IWS Electronic Timesheets

Business Information Services
Agenda

• Accessing IWS Timesheets
• Examples of Elapsed and Punch Timesheets
• Examples of emails received by employee
  • Submitted, Denied, and Approved and Entered into PeopleSoft
• Contact information
IWS – Interim Workflow Solutions

• 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 yet.
**IWS – Timesheets**

**Elapsed Employee Types include:**
Faculty, Classified Salaried Exempt, and Salaried

**Punch Employee Types include:**
Salaried Non-Exempt, Hourly, Student Worker, and Student Work Study

- Please use the SharePoint timesheet, which will route to your supervisor automatically when submitted. The workflow routing is based upon the current supervisor noted in PeopleSoft HCM. If there has been a change in supervisor, that information must be changed with an eForm before the timesheets will begin routing correctly.
- Setting Outlook reminders for regular time entry is recommended.
- Timekeeping should be entered for the employee’s primary job only.
Accessing IWS Timesheets

- [http://www.utsa.edu/businessaffairs/](http://www.utsa.edu/businessaffairs/)
  - Click the "Quick Links" hyperlink

- [https://www.utsa.edu/bis/](https://www.utsa.edu/bis/)
  - Click the "PeopleSoft Resources" icon

- [http://www.utsa.edu/](http://www.utsa.edu/)
  - Click the "myUTSA" hyperlink at the top of the page

(See options for each on the next three slides)
Accessing IWS Timesheets

**Option 1**

- [http://www.utsa.edu/businessaffairs/](http://www.utsa.edu/businessaffairs/)
  - Click the “Quick Links” hyperlink
  - Click the timesheet that pertains to your job
Accessing IWS Timesheets

Option 2

- [www.utsa.edu/bis](http://www.utsa.edu/bis)
- Click on "PeopleSoft Resources" icon
- Click on Interim Workflow Solutions link
Accessing IWS Timesheets

**Option 3**

- [http://www.utsa.edu/](http://www.utsa.edu/)
  - Click the “myUTSA” hyperlink at the top of the page
  - Click on Interim Workflow Solutions
When you click on either timesheet you will be redirected to Microsoft Office 365 for login.

Logging in from a remote location will require DUO two-factor authentication. [https://security.utsa.edu/2fa/](https://security.utsa.edu/2fa/)
Punch or Elapsed?

Interim Workflow Solutions - Electronic Forms

Current IWS System (except where noted)

Employee Forms (SharePoint Online/Office 365) - forms created since March 28, 2016
- Submit Timecard - "Punch"
- Review/Submit Timecard - "Elapsed"

Department HR Forms (SharePoint Online/Office 365) - forms created since August 2016
- The following forms route directly to HR Compensation. Please email compensation@utsa.edu if further assistance is required:
  - Pay Rate Change Request Form
  - Zero Percent Faculty Request Form
- The following forms route directly to HR Day ONE. Please email depepo@utsa.edu if further assistance is required:
  - HR Correction Request Form
- The following forms are no longer active. Users should utilize PeopleSoft eForms for the following actions:
  - Benefits Eligible Reclassification Request Form
  - Create Benefits Eligible Position Form
  - Create Non-Benefits Eligible Position Form
  - Hire/Rehire Request Form
  - Faculty Contract Request Form
  - Modify Position Form
  - Job Requisition Change Form (only used for expected end date changes. Terminations requests should be submitted via eForms)
  - Salary Supplement Request Form

Department Financial Forms (See Archive List)

Archive IWS System

Employee Forms (Archive only - May 1, 2014 to March 27, 2016)
- "Punch" Timecards
- "Elapsed" Timecards

Department HR Forms (Archive only - May 1, 2014 to July 31, 2016)
- "Create a Position" Requests
- "Modify & Adjust" Requests
- "Inactivate an Employment" Requests
- "Pay Rate Change" Requests
- "Job Record Change for Employee" Requests
- "Create Faculty Contract" Requests

Department Financial Forms (Archive only - May 1, 2014 to March 27, 2016)
- Travel Authorization Requests
- Expense Reports
- Requisition Requests
- Non-PO Vouchers
**Elapsed timesheets**

(Note: If you have not submitted any timesheets this area will not have any timesheets listed.)

