

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

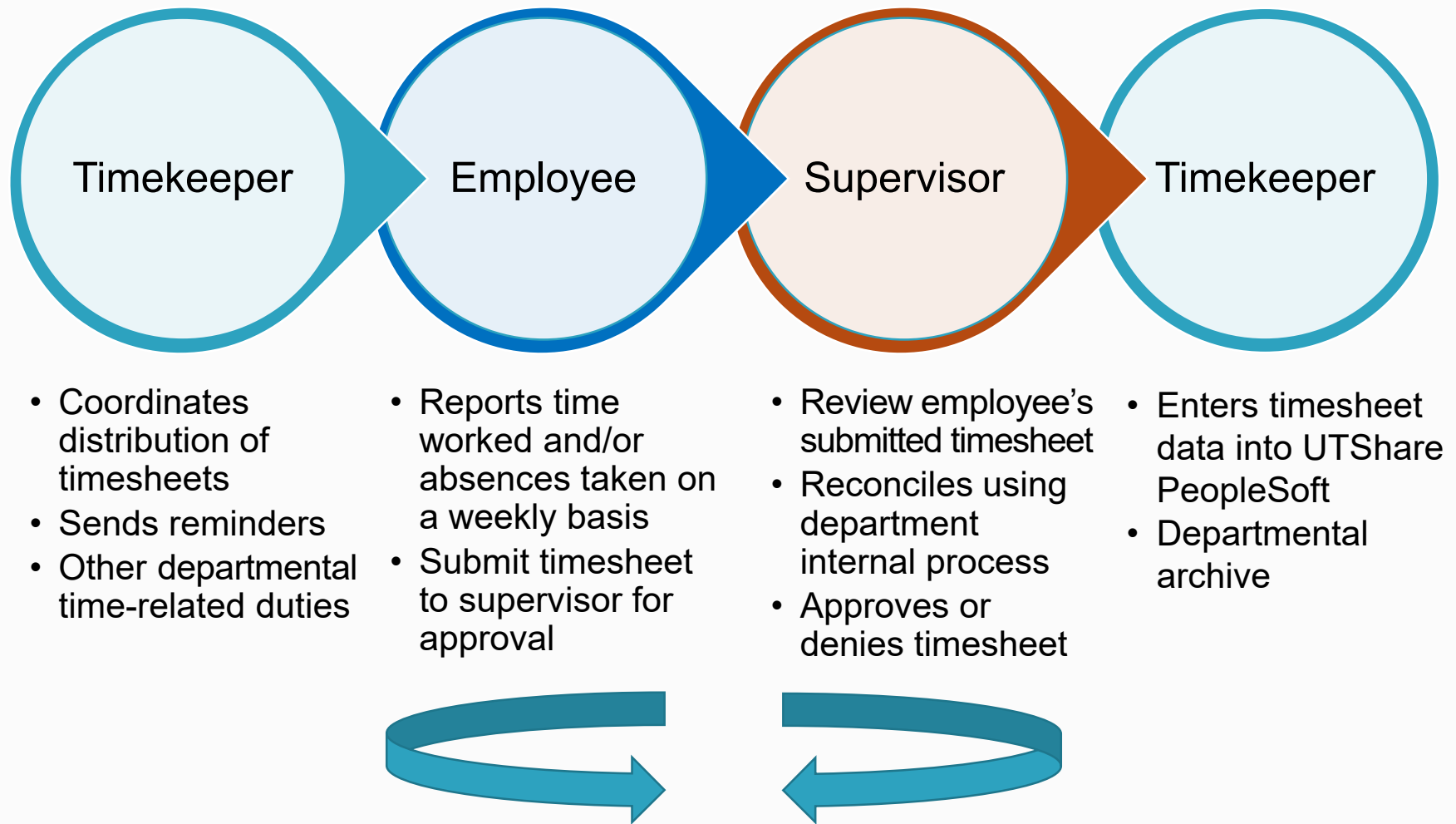


Time & Absence Reporting Project

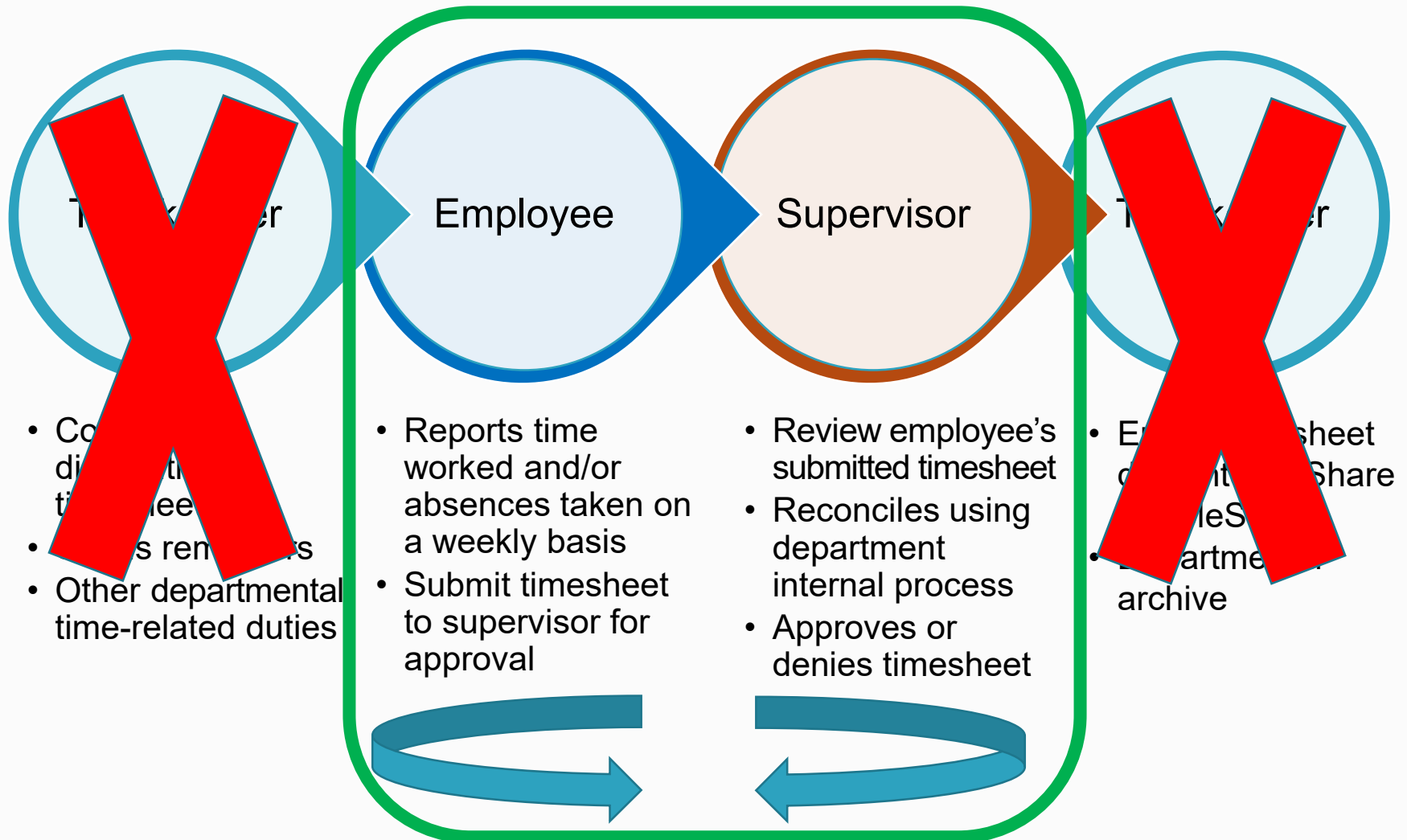
The goal of the Time and Absence Reporting Project is to transition employees and supervisors to using UTShare PeopleSoft to process employee time worked and absence events.

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)

