

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

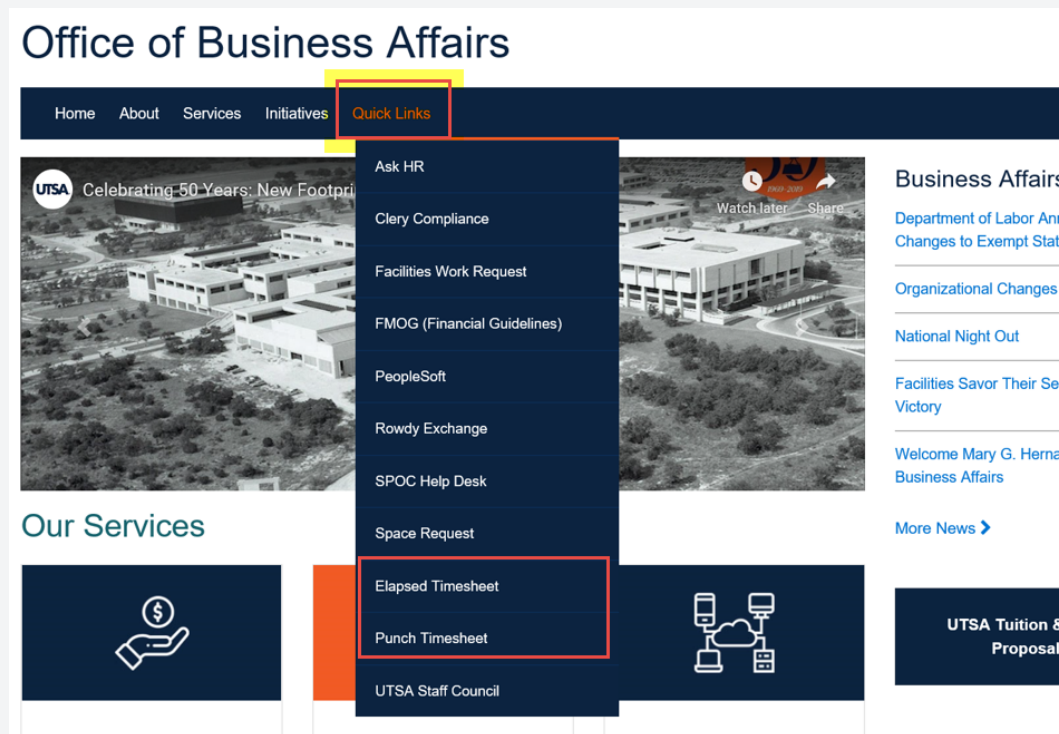
- <http://www.utsa.edu/businessaffairs/>
 - Click the “**Quick Links**” hyperlink
- <https://www.utsa.edu/bis/>
 - Click the “**PeopleSoft Resources**” icon
- <http://www.utsa.edu/>
 - Click the “**myUTSA**” hyperlink at the top of the page

(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

Business Information Services

Business Information Services | About Us | Services | Support | Resources | Intra | PS Upgrade

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

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PeopleSoft Resources

- » UTShare/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
- » UTShare SharePoint Site

