÈMES D'ARMEMENT		DD/MM/YY - JJ/MM/AA					
CONVENTIONAL - CONVENTIONNEL (40H) <input type="checkbox"/>		LAY DAY - RELÂCHE <input checked="" type="checkbox"/>		ON CALL (46.6H) - SYSTÈME DE SERVICE D'ATTENTE (46.6H) <input type="checkbox"/>			
CYCLE HORAIRE	FROM - DU		TO - AU		Days Jours	Days worked Jours travaillés	Days earned Jour accumulés
ON-CYCLE EN DEVOIR	Date DD/MM/YY	Time - Heure 1200	Date DD/MM/YY	Time - Heure 1200	28	28	28
OFF-CYCLE HORS SERVICE	FROM - DU		TO - AU		Days Jours	Remarks - Remarques	
	Date DD/MM/YY	Time - Heure 1200	Date DD/MM/YY	Time - Heure 1200	28		

The Remarks box can be used to note such things as returning to the vessel or a different vessel if the off-cycle is shorter than the on-cycle

# Crewing Systems and Work Cycles



## Example:

- SO in lay-day system on a 56 day work cycle with 28 day on-cycle, and 28 day off-cycle
- each day worked earns one lay-day

CREWING SYSTEMS - SYSTÈMES D'ARMEMENT					DD/MM/YY - JJ/MM/AA		
CONVENTIONAL - CONVENTIONNEL (40H) <input type="checkbox"/>		LAY DAY - RELÂCHE <input checked="" type="checkbox"/>		ON CALL (46.6H) - SYSTÈME DE SERVICE D'ATTENTE (46.6H) <input type="checkbox"/>			
CYCLE HORAIRE	FROM - DU		TO - AU		Days Jours	Days worked Jours travaillés	Days earned Jour accumulés
	Date	Time - Heure	Date	Time - Heure			
ON-CYCLE EN DEVOIR	DD/MM/YY	1200	DD/MM/YY	1200	28	28	28
OFF-CYCLE HORS SERVICE	FROM - DU		TO - AU		Days Jours	Remarks - Remarques	
	Date	Time - Heure	Date	Time - Heure			
	DD/MM/YY	1200	DD/MM/YY	1200	28		

## Example:

- SC in lay-day system on a 56 day work cycle with 28 day on-cycle, and 28 day off-cycle
- each day worked earns 1.17 lay-days

CREWING SYSTEMS - SYSTÈMES D'ARMEMENT					DD/MM/YY - JJ/MM/AA		
CONVENTIONAL - CONVENTIONNEL (40H) <input type="checkbox"/>		LAY DAY - RELÂCHE <input checked="" type="checkbox"/>		ON CALL (46.6H) - SYSTÈME DE SERVICE D'ATTENTE (46.6H) <input type="checkbox"/>			
CYCLE HORAIRE	FROM - DU		TO - AU		Days Jours	Days worked Jours travaillés	Days earned Jour accumulés
	Date	Time - Heure	Date	Time - Heure			
ON-CYCLE EN DEVOIR	DD/MM/YY	1200	DD/MM/YY	1200	28	28	32.76
OFF-CYCLE HORS SERVICE	FROM - DU		TO - AU		Days Jours	Remarks - Remarques	
	Date	Time - Heure	Date	Time - Heure			
	DD/MM/YY	1200	DD/MM/YY	1200	28		

# Crewing Systems and Work Cycles



## Example:

- SC in lay-day system on a 56 day work cycle with 28 day on-cycle, and 28 day off-cycle
- each day worked earns 1.17 lay-days
- SC will be returning to work early after only 14 lay-days in the off-cycle

