



Time Reporting Training



Agenda



**Timesheet
Overview**



**Roles &
Responsibilities**



**Leave Requests
& Hourly
Timesheets**



**Approving
Requests**



**Warning
Messages
vs Hard Stops
Resources**



**Tips &
Reminders**

Timesheet Overview- Timekeepers



Timekeeper Access:

- Timekeepers have the ability to enter, correct, and submit time in PeopleSoft.

Types of Entries:

- **Leave Requests** (e.g. Vacation leave, Sick Leave, Jury Duty, Educational Activities, Bereavement)
- **Comp time/Over time**
- **Hourly timesheets**



Leave Requests

Leave Requests



What's new?

- UTEP employees can now submit leave requests in PeopleSoft for:
 - ✓ Vacation leave
 - ✓ Sick Leave
 - ✓ Jury Duty
 - ✓ Educational Activities
 - ✓ Bereavement
- Leave requests submitted by Employees and Timekeepers will route to the employee's "Reports To" Manager.

Please encourage staff to submit their own leave requests as it makes it easier for manager to approve requests.

Leave Requests- Workflow



How does it work?



* If the Reports To position is vacant, request will route to the Next Level Supervisor.

Employees Eligible for Leave



- Timekeepers will be able to enter and submit leave for the following employee types:

Employee types	Absences
Classified	Yes
Faculty	Yes (sick leave only)
A&P	Yes

Leave Requests- Roles and Responsibilities



Employee	Timekeeper	Reports To
<ul style="list-style-type: none">• Submit leave requests• Cancel leave requests	<ul style="list-style-type: none">• Submit leave request as needed• Add comp time• Submit leave utilizing comp time	<ul style="list-style-type: none">• Review leave requests<ul style="list-style-type: none">▪ Approve▪ Deny▪ Pushback

Timekeeper Roles and Responsibilities



What is my role?

- **Submit and modify** leave requests as an exception, all submissions will route to the employee's "Reports To" for approval.
- **Comp time/Over time** will also be processed by Timekeepers- please contact payroll@utep.edu for training.

Other:

- **FMLA** will still be processed by the Benefits Office

NOTE:

FMLA - New Timekeepers will have one month to attend FMLA Training or access will be removed.

Please go to campusedge.utep.edu - FMLA for Timekeepers - for dates and times.

Timesheet Policies and Procedures



By when should time be submitted?

- Users have a 90 day pay window from the absence event to enter or make any adjustments.
- Adjustments after 90 days of an event will need to be reported to Absence Management; send requests to payroll@utep.edu.



Attachments?

- Timekeepers do not have access to attach documentation, only employees can add attachments when submitting their own requests.

Time Reporting Codes (TRC)



- Available Time reporting Codes:
 - OCP: Overtime Comp Payout
 - STCTS: State Comp Taken Salaried
 - STADJ: State Comp Adjusted (Admin)
 - STDEC: ST Comp Decrement-Process Only
 - UPDS: Unpaid Salary

Terminology of Absence



- **Absence Event (Leave Request):** The period of time that a payee is absent for the same reason. For example, if a payee is out sick Monday through Wednesday, the three-day absence is referred to as ONE absence event.
- **Entitlement (Accrual):** This defines rules for granting paid time off for valid absences, such as sick time and vacation. An absence entitlement defines the amount, frequency and period (Monthly Accrual).
- **Cascading:** A feature in the Absence Management module which automatically deducts submitted absence hours against a prioritized order of an employee's accrued balances.

Cascading



- **Cascading** is a new concept used in PeopleSoft to automatically deduct leave hours from various leave balance types, if the employee does not have an available balance.
- **Cascading Acronyms:**
 - **VAC** - Vacation
 - **Unpaid Abs** - Unpaid absence
 - **EA** - Educational Activities
 - **COMP** - Comp time
 - **O/T-FLSA** - Overtime-Fair Labor Standards Act

What is Cascading?



Leave Type (Element)	Order of Deduction against Leave Types			
Vacation	Vacation	Unpaid Absence		
Sick	Sick	Educational Activities/Sick	Vacation	Unpaid Absence
Educational Activities*	Educational Activities/Sick	Vacation	Unpaid Absence	

- If Absence leaves cascade into unpaid leave it will automatically deducted from your following paycheck.

