



[Change to Time Coding in e-People for UNA Union Leave](#)

Effective March 9th, 2015, Time Reporting Code (TRC) A92 LOA - Unpaid Union Leave (UNA) will be removed from e-People. This TRC will be replaced with A91 LOA - Paid Union Leave Billable.

Impact to Timekeepers

Effective March 9th, 2015, Timekeepers should code any missed hours due to UNA Union Leave requests **A91 – LOA – Paid Union Leave Billable**. The A91 code will automatically prompt Human Resources to invoice UNA for the hours.

The process for employees and managers surrounding union leave will remain the same.

Questions?

If you have any questions, please do not reply to this email, [contact the HR Contact Centre by calling 1-877-511-4455](tel:1-877-511-4455)

or email HRContactCentre@albertahealthservices.ca

Sincerely,

HR Shared Services

Please note – you are receiving this email because you have been identified as having timekeeper or time approver access in e-People.

If you require changes to your e-People timekeeper or time approver access, please complete the PeopleSoft User Access Request form found on Insite. <http://insite.albertahealthservices.ca/frm-18067.pdf>