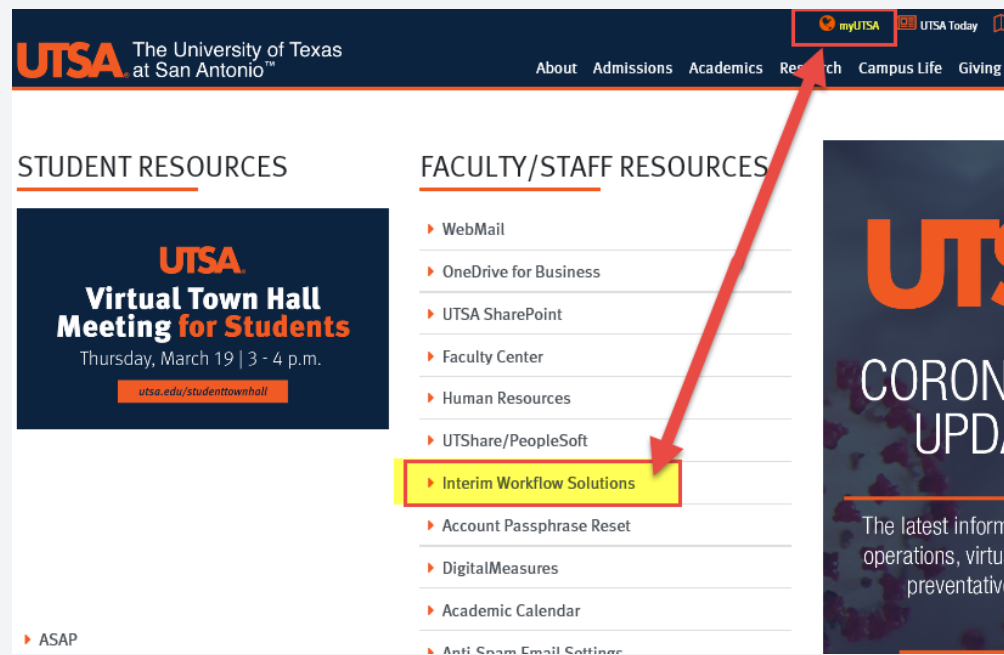
Reporting Resources

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

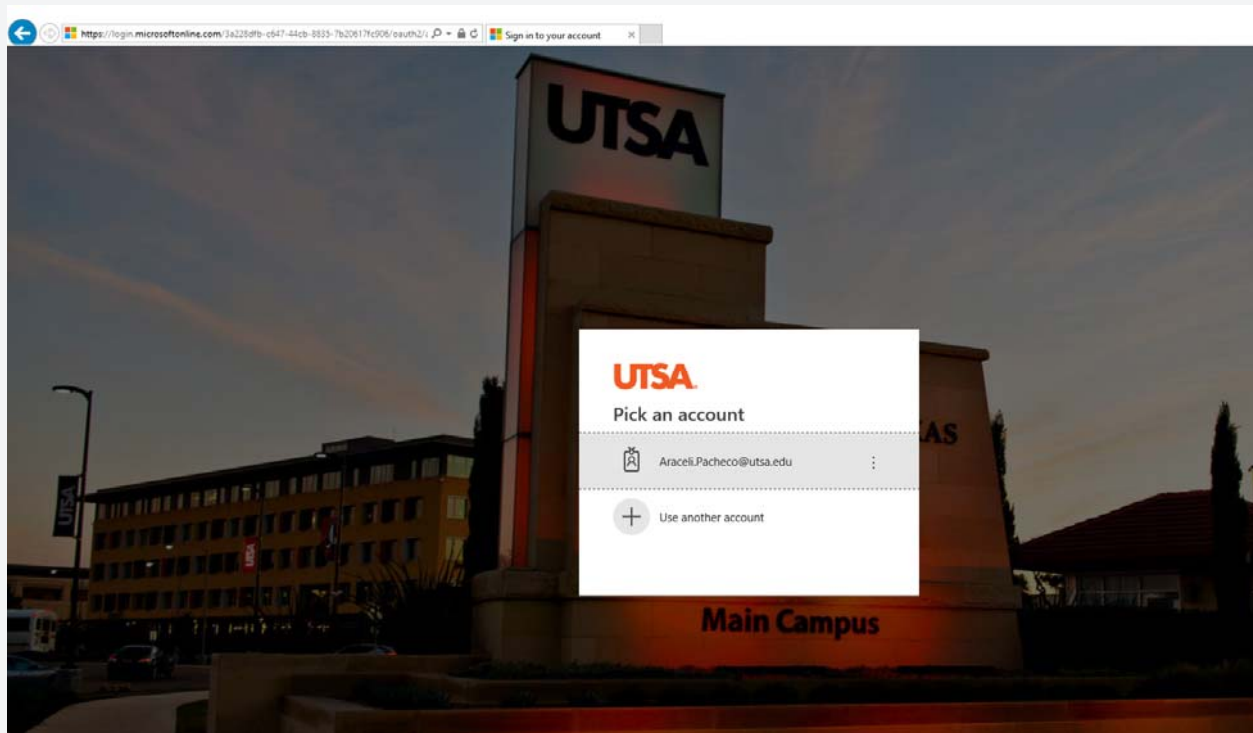
Accessing IWS Timesheets

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](#)

[« Back to IWS Home](#)

Show **10** 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

Previous **1** 2 3 4 5 ... 20 Next

[Add Document](#)

[« Back to IWS Home](#)

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Add Row <input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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 End Date: 2/17/2019
 (Choose a Monday)

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](#)

[« Back to IWS Home](#)

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](#)

[« Back to IWS Home](#)

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:

Araceli Pacheco

Job Title:

INFO TECH ASSOCIATE II

Department:

BUSINESS INFORMATION SERVICES

Empl ID:

Empl Record:

0

Date Submitted:

03/18/2020

Add Row for Split Shifts

Please Select

Add Row for Split Shifts

Please Select

Add Row for Split Shifts

Please Select

Add Row for Split Shifts

Please Select

Add Row for Split Shifts

Please Select

Add Row for Split Shifts

Please Select

Add Row for Split Shifts

Please Select

Add Row for Split Shifts

Please Select

Add Row for Split Shifts

Please Select

In

Meal Out

Meal In

Out

Monday

Wednesday

Thursday

Friday

Saturday

Sunday

Reported Hours:

