

Job Aid for Accessing IWS Archive forms

- 1) The *Interim Workflow Solutions* (IWS) Archive can be accessed from our *UTShare* web site by going to the *UTShare/PeopleSoft Resources* Dashboard page.

UTSA The University of Texas at San Antonio

myUTSA Info For Locations Directory Calendar About UTSA Search UTSA

Admissions Academics Research Athletics Campus Life Community Outreach Alumni Giving to UTSA

UT SHARE at UTSA
Solutions to Support Unlimited Possibilities

Click here.

Home

- Training Materials
- UTShare Overview
- Reference Materials
- About the PSSC

UTShare On-Premise Build and Migration Project - Successful Cutover – PeopleSoft is Now Available

What is Happening?
UT Shared Information Services (UT SIS) has successfully completed the replacement of the old hardware infrastructure to the new state of the art equipment. PeopleSoft is now available to all campus users with connection through a new URL link.

What is the Impact?
PeopleSoft is now available to all campus users but transition to the new

UTShare/PeopleSoft Resources

PEOPLESOFT SPOC

For questions about

- 2) In the *Dashboard* page, click on the *Interim Workflow Solutions* web link.

UTSA The University of Texas at San Antonio

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UTShare

Click here.

PeopleSoft Resources

- » [UTShare/PeopleSoft](#)
- » [Interim Workflow Solutions](#)
- » [Security Request Forms](#)
- » [Single Sign-on Test Utility](#)
- » [UAT Portal](#)
- » [Hyperion](#)

Support Resources

- » [SPOC - Ticketing System](#)
- » [UTShare at UTSA](#)
- » [UPK - User Productivity Kit](#)
- » [Kayako Staff Access](#)
- » [ServiceNow](#)
- » [UT Direct](#)

- 3) You will be required to log into SharePoint Online by typing in your UTSA email address and hit **Enter** where you will be re-directed to a Sign In page.



UTSA

Type in your email address and hit Enter

 John.Smith@utsa.edu 



Use another account

- 4) You will be re-directed to a Sign In page to log into SharePoint Online/Office 365.



Sign In

Type your myUTSA ID and passphrase.

myUTSAID: *Example: ABC123*

Passphrase:

Type in your abc123 and Passphrase. Click Sign In



EMAIL QUARANTINE CONSOLE

Click here to log in to the Microsoft Exchange Online Protection filtering application.

- 5) At the home page of the *PeopleSoft IWS* site, you will have access to the current IWS forms as well as the *IWS Archive* site links in the yellow column which now resides in SharePoint Online/Office 365.

Interim Workflow Solutions - Electronic Forms

Hover over each link for additional information.

Current IWS System (except where noted)

Employee Forms (SharePoint Online/Office 365) - forms created since March 28, 2016

[Review/Submit Timesheet - "Punch"](#)

[Review/Submit Timesheet - "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.

[Create Benefits Eligible Position Form](#)

[Pay Rate Change Request Form](#)

[Benefits Eligible Reclassification Request Form](#)

[Salary Supplement Request Form](#)

The following forms route directly to HR Day ONE. Please email dayone@utsa.edu if further assistance is required.

[Create Non-Benefits Eligible Position Form](#)

[Hire/Rehire Request Form](#)

[Modify Position Form](#)

[Job Record Change Form](#)

[Faculty Contract Request Form](#)

Department Financial Forms (See Archive List)

Archive IWS System

Employee Forms (Archive only - May 1, 2014 to March 27, 2016)

["Punch" Timesheets](#)

["Elapsed" Timesheets](#)

Department HR Forms (Archive only - May 1, 2014 to July 31, 2016)

[Create a Position Requests](#)

[Modify a Position Requests](#)

[Pay Rate Change Requests](#)

[Hire/Rehire Request](#)

[Job Record Change 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](#)

- 6) Hover over one of the form links to access a particular archived form. Below is an example of retrieving a "Create a Position Requests" form. Click on the document type hyperlink.

