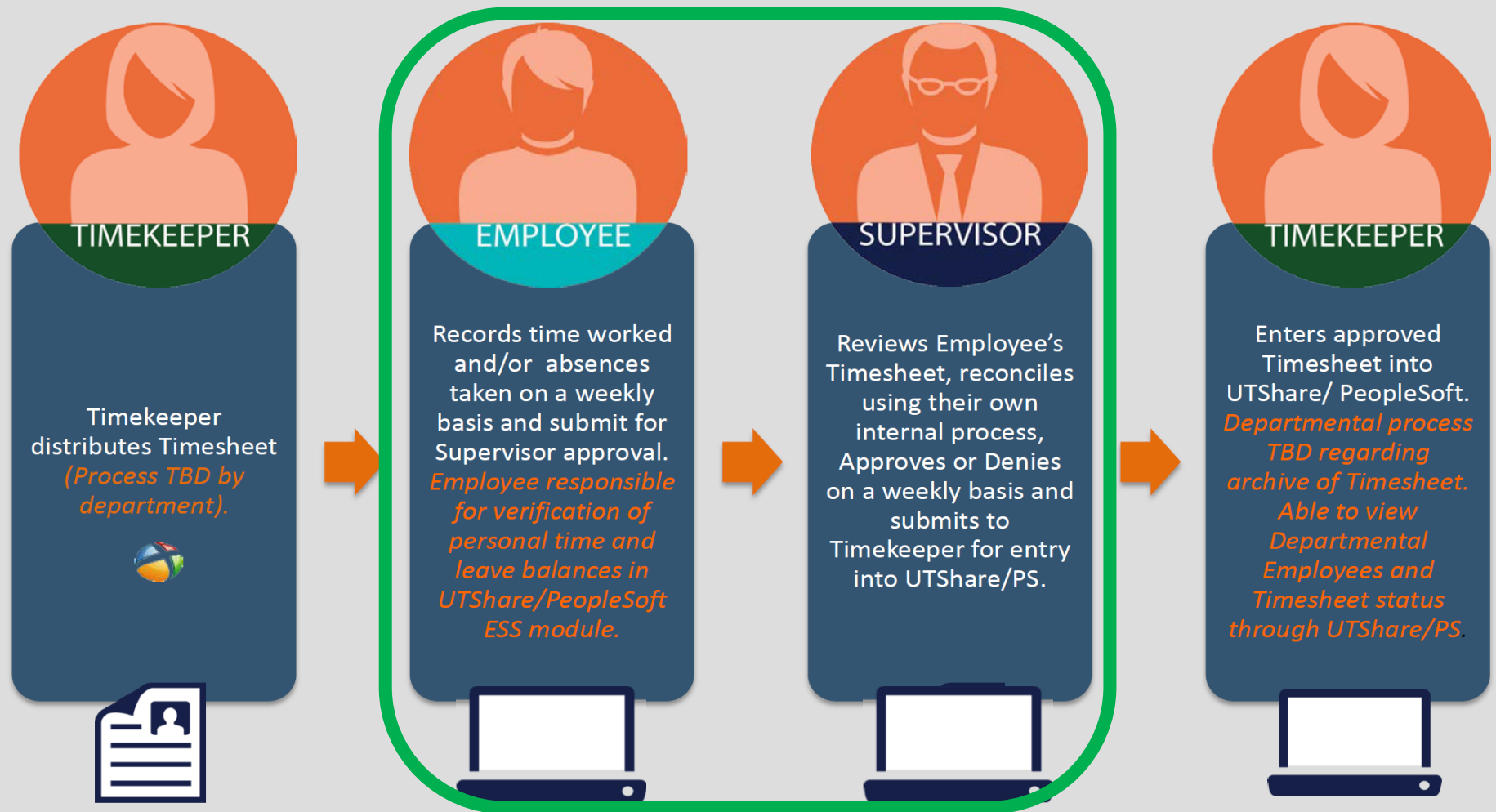


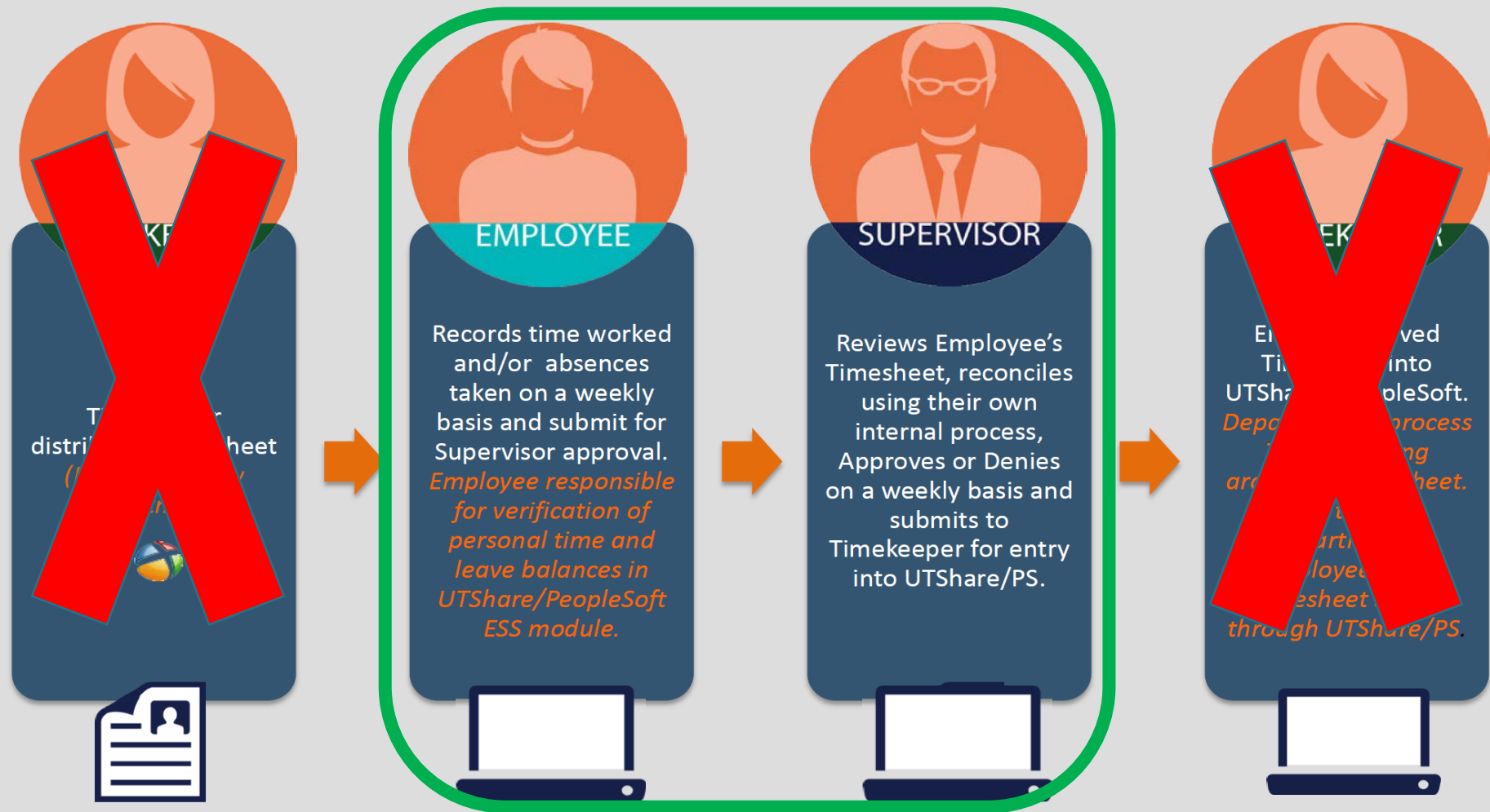
Timesheets in PeopleSoft UTShare