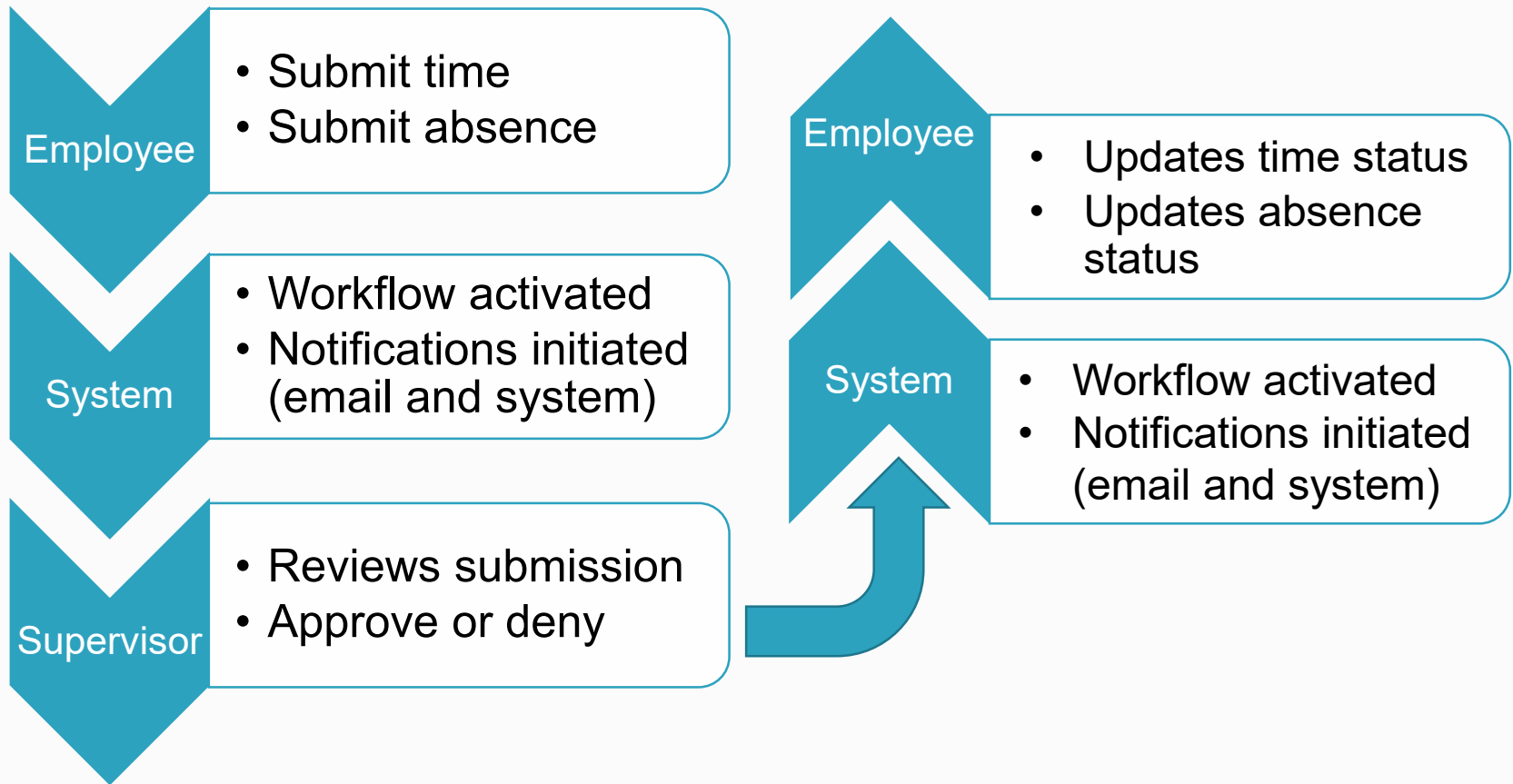
Prior Timesheet Process



Prior Timesheet Process



Timesheet Processing Overview





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

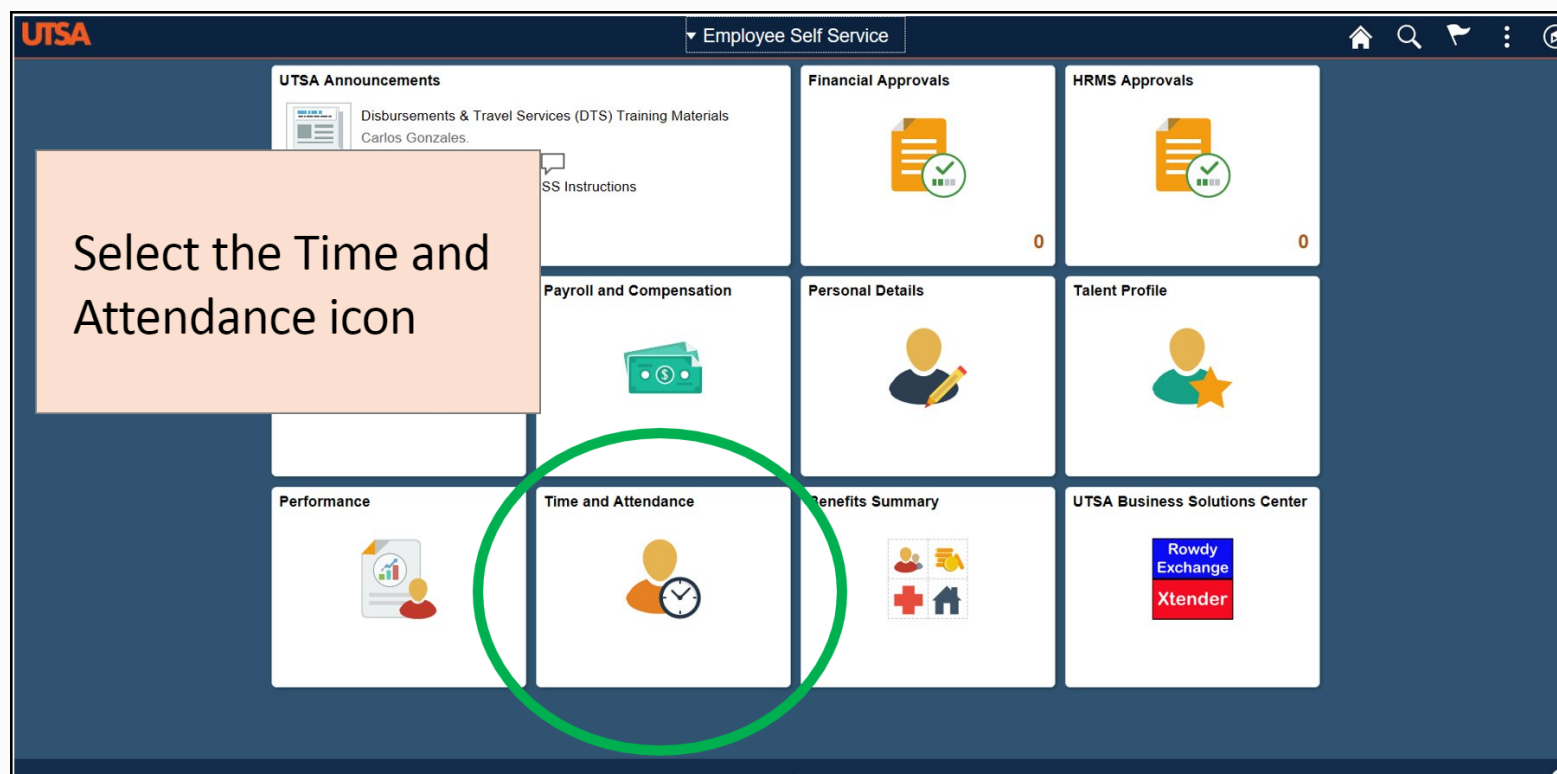
Timesheet Frequency

- 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.



Employee Self Service **Time and Attendance**

Timesheet

Jane Doe

Manager Name: Best Boss

Select Another Timesheet

View By: Week *Date: 06/29/2020

Reported Hours: 0.00

From 06/29/2020 to 07/05/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	6/29	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		
	Tue	6/30	New						
	Wed	7/1	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		
	Thu	7/2	New	1000:00AM			5:00:00PM		
	Fri	7/3	New						
	Sun	7/5	New						

Submit **Clear**

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

Time Reporting Code dropdown options:
 CBCMP - Call Back Comp - Comptime
 EMCL - Weather Closure
 FACH - Facility Closure - Hourly
 FACL - Facility Closure
 TRAVL - Travel

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

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

*Date 06/22/2020

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

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)

Jane Doe

Manager Name

Actions ▾

Select Another

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	<input type="text"/>
	Tue	6/16	Needs Approval	10A			15.3P	5.50	<input type="text"/>
	Wed	6/17	Needs Approval	10A			15.3P	5.50	<input type="text"/>
	Thu	6/18	Needs Approval	10A			14.3P	4.50	<input type="text"/>
