Hourly Employees Timesheets Town Hall

Employee Self-Service and Manager Self-Service
Time Reporting
UTShare/PeopleSoft

Hosted by:
Payroll Services
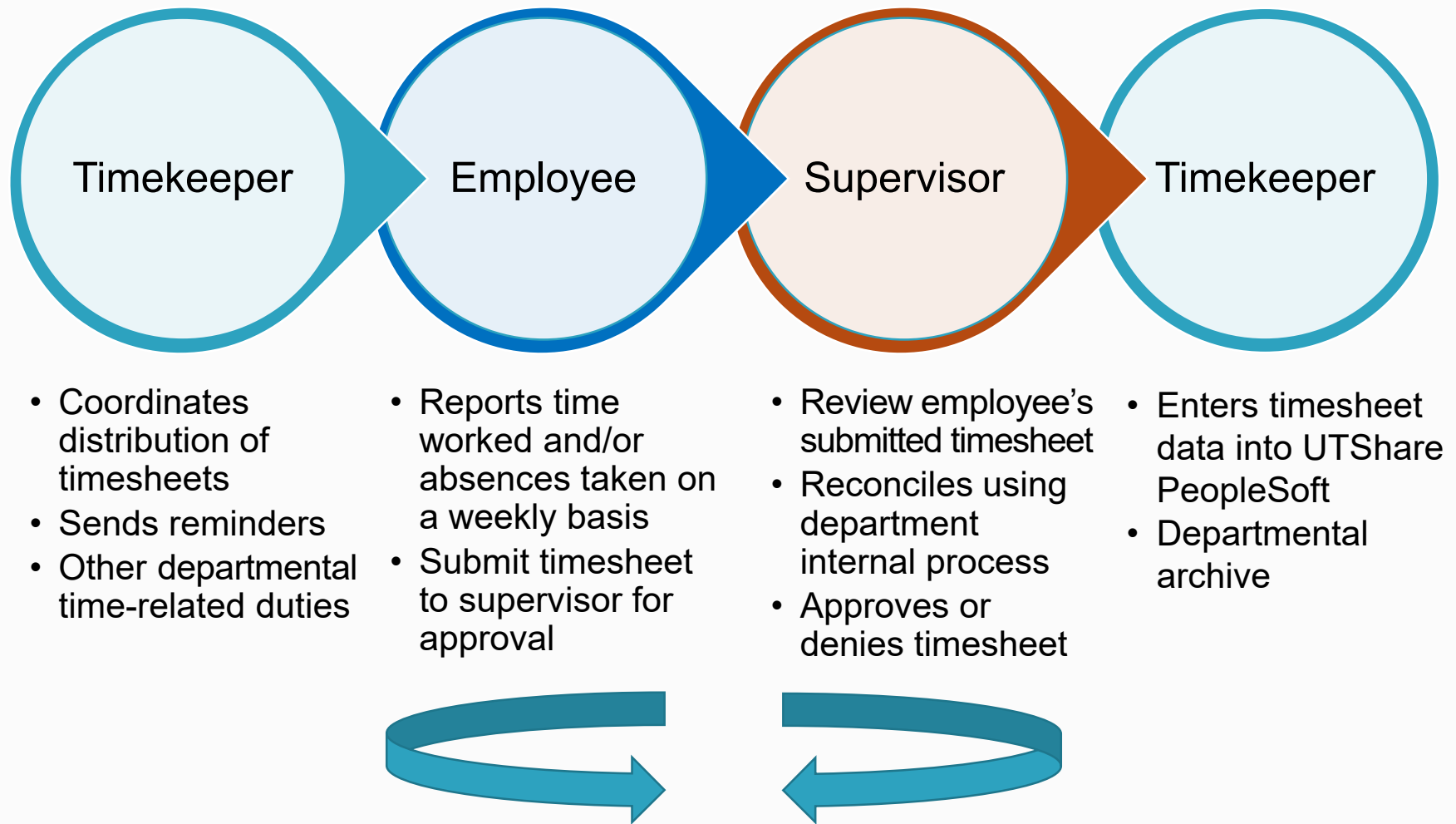Financial Affairs
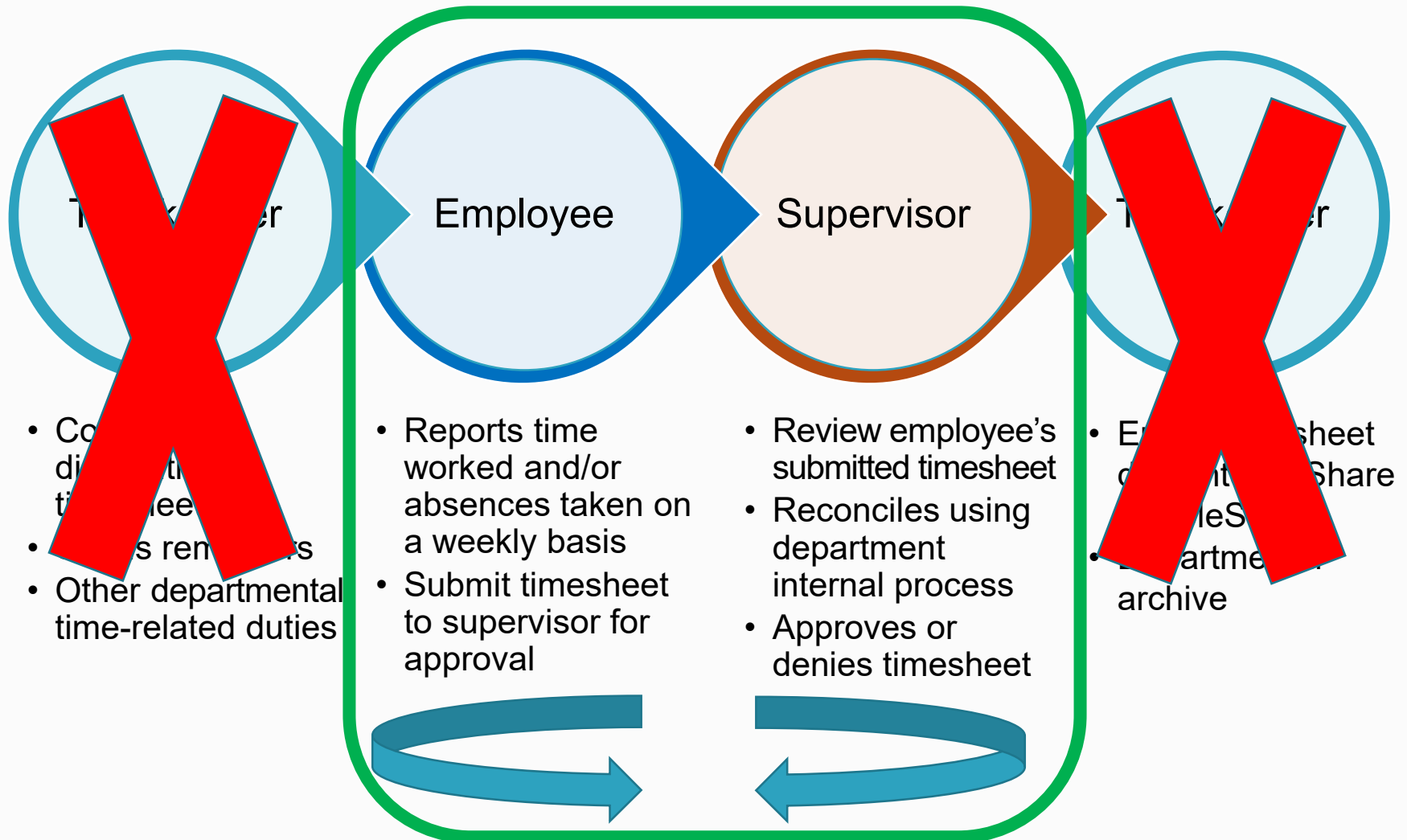Business Information Services