Cascading Example



- An employee has the following available leave balances:
 - 20 hours of vacation
 - 36 hours of sick
 - 16 hours of comp time
- The employee submits 40 hours of vacation. The time is approved by their reports-to manager.
- What will happen?
 - 20 hours will be pulled from their available vacation hours
 - Their available sick hours will be skipped (because it is not in the vacation cascading order)
 - 16 hours will be pulled from their available comp time hours
 - 4 hours will go unpaid.



Timekeeper Leave Request Submissions

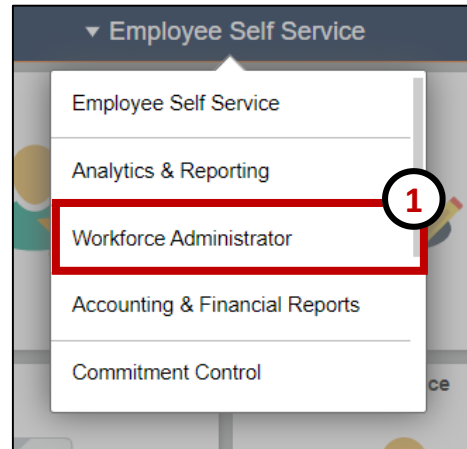
Leave Request- Timekeeper Submission



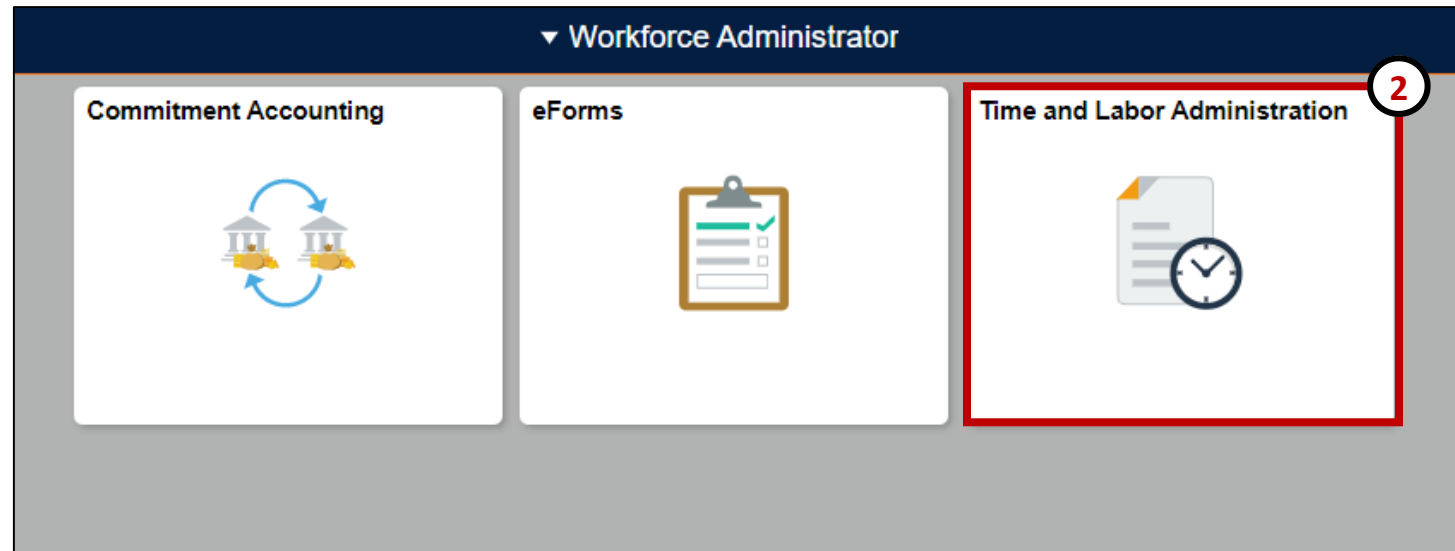
Before you begin:

- Written approval from the employee's Manager will be required before submitting the request in PeopleSoft.
- You will keep a copy of the written statement for your records.
- If you have issues accessing the module or finding the employee submit a ticket to helpdesk@utep.edu for further support.

Navigation to enter Leave Requests



1. From the Employee Self Service drop down select the **Workforce Administrator**.
2. Click the **Time and Labor Administration** tile.



Enter Vacation Leave Requests



Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	Espino
First Name	Diana

Get Employees

Clear Criteria

Save Criteria

Employees For Yvette Ruiz-Esparza, Totals From 04/01/2019 - 04/07/2019

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Espino	Diana	6001110000	0	0.00	0.00	40.00			0.00	0.00

3

4

3. Search for employee using **Empl ID**, **Last Name**, or **First Name** fields
4. Click **Get Employees** button.
5. Employee will populate, select employee.

