IWS Electronic Timesheets - Monthly Salaried A&P

Business Information Services

www.utsa.edu/bis
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://www.utsa.edu/bis/
- Click the “PeopleSoft Resources” icon
- Then click “Interim Workflow Solutions” link
Accessing IWS Timesheet

Interim Workflow Solutions - Electronic Forms

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"
- Review/Submit Timesheet - "Monthly Salaried A&P"

Department HR Forms (SharePoint Online/Office 365) - forms created since August 2016

Archived IWS System

Employee Forms (Archive only - May)
- "Punch" Timesheets
- "Elapsed" Timesheets

Department HR Forms (Archive only)
- "Create a Position" Requests
- "Modify a Position" Requests
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

<table>
<thead>
<tr>
<th>Please Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRVS - Breavement</td>
</tr>
<tr>
<td>CONF - Conference</td>
</tr>
<tr>
<td>EMCL - Emergency Closure</td>
</tr>
<tr>
<td>FACFL - Facility Closure</td>
</tr>
<tr>
<td>FHL - Floating Holiday</td>
</tr>
<tr>
<td>HLWRK - Holiday Worked</td>
</tr>
<tr>
<td>Jury - Jury Duty</td>
</tr>
<tr>
<td>MISD - Voting</td>
</tr>
<tr>
<td>PTC - Educational Activities</td>
</tr>
<tr>
<td>SICK - Sick</td>
</tr>
<tr>
<td>STCT - State Time Comp Taken</td>
</tr>
<tr>
<td>TRN - Training</td>
</tr>
<tr>
<td>TRVL - Travel</td>
</tr>
<tr>
<td>VAC - Vacation</td>
</tr>
</tbody>
</table>

D.

![Timesheet Image]

- **A**: Empl ID
- **B**: Date Submitted
- **C**: Add Row
- **D**: Exception Time
- **E**: Total
- **F**: Submission Type
- **G**: Supervisor
- **H**: Submit
Emails
Submitted – awaiting approval

Thu 3/5/2020 3:31 PM

Business Information Services <no-reply@sharepointonline.com>

2020, Feb timesheet is awaiting approval.

To: Jane Smith

Your timesheet for Feb 2020 has been received by your supervisor and is awaiting approval.
Emails
Approved and Entered into PeopleSoft

Thu 3/5/2020 3:54 PM

Business Information Services <no-reply@sharepointonline.com>

Your 2020 Feb timesheet was approved and entered into UTShare/PeopleSoft.

To: Jane Smith

Your “Feb 2020” timesheet was approved and successfully entered into UTShare/PeopleSoft on 3/5/2020.

Click here for the final approved form for your records.
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!

UTSA Business Information Services

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