CREWING SYSTEMS - SYSTÈMES D'ARMEMENT					DD/MM/YY - JJ/MM/AA		
CONVENTIONAL - CONVENTIONNEL (40H) <input type="checkbox"/>		LAY DAY - RELÂCHE <input checked="" type="checkbox"/>		ON CALL (46.6H) - SYSTÈME DE SERVICE D'ATTENTE (46.6H) <input type="checkbox"/>			
CYCLE HORAIRE	FROM - DU		TO - AU		Days Jours	Days worked Jours travaillés	Days earned Jour accumulés
	Date	Time - Heure	Date	Time - Heure			
ON-CYCLE EN DEVOIR	DD/MM/YY	1200	DD/MM/YY	1200	28	28	32.76
OFF-CYCLE HORS SERVICE	FROM - DU		TO - AU		Days Jours	Remarks - Remarques	
	Date	Time - Heure	Date	Time - Heure			
	DD/MM/YY	1200	DD/MM/YY	1200	14	Going to Cove Isle	

## Example:

- 46.6 On-call system on a 28 day work cycle with 14 day on-cycle, and 14 day off-cycle
- # days in the off-cycle must always be identical to # of days in the on-cycle

CREWING SYSTEMS - SYSTÈMES D'ARMEMENT					DD/MM/YY - JJ/MM/AA		
CONVENTIONAL - CONVENTIONNEL (40H) <input type="checkbox"/>		LAY DAY - RELÂCHE <input type="checkbox"/>		ON CALL (46.6H) - SYSTÈME DE SERVICE D'ATTENTE (46.6H) <input checked="" type="checkbox"/>			
CYCLE HORAIRE	FROM - DU		TO - AU		Days Jours	Days worked Jours travaillés	Days earned Jour accumulés
	Date	Time - Heure	Date	Time - Heure			
ON-CYCLE EN DEVOIR	DD/MM/YY	1400	DD/MM/YY	1400	14	14	14
OFF-CYCLE HORS SERVICE	FROM - DU		TO - AU		Days Jours	Remarks - Remarques	
	Date	Time - Heure	Date	Time - Heure			
	DD/MM/YY	1400	DD/MM/YY	1400	14		

**Note: The 46.6 On-call system requires a minimum of 7 days on-cycle followed by 7 days of rest to meet averaging requirements for pay.**

# Crewing Systems and Work Cycles



## Example: Conventional system

- Employees work Monday – Friday with Saturday and Sunday as days of rest
- Work on days of rest is compensated as per relevant articles of the collective agreements
- No off-cycle is reported under the Conventional system
- Employees typically submit timesheets either on a bi-weekly or monthly basis

CREWING SYSTEMS - SYSTÈMES D'ARMEMENT					DD/MM/YY - JJ/MM/AA		
CONVENTIONAL - CONVENTIONNEL (40H) <input checked="" type="checkbox"/>		LAY DAY - RELÂCHE <input type="checkbox"/>		ON CALL (46.6H) - SYSTÈME DE SERVICE D'ATTENTE (46,6H) <input type="checkbox"/>			
CYCLE HORAIRE	FROM - DU		TO - AU		Days Jours	Days worked Jours travaillés	Days earned Jour accumulés
	Date	Time - Heure	Date	Time - Heure			
ON-CYCLE EN DEVOIR	DD/MM/YY	0800	DD/MM/YY	1700	Total days in a Month	Actual days	
OFF-CYCLE HORS SERVICE	FROM - DU		TO - AU		Days Jours	Remarks - Remarques	
	Date	Time - Heure	Date	Time - Heure			
	<u>No Off-Cycle for Conventional Crewing System</u>						

## Normal Working Hours

This section is used to indicate either the daily work hours or the hours on watch. This information is required in order to calculate and validate extra duty pay.

NORMAL WORKING HOURS - HEURES NORMALES DE TRAVAIL			
	FROM - DE	TO - À	
ON WATCH DE QUART			
DAILY WORK À LA JOURNÉE	0800	2000	

# Acting Assignments – Less than 4 Months



This section of the timesheet is used to record acting assignments of less than 4 months, or short term actings. Examples of these situations may be such that an employee is placed in an acting position for the entire on-cycle, for example 28 days, or simply for a few days in order to relieve another employee. Just like the crewing system section, this is broken down into both the on and off cycles.