5

Enter Vacation Leave Requests



Timesheet

Diana Espino
Coordinator
Actions ▾

Employee ID 6001205272
Empl Record 0
Earliest Change Date 05/01/2019

Select Another Timesheet

*View By Week
*Date 06/15/2020

Reported Hours 8.00

Reported Time Status Summary Absence Exceptions Payable Time

Absence Events ?

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details
<input type="checkbox"/>	06/15/2020	06/15/2020	Select Absence Name			Details

Add Absence Event

Approval

Bereavement
Educational Activities
Jury Duty
Select Absence Name
Sick Leave
Vacation Leave

6. Select to **View By**:
 - Calendar Period – one pay period
 - Day – one day at a time
 - Week – one week at a time
7. Select **Date** field and click the green **Refresh** icon.
8. Select **Absence** tab.
9. Click **Add Absence Event** button.
10. Enter **Start Date** and **End Date** of vacation time requested.
11. From the drop down menu arrow, select the **Vacation Leave**.
12. Click **Details** link to input additional information.

Enter Vacation Leave Requests



Absence Detail ?

*Start Date: 06/15/2020

End Date: 06/15/2020

Filter by Type: All

*Absence Name: Vacation Leave

Partial Days: None

Duration: 8.00 Hours

Calculate End Date or Duration

OK Cancel

Submit Apply Schedule

Reported Time Status Summary Absence

Timesheet Submit Confirmation

The Submit was successful.
Time for the Week of 2019-04-01 to 2019-04-07 is submitted

OK

13. Absence Event Detail Screen will be displayed; verify the information is correct.
 - 13a. If the request is for a **full day**, select **none**. If the request is for a **partial day** select **All Days**.
 - 13b. Enter the hours.
14. Click on the **Calculate End Date or Duration** to sum up all requested hours.
15. Click the **OK** button.
16. You will then be redirected to the Timesheet, select the **Submit** button to continue.
17. From the **Submit Confirmation** screen, click **OK** to complete.
18. The request will route to the employee's supervisor. If your supervisor approves, the time will be recorded and reflect until the next pay cycle. If the request is denied, you will need to modify and resubmit.

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Edit
<input type="checkbox"/>	06/15/2020	06/15/2020	Vacation Leave	8.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="button" value="Edit"/>

Enter Sick Leave Requests



Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text" value="Espino"/>
First Name	<input type="text" value="Diana"/>

Get Employees

Clear Criteria

Save Criteria

1

2

1. Search for employee using **Empl ID, Last Name, or First Name** fields
2. Click **Get Employees** button.
3. Employee will populate, select employee.

Employees For Yvette Ruiz-Esparza, Totals From 04/01/2019 - 04/07/2019

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Espino	Diana	6001110000	0	0.00	0.00	40.00			0.00	0.00

3

Enter Sick Leave Requests



Timesheet

Diana Espino
Coordinator
Actions ▾

Select Another Timesheet

View By: Week
*Date: 06/16/2020

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

Absence Events

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status
<input type="checkbox"/>	06/16/2020	06/16/2020	Select Absence Name			Details	New

Add Absence Event

Approval

Select All | Deselect All | **Sick Leave** | Vacation Leave | Approve | Push Back

4. Select to **View By**:
 - Calendar Period – one pay period
 - Day – one day at a time.
 - Week – one week at a time
5. Select **Date** field and click the green **Refresh** icon.
6. Select **Absence** tab.
7. Click **Add Absence Event** button.
8. Enter **Start Date** and **End Date** of vacation time requested.
9. From the drop down menu arrow, select **Sick Leave**.
10. Click **Details** link to input additional information.

Enter Sick Leave Requests



Absence Detail ?

*Start Date: 06/16/2020

End Date: 06/16/2020

Filter by Type: All

*Absence Name: Sick Leave

11a Partial Days: All Days

11b All Days Hours: 4.00

Duration: 4.00 H

12 Calculate End Date or Duration

13 OK Cancel

14 Submit Apply Schedule

Reported Time Status Summary Absence Exceptions Payable Time

Absence Events ?

