Salaried Employees Timesheets Town Hall

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

Hosted by:
Payroll Services
Human Resources
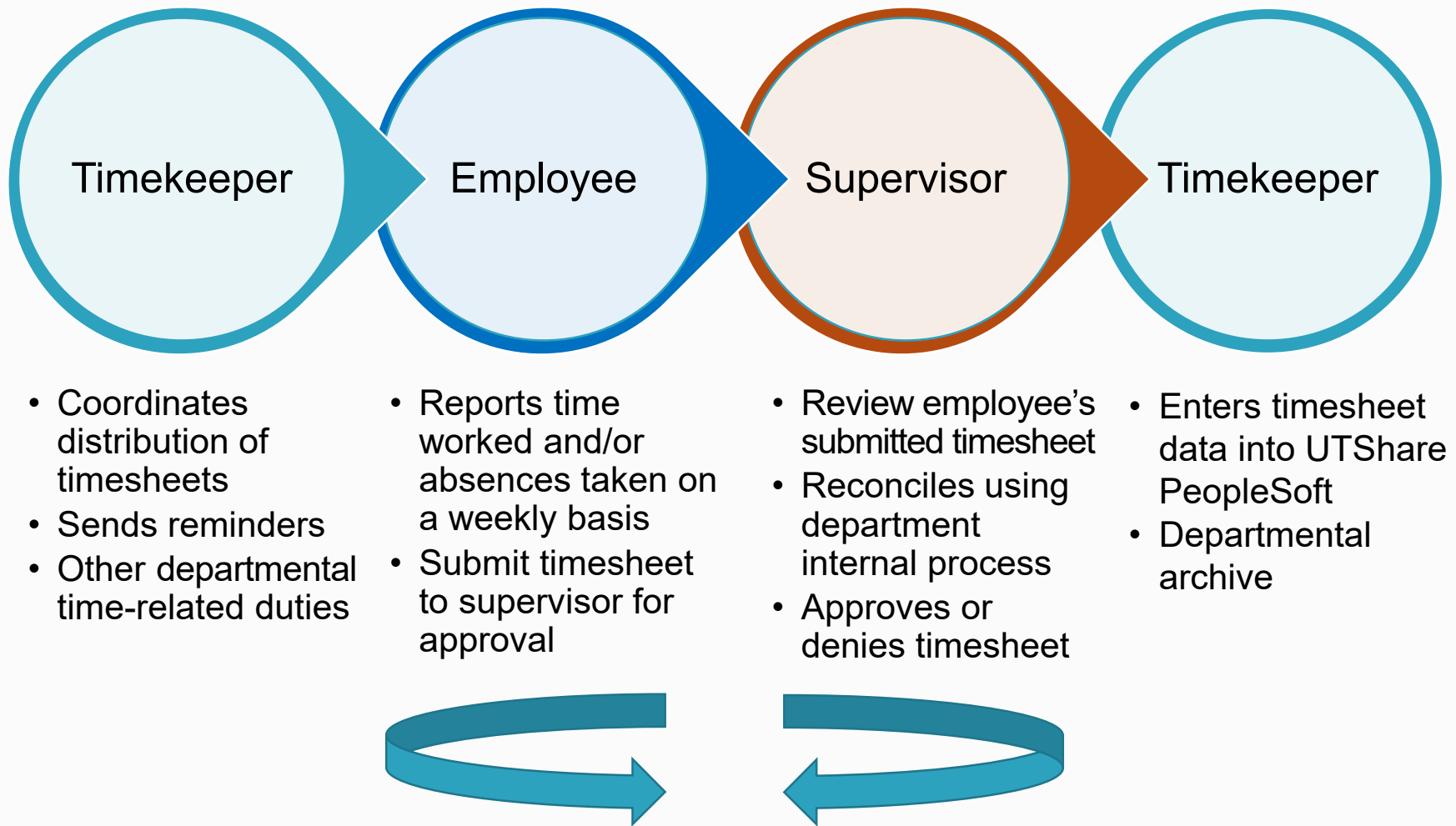Financial Affairs
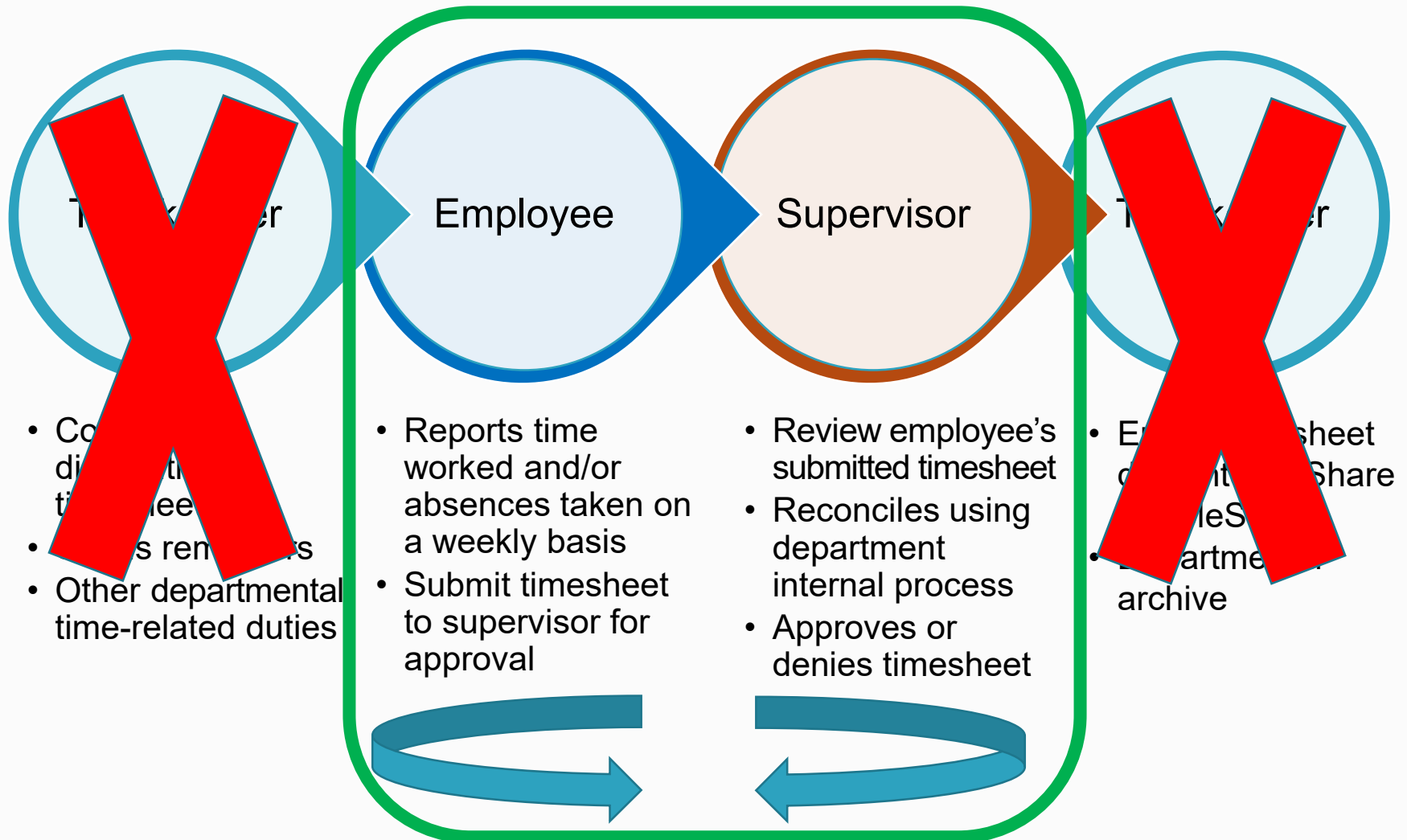Business Information Services

