

IWS Timekeeper Entry Process

Business Information Services

Interim Workflow Solutions timesheets are SharePoint forms where employees can enter their time and receive supervisor approval electronically. Timekeepers will enter the employees time into PeopleSoft.

Currently employees cannot enter their own time in PeopleSoft.

Agenda

- Supervisor Approval email
- Time entry process
- Timekeeper view
- Contact information

Email – Supervisor Approvals

- Email approvals will come from *Business Information Services*

From: Business Information Services <no-reply@sharepointonline.com>
Sent: Monday, February 24, 2020 11:28 AM
To: Jennette Barreto <jennette.barreto@utsa.edu>
Subject: Araceli Pacheco's "02/17/2020 - 2/23/2020" timesheet is ready for entry into UTShare/PeopleSoft.

Araceli Pacheco's timesheet for time period "**02/17/2020 - 2/23/2020**" was approved and is ready for entry into UTShare/PeopleSoft.

1. Click [here](#) to open timesheet form.
2. Enter timesheet form into [UTShare/PeopleSoft](#).
3. Click "Yes" in timesheet form.
4. Click "Submit" in timesheet form **and** UTShare/PeopleSoft.

Note: To see a list of all timesheets awaiting your UTShare/PeopleSoft entry, click [here](#).

IWS – Time Entry Process

- A. Clicking “*here*” will open the IWS employee timesheet.
- B. Clicking “*UTShare/PeopleSoft*” will open PeopleSoft

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Having IWS timesheet and PeopleSoft windows open, side by side, will help with timesheet entry (*see next slide*).

IWS – Time Entry Process

Side by side view.

"Elapsed" Timesheet
 Click the instructions below for more information

[Show/Hide Instructions](#) [Go to Print View Page](#)

Submitter Information

Employee: Araceli Pacheco EmpID: 6001016312
 Job Title: INFO TECH ASSOCIATE II Emp Record: 0
 Department: BUSINESS INFORMATION SERVICES Date Submitted: 2/23/2020

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Time	6.5		8	8	8			30.5
SICK - Sals	1.5	8						9.5
Total	8	8	8	8	8	0	0	40

Choose One:
 Staff employees:
 Apply my schedule as worked hours.
 Apply my schedule with the noted exception time listed above.
 Student employees (BRA, OTA, RAL):
 Report actual hours worked.

Timesheet Period: Start Date: 02/17/2020 End Date: 2/23/2020
 Supervisor: jennette.barreto@utsa.edu
 Delegate:
 Employee Balance: [Click here](#) for Absence balance, [Click here](#) for Comp Time balance.

Approvals
 Approved/Denied By: Cynthia Ortiz
 User ID: Cynthia.Ortiz@utsa.edu
 Approval Action: Approve 2/24/2020
 Comments:

Timekeeper Selection: **Required** Please choose a Timekeeper to enter employee's timesheet information into PeopleSoft: jennette.barreto@utsa.edu, jennette Barreto

Timesheet Entry
 PeopleSoft Login: Timesheet Entry
 Entered By: Jennette Barreto
 User ID: jennette.barreto@utsa.edu
 PeopleSoft Entry: Timesheet Entered? Yes 2/23/2020
[Cancel Changes](#) [Back](#) [Save as Draft](#) [Submit](#)

Timesheet [New Window](#) [Help](#)

Araceli Pacheco Employee ID: 6001016312
 INFO TECH ASSOCIATE II Emp Record: 0
 Actions: [Print Timesheet](#) [Punch Timesheet](#)
 Earliest Change Date: 04/01/2020

Select Another Timesheet
 *View By: Week [Previous Week](#) [Next Week](#)
 *Date: 02/17/2020
 Reported Hours: 40.00

From Monday 02/17/2020 to Sunday 02/23/2020

	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total	Time Reporting Code	*Taskgroup
	6.50		8.00	8.00	8.00			30.50		PSNONCATSK
	1.50	8.00						9.50	SICKS - Sick - Salaried	PSNONCATSK

[Submit](#)

[Reported Time Status](#) [Summary](#) [Leave / Compensatory Time](#) [Absence](#) [Exceptions](#) [Payable Time](#)

Reported Time Status 1-6 of 6

Date	Reported Status	Total	TRC	Description	Add Comments
02/17/2020	Submitted	6.50			<input type="text"/>

← See next slide for Timekeeper entry screenshot

IWS – Timekeeper entry

Timesheet Entry	
Peoplesoft Login:	Timesheet Entry
Entered By:	<input type="text" value="Araceli Pacheco"/>
User ID:	<input type="text" value="Araceli.Pacheco@utsa.e"/>
PeopleSoft Entry:	Timesheet Entered? <input type="text" value="Select..."/> <input type="text"/>

C **D**

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Note

Note: see next slide

Timekeeper view

Clicking "[here](#)" will show all IWS timesheets ready for PeopleSoft entry.

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Note

See next slide for Timekeeper view

Timekeeper View

If there are no timesheets waiting for UTShare/PeopleSoft Entry then the following will not have timesheets listed.

Elapsed Timesheets - Timekeeper View

[« Back to IWS Home](#)

Show entries Search:

Created By	Name	Created	Department_Submitter	Status
No matching records found				

Showing 0 to 0 of 0 entries (filtered from 28 total entries) Previous Next

[« Back to IWS Home](#)

Punch Timesheets - Timekeeper View

[« Back to IWS Home](#)

Show entries Search:

Created By	Name	Created	Department_Submitter	Status
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

[« Back to IWS Home](#)

Monthly Salaried A&P Timesheets - Timekeeper View

[« Back to IWS Home](#)

Show entries Search:

Created By	Name	Created	Department_Submitter	Status
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

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!

