Timesheets in PeopleSoft UTShare

Employee Self-Service and Manager Self-Service
Time and Absence Reporting
Financial Affairs

Timesheet Processing Overview

**TIMEKEEPER**

Timekeeper distributes Timesheet (Process TBD by department).

**EMPLOYEE**

Records time worked and/or absences taken on a weekly basis and submit for Supervisor approval. Employee responsible for verification of personal time and leave balances in UTShare/PeopleSoft ESS module.

**SUPERVISOR**

Reviews Employee’s Timesheet, reconciles using their own internal process, Approves or Denies on a weekly basis and submits to Timekeeper for entry into UTShare/PS.

**TIMEKEEPER**

Enters approved Timesheet into UTShare/ PeopleSoft. Departmental process TBD regarding archive of Timesheet. Able to view Departmental Employees and Timesheet status through UTShare/PS.
Timesheet Processing Overview

**EMPLOYEE**
Records time worked and/or absences taken on a weekly basis and submit for Supervisor approval. Employee responsible for verification of personal time and leave balances in UTShare/PeopleSoft ESS module.

**SUPERVISOR**
Reviews Employee’s Timesheet, reconciles using their own internal process, Approves or Denies on a weekly basis and submits to Timekeeper for entry into UTShare/PS.

**TIMEKEEPER**
Enters approved Timesheet into UTShare/PeopleSoft. Deploys processing and matching and resubmits.

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Financial Affairs
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 an Position Attribute Change eForm to update the “Reports To” if the employee to supervisor relationship is incorrect ([https://www.utsa.edu/hr/eForms/JobAids/](https://www.utsa.edu/hr/eForms/JobAids/))
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 Processing Overview

**Employee Functionality**
- Submit worked time
- 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 Project Deployment

**Deployed**

- April 13 - Pilot group of 175 employees
  - Consist of A&P, Salaried Exempt, and Salaried Nonexempt employee types

- May 18 - 2nd deployment group of 175 employees
  - Consist of A&P and Salaried Exempt employee types
Timesheet Project Deployment

Future Deployments

• June 15 – 3rd deployment group
  • Remaining A&P, Salaried Exempt, and Salaried Nonexempt employees
  • Approximately 2,000+ employees

• July 20 – 4th deployment group
  • Hourly Staff, Hourly Students, and Work-study employees
  • Approximately 1,300+ employees
Timesheet Project Deployment

Employees Excluded in 2020

• Police and Facilities are included in a subsequent phase
  • Current projection is spring 2021

• GRA/GTA are to be determined

• Faculty – no plans for deployment
Timesheet Navigation

Employees enter time and absences via Time and Attendance tile.
You default into the Timesheet page.

Hours populate with employees assigned work schedule.
Full day absence and timesheet scenario: Recommend you submit absences prior to submitting timesheet. Refer to Absence Submit guide.
Timesheet Navigation

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

Select **HRMS Approvals** via Employee or Manager Self-Service.

Either route will take you to your **Pending Approvals** page.
1st: Select the “From” option in View By when an employee has a mixture of absence(s) and time for review.

2nd: select employee
Review and Approve

1st: Select line(s) for approval

2nd: Select Approve after you review and selected lines for approval
Select Submit button to confirm approval.

You are the final approver, Payroll Services processes the time you approve at this point.
Timesheet Entry

• A&P Employees will complete timesheets on a monthly basis.

• All other employees will complete timesheets on a weekly basis.
Other Information

• Timesheet project departments are:
  • Payroll Services – time labor and payroll administration
  • Human Resources – absence administration
  • Business Information Services – workflow administration and help-desk service

• UTSA Timesheet Resources
  • Job aids and training videos in one location
    https://www.utsa.edu/bis/psupgrade/2020/04/job-aids-training-videos.html

• Update Employee’s Schedule
  • Supervisor submits the Schedule Change Request Form
    https://www.utsa.edu/payroll/forms.cfm
  • Hourly and work-student employees do not have schedules
Thank you!

The University of Texas at San Antonio

UTSA Financial Affairs