

IWS Electronic Timesheets

Business Information Services

Agenda

- Accessing IWS Timesheets
- Examples of Elapsed and Punch Timesheets
- Examples of emails received by employee
 - Submitted, Denied, and Approved and Entered into PeopleSoft
- 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 yet.

IWS – Timesheets

Elapsed Employee Types include:

Faculty, Classified Salaried Exempt, and Salaried

Punch Employee Types include:

Salaried Non-Exempt, Hourly, Student Worker, and Student Work Study

- Please use the SharePoint timesheet, which will route to your supervisor automatically when submitted. The workflow routing is based upon the current supervisor noted in PeopleSoft HCM. If there has been a change in supervisor, that information must be changed with an eForm before the timesheets will begin routing correctly.
- Setting Outlook reminders for regular time entry is recommended.
- Timekeeping should be entered for the employee's primary job only.

Accessing IWS Timesheets

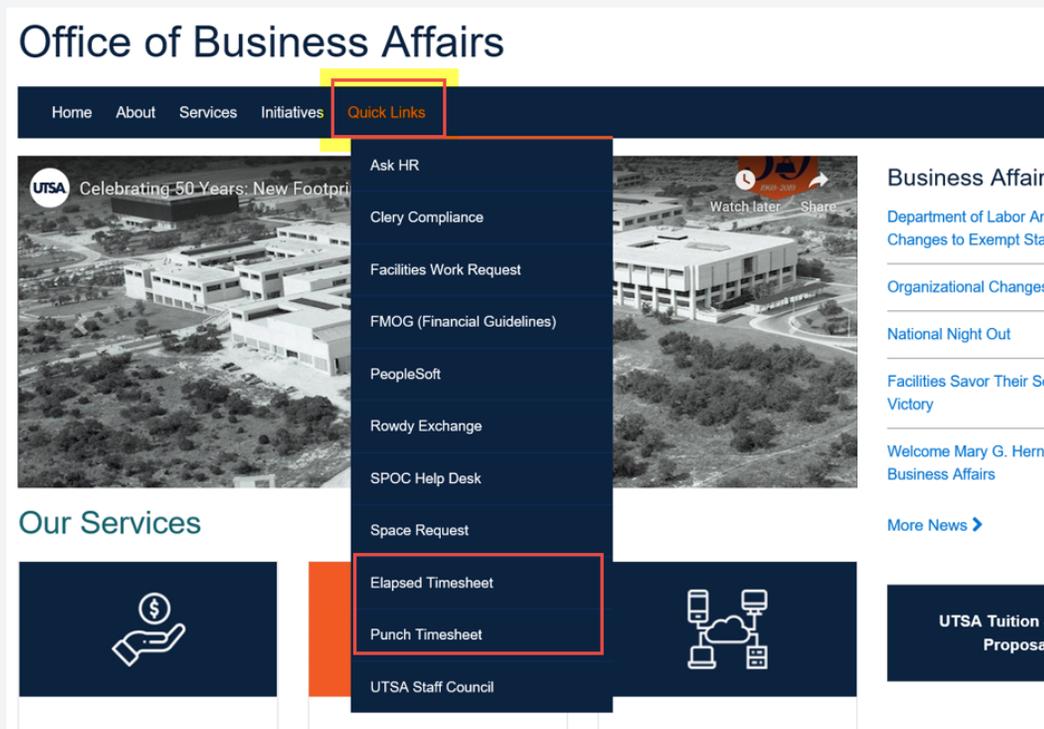
- <http://www.utsa.edu/businessaffairs/>
 - Click the “**Quick Links**” hyperlink
- <https://www.utsa.edu/bis/>
 - Click the “**PeopleSoft Resources**” icon
- <http://www.utsa.edu/>
 - Click the “**myUTSA**” hyperlink at the top of the page

(See options for each on the next three slides)

Accessing IWS Timesheets

Option 1

- <http://www.utsa.edu/businessaffairs/>
 - Click the “**Quick Links**” hyperlink
 - Click the timesheet that pertains to your job