ACTING ASSIGNMENTS LESS THAN 4 MONTHS - AFFECTATIONS INTERIMAIRES MOINS DE 4 MOIS							DD/MM/YY - JJ/MM/AA	
CYCLE HORAIRE	FROM - DU		TO - AU		Group & level Groupe & niveau	VESSEL - NAVIRE - STATION	Position no. N°de poste	Banked Lay Days Jours de relâche en barbou
	Date	Time - Heurs	Date	Time - Heure				
ON-CYCLE EN DEVOIR								
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			
OFF-CYCLE HORS SERVICE								
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			

## On-Cycle Acting

**From and To Dates and Times:** enter the dates and times for the acting that occurred in the on-cycle.

**Group/Level:** enter the group and level of the acting assignment (provided by CO or from the crewlist).

**Vessel/Station:** this is the location of the acting assignment.

**Position Number:** enter the position number of the acting assignment (provided by CO or from the crewlist).



# Acting Assignments – Less than 4 Months



## Off-Cycle Acting

**From and To Dates and Times:** enter the dates and times for acting that is applicable in the off-cycle. This should mirror the acting in the on-cycle. For example:

- If the employee acted for the entire on-cycle then they will be acting for the entire off-cycle as well.
- If the employee acted for the first half of the on-cycle, then they will be acting in the first half of the off-cycle.
- If the employee started acting 5 days into the on-cycle for 10 days, then the acting in the off-cycle will start 5 days into the off-cycle for 10 days.

**Group/Level:** enter the group and level of the acting assignment (provided by CO or from the crewlist).

**Vessel/Station:** this is the location of the acting assignment.

**Position Number:** enter the position number of the acting assignment (provided by CO or from the crewlist).

ACTING ASSIGNMENTS LESS THAN 4 MONTHS - AFFECTATIONS INTERIMAIRES MOINS DE 4 MOIS							DD/MM/YY - JJ/MM/AA	
CYCLE HORAIRE	FROM - DU		TO - AU		Group & level Groupes & niveau	VESSEL - NAVIRE - STATION	Position no. N°de poste	Banked Lay Days Jours de relâche en banque
	Date	Time - Heure	Date	Time - Heure				
ON-CYCLE EN DEVOIR								
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			
OFF-CYCLE HORS SERVICE								
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			

**Banked Lay-days** – leave this column blank, as it will be used by the MariTime unit when necessary. If banked lay-days are being used at a level higher than the substantive, this is deemed to be acting pay and the number of lay-days will be recorded by the MariTime unit.

In these situations, this will be completed before timesheets are sent to the PeopleSoft Transaction Center of Expertise (PTCoE) for processing the acting in the HR system.

# Acting Assignments – Less than 4 Months



ACTING ASSIGNMENTS LESS THAN 4 MONTHS - AFFECTATIONS INTERIMAIRES MOINS DE 4 MOIS							DD/MM/YY - JJ/MM/AA	
CYCLE HORAIRE	FROM - DU		TO - AU		Group & level Groupe & niveau	VESSEL - NAVIRE - STATION	Position no. N°de poste	Banked Lay Days Jours de relâche en banque
	Date	Time - Heure	Date	Time - Heure				
ON-CYCLE EN DEVOIR	DD/MM/YY	1200	DD/MM/YY	1200	SC-DED-03			
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			
OFF-CYCLE HORS SERVICE	DD/MM/YY	1200	DD/MM/YY	1200	SC-DED-03			
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			

## Non-Promotional Acting

Check the “Non-Promotion” box for acting assignments at a higher level that are not deemed to be a promotion.

**Example:** substantive SC-DED-02 acting SC-DED-03 = non-promotional acting

An Officer acting within the SO occupational group are all promotional actings.

## Bilingual Bonus

When applicable the “Bilingual Bonus” box should be checked for both the on and off cycle.

