

Salaried Employees Timesheets Town Hall

Employee Self-Service and Manager Self-Service
Time and Absence Reporting
UTShare/PeopleSoft

Hosted by:
Payroll Services
Human Resources
Financial Affairs
Business Information Services

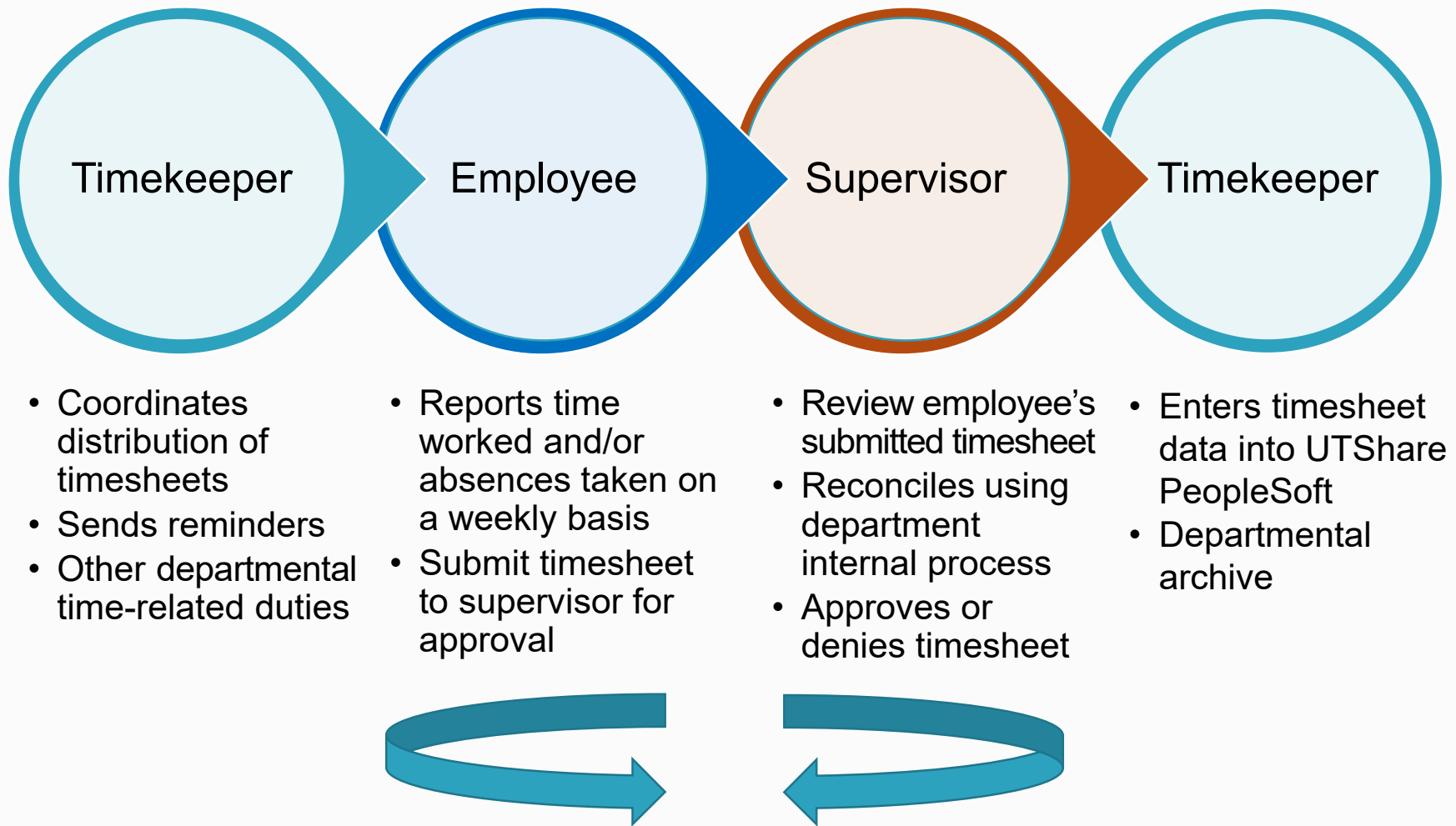


Time & Absence Reporting Project

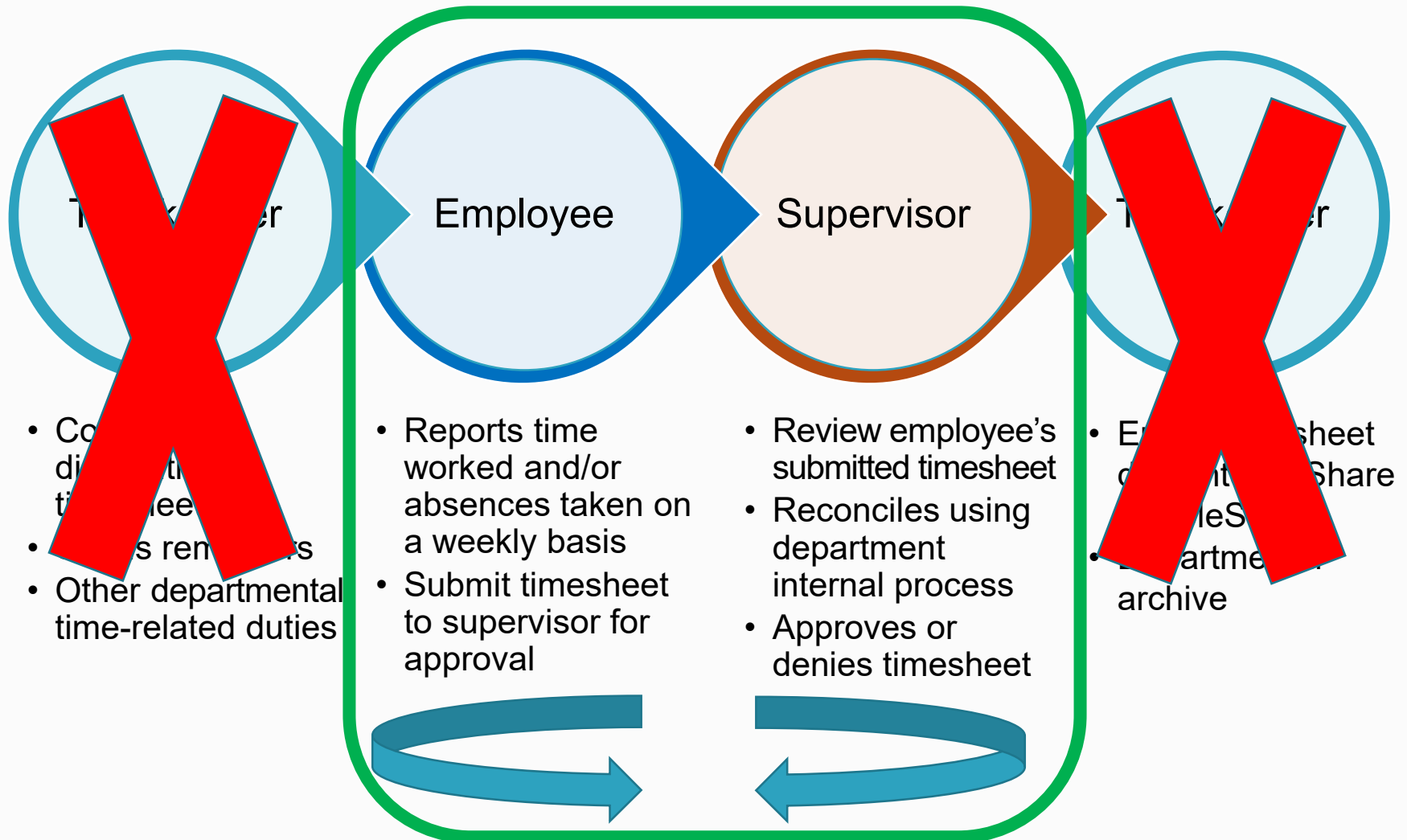
The goal of the Time and Absence Reporting Project is to transition employees and supervisors to using UTShare PeopleSoft to process employee time worked and absence events.

We are transitioning university employees from using paper or SharePoint timesheet processes into one entry point and application platform for an approval online experience using Employee Self-Service (ESS) and Manager Self-Service (MSS)

Prior Timesheet Process



Prior Timesheet Process





Timesheet Processing Overview

Employee Functionality

- Submit time worked
- Submit absence request
- Cancel previously submitted absence request
- Submit compensatory time taken
- View absence and compensatory balances

