UTSA
UTShare/PeopleSoft Time and Absence Reporting for Timekeepers

IMPLEMENTING UTSHARE AT UTSA

August 14, 2014 2014 version.5
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### UTSHARE OVERVIEW

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Overview

The UTShare/PeopleSoft Timekeeper Time and Absence Reporting for Timekeepers Class describes how to report and edit absence events and report time worked using the PeopleSoft system. The “Desk Reference” explains the differences between Positive and Elapsed employees and how to enter time and absences for the different groups.

UTShare Overview

PeopleSoft will be more than a convenient tool for recording transactions, preparing financial statements and driving our Human Resource functions.

Through UTShare/PeopleSoft, UTSA will stream-line our processes and our data, ensuring business decision support and actionable reporting now and into the future.

Policies and Guidelines

UTSA Guidelines for Employees and Managers

General leave provisions are governed by the Texas State Government Code and UTSA HOP.

If you would like to read more about the policies, you can visit the following web sites:

- Texas Government Code, §661
- HTTP://WWW.UTSA.EDU/HOP/CHAPTER4/4-20.HTML

Benefits Eligible Employees (excluding positions that require student status)

- Definition: employees appointed to work at least 20 hours per week for a period of 4 ½ months or longer.
- Are eligible to earn and use leave as outlined in the Handbook of Operating Procedures.

If you would like to read more about additional leave information for Eligible Employees, visit the Human Resources website:

- http://utsa.edu/hr/leave/index.html
Policy Changes

Calculation of FMLA entitlement

As of October 19, 2012 and effective January 2, 2013, UTSA’s method for calculating the 12-month period changed to a “rolling” 12-month period measured from the date an employee first uses any FMLA leave.

For additional information, visit:

- http://www.utsa.edu/hr/Leave/FMLA-Calculation-2013.pdf
- http://utsa.edu/hr/Leave/FMLA/index.html
Compensatory Time Maximum Usage
Effective May 1, 2013, UTSA eliminated the Comp Time Maximum Usage limit.

UTSA permits classified, benefits-eligible employees to earn and use state compensatory time as provided by State of Texas law. State compensatory time should not be confused with compensatory time under the federal Fair Labor Standards Act (FLSA), which is covered by a separate policy (UTSA Handbook of Operating Procedures (HOP) policy 4.12, Overtime Payments). Balances for state compensatory time and FLSA compensatory time are maintained separately on time keeping records.

For more information, visit:

- [http://www.utsa.edu/hop/chapter4/4-27.html](http://www.utsa.edu/hop/chapter4/4-27.html)

Vacation Lop-Off
Although all employees are encouraged to utilize their annual vacation hours (with the required supervisory approval) in the year accrued, employees may carry forward unused vacation hours from one fiscal year to the next. Any annual leave not used before the end of the fiscal year (August 31) will be carried over to the next fiscal year. However, there's a limit to the number of hours employees may carry from year to year. The schedule below indicates the maximum hours authorized to carry forward. Any hours above this limit will transfer to the employees sick leave balance.

Part time, regular benefits-eligible employees will accrue annual vacation leave on a proportionate basis, and the maximum hours to carry forward will also be proportionate.

The current process is as follows, unused Vacation accrual hours which exceed the Vacation Allowable Carryover (outlined in UTSA’s HOP) are automatically transferred to sick balances. Employee’s see the transfer of hours happen on October 15th, due to the time reporting process in DEFINE.

Effective September 2014, this transfer will occur during the first semi-month of each fiscal year in September.

- [http://utsa.edu/hr/Leave/VacationAccruals.html](http://utsa.edu/hr/Leave/VacationAccruals.html)
Cascading Program
UTShare/PeopleSoft provides a Cascading Program within the Absence Management (AbM) module to automatically deduct employee-submitted absence hours against a prioritized order of an employee’s accrued leave type balances.

UTShare/PeopleSoft recommends that the cascading feature be implemented in order to formulate a common use of accrued leave and prevent negative leave type balances from occurring.

The cascading order is shown below:

<table>
<thead>
<tr>
<th>Entitlement Element</th>
<th>Order of Depletion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Vacation (VAC)</td>
<td>Vacation</td>
</tr>
<tr>
<td></td>
<td>FHL</td>
</tr>
<tr>
<td></td>
<td>Unpaid</td>
</tr>
<tr>
<td>Floating Holiday (FHL)</td>
<td>FHL</td>
</tr>
<tr>
<td></td>
<td>Vacation</td>
</tr>
<tr>
<td></td>
<td>Unpaid</td>
</tr>
<tr>
<td>Educational Activities (PTC)</td>
<td>PTC*</td>
</tr>
<tr>
<td></td>
<td>FHL</td>
</tr>
<tr>
<td></td>
<td>Vacation</td>
</tr>
<tr>
<td></td>
<td>Unpaid</td>
</tr>
<tr>
<td>Sick (SCK)</td>
<td>Sick</td>
</tr>
<tr>
<td></td>
<td>FHL</td>
</tr>
<tr>
<td></td>
<td>PTC</td>
</tr>
<tr>
<td></td>
<td>Vacation</td>
</tr>
<tr>
<td></td>
<td>Unpaid</td>
</tr>
</tbody>
</table>

* Hours are transferred from the sick balance, when requested.

Cascading can be avoided by entering separate entries (time taken or absence events) using available balances. It is important to note that Requests to use earned overtime or comp time hours before any leave accruals, must be entered in the timesheet as hours taken versus an absence event.
Time and Absence Reporting Basics

The Time and Labor module and the Absence Management module in PeopleSoft will replace the Time Reporting function used in DEFINE. The following flowchart gives a visual representation of how the PeopleSoft modules work together.