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

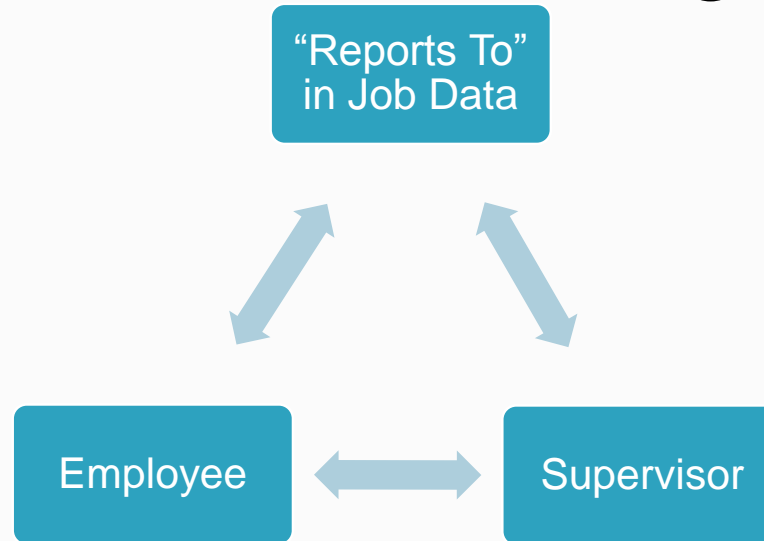
Timesheet Processing Overview



Timesheet Processing Overview



