IWS Electronic Timesheets - Monthly Salaried A&P

Business Information Services
Agenda

- Example of A&P Monthly Timesheets
- Accessing IWS Timesheets
- Contact information

www.utsa.edu/bis
Interim Workflow Solutions is a SharePoint web-based platform that UTSA has been using since 2014. Only electronic timesheets are currently available for submission in IWS. Workflow for electronic timesheets is not available in PeopleSoft.
Accessing IWS Timesheet

https://utsacloud.sharepoint.com/sites/pssc/Pages/MSAPTimesheet.aspx
A&P Monthly Salaried timesheet

See the next page for image of the timesheet. Enter information as follows:

A. Enter your EMPLID.

B. Select the correct month.

C. Select Add Row to add a row if applicable.

D. Enter Exception time category.

E. Enter Exception time ONLY, M-F.

F. Check button ONLY if there was not exception time taken.

G. Enter delegate email only if supervisor is not available to approver timesheet.

H. Submit

NOTE - If an approval delegation exists, a delegate name can be entered under the supervisor name. A delegate can never be an employee that reports to the timekeeping employee.
Elapsed timesheets cont
Emails
Submitted – awaiting approval

Thu 3/5/2020 3:31 PM
Business Information Services <no-reply@sharepointonline.com>
2020, Feb timesheet is awaiting approval.

To: Jane Smith

Your timesheet for Feb 2020 has been received by your supervisor and is awaiting approval.
Emails
Approved and Entered into PeopleSoft

Thu 3/5/2020 3:54 PM

Business Information Services <no-reply@sharepointonline.com>

Your 2020 Feb timesheet was approved and entered into UTShare/PeopleSoft.

To: Jane Smith

Your “Feb 2020” timesheet was approved and successfully entered into UTShare/PeopleSoft on 3/5/2020.

Click here for the final approved form for your records.
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!

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