It is also recommended that the box be circled to ensure that it stands out on the timesheet bringing the Pay Centre’s attention to the entitlement.

ACTING ASSIGNMENTS LESS THAN 4 MONTHS - AFFECTATIONS INTERIMAIRES MOINS DE 4 MOIS							DD/MM/YY - JJ/MM/AA	
CYCLE HORAIRE	FROM - DU		TO - AU		Group & level Groupe & niveau	VESSEL - NAVIRE - STATION	Position no. N°de poste	Banked Lay Days Jours de relâche en banque
	Date	Time - Heure	Date	Time - Heure				
ON-CYCLE EN DEVOIR	Ensure that the Bilingual bonus box is checked, when applicable							
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			
OFF-CYCLE HORS SERVICE	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>		Non-Promotion <input type="checkbox"/>			

# Acting Assignments – Less than 4 Months



## Extra Responsibility Allowance

Commanding Officers and Chief Engineers are entitled to the Extra Responsibility Allowance (ERA) when working on vessels of Class C or higher. When entitled to receive ERA, they are not entitled to receive extra duty pay for extra hours worked on a regular work day.

If the employee is working in a position entitled to ERA, the “Extra Responsibility Allowance” box must be checked for both the on and off cycle. Timesheets with ERA noted are sent to the Pay Centre with a PAR by the MariTime unit. Therefore, it is also recommended that the “Extra Responsibility Allowance” box be circled to ensure that it stands out on the timesheet bringing the Pay Centre’s attention to the entitlement.

ACTING ASSIGNMENTS LESS THAN 4 MONTHS - AFFECTATIONS INTERIMAIRES MOINS DE 4 MOIS							DD/MM/YY - JJ/MM/AA	
CYCLE HORAIRE	FROM - DU		TO - AU		Group & level Groupe & niveau	VESSEL - NAVIRE - STATION	Position no. N°de poste	Banked Lay Days Jours de relâche en banque
	Date	Time - Heure	Date	Time - Heure				
ON-CYCLE EN DEVOIR	DD/MM/YY	1200	DD/MM/YY	1200	SO-MAO-08			
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>			Non-Promotion <input type="checkbox"/>		
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>			Non-Promotion <input type="checkbox"/>		
OFF-CYCLE HORS SERVICE	DD/MM/YY	1200	DD/MM/YY	1200	SO-MAO-08			
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>			Non-Promotion <input type="checkbox"/>		
	Bilingual bonus - Prime au bilinguisme <input type="checkbox"/>		Extra responsibility allowance - Indemnité de responsabilités supplémentaires <input type="checkbox"/>			Non-Promotion <input type="checkbox"/>		

# Authorized Leave



It is CCG policy to approve leave in a fair, efficient and practical manner for the purpose of minimizing costs, ensuring the delivery of approved programs while respecting the employer's contractual obligations and to the extent possible, respecting the wishes of the employees.

The Crewing unit will conduct fiscal year planning in which they will try to accommodate leave requests that are received each year. For this reason, leave requests must go through the Crewing unit in advance of the leave period in order to be approved. Once the leave has been approved, it will be recorded in the "Planned Leave" function of the MariTime system and will populate in the employee's schedule.

Only after leave is approved does the employee enter the leave to be taken (with or without pay) on a timesheet for the work cycle in which the leave occurs. It is then submitted to their immediate supervisor for recommendation and approval by the Commanding Officer. The approved timesheet with the leave, is then cross-referenced with the employee's schedule in the MariTime system when received by the MariTime unit.

As a general rule, it will be the practice for an employee to request leave and for management to approve leave in the following order:

Priority	Ships' Officers	Ships' Crew
1	Lay-days	Annual leave (current year accruals)
2	Annual leave (current year accruals)	Banked Annual or Compensatory
3	Banked Annual or Compensatory	Lay-days

\*\*Ships' Crew will have lay-days scheduled during the off-cycle and during the vessel's out-of-service periods first.