Department HR Forms (Archive only - May 1, 2014 to July 31, 2016)

[Create a Position Requests](#)  **Click here.**

[Modify a Position Requests](#)

[Pay Rate Change Requests](#)

[Hire/Rehire Request](#)

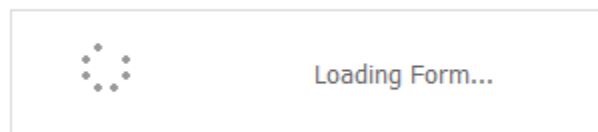
[Job Record Change Requests](#)

[Create Faculty Contract Requests](#)

- 7) Next, you will be directed to a list view page for the “Create Position Requests” list. This list contains all Create Position requests that you submitted (from May 1, 2014 to March 27, 2016). Example: Here, you can view one or more forms in this list by clicking on a hyperlink under the *Form Name* column.

✓	Submitter	Form Name	Date Submitted	Status	Business Unit
✓	Ruben Ortiz	tester Position Request 15-12-25	11/16/2016	Saved as Draft	John Frederick
	Ruben Ortiz	Webmaster II Position Request_11-00-07	11/10/2015	Saved as Draft	Samuel Gonzales

The form begins to load:

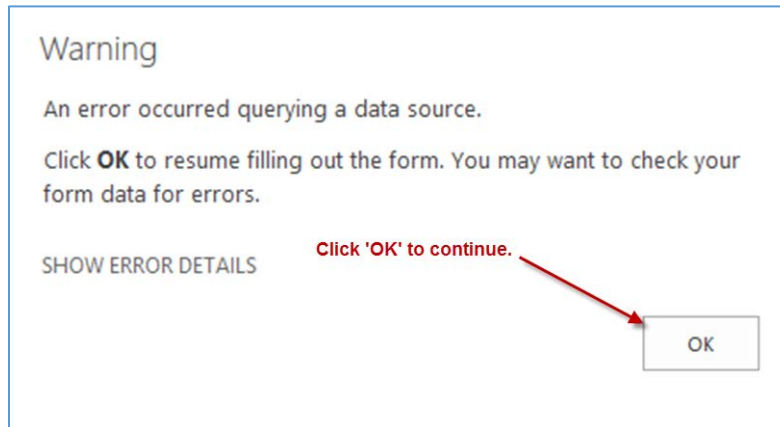


- 8) Then, you will see the “Create Position” form that you selected from the list.

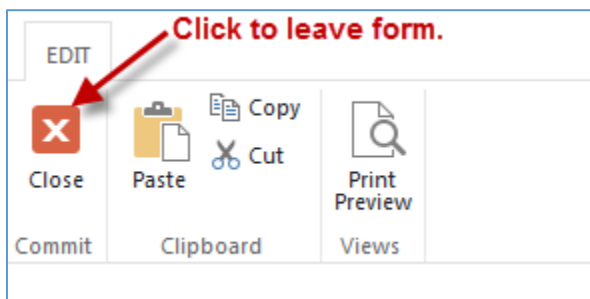
Requestor Information			
Submitter:	<input type="text"/>	Phone Number:	<input type="text"/>
User ID:	<input type="text"/>	Department:	<input type="text"/>
		Date Submitted:	11/10/2015

Position Information			
Description of Action/Comments:	<input type="text"/>		
Funding:	Grant	Effective Date:	11/11/2015
Project ID (grant funded):	<input type="text"/>		
Departmental Approval(s):	<input type="button" value="Click here to attach a file"/> <input type="checkbox"/> Insert item	# of Positions:	1 (up to 5)
		Request Type:	Classified/A&P

Note, if you see a popup warning message before the form appears, click the *OK* button to continue. You should then see the form submission. If you see an access denied message, contact SPOC at x7762 or submit a SPOC ticket.



9) After you are done viewing the form, click the *Close* button.



You will be sent back to the form list or in some cases, to the home page of the *IWS archive* site.