**General VIP Tips:**

1. Employees can now update their own address, phone number and enter in an emergency contact directly in VIP through their Employee Portal.
2. “Current Benefit Coverage” details are now populated for benefit eligible employees. If there are errors to your benefit coverage details, dependents or beneficiary, please notify [humanresources@trentu.ca](mailto:humanresources@trentu.ca).
3. The following definitions explain the various dates in VIP:

**Continuous Date:** is the date of last hire, with no break in employment.

**Recognized Date:** is your date of last hire taking into account any gaps in employment less than 13 weeks (or 16 weeks for OPSEU employment).

**Trent Recognized Service Date:** is the date Trent uses for permanent employees to recognize long service at the university based on the University’s established rules.

**OPSEU Seniority:** is the years of service calculated annually at December 31 while working as an OPSEU employee.

**Assignment Effective Date**: is the date of the last change for that position. In most cases, this date will show as the date converted from our old payroll system to VIP.

If a date is inaccurate, please notify [humanresources@trentu.ca](mailto:humanresources@trentu.ca).

1. Over the next few months, HR will be working with departments to move to electronic submission of timesheets and phase out paper processes, such as the pay adjustment form.

**Leave Request Tips for OPSEU/Exempt/Research Employees:**

1. All leave requests must be entered and approved by the manager no later than Monday at Noon of each week, for the previous week. An outlook calendar reminder has been sent to all managers to check VIP weekly. Managers should remind employees of their practice of how to request time off and the timeline expectation of when leave requests should be made in VIP.
2. Employees cannot enter past leave requests. Time off that is not predictable, such as sick time, will need to be entered in VIP by the manager directly.
3. Managers can enter past leave requests up to the start of the current pay period (i.e. we are currently in the pay period that started Nov 3, 2019). When the manager enters the request themselves, they do not need to approve it, so it saves the step of the manager having to log in and approve it.
4. Email notifications will be set up soon, so managers will be notified when an employee submits a leave request, and employees will be notified when their manager approves their leave request. Until notifications are set up, please ensure you are checking your VIP Manager Portal for leave requests updates on a regular basis.
5. Important note on **Partial Day** leave requests: VIP does not know when employees take their unpaid lunch break. Please ensure their unpaid lunch break is taken as part of their “work time” and only indicate the exact hours to be deducted from their bank (i.e. an employee works 8:30am-4:30pm and is paid for 7 hours a day. They want to take the afternoon off as vacation. Half a day is the equivalent to 3.5 hours in a 7 hour paid day. They should work 8:30am-12pm (3.5 hours), then enter the vacation leave request as 1pm-4:30pm (3.5 hours). Alternatively, if the employee wants to be off 11:30am-4:30pm. They should work 8:30-11:30, take their unpaid lunch 11:30-12:30, then request the vacation 12:30-4:30pm.
6. For full day leave requests, VIP knows if an employee has an unpaid break daily and therefore will automatically deduct the correct number of hours in a full work day.
7. Multiple day requests that go over a weekend will show the total number of “days” that will be off, including weekends, however only the actual number of hours in an employee’s schedule will be deducted from their bank.
8. If an employee’s schedule is inaccurate, please notify [humanresources@trentu.ca](mailto:humanresources@trentu.ca). Leave requests will only deduct from an employee’s bank on days they are scheduled to work in VIP.