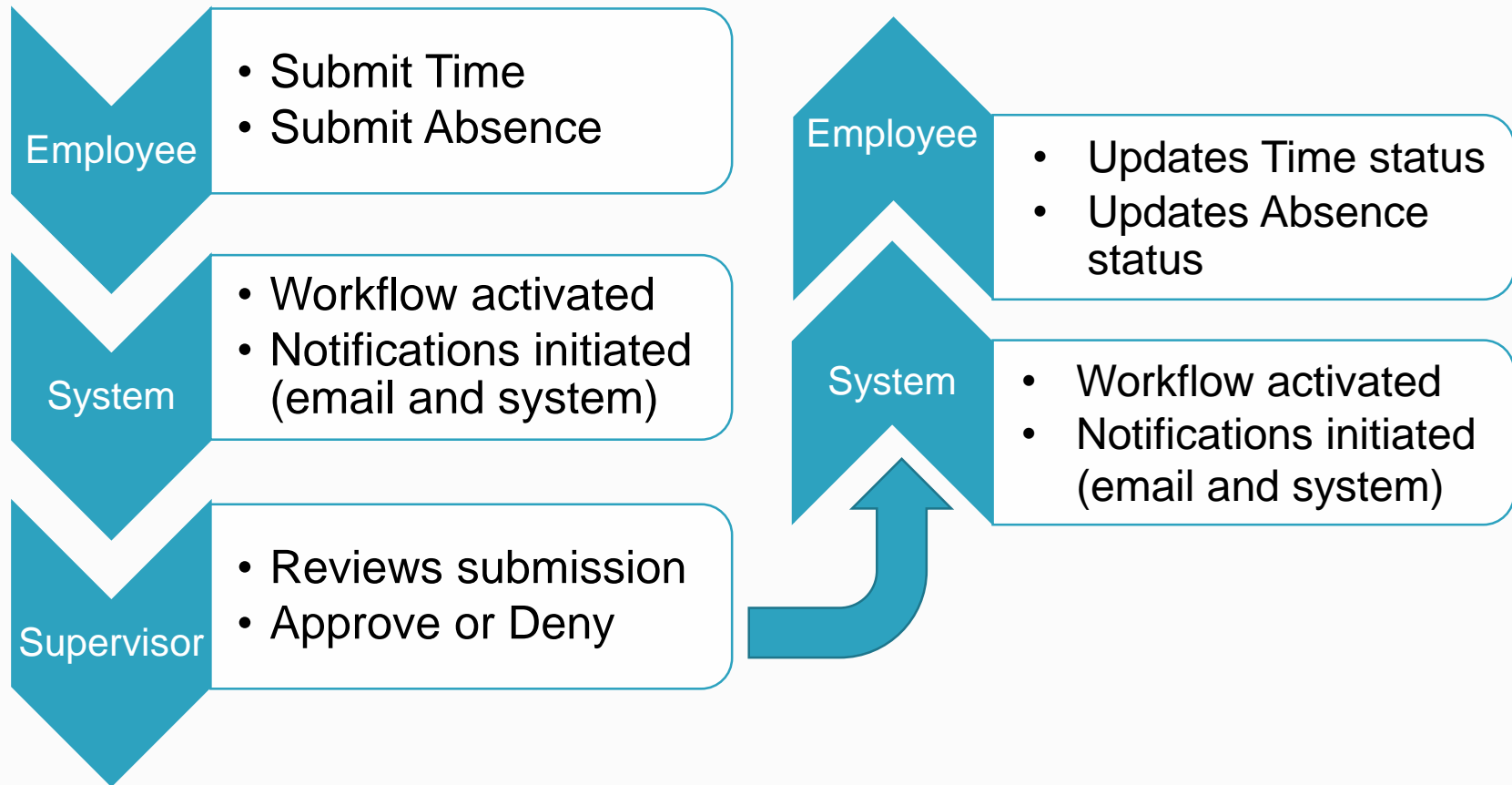
Timesheet Processing Overview



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/>)