0

Punch timesheets *cont*

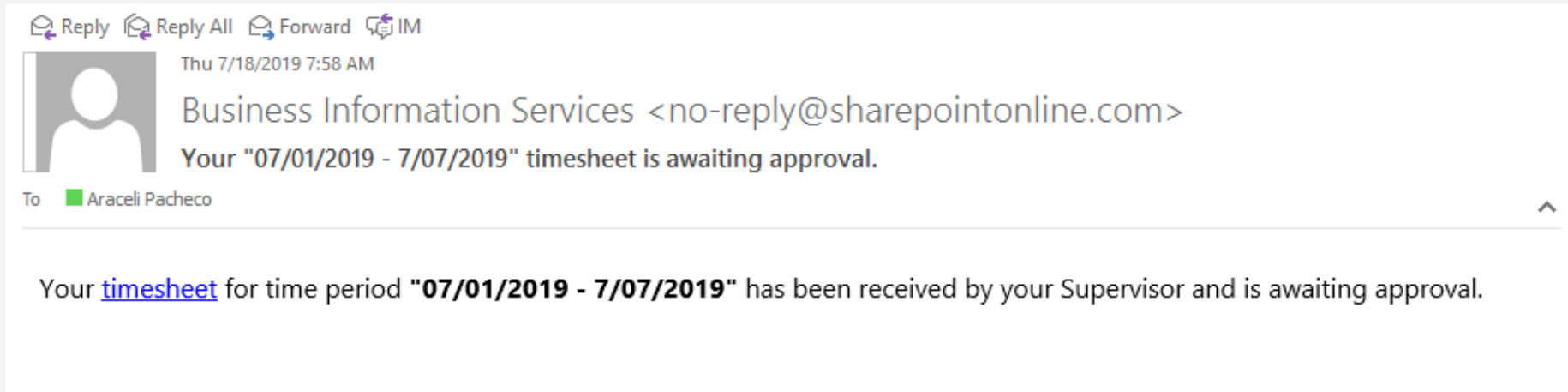
Bottom portion of timesheet

The screenshot shows the bottom portion of a punch timesheet form. It includes fields for 'Timesheet Period' (Start Date and End Date), 'Supervisor' (cynthia.orth@utsa.edu), 'Delegate' (Enter a name or email address...), and 'Employee Balances' (Click [here](#) for Absence balance. Click [here](#) for Comp Time balance.). At the bottom right, there are three buttons: 'Cancel Changes' (red), 'Save as Draft' (blue), and 'Submit' (green). Callout 'E' points to the 'Start Date' field, and callout 'F' points to the 'Submit' button.





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



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:

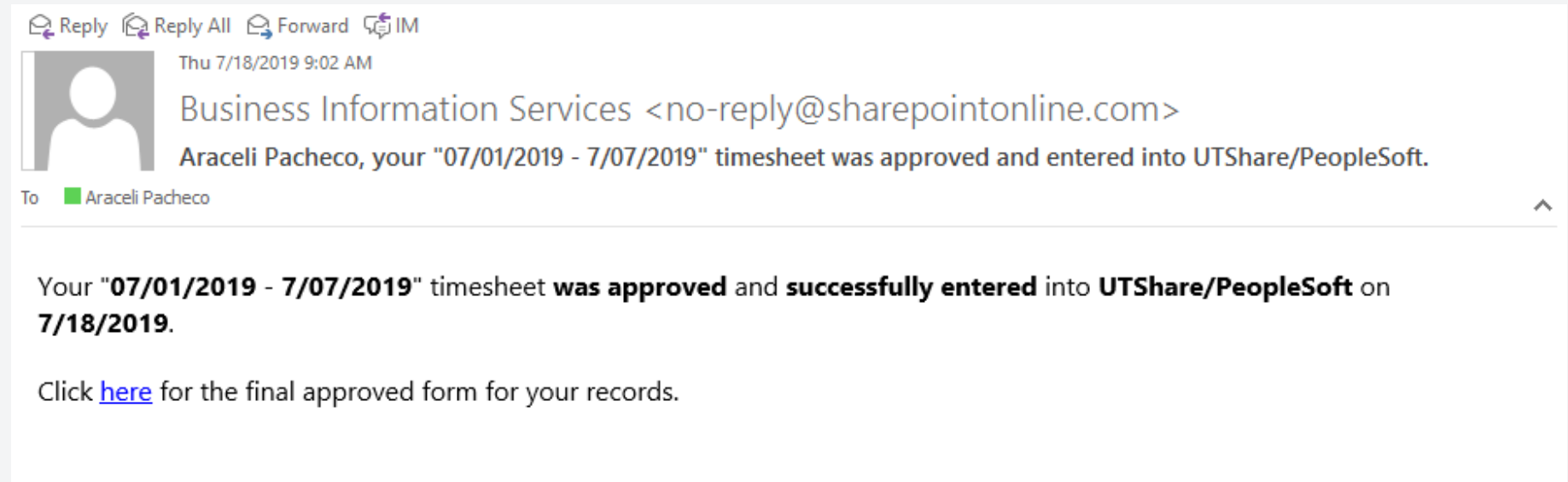
Comments:

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



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!

