

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

Student Staff

Non-benefits
eligible Staff

Contracted Pay
Employees

- ➡ Faculty
- ➡ Graduate research ,
teaching and service
assistants



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

Process Change

Current

Punched timesheet reporting

Future

Elapsed timesheet reporting



❶ Punch

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

❷ 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

Change in Action

Convert from punch to
elapsed timesheet reporting



Retain weekly timesheet
reporting requirement



Public Safety CNE employees
maintain timekeeper reporting



Convert all schedules
from punch to elapsed



RPM CNE employees self-report work
time, no longer use timekeepers



Absence Reporting

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



No
Changes

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Resources

- ✓ 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



The logo for the University of Texas at San Antonio (UTSA) is displayed in a bold, orange, sans-serif font. The letters 'U', 'T', and 'S' are connected, as are 'A' and the registered trademark symbol. The background of the slide features dark blue vertical bars on the left and right sides, each containing faint, light blue hexagonal outlines of varying sizes.

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