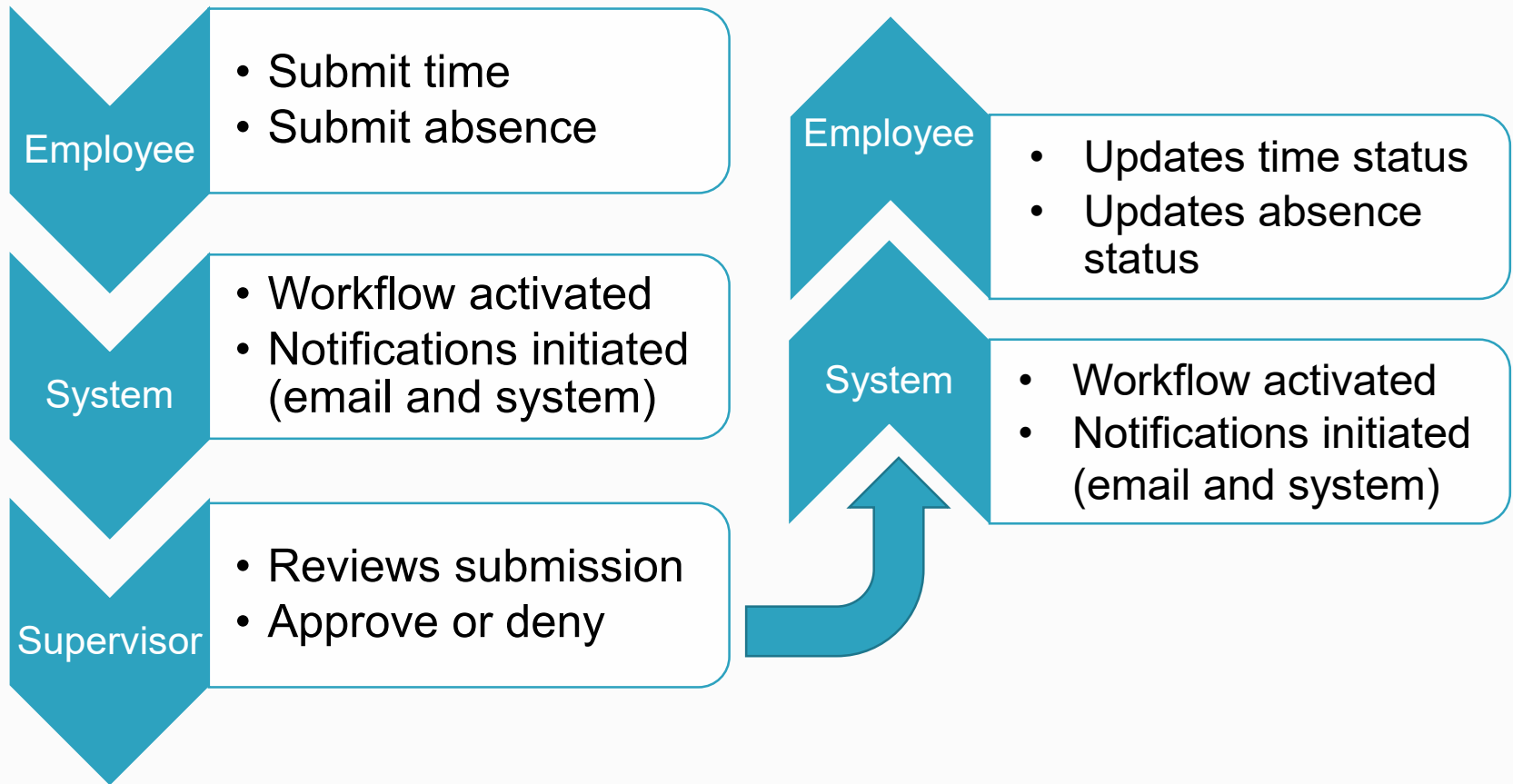
System Functionality

- Maintains workflow
- Maintains notifications
- Pre-populates employee's schedule on timesheet

Supervisor Functionality

- Approve or deny
 - Reported time
 - Absence request
 - Absence request cancellation
 - Compensatory time reported
- View direct report employee's absence and comp time balances
- Actions by supervisor are processed by Payroll

Timesheet Processing Overview





Timesheet Project Deployments

- **April 13**
 - Pilot group of 175 employees
 - Included A&P, salaried exempt and salaried non-exempt employees
- **May 18 – June 1**
 - Deployment group of 175 employees
 - Included A&P and salaried exempt employees
- **June 15 – July 1**
 - Deployment group of approximately 2,000+ employees
 - Remaining A&P, salaried exempt, and salaried non-exempt employees
- **July 20 – July 27**
 - Deployment group of approximately 1,300+ employees
 - Hourly staff, hourly students and work-study employees



Timesheet Project Deployment

Employees In Planning Phase

- Remaining selected police and facilities employees not deployed are deferred at this time for planning and possible deployment in 2021.

Other Employee Types

- Faculty are excluded from timesheet reporting unless they have an administrative position with staff direct reports
- Graduate research assistants and graduate teaching assistants will be handled separately and temporarily excluded at this time