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

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Timesheet Processing Overview

Employee Functionality
- Submit time worked
- Submit absence request
- Cancel previously submitted absence request
- Submit compensatory time taken
- View absence and compensatory balances

System Functionality
- Maintains workflow
- Maintains notifications
- Pre-populates employee's schedule on timesheet

Supervisor Functionality
- Approve or deny
  - Reported time
  - Absence request
  - Absence request cancellation
  - Compensatory time reported
- View direct report employee's absence and comp time balances
- Actions by supervisor are processed by Payroll

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)
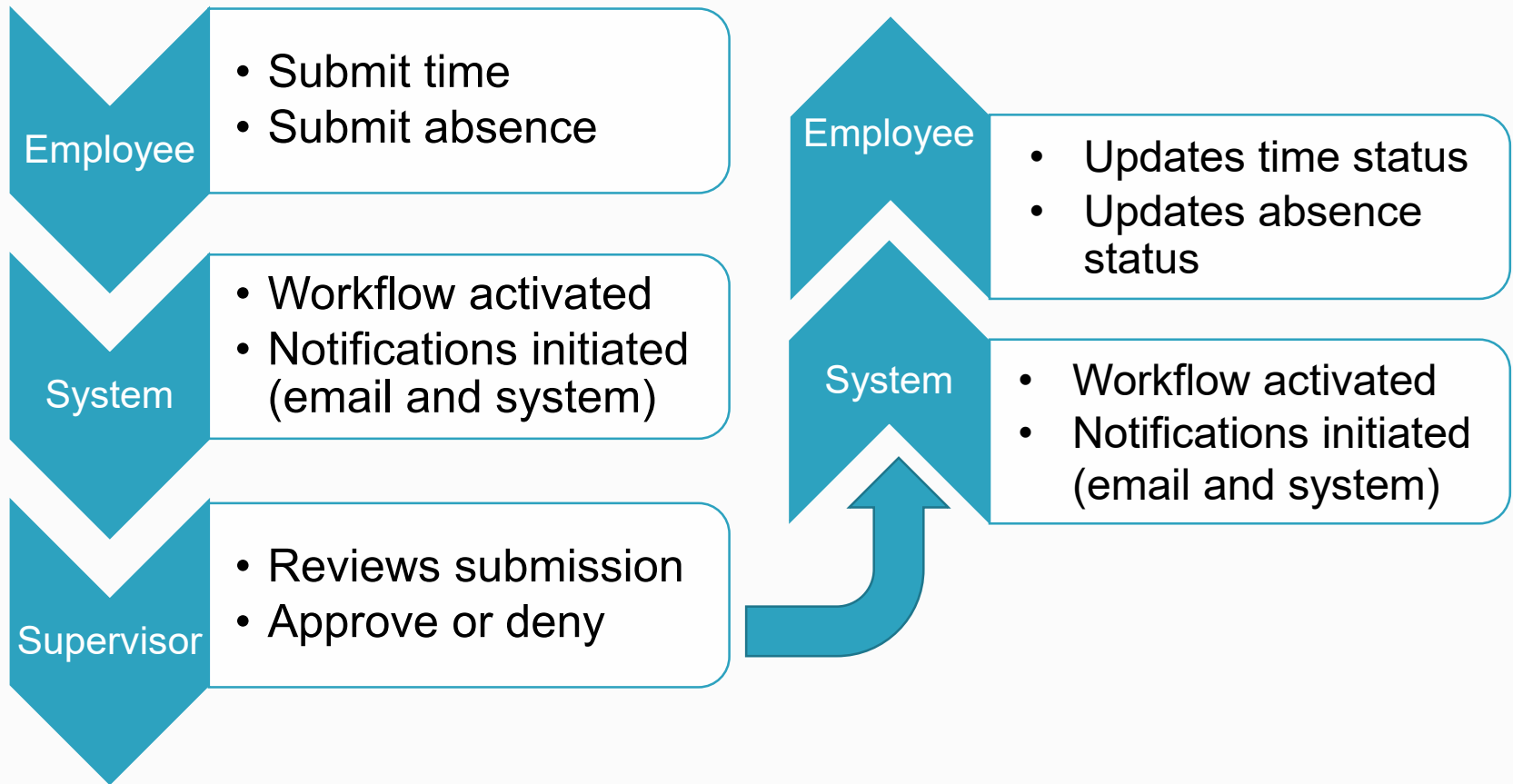
Timesheet Project Deployments

- **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 Navigation

Employees enter time and absences via Time and Attendance tile.