The benefits of using both the Time and Labor module and Absence module in PeopleSoft are:

- PeopleSoft allows Timekeepers to record and change pre-approved time and absence details.
- PeopleSoft allows Time Reporting for previous, current and future periods.
  - Previous time and absence events up to 90 days
  - Future time and absence events up to 30 days
- UTShare/PeopleSoft restricts Timekeepers from entering/changing their own timesheet and viewing unauthorized data via system security.
- Time and Absence modules are integrated with Human Resources and Payroll.
**Terminology for Time and Absence Reporting Basics**

It is important when we are describing a process, policy, or new application that we all use the same words and definitions. Below are just a few terms described in this section:

<table>
<thead>
<tr>
<th>PeopleSoft</th>
<th>DEFINE</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punch</td>
<td>NA</td>
<td>A time period segment recording the beginning time and end time of work. It also indicates meal breaks.</td>
<td>08:00 AM to 12:00 PM</td>
</tr>
<tr>
<td>Positive Time Employee</td>
<td>NA</td>
<td>Employees that are required to report all hours worked on a punch time format.</td>
<td>Work Study employee, Classified Hourly employee</td>
</tr>
<tr>
<td>Exception Time</td>
<td>Exempt</td>
<td>Exception time is additional or reduced hours, or absences, outside an exempt employee’s assigned schedule</td>
<td>Vacation event</td>
</tr>
<tr>
<td>Elapsed Employee</td>
<td>NA</td>
<td>Employees that are assigned a schedule and report exception time and absence events.</td>
<td>Exempt (Salaried Exempt, Director, Accountant)</td>
</tr>
<tr>
<td>Assigned Work Schedule</td>
<td>HRMS Position Attribute - Workday</td>
<td>The pre-defined days/hours an employee works in a week.</td>
<td>PMTWF08001700</td>
</tr>
<tr>
<td>Time Admin</td>
<td>NA</td>
<td>An automated process that generates Payable Time.</td>
<td>NA</td>
</tr>
<tr>
<td>Reported Time</td>
<td>NA</td>
<td>Entries recorded on Timesheet for Positive Time and Elapsed employees.</td>
<td>Regular Comp Time Taken</td>
</tr>
<tr>
<td>Payable Time</td>
<td>NA</td>
<td>Time that is generated by the Time Admin process and is ready for Payroll.</td>
<td>Regular Comp Time Earned</td>
</tr>
<tr>
<td>System Generated Time</td>
<td>NA</td>
<td>Payable Time that is automatically generated by the Time Admin process.</td>
<td>Holiday Hours Comp Time Earned Overtime Earned</td>
</tr>
<tr>
<td>Employee ID (Empl ID)</td>
<td>UT EID</td>
<td>A unique identifier assigned to each employee.</td>
<td>600101XXXX</td>
</tr>
<tr>
<td>Record Number</td>
<td>HRMS Assignment</td>
<td>Each job an employee holds. The PeopleSoft term for Assignments is Multiple Jobs.</td>
<td>600101XXXX Rec Number 0 600101XXXX Rec Number 1</td>
</tr>
</tbody>
</table>
Employee Types
There are two employee categories – Positive Time Employees and Elapsed Employees. As a Timekeeper, you must be aware of the different types and their attributes.

Schedules
The work schedule is used by the Time and Labor module and the Absence Management module to automate the system time rules. The work schedule tells the Time and Labor when an employee is working; for example, the system will be able to apply rules and will be able to determine if the person is working Monday thru Friday or Tuesday thru Saturday. The work schedule will be determined by the type of job function or by the department guidelines.

The Time and Labor Office/Payroll will be assigning schedules on behalf of employees. If the schedule is incorrect or needs to be changed the department supervisor will have to complete a Schedule Change Request form and submit it to the Time and Labor Office so a change can be made on behalf of the employee.

Positive Time Non-Scheduled Employees
Most types of Positive Time employees are NOT set up with a schedule. Employees without a schedule will NOT be paid unless entries are made on the Timesheet.

The only Positive Time employees that ARE set up with a schedule are the Nonexempt employees. Scheduled employees will automatically be paid the equivalent hours of the length of their shift per day (i.e. 8 or 4 hours per day).

<table>
<thead>
<tr>
<th>Positive Time Employees</th>
<th>Positive Time/ Elapsed</th>
<th>FLSA Status</th>
<th>Employee Type</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Study</td>
<td>Positive Time</td>
<td>Non-exempt</td>
<td>Hourly</td>
<td>None</td>
</tr>
<tr>
<td>Student – Hourly Nonexempt</td>
<td>Positive Time</td>
<td>Non-exempt</td>
<td>Hourly</td>
<td>None</td>
</tr>
<tr>
<td>Hourly Staff</td>
<td>Positive Time</td>
<td>Non-exempt</td>
<td>Hourly</td>
<td>None</td>
</tr>
<tr>
<td>Non-exempt Staff</td>
<td>Positive Time</td>
<td>Non-exempt</td>
<td>Salaried</td>
<td>Schedule</td>
</tr>
</tbody>
</table>

The majority of Positive Time Employees are non-exempt, hourly and are generally eligible for overtime, which is also called FLSA eligible.
**Elapsed Employees – All on Schedule**

All Elapsed employees ARE set up with a schedule. Scheduled employees will automatically be paid the equivalent hours of the length of their shift per day.

<table>
<thead>
<tr>
<th>Elapsed Employees</th>
<th>Positive Time/Elapsed</th>
<th>FLSA Status</th>
<th>Employee Type</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P</td>
<td>Elapsed</td>
<td>Exempt</td>
<td>Salaried</td>
<td>Schedule</td>
</tr>
<tr>
<td>Faculty</td>
<td>Elapsed</td>
<td>Exempt</td>
<td>Salaried</td>
<td>Schedule</td>
</tr>
<tr>
<td>Classified Exempt</td>
<td>Elapsed</td>
<td>Exempt</td>
<td>Salaried</td>
<td>Schedule</td>
</tr>
<tr>
<td>Grad Student</td>
<td>Elapsed</td>
<td>Exempt</td>
<td>Salaried</td>
<td>Schedule</td>
</tr>
<tr>
<td>Student-Salaried Exempt</td>
<td>Elapsed</td>
<td>Exempt</td>
<td>Salaried</td>
<td>Schedule</td>
</tr>
</tbody>
</table>

Positive Time Employees
- Non-exempt
- Hourly or Salaried
- Generally Eligible for Overtime

Elapsed Employees
- Exempt
- Salaried
- NOT eligible for Overtime

---

**Reporting of Time and Absences:**

Based on employee classification, the following guidelines are to be followed:

**Faculty Employees:**

- Report sick absences as they occur, but at a minimum once per month.
- Timekeepers will enter sick absence events using the “elapsed” timesheet.
- Must record time in total number of hours per day.