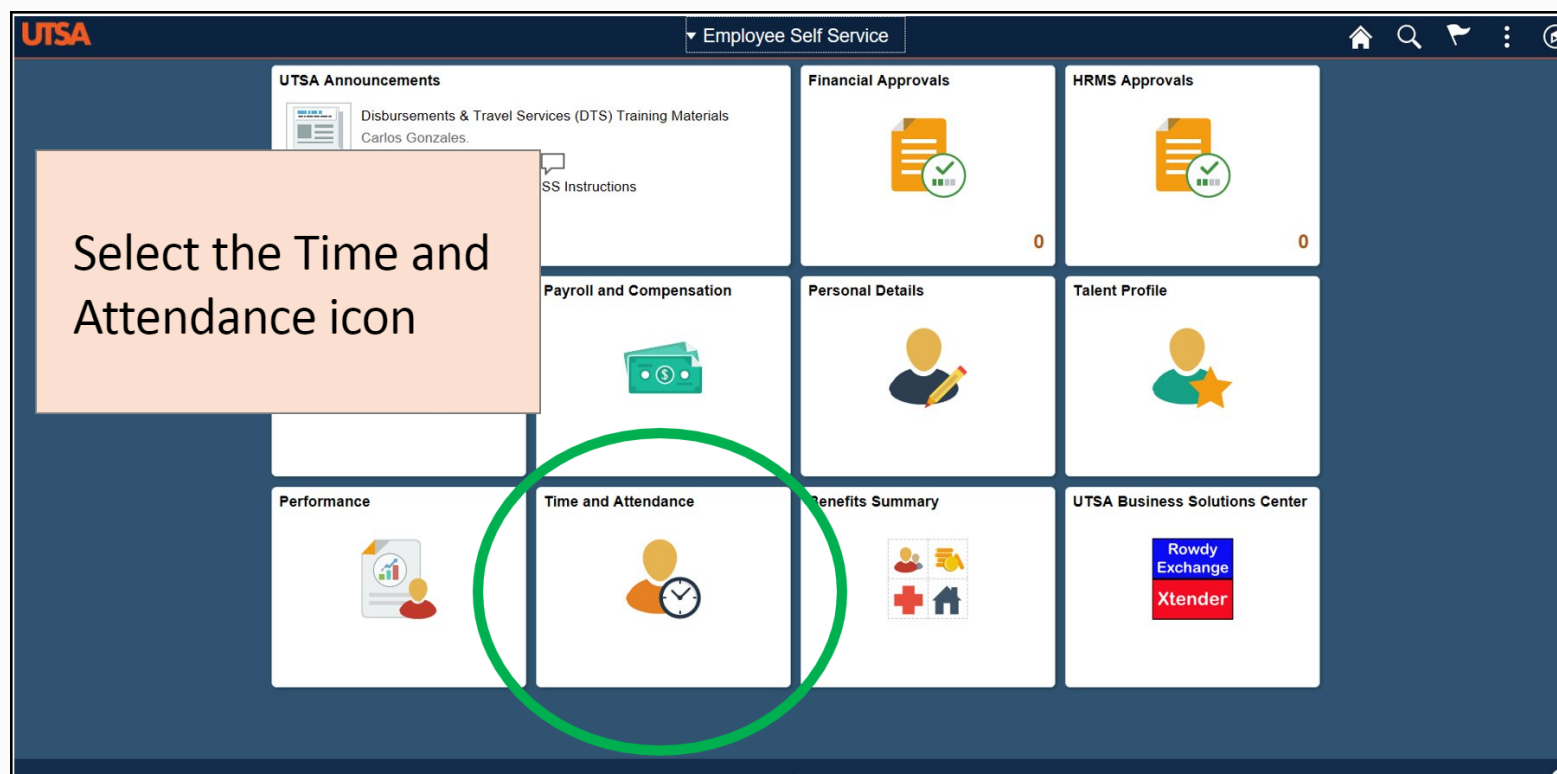
Timesheet Resources

- Library of job aids and training videos in one centralized location
utsa.edu/bis/psupgrade/2020/04/job-aids-training-videos.html
- Intentionally designed to be short and self-service
 - “How do I do ...?” format
- There are no formal classes to attend
- Timesheet resources are available
 - By employee type
 - A&P
 - Salaried exempt
 - Salaried non-exempt
 - Hourly
 - Work-Study
 - By employee role:
 - Employee
 - Supervisor



Timesheet Navigation

Employees enter time and absences via Time and Attendance tile.



NEW

Timesheet Navigation

Employee Self Service

Timesheet

My Time Summary

Request Absence

Cancel Absences

Compensatory Time

Payable Time Detail

View Requests

Extended Absence History

Leave Transfer Requests

Monthly Schedule

Absence Balance Details

Time and Attendance

Absence Balance Summary

Absence Balance Details

Allowable Carryover Details

Personal Workforce Summary

Employee Record

0

Department

BHR001

Employee Classification

CL

Payroll Status

Active

State Service Months

86

Last Period Finalized

05/01/2020

6-Month Service Eligible

Yes

Comp Time Straight

Educational Activities

Sick Leave

Vacation Leave

Personalize

Find

View 100

First

1-20 of 148

Last

Balance As of Date	Previous Balance	Take Hours	Accrued Hours	Adjusted Hours	Donated Hours	Current Balance
06/01/2020	263.50	0.00	8.00	0.00	0.00	271.50
05/16/2020	263.50	0.00	0.00	0.00	0.00	263.50
05/01/2020	255.50	0.00	8.00	0.00	0.00	263.50
04/16/2020	255.50	0.00	0.00	0.00	0.00	255.50
04/01/2020	247.50	0.00	8.00	0.00	0.00	255.50
03/16/2020	247.50	0.00	0.00	0.00	0.00	247.50
03/01/2020	239.50	0.00	8.00	0.00	0.00	247.50
02/16/2020	242.50	3.00	0.00	0.00	0.00	239.50
02/01/2020	237.50	3.00	8.00	0.00	0.00	242.50
01/16/2020	237.50	0.00	0.00	0.00	0.00	237.50
01/01/2020	229.50	0.00	8.00	0.00	0.00	237.50
12/16/2019	230.50	1.00	0.00	0.00	0.00	229.50
12/01/2019	236.50	14.00	8.00	0.00	0.00	230.50
11/16/2019	236.50	0.00	0.00	0.00	0.00	236.50
11/01/2019	228.50	0.00	8.00	0.00	0.00	236.50
10/16/2019	230.50	2.00	0.00	0.00	0.00	228.50
10/01/2019	229.50	7.00	8.00	0.00	0.00	230.50
09/16/2019	229.50	0.00	0.00	0.00	0.00	229.50
09/01/2019	221.50	0.00	8.00	221.50	0.00	229.50
08/16/2019	227.00	5.50	0.00	0.00	0.00	221.50

Change Job Record

Request an Absence Event

Employee Self Service **Time and Attendance**

Request Absence

Request Absence

*Absence Name

Submit

Select the Request Absence tab.

Timesheet

Cancel Absences

Compensatory Time

Payable Time Detail

View Requests

Extended Absence History

Leave Transfer Requests

Monthly Schedule

Absence Balance Details

Request an Absence Event

For information on how to enter any other absence events, email Leaveadmin@utsa.edu



Request an Absence Event

Employee Self Service

Time and Attendance

Timesheet

Request Absence

Cancel Absence

Compensator

Payable Time Detail

View Requests

Extended Absence History

Request Absence

*Absence Name

Sick Leave

*Start Date

04/08/2020

End Date

Duration

8.00

Hours

Partial Days

None

Comments

Submit

Select the Start Date and End Date.