![Elapsed Timesheets Table]

- Created By: Araceli Pacheco
- Name: Timesheet ending 9/15/2019 Araceli Pacheco
- Created: 2019-09-11 09:43:44
- Department_Submitter: BUSINESS INFORMATION SERVICES
- Status: Saved as Draft

- Created By: Araceli Pacheco
- Name: Timesheet ending 9/08/2019 Araceli Pacheco
- Created: 2019-09-09 11:07:57
- Department_Submitter: BUSINESS INFORMATION SERVICES
- Status: Waiting on Supervisor Approval

- Created By: Araceli Pacheco
- Name: Timesheet ending 9/01/2019 Araceli Pacheco
- Created: 2019-09-09 11:07:03
- Department_Submitter: BUSINESS INFORMATION SERVICES
- Status: Waiting on Supervisor Approval

- Created By: Araceli Pacheco
- Name: Timesheet ending 8/11/2019 Araceli Pacheco
- Created: 2019-08-27 07:38:34
- Department_Submitter: BUSINESS INFORMATION SERVICES
- Status: Approved

- Created By: Araceli Pacheco
- Name: Timesheet ending 8/25/2019 Araceli Pacheco
- Created: 2019-08-26 10:00:53
- Department_Submitter: BUSINESS INFORMATION SERVICES
- Status: Approved

- Created By: Araceli Pacheco
- Name: Timesheet ending 8/18/2019 Araceli Pacheco
- Created: 2019-08-26 09:59:51
- Department_Submitter: BUSINESS INFORMATION SERVICES
- Status: Approved

- Created By: Araceli Pacheco
- Name: Timesheet ending 8/11/2019 Araceli Pacheco
- Created: 2019-08-26 09:59:08
- Department_Submitter: BUSINESS INFORMATION SERVICES
- Status: Approved

- Created By: Araceli Pacheco
- Name: Timesheet ending 8/04/2019 Araceli Pacheco
- Created: 2019-08-25 09:57:24
- Department_Submitter: BUSINESS INFORMATION SERVICES
- Status: Approved

- Created By: Araceli Pacheco
- Name: Timesheet ending 7/28/2019 Araceli Pacheco
- Created: 2019-07-25 14:03:47
- Department_Submitter: BUSINESS INFORMATION SERVICES
- Status: Approved

- Created By: Araceli Pacheco
- Name: Timesheet ending 7/21/2019 Araceli Pacheco
- Created: 2019-07-22 08:40:23
- Department_Submitter: BUSINESS INFORMATION SERVICES
- Status: Approved

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

A. Enter your EMPLID.

B. If you earned leave, select the type of leave (next to Add Row).

C. Enter the number of hours for the exception and the number of hours of Regular Time (totaling 40 hours for the week). Exceptions and time worked can be entered in 0.5 hour increments. If there are no exceptions, this section should be left blank.

D. Select Add Row to add a different type of leave.

E. Select “Apply my schedule with the noted exception time listed above.” OR If there are no exceptions, select “Apply my schedule as worked hours.”

F. Enter the timesheet period. Start Date is always a Monday. End Date will automatically populate.

   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

A. Employee: Rowdy Roadrunner
   Empl ID:
   Empl Record:
   Date Submitted: 2/26/2019

B. Regular Time

C. Choose One:
   - Apply my schedule as worked hours.
   - Apply my schedule with the noted exception time listed above.
   - Student employees (GRA, GTA, RA):
     - Report actual hours worked.

D. Add Row: Please Select

E. Time Period:
   Start Date: 02/11/2019
   End Date: 02/17/2019

F. Supervisor:
   first name.last name@utsa.edu

G. Delegate:

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Punch timesheets

Punch Timesheets

Add Document

Search:

No data available in table

Showing 0 to 0 of 0 entries

Add Document

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Punch timesheets

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

A. Enter your EMPLID.

B. Select the type of leave, if applicable (under Add Row for Split Shifts).

C. Enter the number of hours for each day of the week. Time worked can be entered in 0.5 hour increments. If there are no hours, this section should be left blank.

D. Select Add Row for Split Shifts if applicable.

E. Enter the timesheet period. Start Date is always a Monday. End Date will automatically populate.

F. 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.
Punch timesheets *cont*

Bottom portion of timesheet

![Punch Timesheet](image)

- **A**: Employee information section.
- **B**: Add row for split shifts.
- **C**: Days of the week (Monday to Sunday).
- **D**: Time slots for each day.

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Punch timesheets cont

Bottom portion of timesheet
Your timesheet for time period "07/01/2019 - 7/07/2019" has been received by your Supervisor and is awaiting approval.
Emails
Denied

Thu 7/18/2019 7:53 AM
Business Information Services <no-reply@sharepointonline.com>
Your timesheet was denied.

To  Areceli Pecheco

Action Items

Your timesheet for period “07/01/2019 - 7/07/2019” was not approved.

See below for details:

Comments:

Thursday, July 4th was a holiday, so no hours worked should be entered.

Please submit a new timesheet for approval.
Emails
Approved and Entered into PeopleSoft

Business Information Services <no-reply@sharepointonline.com>
Araceli Pacheco, your "07/01/2019 - 07/07/2019" timesheet was approved and entered into UTShare/PeopleSoft.

To  Araceli Pacheco

Thu 7/18/2019 9:02 AM

Your "07/01/2019 - 07/07/2019" timesheet was approved and successfully entered into UTShare/PeopleSoft on 7/18/2019.

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!

UTSA Business Information Services

www.utsa.edu/bis