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

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

Employee

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

Supervisor

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

Timekeeper

- Enters timesheet data into UTShare PeopleSoft
- Departmental archive

Financial Affairs
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Financial Affairs
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
Instructions:
1. “Week” defaults in View By field, no action required
2. Enter Monday’s date for the required week
3. Select the refresh icon button
4. Enter start time in the In column for each worked day
5. Enter times for lunch/dinner break in the Meal Out and Meal In columns, if applicable
6. Enter end work time in the Out column for the work day

Click Submit after all work periods entered

Leave Time Reporting Code field blank. Only use other codes when directed by your supervisor, Human Resources, or Payroll Services departments
Click **OK** to confirm the submission of the timesheet
After a timesheet is submitted, the status changes to "Needs Approval".
Time Entry Shortcuts

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)
**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

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Status</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
<th>Meal In</th>
<th>Meal Out</th>
<th>Time Zone</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Mon</td>
<td>6/22</td>
<td>Needs Approval</td>
<td>8:00-10:00</td>
<td>8:00</td>
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<td></td>
<td>CST</td>
<td>0622</td>
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<tr>
<td>Tue</td>
<td>6/23</td>
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<tr>
<td>Wed</td>
<td>6/24</td>
<td>Needs Approval</td>
<td>8:00-10:00</td>
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<tr>
<td>Sat</td>
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1 of 3; continue to the next slide
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

1: Select the “From” option in View By when an employee has a mixture of absence(s) and time for review.

2: Select employee

Other View By options include:
From, Date Routed and Type (Absence Request or Reported Time)
Review – Approve or Deny

1. Select line(s) for approval or deny

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