Request an Absence Event

Employee Self Service Time and Attendance

Request Absence

1. If not a Partial Day absence request, select **None** for a full day absence
2. Select **Done** when complete

Partial Days: **None**

Partial Days: **None**

Submit

Attachments

Balance Info

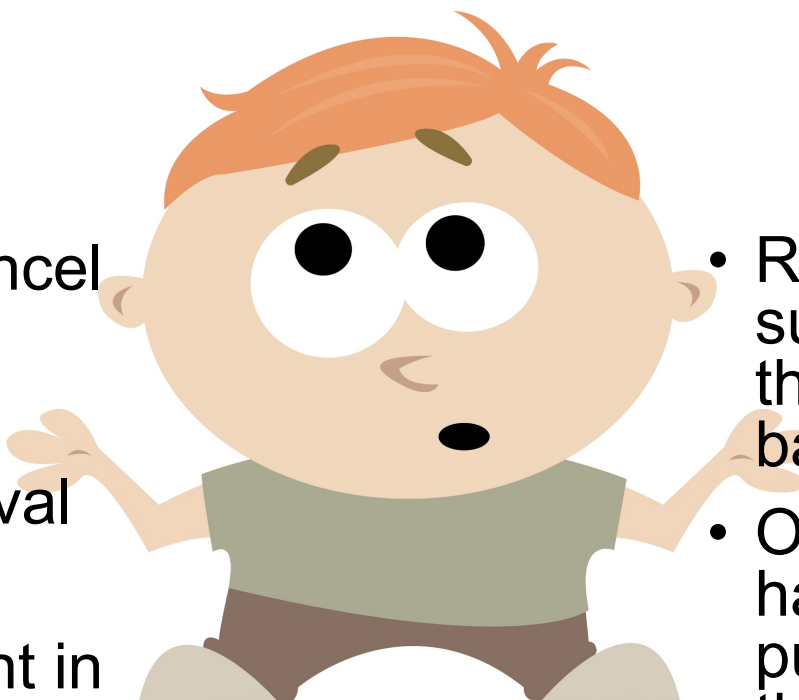
Disclaimer: The current balance does not reflect absences that have not been processed.



Cancel or Modify an Absence Request

Approved

- Request to cancel in cancel absences
- Wait for approval
- Modify the cancelled event in view requests



Submitted

- Request your supervisor to deny the request or push it back
- Once the request has been denied or pushed back modify the request in view requests



Approve, Deny and Pushback an Absence Request

Manager Self Service

Team Time and Attendance

Timesheet

Approve Reported Time

Payable Time Detail

Request Absence

Cancel Absences

Absence Requests

View Requests

Compensatory Time

Time and Labor Launch Pad

Monthly Time Calendar

Assign Work Schedule

Manager Search Options

Absence Balance Details

Absence Requests

Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status: Pending Refresh

Absence Requests					Personalize	Find	First	1-11 of 11	Last
Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted	
		GRANT ACCOUNTANT III	Absence Request	Sick Leave	01/06/2020	01/06/2020	Submitted	04/08/2020	
		GRANT ACCOUNTANT III	Absence Request	Sick Leave	02/11/2020	02/11/2020	Submitted	04/08/2020	
		GRANT ACCOUNTANT III	Absence Request	Sick Leave	02/03/2020	02/03/2020	Submitted	04/08/2020	
		GRANT ACCOUNTANT III	Absence Request	Sick Leave	02/07/2020	02/07/2020	Submitted	04/08/2020	
		GRANT ACCOUNTANT III	Absence Request	Vacation Leave	02/28/2020	02/28/2020	Submitted	04/08/2020	
		GRANT ACCOUNTANT III	Absence Request	Vacation Leave	02/14/2020	02/18/2020	Submitted	04/08/2020	
		GRANT ACCOUNTANT III	Absence Request	Sick Leave	02/04/2020	02/04/2020	Submitted	04/08/2020	
		GRANT ACCOUNTANT III	Absence Request	Sick Leave	04/08/2020	04/08/2020	Submitted	04/08/2020	
		GRANT ACCOUNTANT III	Absence Request	Vacation Leave	04/07/2020	04/07/2020	Submitted	04/08/2020	
		GRANT ACCOUNTANT III	Absence Request	Sick Leave	04/03/2020	04/03/2020	Submitted	04/03/2020	
		GRANT ACCOUNTANT III	Absence Request	Sick Leave	01/27/2020	01/27/2020	Submitted	03/31/2020	

Go To View Monthly Calendar

Select the **Absence Requests** tab.
Then select an employee.



Approve an Absence Request

Manager Self Service

Team Time and Attendance

Absence Request

Approve **Deny** **Pushback**

Absence Details

Absence Name Sick Leave End Date 01/06/2020
Start Date 01/06/2020 Duration 8 Hours
Partial Days None
Current Balance 32.00 Hours [Disclaimer](#)

Requester Comments

There are no requester comments

Request History >

Approver Comments

Approve

Approval Chain >

1. Add any comments in the Approver Comments field, optional.
2. Select **Approve**.

Deny an Absence Request

Manager Self Service Team Time and Attendance

Pending Approvals Absence Request

Approve Deny Pushback

Absence Details

Absence Name Sick Leave End Date 02/11/2020
Start Date 02/11/2020 Duration 8 Hours
Partial Days None
Current Balance 32.00 Hours [Disclaimer](#)