Select the Time and Attendance icon

Timesheet Navigation

Request an Absence Event

Request an Absence Event

Request an Absence Event

Request an Absence Event

Cancel or Modify an Absence Request

Approved

- Request to cancel in cancel absences

- Wait for approval

- Modify the cancelled event in view requests
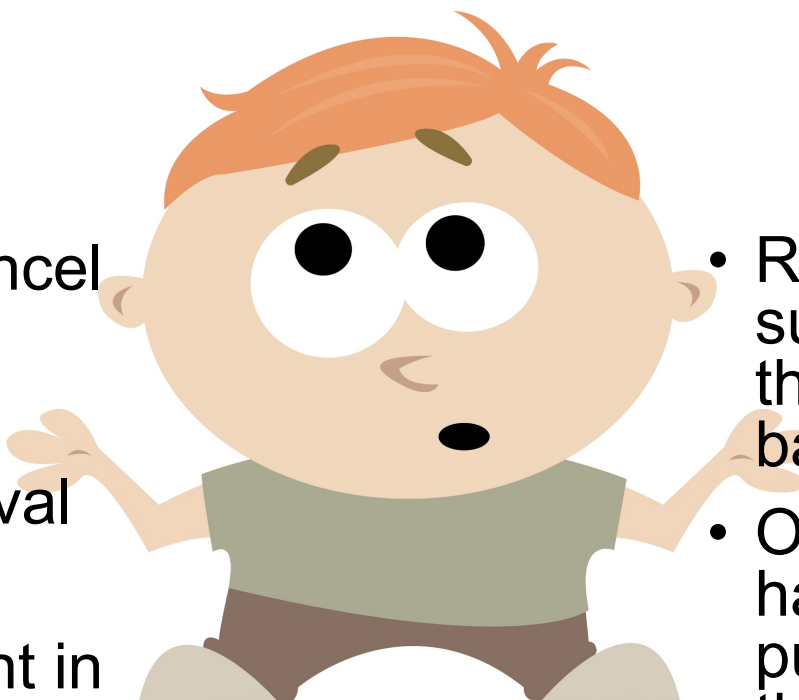
Submitted

- Request your supervisor to deny the request or push it back

- Once the request has been denied or pushed back modify the request in view requests

Approve, Deny and Pushback an Absence Request

Approve an Absence Request

Deny an Absence Request

Pushback an Absence Request

Timesheet Frequency

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

- All other employees complete timesheets on a weekly basis.

Timesheet Navigation
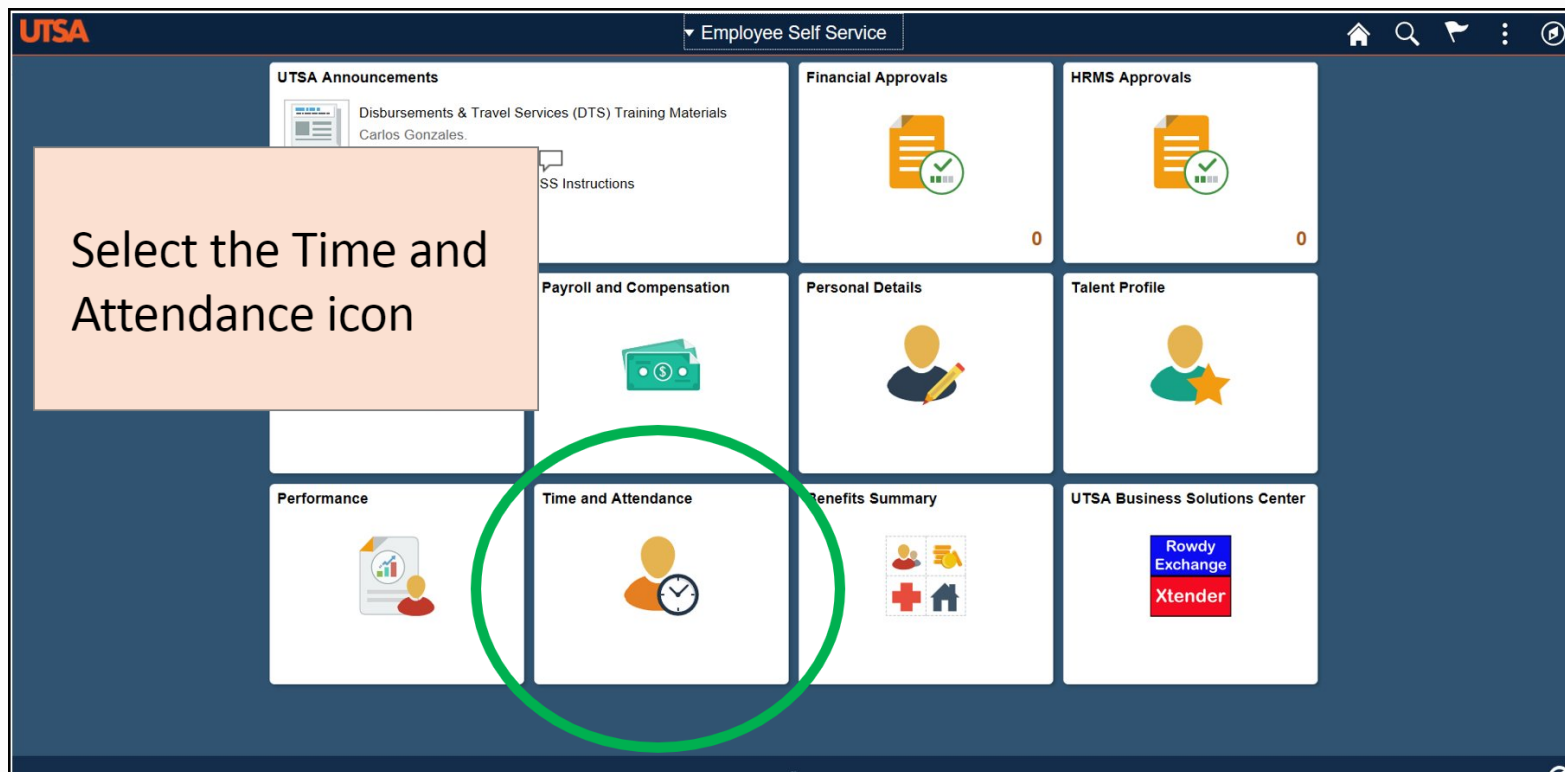
Employees enter time and absences via Time and Attendance tile.