For more information on authorized leave, refer to your collective agreement and [Operations Circular 02-2014 – Application of Leave in the Canadian Coast Guard Fleet](#).

# Authorized Leave



Leave taken is recorded in the designated Leave section of the timesheet, indicating the leave code, dates and times the leave is taken, and the number of days and/or hours. It is preferred that a reason is also noted. Questions should be directed to your supervisor for guidance on which type of leave to record.

LEAVE - CONGÉS		DD/MM/YY - JJ/MM/AA							
CODE	FROM - DU Date	Hours - Heures	TO - AU Date	Hours - Heures	LEAVE - CONGÉS Days - Jours		Reason - Raison		
220	DD/MM/YY	1200	DD/MM/YY	1200	28		Sick leave, full cycle. Dr's note submitted to the crewing officer.		
310	DD/MM/YY	1200	DD/MM/YY	1200	14		First-Aid course during on-cycle.		
<b>MEDICAL - MÉDICAL</b>									
DOCTOR'S CERTIFICATE - CERTIFICAT DU MÉDECIN				Attached - Inclus <input checked="" type="checkbox"/>		To follow - À suivre <input type="checkbox"/>		Unobtainable - Non disponible <input type="checkbox"/>	

## Points to Remember

- A lay-day is considered part of the work cycle, and as such is not considered a day of authorized leave.
- When lay-days are earned in the on-cycle, they are always used in the following off-cycle, therefore there is no need to record these in the leave section.
- Banked lay-days automatically cover the off-cycle following a normally scheduled on-cycle.
- If using Family Related Leave or Bereavement Leave, you must indicate which family member it pertains to.
- If on Training Leave during the on-cycle (code 310), you must indicate which course/training was attended.
- In the 46.6 On-call system, authorized leave with pay is recorded on the timesheet for the on-cycle only, as days of rest are used for the off-cycle.

# Meals and Quarters



If meals and quarters are claimed, the number of days and the applicable rate must be recorded under the respective section/code on the timesheet.

- **Code 204:** Homeport meals (in kind/taxable) – vessel in home port with galley open
- **Code 203:** Meals provided by employee (cash/taxable) – conventional vessel with galley closed
- **Code 200:** Meals at a specific workplace (in kind/non-taxable) – lay-day vessel at sea
- **Code 112:** Meals provided by employee while in home port (cash/non-taxable) – lay-day vessel in home port with galley closed and employee is on stand-by

Seagoing employees are eligible to receive the meals and quarters entitlement for 1 meal/day worked. Consult the relative collective agreement for the current meal rates.

MEALS & QUARTERS - REPAS & LOGEMENT							
CODE 204 In kind / Taxable Gratuits / Imposable		CODE 203 Cash / Taxable En espèces / Imposable		CODE 200 In kind / Non Taxable Gratuits / Non imposable		CODE 112 Cash / Non taxable Gratuits / Non imposable	
Days - Jours	Rate - Taux	Days - Jours	Rate - Taux	Days - Jours	Rate - Taux	Days - Jours	Rate - Taux
						14	11.50

The entitlement to a meal allowance for working overtime hours (code 032) is a separate entitlement from meals and quarters. Overtime meal allowances are requested on the supplementary timekeeping page.

# Certified Block (Signatures)



The employee's supervisor and Commanding Officer (section 34 manager) must sign and date the timesheet. A section 34 manager must have a valid financial signing authority.

A section 34 manager cannot authorize their own timesheet, therefore a shore-based section 34 manager, for example the Marine Superintendent, will need to approve those belonging to the Commanding Officer or Officer in Charge.

If the Commanding Officer or Officer in Charge does not have valid financial signing authority, they need to sign in the "Supervisor" box attesting to the duties that have been performed onboard, and a shore-based section 34 manager will be required to approve timesheets for the entire crew.

The "Supervisor" signature will be left blank in cases where there is no supervisor between the employee and the Commanding Officer or Officer in Charge.