Accessing IWS Timesheets

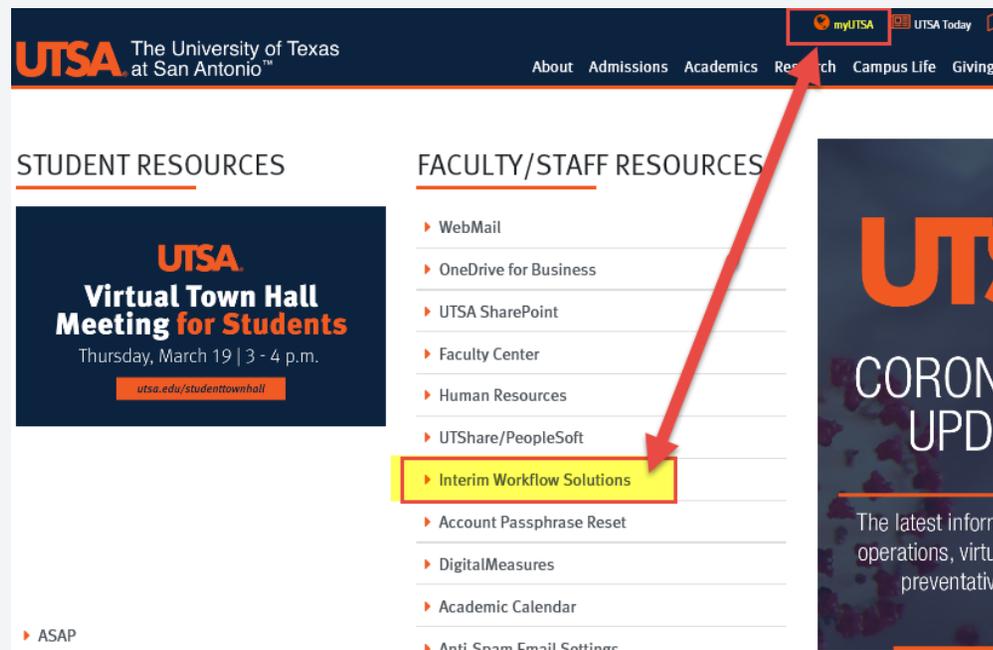
Option 2

- www.utsa.edu/bis
 - Click on “**PeopleSoft Resources**” icon
 - Click on Interim Workflow Solutions link

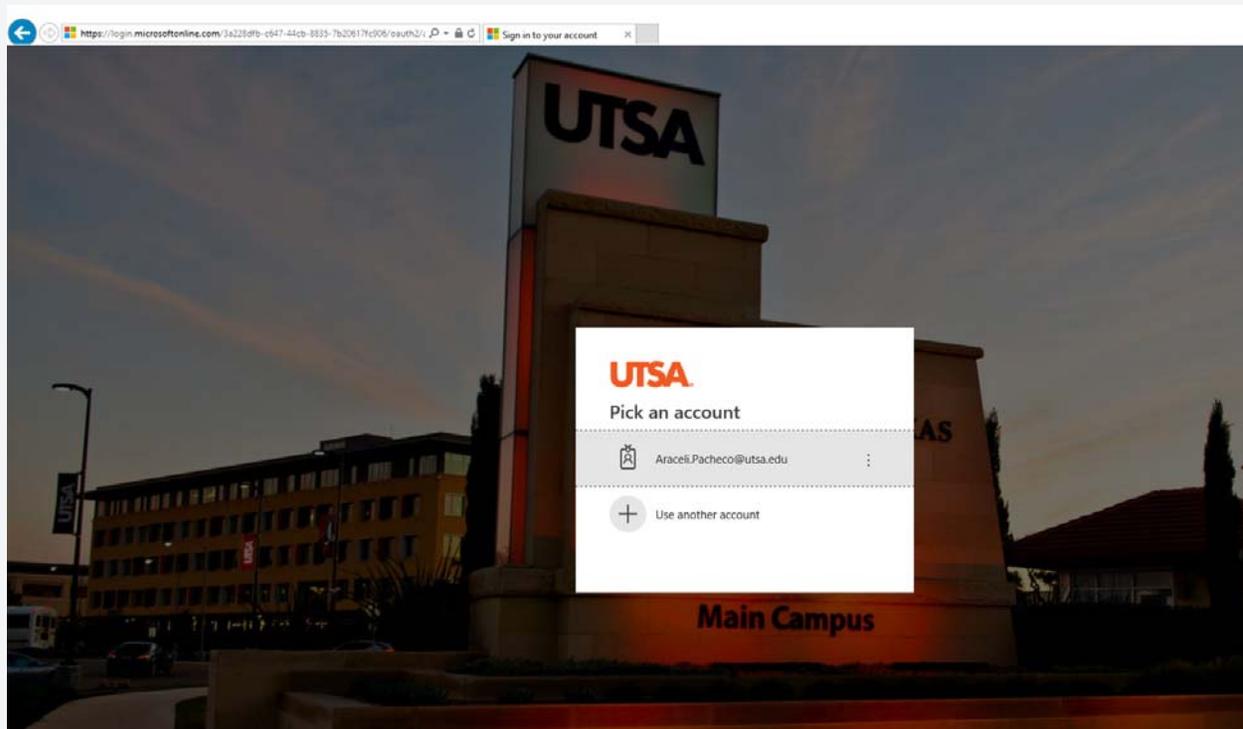
Accessing IWS Timesheets

Option 3

- <http://www.utsa.edu/>
 - Click the “**myUTSA**” hyperlink at the top of the page
 - Click on Interim Workflow Solutions



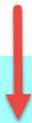
When you click on either timesheet you will be redirected to Microsoft Office 365 for login.