**A&P Employees:**

- Report absences and time worked, including time worked on holidays using the “elapsed” timesheet on a weekly basis, but at a minimum once per month.
- Should A&P employee work on a holiday, report those hours worked during the week they occur.
- Must record time in total number of hours per day.

**Classified Exempt Monthly Employees:**

- Report absences and hours worked, including hours worked in excess to their schedule using the “elapsed” timesheet on a weekly basis.
- Must record time in total number of hours per day.
- Straight Comp Time will only be available for use once earned, reported and processed.
Exempt Student Monthly Employees

- Report hours worked using the “elapsed” timesheet on a weekly basis.
- Must record time in total number of hours per day.
- Process: If student misses work, the work time for that date must be deleted from their timesheet prior to submission.

Classified Non-Exempt Monthly Employees:

- Report absence events and all hours worked as they occur, but at a minimum weekly.
- Must record time in and time out, including lunch hour.
- Employees record time on the “punch” timesheet.
- If hours are not submitted into PeopleSoft prior to payroll deadlines, employee will still receive full pay.

Classified Non-Exempt Hourly Employees:

- Report absence events and all hours worked as they occur, but at a minimum weekly.
- Must record time in and time out, including lunch hour.
- Employees record time on the “punch” timesheet.
- If hours are not submitted and approved prior to payroll deadlines, employee will not be paid.

Non Exempt Student Hourly Employees

- Report all hours worked as they occur, but at a minimum weekly.
- Must record time in and time out, including lunch hour.
- Employees record time on the “punch” timesheet.
- If hours are not submitted and approved prior to payroll deadlines, employee will not be paid.

Note:

Work Week is Monday through Sunday. All time and/or absences MUST be submitted and approved by “Reports to” managers at the end of each pay period (15th and last day of the month).
**Time Admin Process**

Time Admin is a process in Time and Labor to gather reported hours, including entries made in the Absence Management module, and apply predefined rules to generate Payable Time. In other words, every time someone reports time (either worked or taken), it gets processed by the Time Admin Process, and the result is Payable Time. It also identifies errors to data entry that need to be reviewed and possibly corrected.

Below is a simplified visual representation of the Time Admin Process.

![Time Admin Process Diagram]

The Time Admin Process is a critical automated process that will run multiple times daily (UTSA will run the process 3 times a day) and performs the following:

1. Generates Payable Time for employees on schedules
2. Generates Payable Time for Time Reported
3. Generates Exceptions (errors)
4. Automatically generates hours for Overtime, Holidays, State Comp Time, etc.
Schedule Processing
Below is visual showing how an employee’s schedule is converted to Payable Time. Payable
Time for employees on schedules is generated on the first day of the pay period.

<table>
<thead>
<tr>
<th>Employee Schedule</th>
<th>Payable Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>June 3, 2013</td>
</tr>
<tr>
<td></td>
<td>June 4, 2013</td>
</tr>
<tr>
<td>Nonexempt Employee</td>
<td>June 5, 2013 REG 8.0</td>
</tr>
<tr>
<td></td>
<td>June 6, 2013</td>
</tr>
<tr>
<td></td>
<td>June 7, 2013</td>
</tr>
<tr>
<td></td>
<td>June 10, 2013</td>
</tr>
<tr>
<td></td>
<td>June 11, 2013</td>
</tr>
<tr>
<td></td>
<td>June 12, 2013</td>
</tr>
<tr>
<td></td>
<td>June 13, 2013</td>
</tr>
<tr>
<td></td>
<td>June 14, 2013 REG 8.0</td>
</tr>
</tbody>
</table>

If an employee does NOT fall into a group that has an assigned work schedule, of time has to be
entered in order for the system to generate Payable Time when Time Admin processes.
Timesheet Overview

Navigating to the Timesheet

Below the “UTShare/PeopleSoft Portal” default screen when first logging in. It contains your most commonly used links.

You can customize the layout and show the options you use most.
To navigate to the timesheet, you must use the following menus.

1. Click Main Menu
2. Click Manager Self-Service
3. Click Time Management
4. Click Report Time
5. Click Timesheet

How to Use Favorites
You can use Favorites to get to the UTShare/PeopleSoft functions you use regularly. The Favorites menu provides links to the five most recently used pages and your favorites list (bookmarked item).
After navigating, you arrive at the Timesheet Summary page.

The Timesheet Summary page is where you search for employees. There are three (3) options to search for an employee:

- Option 1: Enter the Employee ID
- Option 2: Invoke the list for all your Employees and select one employee from the list
- Option 3: Use delivered Search Criteria (i.e. Last Name)

Option 1: Enter the Employee ID

Steps:

1. Verify correct beginning date (beginning of the work week)
2. Enter Employee ID
3. Click “Get Employees” button
4. Employee’s name will appear on the bottom of the screen
Option 2: Invoke list for ALL your Employees and select one employee from the list

Using this method will produce a list of all the employees you are responsible for reporting time and absences for.

Steps:

1. Verify correct beginning date (beginning of the work week)
2. Click “Get Employees” button
3. Employee names will appear on the bottom of the screen alphabetically. Note: Only a maximum of 300 employees will appear; to list others, you will need to filter your search.

Nick names are not in the system. You must refer to employees by their first name.
Option 3: Use delivered Search Criteria (i.e. First Name)

Steps:

1. Verify correct beginning date (beginning of the work week)
2. Enter the Employee’s first name.
3. Click “Get Employees” button
4. Employee names will appear on the bottom of the screen

The fields such as Name, Reported Hours, etc. are sortable by ascending or descending order by clicking the title of the column.
Below is a full image of a timesheet and an explanation of the most important sections.

A: Name and Job Title

Ensure data is for the correct employee by verifying their name and job title and/or Empl Record.

B: Empl ID and Empl Record

The Empl Record will reflect the default job record.

Note: It defaults to the Empl Record zero (0). Employees with multiple jobs will show more than 1 Empl Record listed for selection (1, 2, 3, etc.).
C: View By and Date

Timesheets can be viewed by Day or Week, weekly is recommended.

The date defaults to the current date. Type or click calendar icon to select appropriate dates and click the refresh button to update the date field.

The date will update at the bottom of the screen.

D: Reported Hours and Scheduled Hours

Record the hours worked and absences taken during a week accurately and timely. Scheduled hours are the total amount of hours an employee is supposed to work during a week.