Requester Comments

There are no requester comments

Request History >

Approver Comments

Deny

Approval Chain >

1. Add any comments in the Approver Comments field, required
2. Select **Deny**

Pushback an Absence Request

The screenshot displays the 'Manager Self Service' portal. The left sidebar contains a list of navigation options, with 'Absence Requests' highlighted. The main content area is titled 'Team Time and Attendance' and 'Absence Request'. At the top right of the main area, there are three buttons: 'Approve' (green), 'Deny' (grey), and 'Pushback' (grey, circled in green). Below these buttons, the 'Absence Details' section shows: Absence Name: Sick Leave, End Date: 02/03/2020, Start Date: 02/03/2020, Duration: 1 Hours, Partial Days: All Days - 1 Hours, and Current Balance: 32.00 Hours. A 'Requester Comments' section indicates there are no comments. Below this is a 'Request History' link. The 'Approver Comments' section is circled in green and contains the text 'Pushback'. Below this is an 'Approval Chain' link. A red-bordered box on the right contains the following instructions:

1. Add any comments in the Approver Comments field, required
2. Select **Pushback**

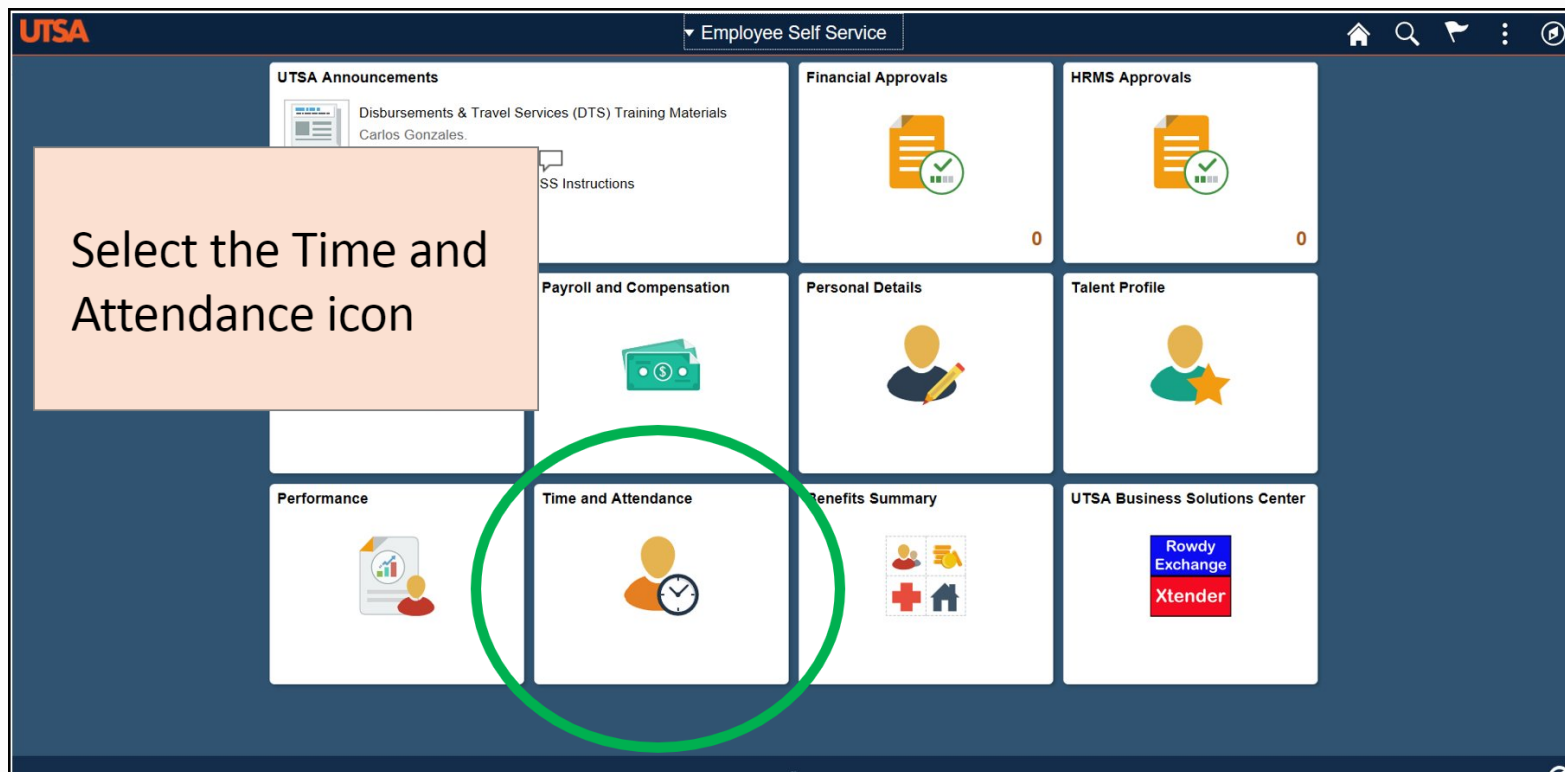
Timesheet Frequency

- A&P employees complete timesheets on a monthly basis.
- All other employees complete timesheets on a weekly basis.



Timesheet Navigation

Employees enter time and absences via Time and Attendance tile.