Logging in from a remote location will require DUO two-factor authentication.
<https://security.utsa.edu/2fa/>

Punch or Elapsed?

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"

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

The following forms route directly to HR Compensation. Please email compensation@utsa.edu if further assistance is required.

Pay Rate Change Request Form

The following forms route directly to HR Day ONE. Please email dayone@utsa.edu if further assistance is required.

HR Correction Request Form

Zero Percent Faculty Request Form

*The following forms are **no longer active**. Users should utilize PeopleSoft eForms for the following actions:*

Benefits Eligible Reclassification Request Form

Create Benefits Eligible Position Form

Create Non-Benefits Eligible Position Form

Hire/Rehire Request Form

Faculty Contract Request Form

Modify Position Form

Job Record Change Form (only use for expected end date changes. Termination requests should be submitted via eForms)

Salary Supplement Request Form

Department Financial Forms (See Archive List)

Archive IWS System

Job Aid for Archive IWS System

Employee Forms (Archive only - May 1, 2014 to March 27, 2016)

"Punch" Timesheets

"Elapsed" Timesheets

Department HR Forms (Archive only - May 1, 2014 to July 31, 2016)

"Create a Position" Requests

"Modify a Position" Requests

"Hire/Rehire an Employee" Requests

"Pay Rate Change" Requests

"Job Record Change for Employee" Requests

"Create Faculty Contract" Requests

Department Financial Forms (Archive only - May 1, 2014 to March 27, 2016)

Travel Authorization Requests

Expense Reports

Requisition Requests

Non-PO Vouchers

Elapsed timesheets

(Note: If you have not submitted any timesheets this area will not have any timesheets listed.)

Elapsed Timesheets

[Add Document](#)

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Show entries

Search:

Created By ▲	Name ⇅	Created ⇅	Department_Submitter ⇅	Status ⇅
Araceli Pacheco	Timesheet ending 9/15/2019_Araceli Pacheco	2019-09-11 09:43:44	BUSINESS INFORMATION SERVICES	Saved as Draft
Araceli Pacheco	Timesheet ending 9/08/2019_Araceli Pacheco	2019-09-09 11:07:57	BUSINESS INFORMATION SERVICES	Waiting on Supervisor Approval
Araceli Pacheco	Timesheet ending 9/01/2019_Araceli Pacheco	2019-09-09 11:07:03	BUSINESS INFORMATION SERVICES	Waiting on Supervisor Approval
Araceli Pacheco	Timesheet ending 8/11/2019_Araceli Pacheco	2019-08-27 07:38:34	BUSINESS INFORMATION SERVICES	Approved
Araceli Pacheco	Timesheet ending 8/25/2019_Araceli Pacheco	2019-08-26 10:00:53	BUSINESS INFORMATION SERVICES	Approved
Araceli Pacheco	Timesheet ending 8/18/2019_Araceli Pacheco	2019-08-26 09:59:51	BUSINESS INFORMATION SERVICES	Approved
Araceli Pacheco	Timesheet ending 8/11/2019_Araceli Pacheco	2019-08-26 09:59:08	BUSINESS INFORMATION SERVICES	Denied
Araceli Pacheco	Timesheet ending 8/04/2019_Araceli Pacheco	2019-08-26 09:57:24	BUSINESS INFORMATION SERVICES	Approved
Araceli Pacheco	Timesheet ending 7/28/2019_Araceli Pacheco	2019-07-25 14:03:47	BUSINESS INFORMATION SERVICES	Approved
Araceli Pacheco	Timesheet ending 7/21/2019_Araceli Pacheco	2019-07-22 08:40:23	BUSINESS INFORMATION SERVICES	Approved

Showing 1 to 10 of 196 entries

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Elapsed timesheets

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

- A. Enter your EMPLID.
- B. If you earned leave, select the type of leave (next to Add Row).
- C. Enter the number of hours for the exception and the number of hours of Regular Time (totaling 40 hours for the week). Exceptions and time worked can be entered in 0.5 hour increments. If there are no exceptions, this section should be left blank.
- D. Select *Add Row* to add a different type of leave.
- E. Select *“Apply my schedule with the noted exception time listed above.”* **OR** If there are no exceptions, select *“Apply my schedule as worked hours.”*
- F. Enter the timesheet period. Start Date is always a Monday. End Date will automatically populate.

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.