As a Timekeeper you will be working with two types of timesheets: Punch and Elapsed timesheets.
Below are images of the two different timesheets. The Punch Timesheet allows entry of time period segments, including lunch periods. The Elapsed Timesheet captures the number of hours per day.

**Timesheet for Positive Time Employees** (such as Work Study or Hourly)

**Timesheet for Elapsed Employees** (such as A&P, Faculty, Classified Exempt)
Reporting for Positive Employees
Positive Time employees are required to report all hours worked in a Punch Timesheet format.

Terminology

<table>
<thead>
<tr>
<th>PeopleSoft</th>
<th>DEFINE</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Recording Code (TRC)</td>
<td>NA</td>
<td>The PeopleSoft code representing each unique type of earnings.</td>
<td>VAC – Vacation</td>
</tr>
<tr>
<td>Exceptions (errors)</td>
<td>NA</td>
<td>Exceptions are errors or warnings to indicate to the timekeeper to review and possibly correct a time reporter’s time entry</td>
<td>Hours worked on a scheduled holiday, More than 24 hours worked/recorded for one day</td>
</tr>
</tbody>
</table>

Rounding / Minutes
UTShare/PeopleSoft allows time entry shortcuts when entering time. Below is an Employee’s Positive timesheet. In the example, the employee started their day on Monday at 8:00 am and left at 11:00 am. A shortcut is to enter 8; the system defaults to “am”.

In the next line the person started their day at 8:02 am, left for lunch at 11:01 am, came back from lunch at 1:05 pm and left for the day at 5:06 pm. Positive employees should report their time to the minute to be in compliance with the FLSA (Fair Labor Standards Act) laws.

UTSA policy is minutes are rounded to the nearest quarter hour, based on 7 ½ minutes, which is rounded during the Time Admin Process. Employees and Timekeepers will NOT need to do this, only report their time.
Add/Delete Rows
Click the “plus” sign (shown below) and the system will add an extra row, then add the “In”, “Meal Out”, “Meal In” and “Out”.

If you need to delete a row that was entered in error, delete a row by clicking, click the “minus” sign (shown below).

![Timesheet](image)

Time Entry Shortcuts
Time entry shortcuts are listed below:

1. If you do not enter ‘am’ or ‘pm’ the system will assume it is ‘am’ which is the default.
2. You can enter a single digit, such as 8, if the time is 8:00 am. For 8:00 pm you can enter 8p.
3. A tenth of an hour can be entered as 8.5 for 8:50. Minutes can be entered as 8.01 for 8:01 and adding a “p” to designate PM if necessary.
Overlapping Days

Overlapping days is when an employee begins work one day and ends work on the next day. For example, an employee started work at 11:00 pm on Wednesday and ended their day at 4:00 am on Thursday. On Thursday the employee went back to work at 10:01 am. Since the employee already was “Out” at 4:00 am, you have to “Add a Row” for the time entry ending at 4:00 am and the time entry beginning 10:01 am.

<table>
<thead>
<tr>
<th>Day</th>
<th>In</th>
<th>Meal Out</th>
<th>Meal In</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>11p</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>10:01</td>
<td>2p</td>
<td>3:01p</td>
<td>7:01p</td>
</tr>
</tbody>
</table>
System Warnings
After you complete the time entry for the week, click the “Submit” button located at the bottom of the page (highlighted below). PeopleSoft will calculate and verify system rules.

In the example above, PeopleSoft recognizes Monday, September 2 as a holiday – Labor Day. When you click Submit, PeopleSoft provides a System Warning, asking you to verify the person worked on the holiday. If it is a mistake, then click the Cancel button and edit the time on the Timesheet. If it is correct, click OK and continue the process.

Note: Always click Submit. If you make a mistake, you can correct the timesheet and click Submit again.
Submit and Submit Confirmation
The Submit Confirmation page is your acknowledgement the Timesheet has been completed and is submitted.
Clicking Submit concludes your required actions for the Timesheet. Notice the items that have changed on the Timesheet:

A. The Status and Approval Monitor columns changed.
B. The times were changed to a PeopleSoft format.
C. Times were calculated for each day and shown in the Punch Total column. Converting minutes to a decimal format.
D. Total amount of time was calculated and shown in the Reported Hours on the top of the page.
E. A summary for each day is shown in the “Reported Time Summary” panel. Notice the Total Hours is the same as the Reported Hours on the top of the screen.

Note: You will not see the rounding rules applied on this screen – they appear in the Payable Time Summary which is the result of the Time Admin process. The Time Admin Process will be running 3 times a day; the Process calculates the total amount of hours worked using defined rules based off of UTSA and UT rules and policies.
Payable Time Summary
You must verify the data you entered on the Payable Time Summary. This review should be done after the Time Admin Process runs. The Time Admin Process calculates the rules and converts time to Payable Time. Payable Time is what Payroll will use to calculate your pay.

Navigate to Payable Time Summary by clicking Main Menu, Manager Self Service, Time Management, View Time and Payable Time Summary.

View Payable Time Summary
The Payable Time Summary page shows a quick glance how much time an employee worked. The Payable Time Summary image below shows an employee worked on a Holiday and earned 3 extra hours of Holiday Comp, they worked 8.25 Regular hours on Thursday, and earned 8 Holiday hours on Monday. The system automatically these hours.
Enter Time for Salaried Non-exempt Scheduled Employees

Apply Schedule
Schedules are very important. All salaried non-exempt scheduled employees have a schedule. Click the Apply Schedule button (as shown below) when entering time for an employee.

Below is an example of what a timesheet looks like once the Apply Schedule button has been clicked. If the schedule is incorrect the Supervisor/Manager needs to submit the form necessary to make the change to the employee’s work schedule.

You are now ready to make any changes to this employee’s time.
Holiday TRC
In this example, Monday, September 2, is Labor Day. When the Apply Schedule button is clicked, the row is blank and the Scheduled Hours shows as 32.00 instead of 40.00 since that Monday is a Holiday.