A shore-based section 34 signature would also be required for timesheets that are received in the MariTime unit that have not been signed. Examples may be if the employee was on a period of leave or on training.

CERTIFIED / CERTIFIÉ	PRINT NAME - NOM IMPRIMÉ	SIGNATURE	DATE
EMPLOYEE - EMPLOYÉ			
SUPERVISOR - SURVEILLANT			
<i>Approved and certified pursuant to section 34(a) of the Financial Administration Act - Approuvé et certifié conformément à l'article 34(a) de la Loi sur l'administration financière</i>			
AUTHORIZED MANAGER GESTIONNAIRE AUTORISÉ	<b><u>Section 34 Manager to sign in this section</u></b>		

# Timekeeping Record – Supplementary Page



The Supplementary Page of the timesheet is completed to request extra duty pay and allowances.

**Name:** First and last name written in full. Do not use only initials for nicknames as this may leave to identity confusion in the pay system.

**PRI:** 9 digit number assigned to each employee – can be found on your pay stub or letter of offer.

**Group/Level:** Enter the group/level to which the employee is assigned during the work cycle. Multiple group/levels are not recorded on the same supplementary page. In the event that there is more than one group/level to be compensated, a separate Supplementary Page is to be completed for each.

**Vessel/Station:** The vessel or station at which the employee worked during the period reported on the timesheet.

**From and To:** Enter the date range for the period captured on the Supplementary Page.

Fisheries and Oceans Canada Pêches et Océans Canada Canadian Coast Guard Garde côtière Canadienne		<b>Canadian Coast Guard Fleet / Garde Côtière Canadienne Navires</b> <b>Timekeeping Record – Supplementary Page</b> <b>Rapport sur la rémunération – Page additionnelle</b>				124567 PAGE OF DE	
<b>NAME</b> <b>NOM :</b>		<b>PRI</b> <b>NIP :</b>	<b>Grp/Lvl</b> <b>Grp/Niv :</b>	<b>VESSEL</b> <b>NAVIRE :</b>	<b>FROM</b> <b>DE :</b>	<b>TO</b> <b>À :</b>	
Hours Heures	Regular Work Day 260 Jour de travail régulier	1 <sup>st</sup> Day of Rest 261 1 <sup>er</sup> jour de repos	2 <sup>nd</sup> Day of Rest 262 2 <sup>e</sup> jour de repos	Stat Holiday 263 Jours férié	Other Entitlements Autres indemnités	<input type="checkbox"/> ORIGINAL / PREMIÈRE AMENDMENT TO FORM NUMBER AMENDMENT EN FORME NUMÉRIQUE	<input type="checkbox"/> AMENDMENT DATED EN DATE



# Timekeeping Record – Supplementary Page



There are columns already created for overtime codes 260, 261, 262, and 263. It is important to ensure the hours are recorded in the correct column at the correct overtime factor (x1, x1.5, x2).

**Other Entitlements:** Other overtime entitlements and allowances are recorded in these columns. It is important to indicate the pay code and the extra duty rate (ie. x1, x1.5, x2 etc.) for each entitlement reported.

- The date, start and end times for each extra duty entry must be completed.
- **Do not** put more than one extra duty entitlement per line (ie. travel time and overtime worked on the same day should be on two different lines).
- To bank an entitlement, mark the “B” column with a check mark, a letter “B”, or “X”.
- To be paid in cash for an entitlement, leave the “B” column blank.