Time & Absence Reporting Project

The goal of the Time and Absence Reporting Project is to transition employees and supervisors to using UTShare PeopleSoft to process employee time worked and absence events.

We are transitioning university employees from using paper or SharePoint timesheet processes into one entry point and application platform for an approval online experience using Employee Self-Service (ESS) and Manager Self-Service (MSS)
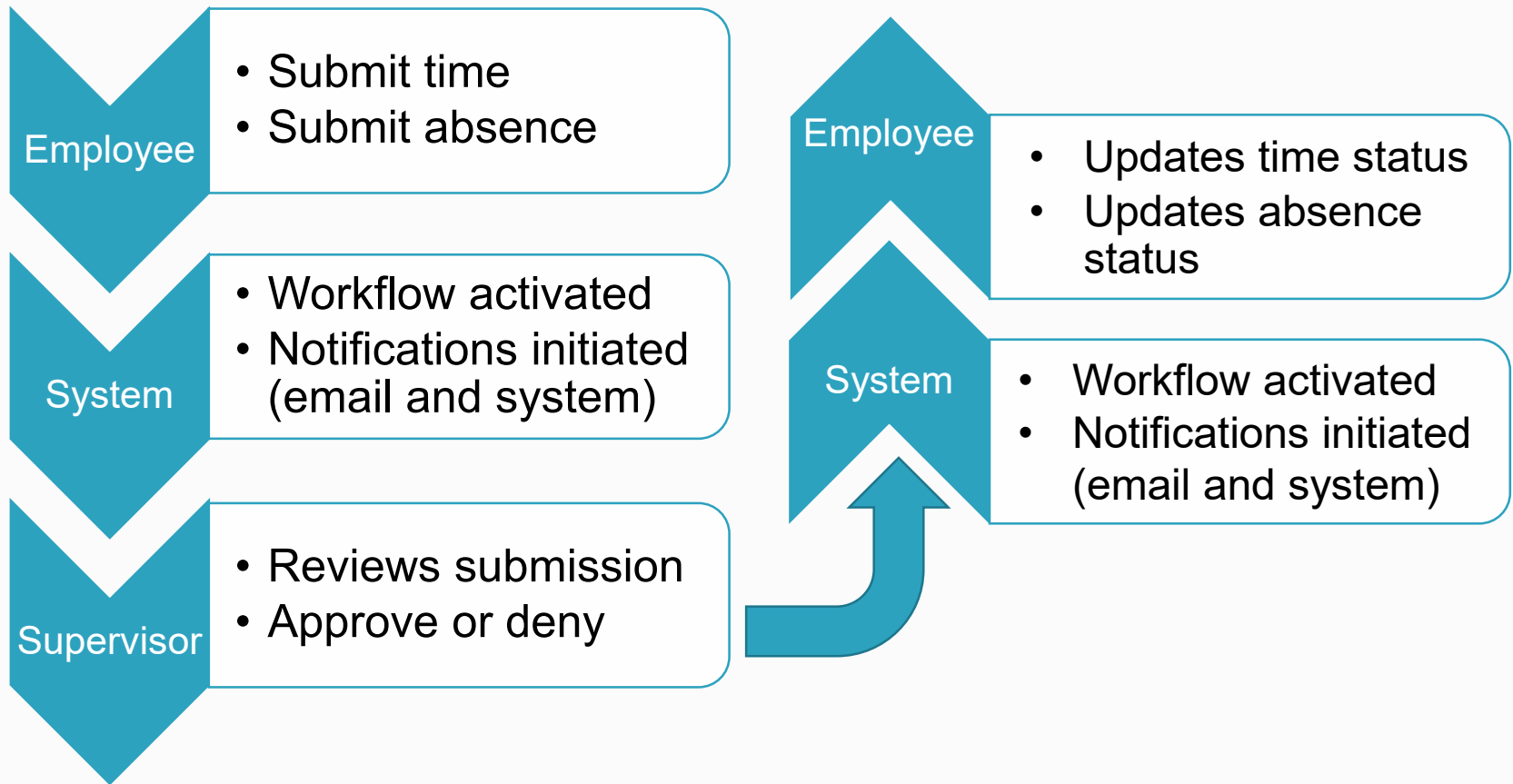
Prior Timesheet Process

Timekeeper ➤ **Employee** ➤ **Supervisor** ➤ **Timekeeper**

- Coordinates distribution of timesheets
- Sends reminders
- Other departmental time-related duties

- Reports time worked and/or absences taken on a weekly basis
- Submit timesheet to supervisor for approval

- Review employee's submitted timesheet
- Reconciles using department internal process
- Approves or denies timesheet

- Enters timesheet data into UTShare PeopleSoft
- Departmental archive

Prior Timesheet Process

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Timesheet Processing Overview

Employee
- Submit time
- Submit absence

System
- Workflow activated
- Notifications initiated (email and system)

Supervisor
- Reviews submission
- Approve or deny

Employee
- Updates time status
- Updates absence status

System
- Workflow activated
- Notifications initiated (email and system)