If an employee works, hours different from the schedule, you can update the row. In the following example, the employee worked an extra hour. Delete the time of 5:00:00 PM in the “Tuesday Out” field and change it to 6p.
Conference, Training, and Travel Time Reporting Codes (TRC)

Time Reporting Codes (TRCs) are a new functionality in PeopleSoft. These new TRCs are optional, but is very helpful for managers and supervisors to track the hours worked away from an employee’s regular job. In the example below, an employee went to a conference on Thursday, so you would select the CONFS-Conference Salary TRC from the drop down menu.
Comp Time Earned and Taken
In the example below, the employee used 8 hours of Overtime Compensation. The employee selected “OTCTS-Overtime Comp Time Taken” and on Friday entered 8 in the “Quantity” column.

How to Record Additional Time Worked
Below the employee worked Saturday, from 9:00 am to 11:00 am. This is entered like any other work day.
However, the employee incorrectly entered 11am or “Meal Out” instead of “Out.”

After the Timesheet was submitted, the Punch Time total was changed to 9:00 hours for Tuesday when the employee worked until 6 pm.
Because there are no Time Reporting Codes entered for Regular time worked, the system will classify the hours as worked during the Time Admin Process.

When you click the Submit button, the system calculates the hours worked based on the hours entered.
Exceptions (Errors)
Although the hours were calculated and shown in the Reported Hours area, when Time Admin processed there was an error (shown below). Notice the new column called Exception with the icon to indicate what day the error occurred. Click on the icon for an explanation of the error. In this case, the system did not recognize the employee left at 11 am on Saturday since time was entered in the “Meal Out” field instead of the “Out” field.

How to Correct Exceptions
First, return to the Timesheet. Delete the time in the “Meal Out” field and enter the time in the “Out” field. Once the field is corrected, click the Submit button again.

When the Time Admin processes again the Time Admin Process will clear up the exception.
Navigate to Payable Time Summary
Navigating to Payable Time Summary is another way to quickly see the entries reported and processed by Time Admin. Navigate to Payable Time Summary by clicking Main Menu, Manager Self Service, Time Management, View Time and Payable Time Summary.

Enter Time - Payable Time Summary
Use Payable Time Summary to view an employee’s Payable Time. In previous example the employee had Reported Hours of 35, which was 3 hours over the Scheduled Time of 32 hours, so the employee earned 3 hours of State Comp time.
**Time Reporting Codes (TRCs)**
Reporting codes are used to track an employee’s time. Each department head will have the option of using these.

<table>
<thead>
<tr>
<th>Available:</th>
<th>TRC</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONFS*</td>
<td>Conference</td>
</tr>
<tr>
<td></td>
<td>EMCL</td>
<td>Emergency Closure</td>
</tr>
<tr>
<td></td>
<td>OCP</td>
<td>Overtime Comp Payout</td>
</tr>
<tr>
<td></td>
<td>PREG</td>
<td>Project Regular</td>
</tr>
<tr>
<td></td>
<td>TRAIN*</td>
<td>Training</td>
</tr>
<tr>
<td></td>
<td>TRAVL*</td>
<td>Travel</td>
</tr>
<tr>
<td>Special TRCs:</td>
<td>OTCTH/OTCTS</td>
<td>Overtime Comp Taken</td>
</tr>
<tr>
<td>TL Admin Only:</td>
<td>STCTH/STCTS</td>
<td>Straight Time Comp Taken</td>
</tr>
<tr>
<td>Not Used:</td>
<td>OTADJ</td>
<td>Overtime Adjustment</td>
</tr>
<tr>
<td></td>
<td>OTDEC</td>
<td>Overtime Decrement</td>
</tr>
<tr>
<td></td>
<td>STADJ</td>
<td>State Comp Adjustment</td>
</tr>
<tr>
<td></td>
<td>STDEC</td>
<td>State Comp Decrement</td>
</tr>
<tr>
<td></td>
<td>TMPW</td>
<td>Temp Work</td>
</tr>
<tr>
<td></td>
<td>UPDS</td>
<td>Unpaid Salary</td>
</tr>
</tbody>
</table>

**CBCMP (Call Back Comp – Comp Time)**

Used by Departments that have an approved Call Back Comp policy to provide minimum Call Back Comp hours reviewed and approved by Human Resources.

**CONFS (Conference)**

This TRC will be used to record time when an employee attends a conference.

**TRN (Training)**

This TRC will be used to record time when an employee attends a training.

**TRVL (Travel)**

This TRC will be used to record time when an employee is traveling.
UTSA PeopleSoft Time and Absence Reporting for Timekeepers

EMCL (Emergency Closure)

Used when the University is closed and the President’s Office announces a proclamation under Emergency Closure. This TRC only when directed by the President’s Office, Human Resources and the Time and Labor Office. Instructions follow the announcement on who is eligible for this payment.

OCP (Overtime Comp Payout)

This TRC will be used to initiate the Overtime Comp Payout to the employee when an employee has overtime comp and the department allows a payout from their budget, or HR instructs Departments to pay it out because the employee has reached their limit.

PREG (Project Regular)

This TRC is used in substitution of project-related regular time. It is only for projects, and 99% of the time departments will not use this. It is only for select departments who will use the TRC for project costing to track projects. You will be notified by the Grants Office, Project Office, or by the Time and Labor Office if you need to be using PREG. Those selected will require specific training on how to use this project-related TRC.

Special TRCs

OTCTH/OTCTS (Overtime Comp Taken)

STCTH/STCTS (State Time Comp Taken)

This TRC is used when an employee wants to use comp time, from their available balances, in place of work time, or instead of vacation time.

TL Admin Only

This group of TRC is used only by TL Admins.

Not Used

This TRC will never be used by Timekeepers or employees.
Record Overtime Comp Payout

This TRC will be used to initiate the Overtime Comp Payout to the employee. A payout means that the Overtime Comp amount will be added to the employee’s check and paid in addition to their regular pay.

This entry can be made on any row, but it does have to be added to the week you want it paid out. For example if an employee is in the semi-monthly payroll process and the entry is made on the 14th, the employee will be picked up for processing on the 15th. If the entry is made on July 16th, it will get paid out on the following pay period.

For monthly employees, entries must be made/approved prior to published Payroll Processing dates.
In this example, the employee is trying to use 40 hours of Overtime Comp Time but they only have 37.67 hours in their available balance.

When this is submitted, the following warning message appears:
To correct this warning, you must change the 40 to the amount that is in the employee’s Comp Time balance, or use other TRCs.
Report Time for Elapsed Employees

Reporting time for an Elapsed employee is done on a different type of Timesheet.

