

IWS Electronic Timesheets - Monthly Salaried A&P

Business Information Services

Agenda

- Example of A&P Monthly Timesheets
- Accessing IWS Timesheets
- Contact information

IWS – Interim Workflow Solutions

Interim Workflow Solutions is a SharePoint web-based platform that UTSA has been using since 2014. Only electronic timesheets are currently available for submission in IWS. **Workflow** for electronic timesheets is not available in PeopleSoft.

Accessing IWS Timesheet

<https://utsacloud.sharepoint.com/sites/pssc/Pages/MSAPTimesheet.aspx>

A&P Monthly Salaried timesheet

See the next page for image of the timesheet. Enter information as follows:

- A. Enter your EMPLID.
- B. Select the correct month.
- C. Select *Add Row* to add a row if applicable.
- D. Enter Exception time category.
- E. Enter Exception time ONLY, M-F.
- F. Check button ONLY if there was not exception time taken.
- G. Enter delegate email only if supervisor is not available to approver timesheet.
- H. Submit

NOTE - If an approval delegation exists, a delegate name can be entered under the supervisor name. A delegate can **never** be an employee that reports to the timekeeping employee.

A&P Monthly Salaried timesheet *cont*

D.

- Please Select**

 - BRVS - Breavement
 - CONF - Conference
 - EMCL - Emergency Closure
 - FACL - Facility Closure
 - FHL - Floating Holiday
 - HLWRK - Holiday Worked
 - Jury - Jury Duty
 - MISC - Voting
 - PTC - Educational Activities
 - SICK - Sick
 - STCT - State Time Comp Taken
 - TRN - Training
 - TRVL - Travel
 - VAC - Vacation

Monthly Salaried A&P Timesheet

Click the instructions below for more information

[Show/Hide Instructions](#) [View all Timesheets](#)

Submitter Information

Employee: Araceli Pacheco	Empl ID: <input type="text" value=""/>
Job Title: INFO TECH ASSOCIATE II	Empl Record: <input type="text" value="0"/>
Department: BUSINESS INFORMATION SERVICES	Date Submitted: 3/18/2020

« Mar 2020 »

	Exception Time	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Total
Week 1	Exception Time	1	2	3	4	5	6	7	
<input type="button" value="Add Row"/>	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 2	Exception Time	8	9	10	11	12	13	14	
<input type="button" value="Add Row"/>	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 3	Exception Time	15	16	17	18	19	20	21	
<input type="button" value="Add Row"/>	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 4	Exception Time	22	23	24	25	26	27	28	
<input type="button" value="Add Row"/>	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 5	Exception Time	29	30	31					
<input type="button" value="Add Row"/>	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:		<input type="text" value=""/>	<input type="text" value="0"/>						

Submission Type: No exception time taken

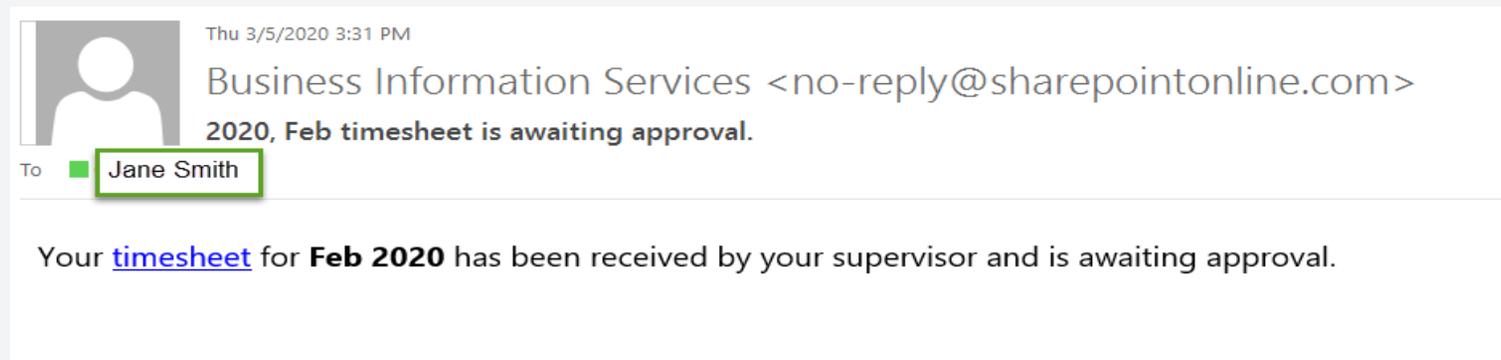
Supervisor:

Delegate:

Employee Balances: [Click here for Absence balance.](#)

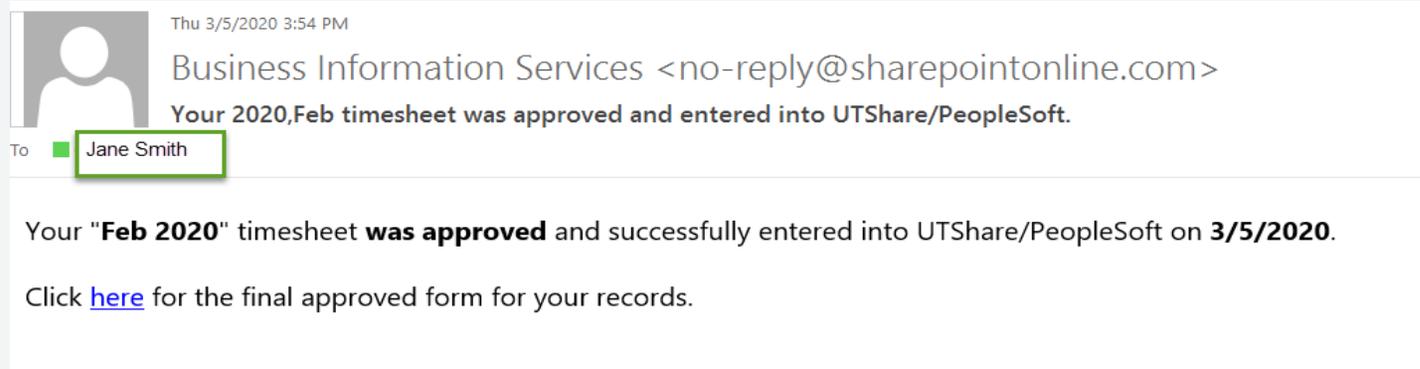
Emails

Submitted – awaiting approval



Emails

Approved and Entered into PeopleSoft



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!

