

IWS Electronic Timesheet Approvals

Business Information Services

Agenda

- Email received by employee for Supervisor Approval
- Example of emails received by supervisor/delegates
- How to approve/deny a timesheet
- Supervisor/delegate views
- Contact information

Email – Supervisor Approvals

- Email for approvals will come from Business Information Services

Business Information Services Complete the following to approve or deny Rowdy's timesheet for period '03/18/2019 -... Fri 3/22/2019 8:26 AM 71 KB 

Complete the following to approve or deny Rowdy's timesheet for period '03/18/2019 - 3/24/2019':

IWS – Interim Workflow Solutions

- Approve or deny the timesheet.
 - a. Approval Action menu: Select “approve” or “deny”.
 - b. If “deny” was selected, add a comment explaining the purpose for denial.
 - c. Timekeeper Selection: Add a timekeeper name. Name should pre-fill as the first few letters are entered. This is the name where the timesheet will route for entry into PeopleSoft.
 - d. Select “Submit”.

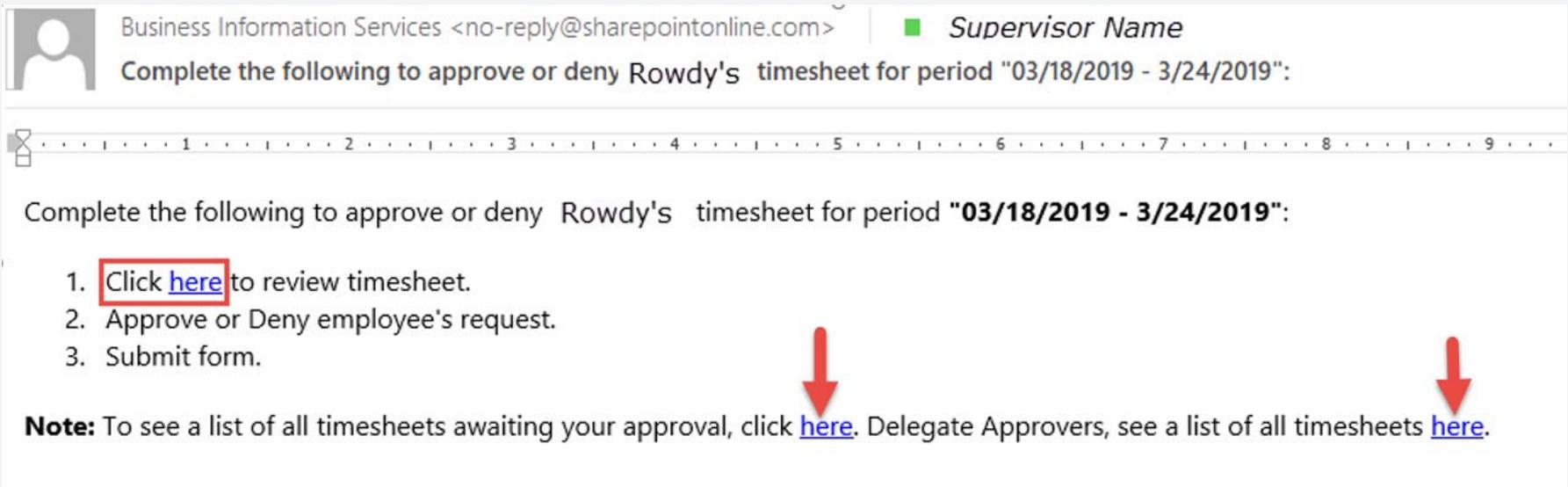
See image on next slide.

IWS – Approval of Timesheets

The screenshot shows a web form titled "Approvals" with the following fields and controls:

- Approval/Denied By:** Text input field containing "Supervisor name".
- User ID:** Text input field containing "Supervisor email address".
- Approval Action:** A dropdown menu (callout A) and a date input field (callout B) with the placeholder text "Enter today's date or a dat".
- Comments:** A large text area for entering comments.
- Timekeeper Selection:** A required field (callout C) with the instruction "Please choose a Timekeeper to enter employee's timesheet information into PeopleSoft:" and an empty input field.
- Buttons:** "Cancel Changes/Go Back" (orange), "Save as D" (grey, callout D), and "Submit" (green).

Supervisor/Delegate Emails



The screenshot shows an email notification from Business Information Services. The header includes the sender's name and email address, and the recipient's name. The main body of the email contains a request to review and approve or deny a timesheet for a specific period. A list of three steps is provided: clicking a link to review the timesheet, approving or denying the request, and submitting the form. A note at the bottom explains that clicking the link will lead to a supervisor view of pending timesheets. Two red arrows point from the 'here' links in the note to the corresponding links in the list above.

Business Information Services <no-reply@sharepointonline.com> | ■ Supervisor Name

Complete the following to approve or deny Rowdy's timesheet for period "03/18/2019 - 3/24/2019":

Complete the following to approve or deny Rowdy's timesheet for period **"03/18/2019 - 3/24/2019"**:

1. Click [here](#) to review timesheet.
2. Approve or Deny employee's request.
3. Submit form.

Note: To see a list of all timesheets awaiting your approval, click [here](#). Delegate Approvers, see a list of all timesheets [here](#).

Clicking on the above links will take you to the supervisor view where you can see any timesheets that need your approval. *(see image on the next slide)*

Supervisor View

If there are no timesheets waiting for approval the following will not have timesheets listed.

Elapsed Timesheets - Supervisor Admin View

Show entries Search:

Created By	Name	Created	Department_Submitter	Status
Mickey	Timesheet ending 9/15/2019_Mickey	2019-09-05 17:27:18	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Minnie	Timesheet ending 8/04/2019_Minnie	2019-08-02 16:05:00	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Minnie	Timesheet ending 6/16/2019_Minnie	2019-06-07 15:29:40	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Rowdy	Timesheet ending 12/23/2018_Rowdy	2018-12-21 16:59:12	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Rowdy	Timesheet ending 9/30/2018_Rowdy	2018-09-28 14:17:14	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Rowdy	Timesheet ending 9/09/2018_Rowdy	2018-09-10 09:24:28	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Rowdy	Timesheet ending 9/09/2018_Rowdy	2018-09-07 17:12:20	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Mickey	Timesheet ending 8/26/2018_Mickey	2018-08-24 16:58:45	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval

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Punch Timesheets - Supervisor Admin View

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Show entries Search:

Created By	Name	Created	Department_Submitter	Status
Donald	Timesheet ending 09/15/2019_Donald	2019-09-16 09:27:55	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Donald	Timesheet ending 07/14/2019_Donald	2019-07-15 14:59:47	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Daisy	Timesheet ending 07/14/2019_Daisy	2019-07-15 14:03:21	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Goofy	Timesheet ending 06/09/2019_Goofy	2019-06-07 16:58:53	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Donald	Timesheet ending 08/26/2018_Donald	2018-08-24 09:48:56	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Daisy	Timesheet ending 06/02/2019_Daisy	2019-05-30 09:48:21	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Goofy	Timesheet ending 02/10/2019_Goofy	2019-02-11 16:53:55	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval
Goofy	Timesheet ending 09/09/2018_Goofy	2018-09-10 08:01:03	HUMAN RESOURCE SERVICES	Waiting on Supervisor Approval

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Delegate View

If there are no timesheets waiting for approval the following will not have timesheets listed.

Elapsed Timesheets - Delegate View

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Show entries Search:

Created By	Name	Created	Department_Submitter	Status
No data available in table				

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Punch Timesheets - Delegate View

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Show entries Search:

Created By	Name	Created	Department_Submitter	Status
No data available in table				

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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!

