IWS Electronic Timesheet Approvals

Business Information Services
Agenda

• Email received by employee for Supervisor Approval
• Example of emails received by supervisor/delegates
• How to approve/deny a timesheet
• Supervisor/delegate views
• Contact information
Email – Supervisor Approvals

- Email for approvals will come from Business Information Services
IWS – Interim Workflow Solutions

- Approve or deny the timesheet.
  a. Approval Action menu: Select “approve” or “deny”.
  b. If “deny” was selected, add a comment explaining the purpose for denial.
  c. Timekeeper Selection: Add a timekeeper name. Name should pre-fill as the first few letters are entered. This is the name where the timesheet will route for entry into PeopleSoft.
  d. Select “Submit”.

See image on next slide.
IWS – Approval of Timesheets

- **Approval/Denied By:** Supervisor name
- **User ID:** Supervisor email address
- **Approval Action:**
  - [Select]...
  - [Enter today's date or a date]
- **Comments:**
- **Timekeeper Selection:**
  - Please choose a Timekeeper to enter employee's timesheet information into PeopleSoft:
  - [Field for Timekeeper]

Options:
- [Cancel Changes/Go Back]
- [Save as Draft]
- [Submit]
Supervisor/Delegate Emails

Clicking on the above links will take you to the supervisor view where you can see any timesheets that need your approval. (see image on the next slide)
Supervisor View

If there are no timesheets waiting for approval the following will not have timesheets listed.

### Elapsed Timesheets - Supervisor Admin View

<table>
<thead>
<tr>
<th>Created By</th>
<th>Name</th>
<th>Created Date/Time</th>
<th>Department_Submitter</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mickey</td>
<td></td>
<td>2019-06-05 17:27:10</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Minnie</td>
<td></td>
<td>2019-06-02 16:05:08</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Rowdy</td>
<td></td>
<td>2018-12-21 16:59:12</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Rowdy</td>
<td></td>
<td>2018-09-28 14:17:14</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Rowdy</td>
<td></td>
<td>2018-09-10 09:24:28</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Rowdy</td>
<td></td>
<td>2018-09-07 17:12:20</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Mickey</td>
<td></td>
<td>2015-08-24 16:58:45</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
</tbody>
</table>

### Punch Timesheets - Supervisor Admin View

<table>
<thead>
<tr>
<th>Created By</th>
<th>Name</th>
<th>Created Date/Time</th>
<th>Department_Submitter</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald</td>
<td></td>
<td>2019-06-09 21:27:55</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Donald</td>
<td></td>
<td>2019-07-16 14:03:27</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Daisy</td>
<td></td>
<td>2019-06-07 15:59:53</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Goofy</td>
<td></td>
<td>2019-08-24 19:42:58</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Donald</td>
<td></td>
<td>2019-05-30 09:48:21</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Daisy</td>
<td></td>
<td>2019-02-11 16:53:55</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
<tr>
<td>Goofy</td>
<td></td>
<td>2019-07-18 09:01:03</td>
<td>HUMAN RESOURCE SERVICES</td>
<td>Waiting for Supervisor Approval</td>
</tr>
</tbody>
</table>
Delegate View

If there are no timesheets waiting for approval the following will not have timesheets listed.
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