	Fri	6/19	New						<input type="text"/>
	Sat	6/20	New						<input type="text"/>
	Sun	6/21	New						<input type="text"/>

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.

the end of every day in the Out column

								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

1 of 3; continue to the next slide

Submit

Clear

UTSA Employee Self Service

Payroll and Compensation

Personal Details

Talent Profile

Time and Attendance

Benefits Summary

UTSA Announcements

UTSA Business Solutions Center

My Reports

Financial Approvals

HRMS Approvals

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

Personalize Homepage

My Preferences

Help

Sign Out

Rowdy Exchange

Xtender

ORACLE PEOPLESFT

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0

Timesheet Navigation

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

The image displays two screenshots of the UTSA HRMS interface. The top screenshot shows the 'Employee Self Service' menu circled in green. A text box with an orange background says 'Select HRMS Approvals via Employee or Manager Self-Service'. A large green arrow points from this text box to the 'HRMS Approvals' tile, which shows a count of 9. The bottom screenshot shows the 'Manager Self Service' menu circled in green. A large green arrow points from the 'HRMS Approvals' tile in the top screenshot to this menu. A text box with an orange background says 'Either route will take you to your Pending Approvals page'. Both screenshots show various other tiles like 'Financial Approvals', 'My Reports', 'Personal Details', and 'Team Time and Attendance'.

