
The following questions were submitted in response to entry of time and absence into UTShare/PeopleSoft from March 1, 2014 – August 31, 2014.

1. Under the non-exempt category, there are both classified and non-classified. Is time reporting required for student employees also?

   Yes, time will have to be recorded for every type of employee at UTSA to include staff, faculty, and students.

2. Why is time and absence being reviewed by payroll before supervisors have to submit time via UTShare reports?

   Time and Absence is not reviewed by payroll prior to supervisor submission. Approval of time and absence will be completed outside of the system by the supervisor then entered into UTShare/PeopleSoft by the appointed timekeeper. Once the timekeeper enters the information into the system it routes to Payroll to be applied to the individual’s pay.

3. Are there reports that a timekeeper and/or supervisor can run to verify the information entered?

   Yes. Additional information to follow at a later date.

4. Can I as an ASO put in and approve time for those above me (manager, directors)?

   Any individual appointed as a timekeeper of a unit will be able to enter time for every individual assigned to that unit. The timekeepers will enter the time from either a paper document or electronic document that has already been approved/signed by the employee and supervisor.

5. We have a couple of centers with one director or coordinator with only one employee, or have a center with only one employee (the director or coordinator). Who is enters time?

   Timekeepers will have to be appointed using the unit hierarchy where centers will report time up to the college or department level. For example: A center with one employee that reports to Biology will need to report time to the timekeeper of the Biology Department.

6. Will faculty be required to enter their own time or will someone enter it for them?

   The faculty will report any sick leave taken on a monthly basis to the timekeeper who will enter that time into the system.

7. Will we have to fill out all hours for faculty, or just record sick leave, etc.?

   Faculty will report to their admin/timekeeper sick leave and floating holidays they used. Faculty that have a joint administrative position accrue vacation and will need to have vacation time reported. Training will be delivered to assist timekeepers in accurate time and absence entry for faculty into UTShare.

8. Are A&P employees exempt from recording their time (in and out)?

   A&P employees record absences and time worked on skeleton days.
9. What time do other employees record?

Non-exempt employees will be required to record “punches” which refers to time they arrived at work, time out for lunch, time returned from lunch and time left for the day. Exempt employees (non-faculty) will need to record absences (vacation, sick, comp time taken) and time worked over what is scheduled.

10. Currently, departments have 2 business days in DEFINE to process OV documents. What is the turn-around time in UTShare?

UTShare will operate very differently than DEFINE and will require time to be entered weekly. Time must be entered and processed prior to suspense dates that will be determined by the Payroll calendar. There will be training on this subject in detail to make sure all timekeepers and departments are aware of suspense dates and the timing of time entry.

11. Is the department responsible to buy the punch machine or will the machine be provided by the Payroll Office for all of the UTSA departments? Is it mandatory to use the punch machine, or can departments keep a manual log to maintain the time? Will the punch machine be required after full implementation of PeopleSoft by September 2014?

Although the terminology is called “punched time”, there is not a requirement to use punch machines or time clocks. Time will be recorded and approved outside of the system and then entered into UTShare.

12. Will the new time records be something done online or will we be using paper forms of some sort?

On March 1, 2014 time collection and approval will be outside of UTShare. Both a paper form and an online form are being developed to record and approve time. The appointed timekeeper will enter the approved time in UTShare.

13. If the supervisor is the timekeeper from March – August, who is the next approver?

If the supervisor is the timekeeper, he/she will enter the information in UTShare. There are no approvals routed through UTShare. All approvals will happen outside of the system.

14. If the admins are the timekeepers, does the supervisor approve the admins entries into UTShare for classified-nonexempt and monthly exempt staff?

Once the entries are made by the timekeeper a report can be run by both the supervisor and timekeeper to verify the accuracy of the entries made in the system. There are no approvals routed through UTShare.