

# MEMO | NOTE



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**TO/DESTINATAIRE :** Payroll & Scheduling Clerks  
**CC :** Payroll Support  
**FROM/EXPÉDITEUR :** Jennifer Normandeau & Jennifer Frey  
**DATE :** June 3, 2024 **PAGE(s) :** 2  
**SUBJECT/OBJET :** Important Changes to QHR & ESP Deadlines

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As of June 30, 2024, the first day of PP2024.15, the QHR & ESP deadlines will be changing.

We will be moving away from after hours processing to processing payroll during business hours. This is an important shift allowing accessibility to resources when required and minimizing risk. It will be important that you communicate these changes with all Managers, Supervisors, Admins and anyone else who is involved in completing, approving or submitting payroll/scheduling forms.

## **IMPORTANT NOTES/CHANGES – for June 30<sup>th</sup> effective date:**

### QHR

- Entries entered into QHR for the current pay period **ONLY!** No future dating.
- Entries can only be entered once the previous pay period is closed! This is supported by an email notification which typically occurs on a pay day Friday.
- Entries must be completed by **NOON** on pay week Monday – **No Exceptions.**
- QHR will not be accessible to anyone on the Tuesday of a pay week. The ESP timecards will be imported to QHR.
- QHR will be available for review commencing Wednesday morning of a pay week.
- All QHR changes must be reviewed on a pay week Wednesday morning prior to 10:00 AM – **This is a Mandatory Task.**
- Where there are any corrections that require immediate attention after the pay Monday noon deadline, the Payroll Clerk must email [payrollsupport@southernhealth.ca](mailto:payrollsupport@southernhealth.ca) to request access to make entries/corrections.

### ESP

- ESP timecards will no longer be generated on a weekly basis. They will be generated bi-weekly, scheduled for a payroll Monday.
- ESP timecards will be generated on the Monday of a pay week – 10:00 AM sharp.
- ESP timecards must be reviewed prior to end of business day on the Monday of a pay week.

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- No further changes can/should be made to the ESP timecards after 9:00 AM on the Tuesday of a pay week. DO NOT make any timecard changes for the current pay period after 9:00 AM on the Tuesday of a pay week as they will not be exported to QHR, nor will they be picked up for export in the next pay period.
  - However, you can make changes to timecards for previous pay periods; these changes will be exported to QHR in the next following pay period.
  - You can also make changes to future pay period timecards, and those will be exported to QHR in the applicable pay period (example: timecard entry for PP20 will be exported to QHR in PP20).
- Reversal and corrections for prior pay period must be completed prior to the end of day on a Friday of an off-pay week.
- Reversal and corrections for current pay period must only be done on the payroll Wednesday and onwards. They cannot be done after the Monday end of day deadline of a payroll week with the expectation that it be included in QHR export for the current pay period.
- Timecard checking must be completed by end of day on Payroll Monday – **This is a Mandatory Task.**

Please contact Payroll Support with any questions.