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://www.utsa.edu/bis/

- Click the **"PeopleSoft Resources"** icon
- Then click "**Interim Workflow Solutions**" link

Accessing IWS Timesheet

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*

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.
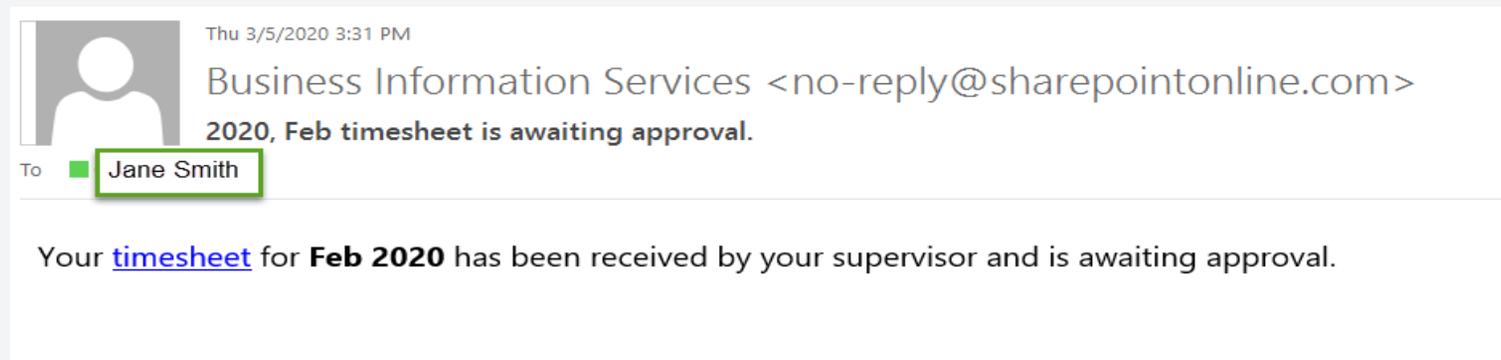
Emails
Approved and Entered into PeopleSoft

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.
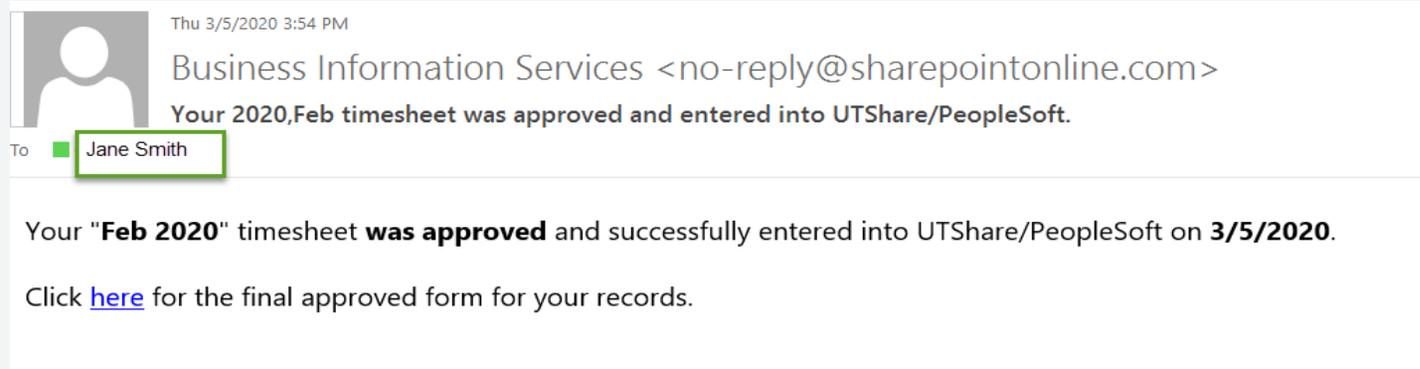
SPOC
Single Point Of Contact

- 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!