First, click the Apply Schedule button.
The schedule only filled in until Wednesday; since Thursday and Friday are University Holidays (Thanksgiving). Click the Submit button.

Work Time and Absences Outside Scheduled Hours
In the example below, the employee attended a conference on Wednesday Nov 27th. Since this is different than regular time you would add a row then select the correct TRC.
Working on a Holiday - Comp Time Earned by Elapsed Employee

In the example below, the employee worked 4 hours on Friday, a University Holiday.

Since it is a holiday, a warning message will appear. If you are certain the person worked on the holiday click OK; if not, go back to edit the Timesheet.

Verify what was processed after Time Admin Process on the Payable Time Summary page. Notice the different types of TRCs and time accounted for each day.
Record Time for Graduate Research Assistants (GRAs) and Salaried Students

Graduate Research Assistants (GRAs) and other Salaried Students have a schedule.

Click the Apply Schedule button to fill in the Timesheet.

The schedule only filled in Monday through Wednesday since Thursday and Friday are scheduled University Holidays (Thanksgiving).
Salaried Holiday Ineligible Employee - Holiday Worked TRC
Salaried Ineligible Employee are paid student positions and staff who have a FTE of <=50. If a Salaried Holiday Ineligible person works on a holiday, it should be reported with the TRC of Holiday Worked.

Since it is a holiday, a warning message will appear. If you are certain the person worked on the holiday click OK, if not, go back to edit the Timesheet.

Confirmation
You get your confirmation.
Unpaid Salary
Since Salaried Ineligible Employees and Salaried Students are not eligible for holiday pay, PeopleSoft deducts the number of hours per day based on their FTE and puts the hours in “Unpaid Salary” (see below).

Other Time Entry Topics

Work Schedule and Comp Time Balances
Navigate to the Assign Work Schedule by clicking Main Menu, Manager Self Service, Time Management, Manage Schedules, and Assign Work Schedule.
Work Schedule

Use “Show Schedule” link to verify and employee scheduled to work four 10-hour days or five 8-hour days.
Navigating to Comp Time Balances

Navigate to Compensatory Time by clicking Main Menu, Manager Self Service, Time Management, View Time, and Compensatory Time.

The Compensatory Time page shows the “Compensatory Time Off Plan”, “Date”, “Balance at Start of Day”, and the “Expiration Period” count, which in this example is “Never” expires.
In the example below, Straight Time Comp Time is Expiration Period is 365, since Straight Comp Time expires 1 year from the date it is earned.

The options in the “Show Time Expiring In” field is 30 days, 90 days, Year, and Show All.

You can navigate between the types of Compensatory Time by clicking “Next Employee” or “Previous Employee”.

---

**Straight Time Comp Time**

**Compensatory Time**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Empl Record:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**Previous Employee**

**Comp Time Balance Summary**

<table>
<thead>
<tr>
<th>Compensatory Time Off Plan</th>
<th>Expiration Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 11/15/2013</td>
<td>Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Balance at Start of Day:</th>
<th>Period Count:</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.00</td>
<td>365</td>
</tr>
</tbody>
</table>

**Expanding Expire Expiring in:**

- Show All

**Expire Time Earned**

<table>
<thead>
<tr>
<th>Expiration Date</th>
<th>Quantity</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/2014</td>
<td>12.00</td>
<td>8.00</td>
</tr>
<tr>
<td>05/27/2014</td>
<td>8.00</td>
<td>1.00</td>
</tr>
<tr>
<td>09/06/2014</td>
<td>7.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**Navigate to the Monthly Time Calendar**
The monthly calendar is a tool to help you view time periods, view Reported or Payable Time, and reconcile hours to be paid.

Navigate to Compensatory Time by clicking Main Menu, Manager Self Service, Time Management, View Time, and Monthly Time Calendar.
Monthly Time Calendar Search
The Monthly Time Calendar tool is very helpful in the reconciliation process of validating time worked is accurate for payroll processing. As months and years go by, you can view an employee’s history of what was recorded and processed.
The image below is a truncated view of the calendar. A listing of all employees in your group will be viewable.

This monthly calendar view will help you to reconcile time at a glance or find exceptions for anyone in your group.

Each employee has two rows in the monthly calendar. The first row indicates the reported hours, and the second row indicates the scheduled hours.
Absence Events

An Absence Event is the period of time a payee is absent continuously for the same reason. PeopleSoft allows for absences to be recorded for previous, current, and future periods. However, previous events can only be recorded up to 90 days prior, and future events up to 30 days.

These details are entered, managed, and planned on the Absence Event PeopleSoft page.

The following are entered as absence events:

- Vacation
- Sick
- Floating Holiday
- Educational Activities
- Jury Duty
- Bereavement

The following are entered as timesheet TRC entries:

- Straight Comp Time Taken
- Overtime Taken

The remaining absence events must be approved and entered by HR-Leave Management Office

- Timely communication and documentation between employees, departments and HR-Leave is still necessary and required.
## Absence Management Terminology

<table>
<thead>
<tr>
<th>PeopleSoft</th>
<th>DEFINE</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Event</td>
<td>Time Off</td>
<td>The period of time a payee is absent continuously for the same reason.</td>
<td>Vacation 09/09-09/11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sick 09/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Floating Holiday 09/13</td>
</tr>
<tr>
<td>Partial Days</td>
<td>Half Days</td>
<td>Absences of less than full days.</td>
<td>Vacation 09/09 for 2 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sick 09/09-09/10 for 12 hours</td>
</tr>
<tr>
<td>Cascading</td>
<td>N/A</td>
<td>Automatic depletion of available absence hours in a prioritized cascading</td>
<td>Vacation Request: Vacation &gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>order (based on the leave requested).</td>
<td>FHL &gt; Unpaid</td>
</tr>
</tbody>
</table>
Cascading Program
PeopleSoft provides a Cascading Program in Absence Management (AbM) module to automatically deduct “employee” submitted absence hours against a prioritized order of an employee’s accrued leave type balances.

UTShare recommends the cascading feature be implemented in order to formulate a common use of accrued leave and prevent negative leave type balances.