Timesheet Preview – A&P

The screenshot shows the 'Employee Self Service' portal for 'Time and Attendance'. The left sidebar contains navigation links: 'Timesheet' (circled in green), 'Request Absence', 'Payable Time Detail', 'View Requests', and 'Extended Absence History'. A text box states: 'You default into the Timesheet page'. The main content area is titled 'Timesheet' and shows details for 'Jane Doe'. Fields include 'Employee ID' (empty), 'FTE' (1.000000), 'Empl Record' (0), 'Empl Type' (Salaried), 'Empl Class' (Administrative / Professional), 'Earliest Change Date' (02/01/2020), and 'FLSA Status' (Exempt). Below these is a 'Select Another Timesheet' section with a '*View By' dropdown set to 'Calendar Period' and a '*Date' field set to '04/01/2020'. A green circle highlights the dropdown and date field, with a green arrow pointing to a refresh icon. A text box explains: 'For a monthly timesheet view: 1. Select **Calendar Period** in the **View By** field 2. Enter the first date of the calendar month 3. Select the refresh icon button'. Below this is a table of dates from Wednesday 4/1 to Wednesday 4/8. The first three columns (Wed 4/1, Thu 4/2, Fri 4/3) are circled in green, and a text box states: 'Hours populate with employee's assigned work schedule'. The table shows '8.00' in the first three columns. At the bottom is a 'Submit' button.

Employee Self Service

Time and Attendance

New Window | Help

Timesheet

Jane Doe

Employee ID FTE 1.000000

Empl Record 0 Empl Type Salaried

Empl Class Administrative / Professional

Earliest Change Date 02/01/2020 FLSA Status Exempt

Manager Name Best Boss

Actions ▾

Select Another Timesheet

*View By Calendar Period ▾

*Date 04/01/2020 📅 ↻

Reported Hours

om Wednesday 04/01/2020 to Thursday 04/30/2020 ?

Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8
8.00	8.00	8.00			8.00	8.00	8.00

Submit

You default into the Timesheet page

Hours populate with employee's assigned work schedule

For a monthly timesheet view:
1. Select **Calendar Period** in the **View By** field
2. Enter the first date of the calendar month
3. Select the refresh icon button

Timesheet Preview – A&P

From Wednesday 04/01/2020 to Thursday 04/30/2020 ?

Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8
8.00	8.00	8.00			8.00	8.00	8.00

Submit

Use the scroll bar to review your time for the entire month before submitting.

II

at 25	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Total	Time Reporting Code	*Taskgroup
		8.00	8.00	8.00	8.00		WRKS - Hours Worked	PSNONC
								PSNONC

Timesheet Preview — Exempt

Employee Self Service

Time and Attendance

New Window | Help

Timesheet

You default into the Timesheet page

Hours populate with employees assigned work schedule

Timesheet

Jane Doe

Manager Name Best Boss

Actions

Employee ID

FTE 1.000000

Empl Record 0

Empl Type Salaried

Empl Class Administrative / Professional

Change Date 02/01/2020

FLSA Status Exempt

Select Another Timesheet

*View By Week

Previous Week Next Week

*Date 04/20/2020

Reported Hours 40.00

Print Timesheet Punch Timesheet

From Monday 04/20/2020 to Sunday 04/26/2020 ?

Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Sun 4/26	Total
8.00	8.00	8.00	8.00	8.00			40.0

Submit

Timesheet Preview — Non-Exempt

Begin by selecting your weekly timesheet:

1. "Week" defaults in View By field, no action needed.
2. Enter Monday's date for the required week.
3. Select the refresh icon button

You default into the Timesheet page

Actions ▾ Earliest Change Date 02/01/2020 FLSA Status Nonexempt

Select Another Timesheet

*View By Week
 *Date 04/06/2020

Previous Week Next Week

Reported Hours 0.00

4. Hours will auto-populate with employee's assigned work schedule

From 04/06/2020 to 04/12/2020 ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	4/6	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS – Hours
	Tue	4/7	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS – Hours
	Wed	4/8	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS – Hours
	Thu	4/9	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS – Hours
	Fri	4/10	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS – Hours
	Sat	4/11	New						
	Sun	4/12	New						

Submit

5. If you have no adjustments, click Submit

Timesheet Submit Confirmation

Time and Attendance

Timesheet

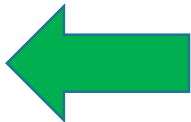
Submit Confirmation



The Submit was successful.

Time for the Week of 2020-04-06 to 2020-04-12 is submitted

OK



Select OK button to
confirm your timesheet
submission.

Timesheet Navigation

Supervisors review reported work time and absence requests via HRMS Approval tile.

The image displays two screenshots of the UTSA HRMS interface. The top screenshot shows the 'Employee Self Service' menu circled in green. A text box with an orange background says 'Select HRMS Approvals via Employee or Manager Self-Service'. A large green arrow points from this text box to the 'HRMS Approvals' tile, which shows a count of 9. The bottom screenshot shows the 'Manager Self Service' menu circled in green. A large green arrow points from the 'HRMS Approvals' tile in the top screenshot to the 'HRMS Approvals' tile in the bottom screenshot, which also shows a count of 9. A text box with an orange background at the bottom right says 'Either route will take you to your Pending Approvals page'.

UTSA

Employee Self Service

UTSA Announcements

Financial Approvals

HRMS Approvals

Select HRMS Approvals via Employee or Manager Self-Service

Carlos Gonzales.