Elapsed timesheets *cont*

"Elapsed" Timesheet
Click the instructions below for more information

[Show/Hide Instructions](#)

Submitter Information

Employee:	Rowdy Roadrunner	Empl ID:	<input type="text"/>
Job Title:	UTSA Mascot	Empl Record:	0
Department:	FINANCIAL AFFAIRS	Date Submitted:	2/26/2019

	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
Regular Time	<input type="text"/>	0.00						
Add Row <input type="text" value="Please Select"/>	<input type="text"/>							
Total:	0	0	0	0	0	0	0	0

Choose One:

Staff employees:

- Apply my schedule as worked hours.
- Apply my schedule with the noted exception time listed above.

Student employees (GRA, GTA, RA):

- Report actual hours worked.

Timesheet Period: Start Date: 02/11/2019 (Choose a Monday) End Date: 2/17/2019

Supervisor: first name.last name@utsa.edu

Delegate:

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

[Cancel Changes/Go Back](#) [Save as Draft](#) [Submit](#)

Punch timesheets

Punch Timesheets

[Add Document](#)

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Show **10** entries

Search:

Created By	Name	Created	Department_Submitter	Status
No data available in table				

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Add Document](#)

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Punch timesheets

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

- A. Enter your EMPLID.
- B. Select the type of leave, if applicable (under Add Row for Split Shifts).
- C. Enter the number of hours for each day of the we. Time worked can be entered in 0.5 hour increments. If there are no hours, this section should be left blank.
- D. Select *Add Row for Split Shifts* if applicable.
- E. Enter the timesheet period. Start Date is always a Monday. End Date will automatically populate.
- F. 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.

Punch timesheets *cont*

Bottom portion of timesheet

"Punch" Timesheet
Click the instructions link below for more information.
Complete all **required** fields - *

[Show/Hide Instructions](#)

Submitter Information				
Employee:	<input type="text" value="Araceli Pacheco"/>	Empl ID:	<input type="text" value=""/>	
Job Title:	<input type="text" value="INFO TECH ASSOCIATE II"/>	Empl Record:	<input type="text" value="0"/>	
Department:	<input type="text" value="BUSINESS INFORMATION SERVICES"/>	Date Submitted:	<input type="text" value="03/18/2020"/>	

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<input type="button" value="Add Row for Split Shifts"/>				

Punch timesheets *cont*

Bottom portion of timesheet

The screenshot shows the bottom portion of a punch timesheet form. It includes a 'Timesheet Period' section with 'Start Date' and 'End Date' dropdown menus. The 'Start Date' dropdown is highlighted with a red box and a callout 'E'. Below this are fields for 'Supervisor' (containing 'cynthia.orth@utsa.edu') and 'Delegate' (containing 'Enter a name or email address...'). There is also an 'Employee Balances' section with links for 'Absence balance' and 'Comp Time balance'. At the bottom right, there are three buttons: 'Cancel Changes' (red), 'Save as Draft' (blue), and 'Submit' (green). The 'Submit' button is highlighted with a red box and a callout 'F'.

Timesheet Period:	Start Date: <input type="text"/> (Choose a Monday)	End Date: <input type="text"/>
Supervisor:	<input type="text" value="cynthia.orth@utsa.edu"/>	
Delegate:	<input type="text" value="Enter a name or email address..."/>	
Employee Balances:	Click here for Absence balance. Click here for Comp Time balance.	

Emails

Submitted – awaiting approval

Reply Reply All Forward IM

Thu 7/18/2019 7:58 AM

 Business Information Services <no-reply@sharepointonline.com>
Your "07/01/2019 - 7/07/2019" timesheet is awaiting approval.

To  Araceli Pacheco

Your [timesheet](#) for time period "**07/01/2019 - 7/07/2019**" has been received by your Supervisor and is awaiting approval.

Emails Denied

 Reply  Reply All  Forward  IM



Thu 7/18/2019 7:53 AM

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

Your timesheet was denied.

To  Araceli Pacheco

Action Items

Your [timesheet](#) for period "07/01/2019 - 7/07/2019" **was not approved.**

See below for details:

Comments:

Thursday, July 4th was a holiday, so no hours worked should be entered.

Please submit a **new** [timesheet](#) for approval.

Emails

Approved and Entered into PeopleSoft

Reply Reply All Forward IM

Thu 7/18/2019 9:02 AM

 Business Information Services <no-reply@sharepointonline.com>
Araceli Pacheco, your "07/01/2019 - 7/07/2019" timesheet was approved and entered into UTShare/PeopleSoft.

To  Araceli Pacheco

Your "**07/01/2019 - 7/07/2019**" timesheet **was approved** and **successfully entered** into **UTShare/PeopleSoft** on **7/18/2019**.

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!