11. Absence Event Detail Screen will be displayed; verify the information is correct.
 - 11a. If the request is for a **full day**, select **none**. If the request is for a **partial day** select **All Days**.
 - 11b. Enter the hours.
12. Click on the **Calculate End Date or Duration** to sum up all requested hours.
13. Click the **OK** button.
14. You will then be redirected to the Timesheet, select the **Submit** button to continue.
15. From the **Submit Confirmation** screen, click **OK** to complete.
16. The request will route to the employee's supervisor. If your supervisor approves, the time will be recorded and reflect until the next pay cycle. If the request is denied, you will need to modify and resubmit.

Timesheet

Submit Confirmation

✓ The Submit was successful.
Time for the Week of 2019-04-01 to 2019-04-07 is submitted

15 OK

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Edit
<input type="checkbox"/>	06/16/2020	06/16/2020	Sick Leave	8.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet	Edit

Resources- Time and Labor Administration



Am I able to see requests submitted by employees?

- Based on departmental access, Timekeepers have access to the employee's timesheet and can continue to review time information here:

Time and Labor Administration

Review Time

- Timesheet**
- Time Reporter Status

Payee/HR Data

Timesheet

Melody Sanchez Employee ID 600144444
Coordinator Empl Record 0
[Actions](#) Earliest Change Date 06/01/2020

Select Another Timesheet

*View By [Previous Week](#) [Next Week](#)
*Date [Print Timesheet](#) [Punch Timesheet](#)

Reported Hours 11.00

From Monday 02/17/2020 to Sunday 02/23/2020

Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total	Time Reporting Code
	8.00						8.00	JURYS - Jury Salaried
			3.00				3.00	SICKS - Sick - Salaried

Resources- Time and Labor Administration



Am I able to see the employee's leave balances?

- Timekeepers have access to the employee's leave balances by scrolling down to the bottom of the timesheet: :

Time and Labor Administration

Review Time

Timesheet

Unprocessed Reported Time

Time Reporter Status

Payee/HR Data

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time **Absence** Exceptions Payable Time

Absence Events

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	Edit

Add Absence Event

Approval

Select All Deselect All Approve Push Back

Absence Entitlement Balances

Entitlement Name	Balance as of 09/15/2020**	From	To	Accrual Period
Sick Leave	155.00 Hours	09/01/2020	08/31/2021	Year to Date
Vacation Leave	239.00 Hours	09/01/2020	08/31/2021	Year to Date

**Disclaimer The current balance does not reflect absences that have not been processed.

Resources- HCM Queries Available



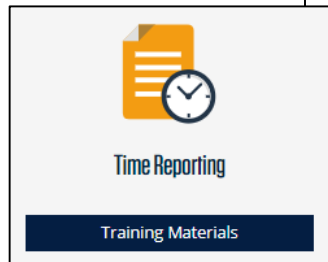
Nav Bar > (Tile)Navigator > (Link) HCM Reporting Tools > Query > Query Viewer

Description	Location	Name
Leave, accruals, & deductions by pay period	HCM Reporting Tools	UTZ_HA_TIMEKEEPER
Search by time frame to see absence requests	HCM Reporting Tools	UTZ_HA_DAILY_ABSENCE_CAMPUS_DT
Monthly accruals by calendar group	HCM Reporting Tools	UTZ_HA_MONTHLY_ACCRLS
Absence entries by dates	HCM Reporting Tools	UTZ_HA_ABM_EVENTS_DETAILS

Resources- Training Materials



Timekeeper Training



Time Reporting

Training Materials

Time Reporting

Presentations

- Time Reporting: Timesheets and Leave Requests **New**

Quick Guides

- Timekeeper- Punch Time Entries
- Timekeeper- Modifying Punch Time Entries
- Vacation Leave Request
- Sick Leave Request
- Partial Time Leave Request



Employee/Manager Training



Leave Requests

Training Materials

Electronic Leave Requests **New**

Presentations

- Electronic Leave Requests

Quick Guides

Employee

- Employee: Leave Request Submission- Full Day **New**
- Employee: Leave Request Submission- Partial Day **New**
- Employee- Resubmitting a Pushback Request **New**
- Employee- Cancelling Leave Requests **New**
- Employee- View Leave Request History **New**

Manager

- Manager- Approving Employee Submissions **New**
- Manager- Approving Timekeeper Submissions **New**
- Manager- Leave Request Submission for Employee- Full Day **New**
- Manager- Leave Request Submission for Employee- Partial Day **New**
- Manager- View Leave Request History **New**

Video Tutorials

- Employee- Leave Request Submission **New**
- Manager- Approving Leave Request Submissions **New**

For more information visit our [Training Resources](#) page.

