##

## Manager - VIP Information

 **Getting Your New Employee Setup on VIP:**

* Submit hiring paperwork to appropriate hiring source (HR, Deans Office, Academic Office, Research Office, Payroll etc.) as early as possibleto ensure it can processed before the [payroll deadline](https://www.trentu.ca/humanresources/human-resources-services/payroll#Biweekly).
* Obtain Employee ID from hiring source. Note - Trent student ID is also used for their Employee ID.
* Request a **staff** account for your employee through the MyTrent portal under Services/IT Services/Account Request. If a Trent student is new to working at Trent, IT will automatically send them instructions on how to activate their staff account without the need to request the account from IT.
* Ensure your new employee can access their staff email account and log in to VIP.

 **Training Your New Employee on VIP:**

* Please ensure you provide your new employee with the [Employee – VIP Quick Reference Information](https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/VIP%20Quick%20Reference%20Guide%20-%20EMPLOYEES.docx) document, as well as links to the HR VIP website [www.trentu.ca/humanresources/vip](http://www.trentu.ca/humanresources/vip) to review the required training/instructions on navigating VIP, including:
	+ [How to access their paystub](https://www.trentu.ca/humanresources/how-access-vip-and-view-your-paystub)
	+ [How to submit timesheet hours](https://www.trentu.ca/humanresources/new-how-submit-timesheet-hours-vip)
	+ And review important [timesheet deadlines](https://www.trentu.ca/humanresources/human-resources-services/payroll#Biweekly)



* Hourly paid timesheet employees should be reminded that all worked hours must be submitted in VIP at the end of each week, no later than **Monday at Noon** for the previous week, in order to be paid.
* Employees will not be able to enter time in previous weeks or do a lump sum payment for hours worked, as there are tax/year-end implications, as well as employment insurance/WSIB liabilities. In addition, overtime rules/pay will apply if lump-sum hours are submitted on one day or in one week in VIP.
* Remind employees the importance of entering in accurate information in to their timesheet, including making special note of selecting the correct date, start and end time, AM or PM, transaction code, and the correct position if they hold more than one position at the university.
* Encourage your new employee to attend a VIP Employee training session with HR. The schedule of training will be available at [www.trentu.ca/humanresources/vip](http://www.trentu.ca/humanresources/vip).

**Manager Responsibilities in VIP:**

* Managers are responsible for ensuring their VIP is checked weekly, no later than the **End of Day** **Monday** for the previous week, to ensure all leave requests are approved, any time off from employees is entered, as well as review any timesheet hours submitted.
* Managers that are unable to check their VIP one week must ensure they delegate authority to someone else by selecting “Approvals I have Delegated” at the bottom of the welcome screen in their VIP manager portal.
* If a name is not listed, please email humanresources@trentu.ca with the name of your delegate and the start/end date of the delegation. Direct supervisors do not need to be delegated, as they already have access to all employees below them, by clicking on the “All Employee” button.
* Managers are reminded to visit the HR VIP website to review the required manager training/instructions on navigating VIP, including:
	+ [How to Enter Absences or Approve Leave Requests](https://www.trentu.ca/humanresources/how-managers-enter-and-approve-leave-requests-vip)
	+ [How to Delete Requests](https://www.trentu.ca/humanresources/how-managers%C2%A0cancel-refuse-delete-approved-leave-request)
	+ [How to Review/Edit Timesheet Hours Submitted](https://www.trentu.ca/humanresources/manager-how-review-timesheet-hours-submitted)



## Manager Quick Reference:

**Leave Requests:** Manager Portal🡪Workbench🡪Human Resources🡪Employee Requests (submitted for approval or where to delete them)

**Timesheets:** Manager Portal🡪Workbench🡪Human Resources🡪Time Entry Dashboard (view/edit hours worked for employees)

**Staff Lists:** Manager Portal🡪Staff (view all the staff reporting to you, including personal and employment details).

**Org Charts:** Manager Portal 🡪Org View(Hierarchy view of all positions reporting to you)

**Data/Reports:** Manager Portal🡪Files (quick access to information on all your employees such as attendance profile, entitlement banks, employment status)