UTSA

Employee Self Service

UTSA Announcements

Financial Approvals

HRMS Approvals

Select HRMS Approvals via Employee or Manager Self-Service

Carlos Gonzales.

My Reports

Pay and Compensation

Personal Details

Talent Profile

UTSA

Manager Self Service

Financial Approvals

HRMS Approvals

My Team

Team Time and Attendance

Open Jobs

Team Performance

Either route will take you to your Pending Approvals page

Pending Approval – View By Options

Employee Self Service Pending Approvals

View By: From

All (8)

Jane Doe 2 (4)

Jane Doe1 (4)

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

2: Select employee

Jane Doe1		
Reported Time	Jane Doe1	
Reported Time	Quantity for Approval 42.50 Hours 01/27/2020 - 01/31/2020	Routed 03/09/2020
Absence Request	Vacation Leave, 8 Hours 01/23/2020	Routed 04/01/2020
Absence Request	Vacation Leave, 4 Hours 01/24/2020	Routed 04/01/2020

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

Review – Approve or Deny

5 line(s) are pending your approval

Summary

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

Quantity for Approval 28.00 Hours

Quantity Reported 28.00 Hours

1: Select line(s) for approval or deny

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

[View Legend](#)

Reported Time Details

Pending All

5 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
<input checked="" type="checkbox"/>	01/20/2020	HOL - Holiday	8.00 Hours	8.00 Hours / 0.00 Hours	>
<input checked="" type="checkbox"/>	01/21/2020	WRKS - Hours Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
<input checked="" type="checkbox"/>	01/22/2020	WRKS - Hours Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
<input checked="" type="checkbox"/>	01/23/2020	WRKS - Hours Worked	0.00 Hours	0.00 Hours / 8.00 Hours	>
<input checked="" type="checkbox"/>	01/24/2020	WRKS - Hours Worked	4.00 Hours	4.00 Hours / 8.00 Hours	>

Approve **Deny**

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.

The screenshot shows a web-based interface for reviewing a request. At the top, there are three buttons: 'Cancel', 'Approve', and 'Submit'. A large green arrow points from the 'Approve' button to the 'Submit' button. Below the buttons, the text reads: 'You are about to approve this request.' Underneath this is a section titled 'Approver Comments' with a text input field containing the text 'Approver Comments are optional.' At the bottom of the dialog, there is a status bar with the text 'WRKS - Hours Worked 8.00 Hours 8.00 Hours / 8.00 Hours'.

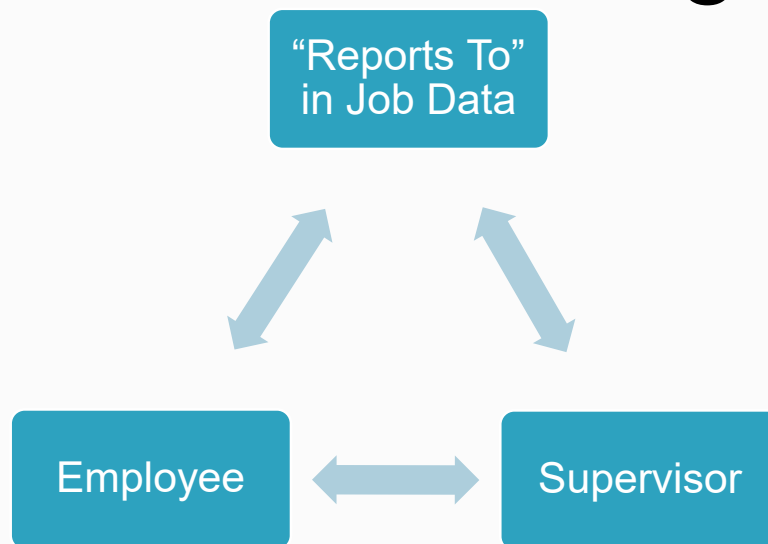
When Deny is selected approver comments are required to the employee and record.

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



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