Timesheet Project Deployments

- **April 13**
  - Pilot group of 175 employees
  - Included A&P, salaried exempt and salaried non-exempt employees

- **May 18 – June 1**
  - Deployment group of 175 employees
  - Included A&P and salaried exempt employees

- **June 15 – July 1**
  - Deployment group of approximately 2,000+ employees
  - Remaining A&P, salaried exempt, and salaried non-exempt employees

- **July 20 – July 27**
  - Deployment group of approximately 1,300+ employees
  - Hourly staff, hourly students and work-study employees

Timesheet Project Deployment

Employees In Planning Phase

- Remaining selected police and facilities employees not deployed are deferred at this time for planning and possible deployment in 2021.

Other Employee Types

- Faculty are excluded from timesheet reporting unless they have an administrative position with staff direct reports
- Graduate research assistants and graduate teaching assistants will be handled separately and temporarily excluded at this time

Timesheet Resources

- Library of job aids and training videos in one centralized location
  utsa.edu/bis/psupgrade/2020/04/job-aids-training-videos.html

- Intentionally designed to be short and self-service
  - "How do I do ...?" format
- There are no formal classes to attend

- Timesheet resources are available
  - By employee type
    - A&P
    - Salaried exempt
    - Salaried non-exempt
    - Hourly
    - Work-Study

  - By employee role:
    - Employee
    - Supervisor

Timesheet Frequency

- A&P employees complete timesheets on a monthly basis.

- All other employees complete timesheets on a weekly basis.

Timesheet Navigation

Employees enter time and absences via Time and Attendance tile.
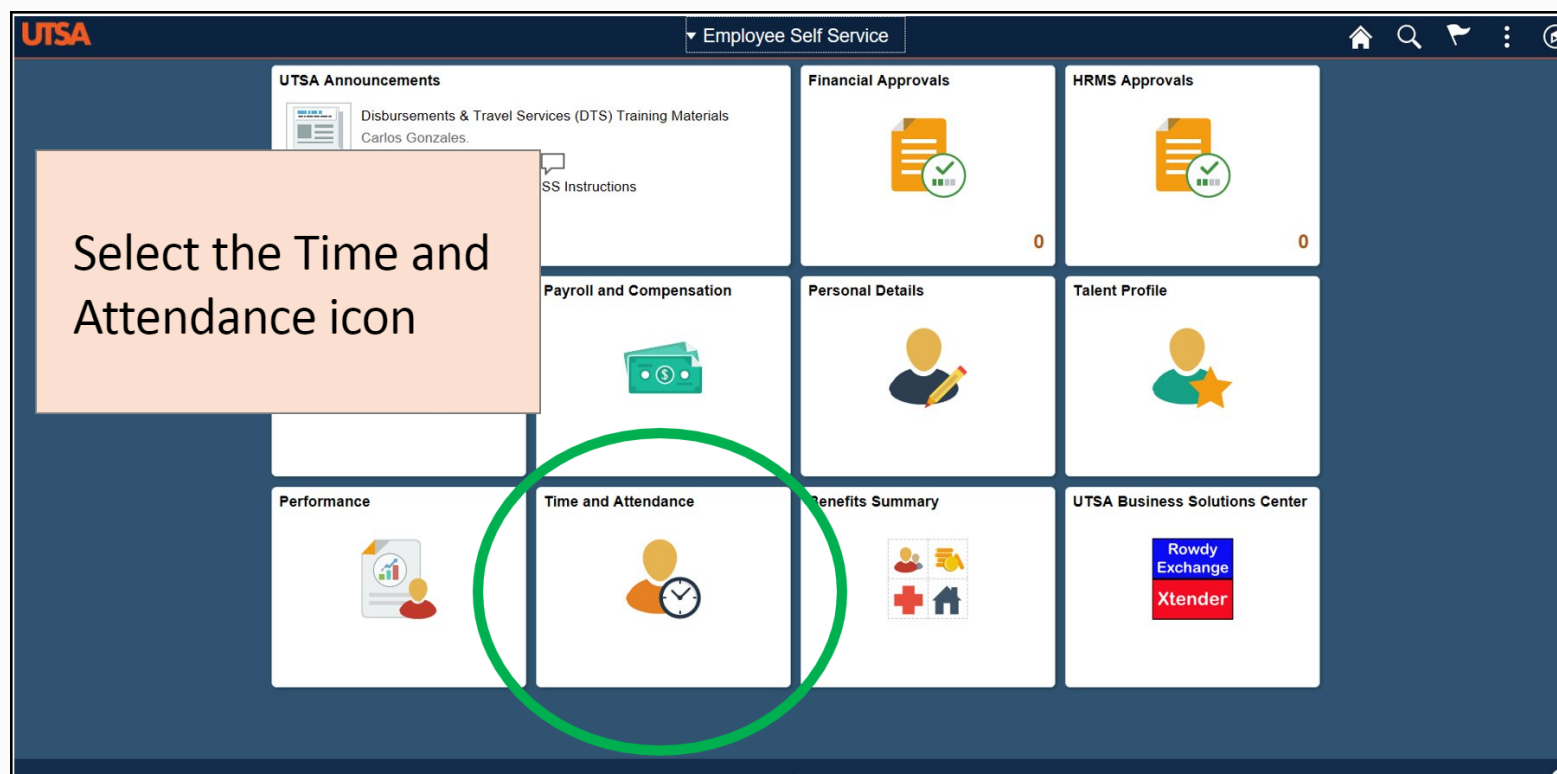
Select the Time and Attendance icon