**Remarks:** Each extra duty entry must include a note or reason to explain the claim for the extra duty entitlement.

Fisheries and Oceans Canada / Pêches et Océans Canada Canadian Coast Guard / Garde côtière Canadienne														Canadian Coast Guard Fleet / Garde Côtière Canadienne Navires				PAGE 124567		OF DE	
NAME NOM :			PRI NIP :			Grp/Lvl Grp/Niv :			VESSEL NAVIRE :			FROM DE :		TO À :							
Hours Heures			Regular Work Day 260 Jour de travail régulier			1 <sup>st</sup> Day of Rest 261 1 <sup>er</sup> jour de repos			2 <sup>nd</sup> Day of Rest 262 2 <sup>e</sup> jour de repos			Stat Holiday 263 Jours fériés			Other Entitlements Autres indemnités		<input type="checkbox"/> ORIGINAL / PREMIÈRE AMENDMENT TO FORM NUMBER AMENDMENT EN FORME ADDITIONNELLE		<input type="checkbox"/> AMENDMENT DATED EN DATE		
Date	Start Début	End Fin	x1.0	x1.5	x2.0	x1.0	x1.5	x2.0	x1.5	x2.0	x1.0	x1.5	x2.0	Code	Days/Units Jours/Unité	Hours Heures	Rate Taux	B	REMARKS / REMARQUES		
D/M/Y	2000	2100		1														X	Late tie up		
D/M/Y	1200	1400												072		2	X1.5		Travel home from crew change in Prescott		
TOTAL																					
Employee Signature / Signature de l'employé										Recommended / Recommandé par					Approved / Autorisé par						

White, Green – Fleet Human Resources  
Blanc, vert – Personnel

Yellow – Vessel  
Jaune – Navire

Pink – Employee  
Rose – Employé

Certified pursuant to Section 34 of the Financial Administration Act  
Certifié en vertu de l'article 34 de la Loi sur l'administration financière

The Supplementary Page is signed by the employee (left), the supervisor (middle), and the Commanding Officer or Officer in Charge with a valid section 34 signing authority. Without an approved section 34 signature, the extra duty will not be paid.

# Timekeeping Record – Supplementary Page



## Extra Duty Entitlements

Extra duty entitlements can be compensated in cash and/or banked as provided in the relevant collective agreements. Banked entitlements are added to the employee's compensatory leave bank in the MariTime system in dollar value format at the group/level and extra duty rate earned.

Compensatory leave bank caps:

- Ships' Crew = 300 hours [see Appendix G, Article 2.03(g)]
- Ships' Officer = 400 hours [see Article 30.14(b)]

Compensatory leave bank cash-out requests (code 040) are recorded on a Supplementary Page indicating the desired dollar amount to be paid (ie. \$1,500.00) and requires a valid section 34 signature. The dollar amount requested is a gross value and will be subject to federal deductions.

## Designated Holidays

In the Conventional system, designated holidays will begin at 0800 hours, and in the three other crewing systems designated holidays begin at the regular crew change time for the vessel/station. For crew changing at 1200 hours, the designated holiday would begin at 1200 hours the day of the holiday and end at 1200 hours the next day.

When crew change takes place on a designated holiday:

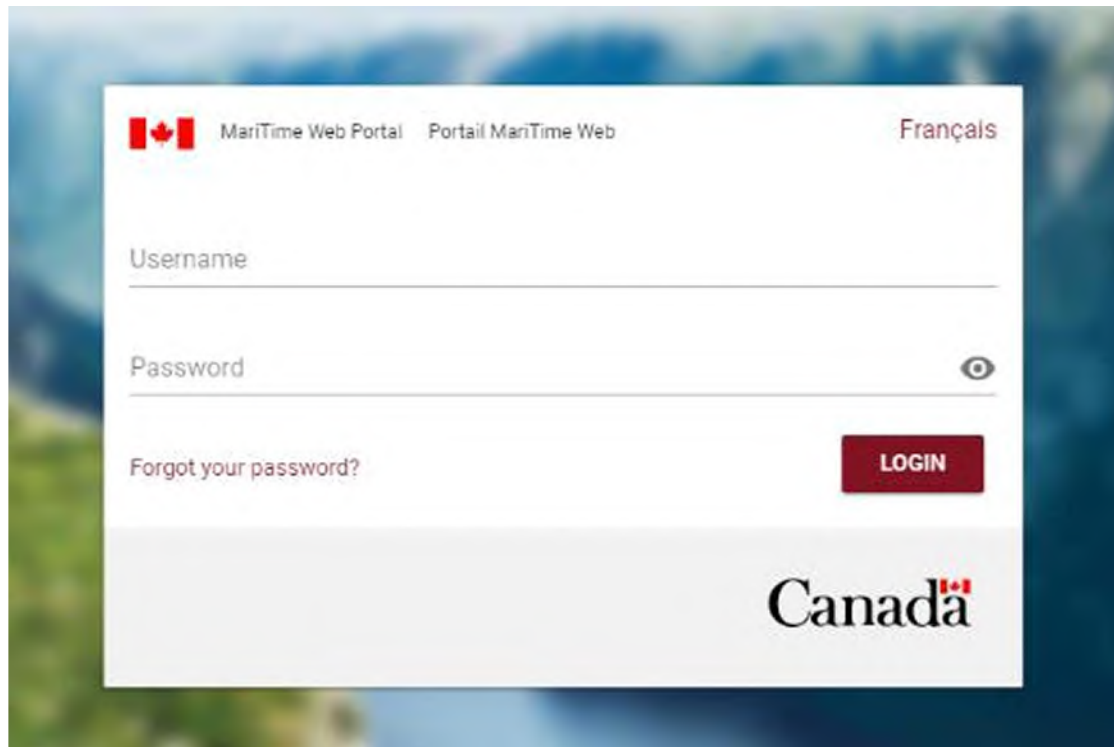
- The on-coming crew receive the worked benefit for working on a designated holiday.
- The departing crew are compensated for a designated holiday during the off-cycle in accordance with their crewing system and relative collective agreement.

When a designated holiday coincides with a day of rest the designated holiday is moved to the first scheduled work day following the days of rest in the Conventional, 46.6 On-call, and 42 Averaging systems.

# MariTime Web Portal



The MariTime Web Portal is an application that is directly linked to the MariTime system. This portal provides seagoing personnel, who have access to the DFO network, the ability to view a variety of information from the MariTime system. This includes current leave balances, leave transactions, gross payments by date, training history, and if available, the use of the Electronic Timesheet application.



Please contact the regional MariTime unit for login instructions.

Access to the MariTime Web portal can be found at the following link:

<https://intra-w03.ent.dfo-mpo.ca/applications/MWP-PWM>

If an employee experiences difficulty with their password, contact the regional MariTime unit to have the password reset.

# MariTime Web Portal



## Leave

- The Leave tab provides leave balances by leave type as of the date indicated.
- The Leave History tab provides a grid that displays a history of leave taken showing the most recent first.

**Pay Stubs:** This tab allows employees to view gross amounts on pay stubs by pay date.

**Training:** This tab displays a grid displaying the training the employee has completed with most recent events first.

The screenshot shows the MariTime Web Portal interface. At the top, there is a navigation bar with the following tabs: LEAVE, PAY STUBS, TRAINING, TIMESHEETS, and MY PROFILE. The LEAVE tab is currently selected. Below the navigation bar, there is a section titled "Leave" with a sub-header "Leave". A message box states: "All balances shown on this page are subject to change and should be verified by your MariTime Administrator for accuracy. If you have questions concerning your balances, please contact your regional MariTime Administrator." Below this message, there are two fields: "Crewing System" with the value "Layday" and "Last Timesheet Off Duty Date" with the value "2010-06-05 17:00". Below these fields, there are two tabs: "BALANCES" and "HISTORY". The "BALANCES" tab is currently selected. Below the tabs, there is a table with the following columns: "Leave Type ↑", "Level", and "Balance". The table is currently empty, displaying "No data available". At the bottom of the table, there is a "Rows per page" dropdown menu set to "5".

**eTS:** Allows seagoing personnel to complete their timesheets and transmit them back to the MariTime unit electronically

**My Profile:** Permits employees to review their personal information including:

- Substantive group and level
- Substantive position number
- Continuous service leave date

Any changes or inaccuracies in this information should be reported to the regional MariTime unit.