The cascading order is shown below:

<table>
<thead>
<tr>
<th>Entitlement Element</th>
<th>Order of Depletion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Vacation</strong> (VAC)</td>
<td>Vacation</td>
</tr>
<tr>
<td><strong>Floating Holiday</strong> (FHL)</td>
<td>FHL</td>
</tr>
<tr>
<td><strong>Educational Activities</strong> (PTC)</td>
<td>PTC*</td>
</tr>
<tr>
<td><strong>Sick</strong> (SCK)</td>
<td>Sick</td>
</tr>
</tbody>
</table>

* Hours are transferred from the sick balance, when requested.
Steps to Record a Full Day Absence Event

A. Click the Apply Schedule button.
   - This step will fill in the timesheet with the employee’s regular work schedule
   - Click the “Absence Event – select to view” link at the bottom of the page
     - This step will open the Absence Event panel on the lower part of the screen
B. Click the Add Absence Event button to add an Absence Take.
C. Verify the absence event is being entered in the correct week.
D. Verify the employee’s current balances. Remember, the absence balances reflect the hours as of the previous month.

1. Enter the Start and End Date of the absence event by clicking the calendar icon.
2. Enter the Absence Name (Sick Leave, Vacation, etc.).
3. Enter the Reason, if required (Illness-Self, Illness-Family Member, etc.).
4. Click the Details link, which will open the Absence Event Details page (image shown on the next page).

5. Click “None” in the Partial Days field.
6. Click the Calculate End Date or Duration button and validate the Duration number of hours.
7. Click the OK button.
Comments may be added if needed in the Reporter Comments box. (i.e. Employee on FMLA, pre-approved Vacation, etc.)

Notice the current balance for the absence being entered is available on the right hand side.
Notice the information entered is now displayed on the Absence Events tab. The status of the absence event is “New” due to the absence event not being submitted yet. To submit the Absence Event, click the Submit button at the bottom of the timesheet page.

E. Click the Submit button

Once you click the Submit button, you will come to a Submit Confirmation page.

F. Click the OK button
Once you receive the Submit Confirmation, the absence event that was submitted appears on a new row in the timesheet for the specific date(s) entered. Notice the “Punch Total” column indicates 8:00 and the row below also shows the Time Reporting Code of SICKS – Sick – Salaried with 8:00 in the quantity field. Because the employee is scheduled to work on Mondays and an absence event was entered for that day, the hours worked need to be deleted.

The Status column for the absence event now indicates “Approved” because it has been successfully submitted.
Delete the hours worked on Monday to correct the timesheet.
After deleting the hours worked on Monday, click the submit button and validate the reported hours and scheduled hours are correct.

Note: Timesheets may be submitted as many times as needed. Timesheet and absence event entries and corrections may be entered up to 90 days back and 30 days in the future.

If multiple absence events need to be entered in a week, they must be submitted separately. Once the absence event has been submitted the “Add Absence Event” button will become available to enter the next absence event of the week.
# UTSA PeopleSoft Time and Absence Reporting for Timekeepers

## Instructions

- **View By:**
  - **Week**
  - **Date:** 12/07/2013
- **Reported Hours:** 41.00
- **Scheduled Hours:** 41.00
- **Employee:**
  - **Emp ID:**
  - **Emp ID Recnt:**
- **Prepare Time Form:**
  - **Schedule Information**

## Time and Absence Data

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Status</th>
<th>Approval Monitor</th>
<th>In</th>
<th>Mid In</th>
<th>Mid Out</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Taskgroup</th>
<th>Time Zone</th>
<th>Source</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/07/2013</td>
<td>Mon</td>
<td>New</td>
<td>Approved Monitor</td>
<td>00:00</td>
<td>12:00</td>
<td>1:00</td>
<td>00:00</td>
<td>00:00</td>
<td>PSNOCAT010</td>
<td></td>
<td>PSNOCAT010</td>
<td>CST</td>
<td>Online</td>
<td>12/07</td>
</tr>
<tr>
<td>12/08/2013</td>
<td>Tue</td>
<td>Submitted</td>
<td>Approval Monitor</td>
<td>00:00</td>
<td>12:00</td>
<td>1:00</td>
<td>00:00</td>
<td>00:00</td>
<td>PSNOCAT010</td>
<td></td>
<td>PSNOCAT010</td>
<td>CST</td>
<td>Online</td>
<td>12/08</td>
</tr>
<tr>
<td>12/09/2013</td>
<td>Wed</td>
<td>Submitted</td>
<td>Approval Monitor</td>
<td>00:00</td>
<td>12:00</td>
<td>1:00</td>
<td>00:00</td>
<td>00:00</td>
<td>PSNOCAT010</td>
<td></td>
<td>PSNOCAT010</td>
<td>CST</td>
<td>Online</td>
<td>12/09</td>
</tr>
<tr>
<td>12/10/2013</td>
<td>Thu</td>
<td>Submitted</td>
<td>Approval Monitor</td>
<td>00:00</td>
<td>12:00</td>
<td>1:00</td>
<td>00:00</td>
<td>00:00</td>
<td>PSNOCAT010</td>
<td></td>
<td>PSNOCAT010</td>
<td>CST</td>
<td>Online</td>
<td>12/10</td>
</tr>
<tr>
<td>12/11/2013</td>
<td>Fri</td>
<td>Submitted</td>
<td>Approval Monitor</td>
<td>00:00</td>
<td>12:00</td>
<td>1:00</td>
<td>00:00</td>
<td>00:00</td>
<td>PSNOCAT010</td>
<td></td>
<td>PSNOCAT010</td>
<td>CST</td>
<td>Online</td>
<td>12/11</td>
</tr>
<tr>
<td>12/12/2013</td>
<td>Sat</td>
<td>New</td>
<td>Approved Monitor</td>
<td>00:00</td>
<td>12:00</td>
<td>1:00</td>
<td>00:00</td>
<td>00:00</td>
<td>PSNOCAT010</td>
<td></td>
<td>PSNOCAT010</td>
<td>CST</td>
<td>Online</td>
<td>12/12</td>
</tr>
<tr>
<td>12/13/2013</td>
<td>Sun</td>
<td>New</td>
<td>Approved Monitor</td>
<td>00:00</td>
<td>12:00</td>
<td>1:00</td>
<td>00:00</td>
<td>00:00</td>
<td>PSNOCAT010</td>
<td></td>
<td>PSNOCAT010</td>
<td>CST</td>
<td>Online</td>
<td>12/13</td>
</tr>
</tbody>
</table>

---

## Leave and Compensatory Time Balances

### Absence Event, select to hide

#### Absence Events

- **Start Date:** 12/07/2013
- **End Date:** 12/10/2013
- **Absence Name:** Sick Leave
- **Reason:** Illness/Soft
- **Duration:** 0.25 Hours
- **Status:** Approved
- **Approval Monitor:**
- **Approver:** Manager

---

## Add Absence Event
Punch Timesheets versus Elapsed Timesheets

- Absence Event(s) are entered the same way for employees with Elapsed timesheets and employees with Punch timesheets.