Time and Attendance

Timesheet

Submit Confirmation

☑   The Submit was successful.
    Time for the Week of 2020-06-29 to 2020-07-05 is submitted

OK

Click **OK** to confirm the submission of the timesheet

Time and Attendance

Timesheet

The supervisor receives notification indicating a timesheet has been submitted and ready for review and approval

Select Another Timesheet

*View By | Week

*Date | 06/22/2020

Previous Week   Next Week

After a timesheet is submitted, the status changes to "**Needs Approval**"

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
⚪	Mon	6/22	New								CST 🔍	6/22	➕	➖
⚪	Tue	6/23	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST 🔍	6/23	➕	➖
⚪	Wed	6/24	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST 🔍	6/24	➕	➖
⚪	Thu	6/25	Needs Approval	1:00:00PM			5:30:00PM	4.50			CST 🔍	6/25	➕	➖
⚪	Fri	6/26	New								CST 🔍	6/26	➕	➖
⚪	Sat	6/27	New								CST 🔍	6/27	➕	➖
⚪	Sun	6/28	New								CST 🔍	6/28	➕	➖

Submit   Clear

Time and Attendance

Time Entry Shortcuts

Jane Doe

Manager Name

Actions ▾

Select Anothe

Timesheet has built in shortcuts to reduce keystrokes allowing for quicker time entry.

- Use A or P for AM and PM, respectively
- Use . Or : to designate minutes of time
- Use of military time is included

Illustrations

Enter "10A" for "10:00 AM"

Enter "12P" for "12:00 PM"

Enter "2.3P" for "2:30 PM"

Enter "14.3P" for "2:30 PM" (military time)

From 06/15/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
💬	Mon	6/15	Needs Approval	10A	12P	1P	2.3P	3.00	⌄
💬	Tue	6/16	Needs Approval	10A			15.3P	5.50	⌄
💬	Wed	6/17	Needs Approval	10A			15.3P	5.50	⌄
💬	Thu	6/18	Needs Approval	10A			14.3P	4.50	⌄
💬	Fri	6/19	New						⌄
💬	Sat	6/20	New						⌄
💬	Sun	6/21	New						⌄

Submit   Clear

Time and Attendance

Delete or Add time rows

Example:

Employee worked on Tuesday and incorrectly submitted hours for Monday

Monday: Click on minus sign (-) to delete 6/22 row of time

Tuesday: Enter start time on 6/23 row in the **In** column, Enter punch-out/punch-in for lunch/dinner break in the **Meal Out** and **Meal In** columns, Enter punch-out time at the end of every day in the **Out** column

FTE 0.475000

npl Type Hourly

Acct

SA Status Nonexempt

You may delete or add a row as needed to report your work period times using the + and - signs.

