UTSA Business Affairs

Timesheet Improvement

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Project Goals

- Increase time reporting efficiency
- Maintain compliance
- Control and mitigate reporting risks
- Improve the time reporting process
- Projected go-live date: June 2, 2025



Project Scope

Included Employees

- Administrative & Professional (A&P)
- Classified Exempt
- Classified Non-exempt

Excluded Employees

Contracted Pay Employees

⇒ Faculty

→ Graduate research , teaching and service assistants

Student Staff

Non-benefits eligible Staff



Exempt vs. Nonexempt

Some employees are exempt from the Fair Labor Standards Act (FLSA) overtime pay provisions

What's the Difference?

Employee Types

✓ Administrative & Professional (A&P)

Employee whose duties are exempt from the overtime provisions of FLSA

✓ Classified Exempt

 Eligible to receive state comp time (hour for hour) for all hours worked over 40 in a pay period

✓ Classified Non-Exempt

Eligible to receive overtime (time-and-a-half) for all hours worked over 40 in a pay period

A&P

Only eligible to earn comp time when working on a holiday

Current Process

✓ Submit monthly timesheets

Future Process

Only submit timesheets when

- Utilizing comp time
- ✓ Working on a holiday

Classified Exempt

Eligible to earn state comp time

Current Process

✓ Submit weekly timesheets

Future Process

Only submit timesheets when:

- Deviating from regular work schedule (flexed hours)
- Utilizing leave (vacation, sick, comp time or other leave)
- ✓ Working hours exceed regular work schedule

Classified Non-Exempt (CNE)

Eligible to earn state, holiday and overtime at time-and-a-half



Current

Punched timesheet reporting

Future

Elapsed timesheet reporting

(i) Punch

Employees enter **start and end times** for each work segment for each workday

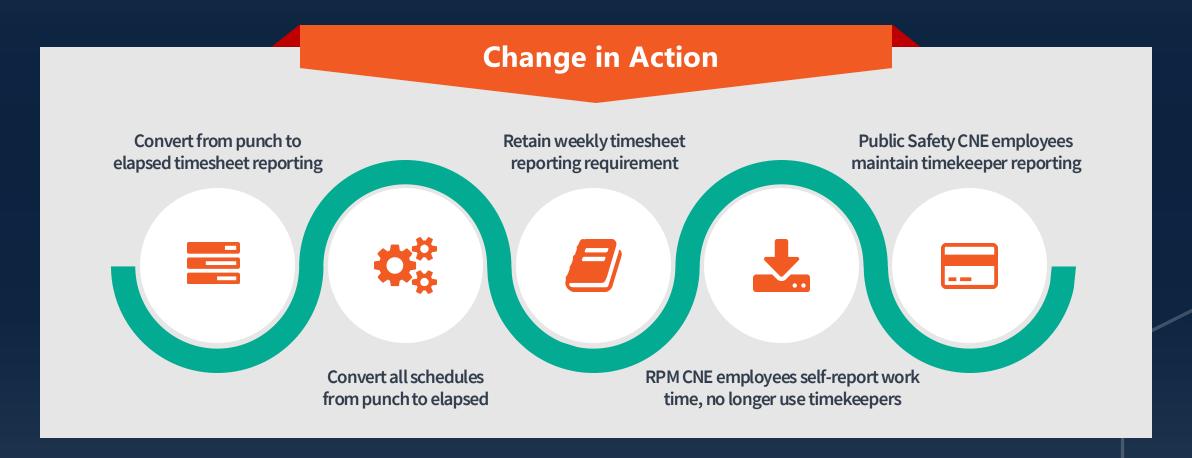
① Elapsed

Employees enter the sum of worked hours for each workday



Classified Non-Exempt (CNE)

Eligible to earn state, holiday and overtime at time-and-a-half



Absence Reporting

- ✓ Employees submit leave requests in PeopleSoft
- ✓ People Leaders approve/deny requests
- ✓ Approved requests appear on timesheet

No Changes



- ✓ Communications
- ✓ Training
- ✓ Job Aids
- ✓ Website

Post-Implementation

- Develop automated submission reminder process for exempt employees
- Implement communication process with BSC to review exception trends
- Conduct first-year review, report findings
- Monitor reporting statistics year-to-year