Timesheet Processing Overview



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

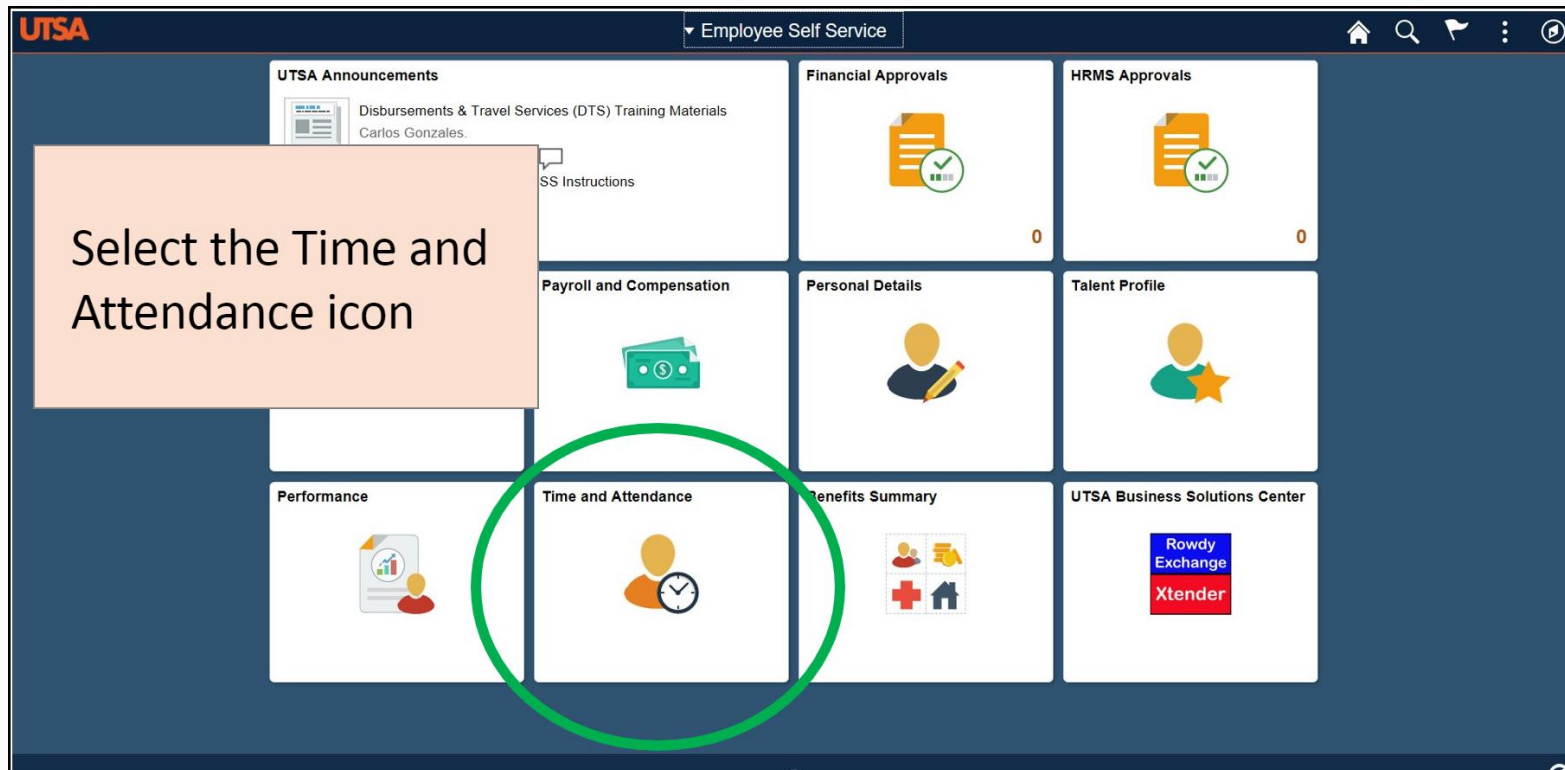
Timesheet Project Deployment

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.



Timesheet Preview

Employee Self Service

Timesheet

You default into the Timesheet page

View Requests

Extended Absence History

Leave Transfer Requests

Monthly Schedule

Absence Balance Details

Time and Attendance

Timesheet

Jane Doe

Manager Name

Best Boss

Actions

Employee ID

FTE

1.000000

Empl Record

0

Empl Type

Salaried

Empl Class

Administrative / Professional

Earliest Change Date

02/01/2020

FLSA Status

Exempt

Select All

Hours populate with employees assigned work schedule

Previous Week

Next Week

Print Timesheet

Punch Timesheet

From Monday 04/20/2020 to Sunday 04/26/2020

Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Sun 4/26	Total
8.00	8.00	8.00	8.00	8.00			40.0

Submit

Financial Affairs

Timesheet Preview

Timesheet

Jane Doe

Employee ID

FTE 1.000000

Empl Record 0

Empl Type Salaried

Manager Name

Best Boss

Empl Class Administrative

Earliest Change Date 02/01/2020

Actions

Select Another Timesheet

*View By

Week

Previous Week

*Date

04/13/2020

You must account for all your hours for the full work week as either worked hours or absence taken

Full day absence and timesheet scenario: Recommend you submit absences prior to submitting timesheet. Refer to Absence Submit guide

Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Sun 4/19	Total	Time Reporting Code
		8.00					8.00	VACS - Vacation - Salaried
			4.00				4.00	SICKS - Sick - Salaried
8.00	8.00		4.00	8.00				WRKS - Hours Worked

Submit