								Punch Total	Time Reporting Code		Quantity	Time Zone		Date		
○	Mon	6/22	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00		⌄		CST	🔍	6/22	+	−
○	Tue	6/23	New							⌄		CST	🔍	6/23	+	−
○	Wed	6/24	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00		⌄		CST	🔍	6/24	+	−
○	Thu	6/25	Needs Approval	1:00:00PM			5:00:00PM	4.00		⌄		CST	🔍	6/25	+	−
○	Fri	6/26	New							⌄		CST	🔍	6/26	+	−
○	Sat	6/27	New							⌄		CST	🔍	6/27	+	−
○	Sun	6/28	New							⌄		CST	🔍	6/28	+	−

1 of 3; continue to the next slide

Submit   Clear

Select **Sign Out** to sign out of PeopleSoft

Timesheet Navigation

Supervisors review reported work time and absence requests via HRMS Approval tile.

Pending Approval – View By Options

Other View By options include:

From, Date Routed and Type (Absence Request or Reported Time)

Review – Approve or Deny

Approve   Deny

5 line(s) are pending your approval

2: Select Approve or Deny button after you review and selected lines

Summary

Time Period   01/20/2020 - 01/24/

Quantity for   28.00 Hours
Approval

Quantity Reported   28.00 Hours

1. Select line(s) for approval or deny

View Legend

▼ Reported Time Details

Pending | All

5 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
☑	01/20/2020	HOL - Holiday	8.00 Hours	8.00 Hours / 0.00 Hours	>
☑	01/21/2020	WRKS - Hours Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
☑	01/22/2020	WRKS - Hours Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
☑	01/23/2020	WRKS - Hours Worked	0.00 Hours	0.00 Hours / 8.00 Hours	>
☑	01/24/2020	WRKS - Hours Worked	4.00 Hours	4.00 Hours / 8.00 Hours	>

Review – Approve or Deny

Select Submit button to confirm approval.

Supervisors are the final approver, Payroll Services processes the time you approve at this point.


When Deny is selected approver comments are required to the employee and record.

Employee Schedules

- Timesheet uses the employee's schedule for:
    - Pre-populating employee's timesheet for their convenience
    - When submitting an absence for a full day, uses the employee's schedule work hours for the requested absence day

- For schedule changes, supervisor submits the Schedule Change Request Form to the Payroll Services: utsa.edu/payroll/forms.cfm

- Hourly and work-student employees do not have schedules

Timesheet Processing Overview

"Reports To" in Job Data

Employee
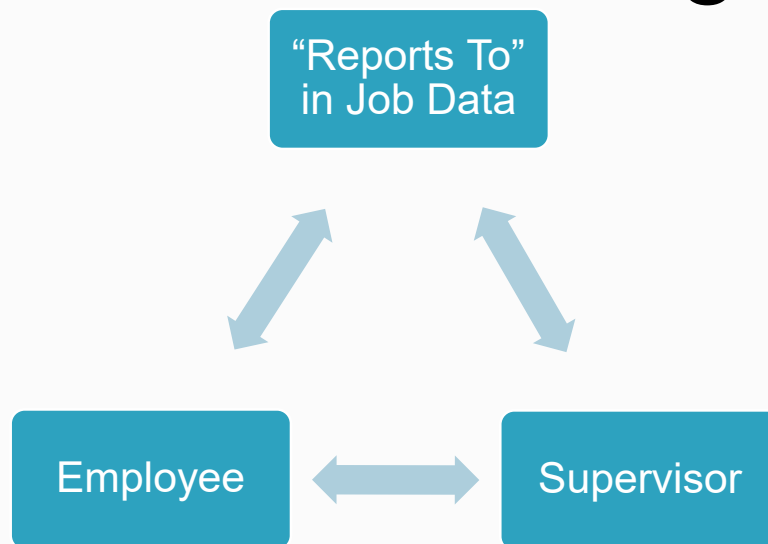
Supervisor

The employee to supervisor relationship is **solely** controlled by the Reports To field in the employee's Job Data record

- Establishes timesheet and absence workflow
- Establishes all timesheet related email notifications
- Submit a Position Attribute Change eForm to update the "Reports To" if the employee to supervisor relationship is incorrect (utsa.edu/hr/eForms/JobAids/)

Workflow Considerations

- When there is an interruption in the timesheet or absence workflow, Business Information Systems (BIS) will redirect the outstanding submission to a newly designated approval per the department's direction

- Contact BIS via a SPOC ticket or call ext. 7762

- Common Reasons:
  - Supervisor is not available for a period of significant time
  - Employee's supervisor position is vacant
  - Reports to (supervisor) in process of being filled via eForms

For Follow-Up Questions Please Email
spoc@utsa.edu

Thank you!

Financial Affairs
Payroll Services
Human Resources
Business Information Services