Approving Requests



Things to Know:

- There are two approval methods when reviewing leave requests:
- **“E-mail” Method*:**
 - Document is sent to UTEP email address.
 - Click hyperlink at bottom of email to open the document.
 - Log into PeopleSoft to review document information.
- **HRMS Tile:**
 - Log into PeopleSoft, from the **Employee Self Service** homepage select the **HRMS Tile**.
 - Under Pending Approvals, select the request to review/approve.

There is an Absence Request awaiting your approval

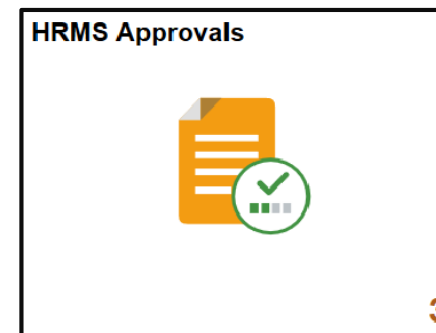
Employee Id: 6001111111- Adrian Rodriguez
Department: PeopleSoft
Job Title: Project Specialist
Absence Start Date: 2020-03-04
Absence Name: 250060 - AT VAC - Vacation Leave
Absence End Date: 2020-03-04
Status: Submitted
Comments: testing outlook emails

Please use the following link to view the transaction:

<https://zaih->

uat.utshare.utsystem.edu/psp/ZAIHUAT/EMPLOYEE/HRMS/c/ROLE_MANAGER.GP_ABS_SS_XFER.GBL?

[Action=U&TRANSACTION_NBR=980867&EMPLID=6001517351&EMPL_RCD=0&BGN_DT=2020-03-04&PIN_TAKE_NUM=250060&END_DT=2020-03-04](https://uat.utshare.utsystem.edu/psp/ZAIHUAT/EMPLOYEE/HRMS/c/ROLE_MANAGER.GP_ABS_SS_XFER.GBL?Action=U&TRANSACTION_NBR=980867&EMPLID=6001517351&EMPL_RCD=0&BGN_DT=2020-03-04&PIN_TAKE_NUM=250060&END_DT=2020-03-04)



Approving Requests Overview



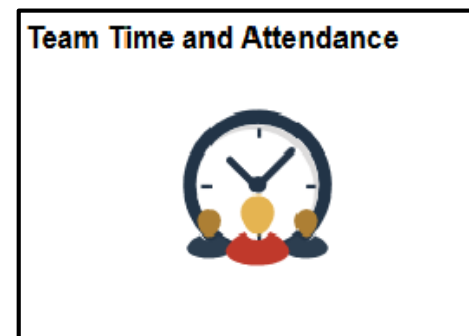
Things to Know:

- Transactions submitted by Timekeepers will be classified as “**Reported Time.**”
- Transactions submitted by Employees will be classified as “**Absence Request.**”
- When approving the layout/options will be slightly different; however, the overall design is the same.

- Managers can also review their employee’s time and further details on the **Manager Self Service** home page under the **Team Time and Attendance** tile under.

View By	Type	
All	3	
Absence Request	1	
Reported Time	2	

All 3 rows		
Reported Time Adrian Rodriguez	Quantity for Approval 40.00 Hours 04/06/2020 - 04/10/2020	Routed 04/14/2020 >
Reported Time Jesse James	Quantity for Approval 24.00 Hours 04/16/2020 - 04/17/2020	Routed 04/14/2020 >
Absence Request Chris Sanchez	Sick Leave, 8 Hours 04/30/2020	Routed 04/14/2020 >



Reviewing Balances as a Manager



How can the Manager see leave balances for their employees?

The image shows a sequence of four screenshots illustrating the steps to view leave balances as a manager:

- Step 1:** A dropdown menu under "Employee Self Service" with "Manager Self Service" selected.
- Step 2:** A "Team Time and Attendance" tile with a clock icon.
- Step 3:** A "Manager Self Service" panel with "Absence Balance Details" selected.
- Step 4:** A search form with "First Name" and "Last Name" fields highlighted.

1. From the Employee Self Service dropdown, select the **Manager Self Service** option.
2. Select the **Team Time and Attendance** tile.
3. From the left side panel, select the **Absence Balance Details** option.
4. Search for the employee's **First Name** and **Last Name** to pull results.

Cancelling Leave Requests



Things to Know:

- Employees can submit a cancellation for requests pending approval and for approved transactions.
- Cancellation requests will route to the Manager for approval.
- Managers & Timekeepers currently do not have the ability to cancel requests.
- If cancellations cannot be completed by the employee please contact payroll@utep.edu.