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 in the top right, 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 down to the 'HRMS Approvals' tile in the bottom screenshot, which also shows a count of 9. A text box with an orange background at the bottom right says 'Either route will take you to your Pending Approvals page'.

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

View By Options

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

Employee Self Service

View By: **From**

All 8

Jane Doe 2 4

Jane Doe1 4

2nd: select employee

Jane Doe1 4 rows

Reported Time Jane Doe1	Quantity for Approval 28.00 Hours 01/20/2020 - 01/24/2020	Routed 03/09/2020	>
Reported Time Jane Doe1	Quantity for Approval 42.50 Hours 01/27/2020 - 01/31/2020	Routed 03/09/2020	>
Absence Request Jane Doe1	Vacation Leave, 8 Hours 01/23/2020	Routed 04/01/2020	>
Absence Request Jane Doe1	Vacation Leave, 4 Hours 01/24/2020	Routed 04/01/2020	>

Review and Approve

2nd : Select Approve after you review and selected lines for approval

1st : Select line(s) for approval

5 line(s) are pending your approval

Summary

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

Quantity for Approval 28.00 Hours Quantity Scheduled 32.00 Hours

Quantity Submitted/ 0.00 Hours Quantity Reported 28.00 Hours

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 and Approve

Select Submit button to confirm approval.

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

00 Hours

ails

Cancel Approve Submit

You are about to approve this request.

Approver Comments

Approver Comments are optional.

WRKS - Hours Worked 8.00 Hours 8.00 Hours / 8.00 Hours

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