Timesheet Preview – A&P

Timesheet Preview – A&P

From Wednesday 04/01/2020 to Thursday 04/30/2020 ?

	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8
	8.00	8.00	8.00			8.00	8.00	8.00

Submit

Use the scroll bar to review your time for the entire month before submitting.

at 25	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Total	Time Reporting Code	*Taskgrou
		8.00	8.00	8.00	8.00		WRKS - Hours Worked	PSNONC
								PSNONC

Timesheet Preview — Exempt

Timesheet Preview — Non-Exempt

Employee Self Service

Timesheet

You default into the Timesheet page

Payable Time Detail

View Requests

Extended Absence History

Leave Transfer Requests

Monthly Schedule

Absence Balance Details

Begin by selecting your weekly timesheet:
1. "Week" defaults in View By field, no action needed.
2. Enter Monday's date for the required week.
3. Select the refresh icon button

FTE 1.000000

Type Salaried

Actions

Earliest Change Date 02/01/2020   FLSA Status   Nonexempt

Select Another Timesheet

*View By   Week

*Date   04/06/2020

Previous Week   Next Week

Reported Hours   0.00

4. Hours will auto-populate with employee's assigned work schedule

From 04/06/2020 to 04/12/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
💬	Mon	4/6	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS – Hours
💬	Tue	4/7	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS – Hours
💬	Wed	4/8	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS – Hours
💬	Thu	4/9	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS – Hours
💬	Fri	4/10	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS – Hours
💬	Sat	4/11	New						
💬	Sun	4/12	New						

Submit

5. If you have no adjustments, click Submit

Timesheet Submit Confirmation

Time and Attendance

Timesheet
Submit Confirmation

☑ The Submit was successful.
Time for the Week of 2020-04-06 to 2020-04-12 is submitted

OK
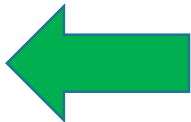
Select OK button to confirm your timesheet submission.

UTSA. Business Affairs

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

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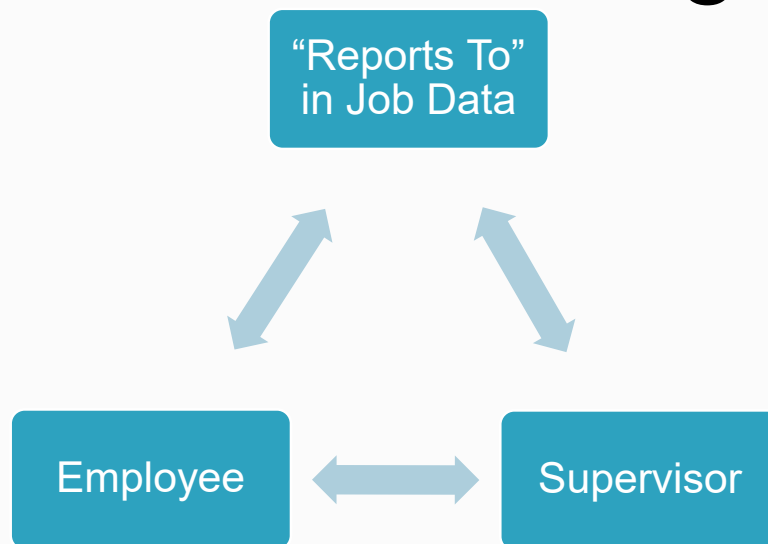
The employee to supervisor relationship is **solely** controlled by the Reports To field in the employee's Job Data record

- 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/)

Delegation Functionality

- Delegation authorization is limited to the following positions only: president, senior vice presidents, vice presidents and deans.

- For clarification purposes: senior vice provosts, vice provosts, associate vice presidents, assistant vice presidents, assistant deans, department chairs and other supervisors are **not** authorized to delegate supervisory responsibility.

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