My Reports

Pay and Compensation

Personal Details

Talent Profile

UTSA

Manager Self Service

Financial Approvals

HRMS Approvals

My Team

Team Time and Attendance

Open Jobs

Team Performance

Either route will take you to your Pending Approvals page

Pending Approval – View By Options

Employee Self Service Pending Approvals

View By: From

All (8)

Jane Doe 2 (4)

Jane Doe1 (4)

2: Select employee

1: Select the "From" option in View By when an employee has a mixture of absence(s) and time for review.

Jane Doe1		
Reported Time	Jane Doe1	
Reported Time	Quantity for Approval 42.50 Hours	
	01/27/2020 - 01/31/2020	
Absence Request	Vacation Leave, 8 Hours	
	01/23/2020	
Absence Request	Vacation Leave, 4 Hours	
	01/24/2020	

4 rows

Routed 03/09/2020 >

Routed 03/09/2020 >

Routed 04/01/2020 >

Routed 04/01/2020 >

Other View By options include:
From, Date Routed and Type (Absence Request or Reported Time)

Review – Approve or Deny

5 line(s) are pending your approval

Summary

Time Period 01/20/2020 - 01/24/2020

Quantity for Approval 28.00 Hours

Quantity Reported 28.00 Hours

1: Select line(s) for approval or deny

2: Select Approve or Deny button after you review and selected lines

[View Legend](#)

▼ **Reported Time Details**

Pending All

5 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
<input checked="" type="checkbox"/>	01/20/2020	HOL - Holiday	8.00 Hours	8.00 Hours / 0.00 Hours	>
<input checked="" type="checkbox"/>	01/21/2020	WRKS - Hours Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
<input checked="" type="checkbox"/>	01/22/2020	WRKS - Hours Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
<input checked="" type="checkbox"/>	01/23/2020	WRKS - Hours Worked	0.00 Hours	0.00 Hours / 8.00 Hours	>
<input checked="" type="checkbox"/>	01/24/2020	WRKS - Hours Worked	4.00 Hours	4.00 Hours / 8.00 Hours	>

Approve Deny

Review – Approve or Deny

Select Submit button to confirm approval.

Supervisors are the final approver, Payroll Services processes the time you approve at this point.

00 Hours

ails

Cancel Approve Submit

You are about to approve this request.

Approver Comments

Approver Comments are optional.

When Deny is selected approver comments are required to the employee and record.

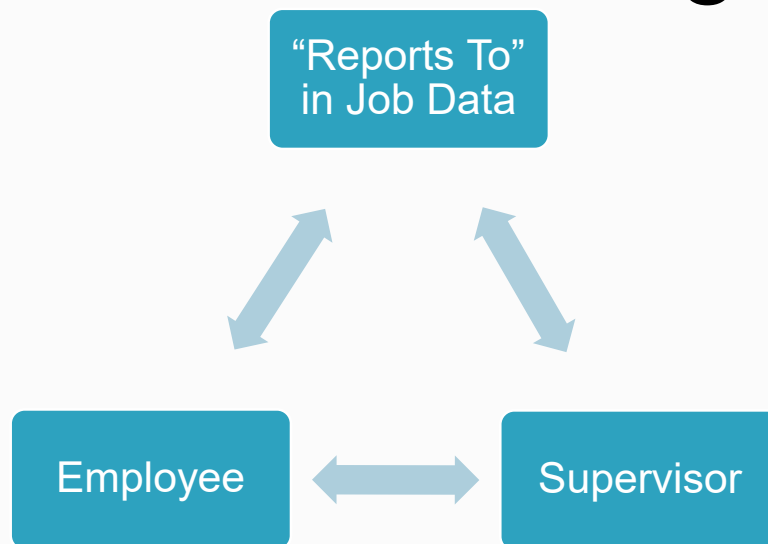
WRKS - Hours Worked 8.00 Hours 8.00 Hours / 8.00 Hours

Employee Schedules

- Timesheet uses the employee's schedule for:
 - Pre-populating employee's timesheet for their convenience
 - When submitting an absence for a full day, uses the employee's schedule work hours for the requested absence day
- For schedule changes, supervisor submits the Schedule Change Request Form to the Payroll Services:
utsa.edu/payroll/forms.cfm
- Hourly and work-student employees do not have schedules



Timesheet Processing Overview



The employee to supervisor relationship is **solely** controlled by the Reports To field in the employee's Job Data record

- Establishes timesheet and absence workflow
- Establishes all timesheet related email notifications
- Submit a Position Attribute Change eForm to update the "Reports To" if the employee to supervisor relationship is incorrect

(utsa.edu/hr/eForms/JobAids/)

Delegation Functionality

- Delegation authorization is limited to the following positions only: president, senior vice presidents, vice presidents and deans.
- For clarification purposes: senior vice provosts, vice provosts, associate vice presidents, assistant vice presidents, assistant deans, department chairs and other supervisors are **not** authorized to delegate supervisory responsibility.

Workflow Considerations

- When there is an interruption in the timesheet or absence workflow, Business Information Systems (BIS) will redirect the outstanding submission to a newly designated approval per the department's direction
- Contact BIS via a SPOC ticket or call ext. 7762
- Common Reasons:
 - Supervisor is not available for a period of significant time
 - Employee's supervisor position is vacant
 - Reports to (supervisor) in process of being filled via eForms

For Follow-Up Questions Please Email

spoc@utsa.edu



Thank you!

Financial Affairs
Payroll Services
Human Resources
Business Information Services