

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

Business Information Services

Business Information Services

Business Information Services About Us Services Support Resources Intra PS Upgrade

Business Information Services

About Us

Services

Support

Resources

Intra

PS Upgrade

- Job Aids
- PS 9.2 Upgrade Archive
- PeopleSoft 9.2 User Update Training Resources

Business Information Services

Read the Latest Updates on the Coronavirus Outbreak
Get Familiar With Essential Information & Resources

Ticketing System

SPOC

Search our Knowledge Base/FAQ's

210-458-SPOC (7762)

PeopleSoft Resources

Business Information Services Resources

Business Information Services

Business Information Services About Us Services Support Resources Intra PS Upgrade

PeopleSoft Resources

- » UT Share/PeopleSoft
- » **Interim Workflow Solutions**
- » Security Request Forms
- » Single Sign-on Test Utility
- » UAT Portal
- » SBX Portal
- » TRN Portal
- » AWS TRN (HCM use)
- » AWS TEB (FIN use)
- » AWS TEA (Tax Update Testing)
- » Hyperion

Support Services

- » SPOC - Ticketing System
- » Business Information Services at UTSA
- » UPK - User Productivity Kit (Coming Soon)
- » Kayako Agent Access
- » Kayako Status
- » Cherwell
- » Cherwell Online Help
- » UT Direct
- » Uptrends
- » SIS SharePoint Site
- » Finesse Agent Access
- » Unified Intelligence Center

Department Resources

- » Budget Website
- » Financial Affairs Forms/Worksheet
- » Human Resources
- » UT Share SharePoint Site

Reporting Resources

- » Cognos Analytics v11 Access
- » CA v11 – Quick Tips
- » Report List - HCM
- » Report List - FMS - Draft
- » Reporting Repository with Documentation

Accessing IWS Timesheet

BROWSE PAGE PUBLISH

Interim Workflow Solutions - Electronic Forms

Current IWS System (except where noted)	Arch
Employee Forms (SharePoint Online/Office 365) - forms created since March 28, 2016	Job Aid for Archive IWS System
Review/Submit Timesheet - "Punch"	Employee Forms (Archive only - May
Review/Submit Timesheet - "Elapsed"	"Punch" Timesheets
Review/Submit Timesheet - "Monthly Salaried A&P" 	"Elapsed" Timesheets
Department HR Forms (SharePoint Online/Office 365) - forms created since August 2016	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*

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

« Mar 2020 »

	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"/>						
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"/>						
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"/>						
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"/>						
Week 5	Exception Time	29	30	31				
<input type="button" value="Add Row"/>	<input type="text" value="Please Select"/>	<input type="text"/>						
Total:		0	0	0	0	0	0	0

Submission Type: No exception time taken

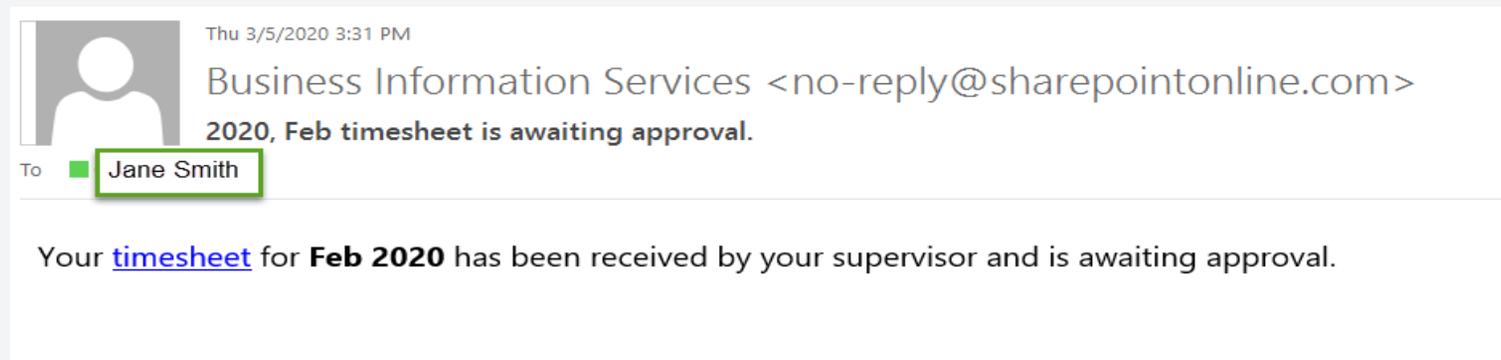
Supervisor:

Delegate:

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

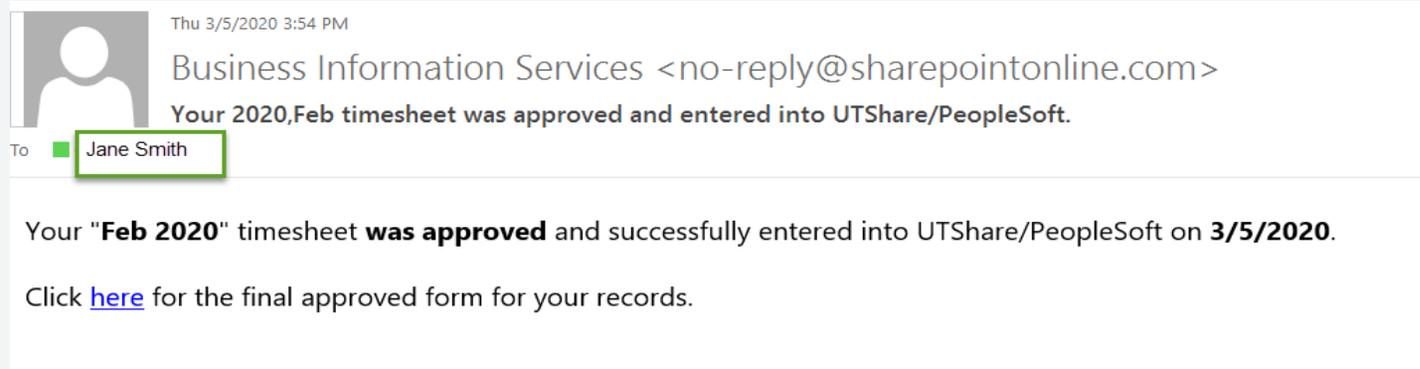
Emails

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!

