IWS Timekeeper Entry Process

Business Information Services
Interim Workflow Solutions timesheets are SharePoint forms where employees can enter their time and receive supervisor approval electronically. Timekeepers will enter the employees time into PeopleSoft.

Currently employees cannot enter their own time in PeopleSoft.
Agenda

- Supervisor Approval email
- Time entry process
- Timekeeper view
- Contact information
Email – Supervisor Approvals

Email approvals will come from Business Information Services.

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From: Business Information Services <no-reply@sharepointonline.com>
Sent: Monday, February 24, 2020 11:28 AM
To: Jennette Barreto <jennette.barreto@utsa.edu>
Subject: Araceli Pacheco's "02/17/2020 - 2/23/2020" timesheet is ready for entry into UTShare/PeopleSoft.

Araceli Pacheco's timesheet for time period "02/17/2020 - 2/23/2020" was approved and is ready for entry into UTShare/PeopleSoft.

1. Click [here](#) to open timesheet form.
2. Enter timesheet form into UTShare/PeopleSoft.
3. Click "Yes" in timesheet form.
4. Click "Submit" in timesheet form and UTShare/PeopleSoft.

Note: To see a list of all timesheets awaiting your UTShare/PeopleSoft entry, click [here](#).
IWS – Time Entry Process

A. Clicking “here” will open the IWS employee timesheet.
B. Clicking “UTShare/PeopleSoft” will open PeopleSoft

Having IWS timesheet and PeopleSoft windows open, side by side, will help with timesheet entry (see next slide).
IWS – Time Entry Process

*Side by side view.*

See next slide for Timekeeper entry screenshot
### IWS – Timekeeper entry

#### Timesheet Entry

<table>
<thead>
<tr>
<th>Peoplesoft Login:</th>
<th>Timesheet Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered By:</td>
<td><strong>Araceli Pacheco</strong></td>
</tr>
<tr>
<td>User ID:</td>
<td><strong><a href="mailto:Araceli.Pacheco@utsa.edu">Araceli.Pacheco@utsa.edu</a></strong></td>
</tr>
<tr>
<td>PeopleSoft Entry:</td>
<td>Timesheet Entered? Select: ✓</td>
</tr>
</tbody>
</table>

- **C** Click here to open timesheet form.
- **D** Enter timesheet form into UTShare/PeopleSoft.
- 1. Click "Yes" in timesheet form.
- 2. Click "Submit" in timesheet form and UTShare/PeopleSoft.

**Note:** To see all of all timesheets awaiting your UTShare/PeopleSoft entry, click here.

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  1. Click "Yes" in timesheet form.
  2. Click "Submit" in timesheet form and UTShare/PeopleSoft.

**Note:** To see all of all timesheets awaiting your UTShare/PeopleSoft entry, click here.

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**Note:** see next slide
Timekeeper view

Clicking “here” will show all IWS timesheets ready for PeopleSoft entry.

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2. Enter timesheet form into UTShare/PeopleSoft.
3. Click "Yes" in timesheet form.
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Note: To see a list of all timesheets awaiting your UTShare/PeopleSoft entry, click here.

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See next slide for Timekeeper view
Timekeeper View

If there are no timesheets waiting for UTShare/PeopleSoft Entry then the following will not have timesheets listed.

Elapsed Timesheets - Timekeeper View

Punch Timesheets - Timekeeper View

Monthly Salaried A&P Timesheets - Timekeeper View
SPOC
Single Point Of Contact

- Telephone: 210-458-SPOC (7762)
- Submit a SPOC ticket:

Hours of operation:
  - Monday-Friday – 8:00am – 5:00 pm

For any policy or business process related questions, please contact Payroll Management Services at payroll@utsa.edu or 210-458-4280.
Thank You!

UTSA Business Information Services

www.utsa.edu/bis