

## **Department Head Orientation** ***What Department Heads Need to Know***

**Chantel Houle** (Associate Director, People and Resources Relationship Management)  
306-966-8184, [chantel.houle@usask.ca](mailto:chantel.houle@usask.ca)

### **Time Tracking**

Depending on your College and/or department, you may be responsible for reviewing and approving workplace absences in the Time Reporting system for members of CUPE 1975 and ASPA. This is to record absences such as vacation, sick leave, personal leave, and for CUPE staff, earned days off (EDOs). Time reporting approval is accessed through PAWS.

Information on employment agreements, benefits and compensation can be found at:  
<https://working.usask.ca>

**Trevor Batters** (Director, Financial Operations), 306-966-6742, [trevor.batters@usask.ca](mailto:trevor.batters@usask.ca)

### **Concur Approvals**

You will receive notification e-mails that there are travel requests or expense reports awaiting your approval. The link in the e-mail will take you to PAWS to log in and access Concur where approvals are performed. Concur website for your reference: <http://paws.usask.ca/go/concur/>

Once your approval is recorded, an additional review takes place to ensure that it is within policy and guidelines, so your focus should be on approving that the request fits with the department's and/or individual's activities and should be paid from university resources. Contact for more information: ConnectionPoint at [connectionpoint@usask.ca](mailto:connectionpoint@usask.ca) or 306-966-2000

More resources regarding financial services, including forms and guidelines can be found at:  
<https://www.usask.ca/fsd/>

### **Monthly Finance Sign-off**

Monthly you will receive an email notifying you of a “workflow” requiring your sign-off on a financial review. Many departments have an administrative person who helps the department understand the finance activity and will provide supporting information for this approval.

Link: <http://paws.usask.ca> Admin Service – Workflow Worklist

This is intended to demonstrate that you have reviewed the financial activity of your department and noted any items for follow-up or review. This does not indicate that you have reviewed or approved every transaction.

Department finance support, College Financial Officers, or Finance SBAs can provide additional information.

### **Procurement Card (PCard) Supervisor Sign-off**

All PCard statements should be signed off by the Financial Manager, Manager, Dean or Department Head and must be signed by someone in addition to the PCard holder. These are circulated in printed form. The review of the PCard statement is to review general appropriateness of the charges.

Contact for more information: ConnectionPoint at [connectionpoint@usask.ca](mailto:connectionpoint@usask.ca) or 306-966-2000

### **About-Us Notifications**

You will receive notifications from About-Us in a few circumstances:

- Summary of changes made to staff in your department
- Staff with significant vacation balances
- Requests for Vacation

**Jim Basinger** (Interim, Vice-Provost, Faculty Relations), 306-966-8487, [jim.basinger@usask.ca](mailto:jim.basinger@usask.ca)

### **Collegial Processes**

There are a number of collegial processes for which you are responsible as per the University of Saskatchewan Faculty Collective Agreement:

<https://working.usask.ca/agreements/usfa/usfa-table-of-contents.php>

The calendar of collegial processes can be found at:

[https://vpfaculty.usask.ca/\\_configuration/monthly-calendar-nov-2019.pdf](https://vpfaculty.usask.ca/_configuration/monthly-calendar-nov-2019.pdf)