- The absence event(s) do, however, show up differently on the different timesheets.

In the Punch Timesheet, the absence events appear under the corresponding day with the appropriate absence type taken in the Time Reporting Code (TRC) column. The number of hours taken for the day appears under the Quantity column to the right of the TRC.
In the Elapsed Timesheet, the absence events also appear under the corresponding day with the appropriate absence type taken in the Time Reporting Code (TRC) column. However, the number of hours taken for the day appears under the Total Hours column to the left of the TRC.

Remember the hours populated as hours’ work need to be modified based on the absence events submitted.

**Partial Days**

Partial Days- Absences less than full days

1. **All Days** = Use if the days entered are all partial days and each day is the same number of hours.

2. **End Day Only** = Use if the end date (last day) of the absence event is the only partial day.

3. **None** = This is the default value. Do not change this if none of the days are partial days.

4. **Start Day Only** = Use if the start date (first day) of the absence event is the only partial day.

5. **Start Date and End Dates** = Use when the start (first) and end (last) days are each partial days.
## Partial Days Examples

<table>
<thead>
<tr>
<th></th>
<th>Mon. 12/09</th>
<th>Tues. 12/10</th>
<th>Wed. 12/11</th>
<th>Thurs. 12/12</th>
<th>Fri. 12/13</th>
<th>Expected Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Days</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Absence</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>End Day Only</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td></td>
<td>4</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absence</td>
<td>8</td>
<td>8</td>
<td>4</td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td><strong>Start Day Only</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>6</td>
<td></td>
<td></td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Absence</td>
<td>2</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td><strong>Start and End Days</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>6</td>
<td>4</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absence</td>
<td>2</td>
<td>8</td>
<td>4</td>
<td></td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>
Start and End Days Partial Days
Employee is out from 12/09 to 12/11. The middle day, 12/10, is the only full day in the absence event. The first day (12/09) and the last day (12/11) are both partial days, each by a different number of hours. This event will trigger a 14 hour duration absence event.

<table>
<thead>
<tr>
<th></th>
<th>Mon. 12/09</th>
<th>Tues. 12/10</th>
<th>Wed. 12/11</th>
<th>Thurs. 12/12</th>
<th>Fri. 12/13</th>
<th>Expected Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>6</td>
<td>4</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>Absence</td>
<td>2</td>
<td>8</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As stated above, enter the Start and End Date(s) of the absence event, and select the Absence Name and Reason, if required. Then click the Details link, which will open the Absence Event Details page.
1. Click “Start and End Days” in the Partial Days field.

2. Enter the number of hours the employee is taking off for the Start Day and the End Day. The hours for this Partial Days option do not need to be the same.

3. Click the Calculate End Date or Duration button and validate the Duration number of hours. For this example, the first day is a partial day of 2 hours, while the last day is a partial day of 4 hours. Based on the employees work schedule, the full day is equal to 8 hours, and the partial days equal a total of 6 hours, making the duration equal 14.0.

4. Click the OK button
Comments may be added if needed in the Reporter Comments box. (i.e. Employee on FMLA, pre-approved Vacation, etc.)

Notice the current balance for the absence being entered is available on the right hand side.

5. Click the submit button.

Once the absence event has been submitted the event will populate in a new row under the corresponding days, be sure to modify the number of hours worked for the days with partial hours and delete the hours worked from the days with a full day absence event. Click the submit button again, once the hours worked have been adjusted. Note that a timesheet may be submitted as many times needed. Timesheet and absence event entries and corrections may be entered up to 90 days back and 30 days in the future.
Cancel an Absence Event
To cancel an absence event that has been submitted, do the following:

1. Click the “Edit” button on the far right of the absence event.
2. Click the Cancel check box.
3. Click the Submit button.

The status of the absence event will change from Approved to Cancelled. Be sure to return to the timesheet and adjust the hours worked as needed and submit the updated timesheet again.
<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Absence Name</th>
<th>Duration</th>
<th>Unit Type</th>
<th>Details</th>
<th>Status</th>
<th>Approval Monitor</th>
<th>Source</th>
<th>Cancel</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/09/2013</td>
<td>12/11/2013</td>
<td>Vacation Leave</td>
<td>14.00 Hours</td>
<td></td>
<td></td>
<td>Approved</td>
<td>Approval Monitor</td>
<td>Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Absence Name</th>
<th>Duration</th>
<th>Unit Type</th>
<th>Details</th>
<th>Status</th>
<th>Approval Monitor</th>
<th>Source</th>
<th>Cancel</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/08/2013</td>
<td>12/11/2013</td>
<td>Vacation Leave</td>
<td>14.00 Hours</td>
<td></td>
<td></td>
<td>Cancelled</td>
<td>Approval Monitor</td>
<td>Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Time Admin Processing and Timekeeper Responsibilities

Time Admin Processing Schedule
• Time Admin Processing (Automated) Schedule
  – Runs daily, several times per day.
  – The first run in pay cycle produces Payable Time for employees on schedule.

Weekly Deadline
• Report time
• Correct Exceptions (errors encountered by Time Admin Process)
• Enter Absence Events

Validate End of Pay Period Deadline
• 15th and last day of month
• Same responsibilities listed above
PeopleSoft Support and Sustainment Center

Contact Us – Reaching the PSSC

Your Single Point of Contact (SPOC)

The PSSC is ready for your PeopleSoft questions! Two ways to contact us:

1) Telephone: 210-458-SPOC (458-7762)
2) Go to UTShare Website: www.utsa.edu/utshare, click the SPOC icon for the PeopleSoft ticketing system

*Questions raised now through post Go-Live helps PSSC establish a comprehensive knowledge base and appropriate Service Levels!*

*For any policy or business process related questions, please contact the Human Resources, Finance or Purchasing departments.*