Warning Messages vs Hard Stops



Warning Messages

- Warning # 5
Hours entered on
Holiday <Holiday Date>
with <Entered TRC>.
- Warning # 11
Hours entered more
than 40 in a week.



Hard Stops

- Error # 3
Straight Comp Hours
cannot Accommodate.
Please correct.
- Error # 4
Overtime Comp Hours
cannot Accommodate.
Please correct.



Timekeeper

Hourly Timesheet Submission

Hourly Timesheets- Overview



What's new?

- UTEP hourly employees can now submit their timesheets in PeopleSoft.
- Time will be recorded via Punch Time Entries (Punch In/Out), this method records the student's schedule and calculates the total time to be paid out.
- Timesheets submitted by hourly employees and by Timekeepers will route to the employee's "Reports To" Manager for approval.
- **In order to receive payment, the manager must approve the Timesheet by the payroll deadline.**

Hourly Timesheets- Workflow



How does it work?



* If the Reports To position is vacant, request will route to the next level supervisor.

Hourly Timesheets- Roles and Responsibilities



Hourly Employee	Timekeeper	Reports To Manager
<ul style="list-style-type: none">• Submits Timesheet in PeopleSoft	<ul style="list-style-type: none">• Submit student timesheets (as needed).• Submit leave requests (as needed).• Adds comp time.• Submits leave utilizing comp time.	<ul style="list-style-type: none">• Review timesheet submissions<ul style="list-style-type: none">▪ Approve▪ Deny <p>REMINDER: Reports To must approve submissions by the payroll deadline in order to receive payment.</p>

Hourly Timesheets- Policies and Procedures



Keep in mind:

- Semi-Monthly Payroll calendar is composed of 2 calendar periods:
 - The **first calendar period** begins on the 1st of every month and ends on the 15th of every month.
 - The **second calendar period** begins on the 16th of every month and ends on the last day of the month.
- All **semi-monthly payday**s are the 5th working day after the end of the pay period.
- Timesheet submissions should be completed on a weekly basis. Reminder notifications will be sent to managers regarding payroll deadlines.
- Timesheets not approved by the payroll deadline will need to be approved and processed for payment until the next pay cycle.

The screenshot shows a calendar for July 2020 with the following dates highlighted:

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Key dates highlighted in the calendar:

- Green boxes: 1st, 15th (Start of 1st and 2nd calendar periods)
- Blue boxes: 16th, 31st (End of 2nd calendar period)
- Orange boxes: 22nd, 7th (Paydays for the 1st and 2nd periods)

To access the Semi-Monthly Payroll Calendar, use the link below:
<https://www.utep.edu/vpba/peoplesoft/calendar/index.html>

Hourly Timesheets- Modifying Time



Things to know:

- Users have the ability to make changes to current and past transactions with a status of Saved, Needs Approval, Approved, or Denied.
- **Current transactions** are those that fall within the current pay period; as long as the changes are submitted & approved by the payroll deadline, the payment will be processed as expected.
- **Retro transactions** are those that fall outside of the current pay period. Approved changes will be processed in the next corresponding pay cycle.
 - There is a 90 day pay window which allows adjustments to past transactions.
 - Adjustments after 90 days of an event will need to be reported to payroll@utep.edu.

Hourly Timesheets- Punch Time Entries



What are Punch Time Entries:

- Punch time records **start (In) and end (Out) times** for hourly employees:

From 07/01/2020 to 07/15/2020 ?

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Wed	7/1	Approved	10:00:00AM	12:00:00PM		<input type="text"/>	<input type="text"/>	7/1	+	-
	Thu	7/2	Needs Approval	1:00:00PM	4:00:00PM	3.00	<input type="text"/>	<input type="text"/>	7/2	+	-
	Fri	7/3	Saved	2:00:00PM	5:30:00PM	3.50	<input type="text"/>	<input type="text"/>	7/3	+	-

- This method will record the student’s actual work time in the system.
- Hourly employees are expected to record time in the system on a daily basis and save the changes by selecting the “Save for Later” button.
- Submissions are required on a weekly basis. Please note that by selecting the “Submit” button you will trigger a notification to your Manager.

Hourly Timesheets- Timekeeper Role



What is my role?

- **Hourly timesheets** can be processed by Timekeepers (as needed).
- Timekeepers will be able to enter and submit timesheets for the following employee types:

Employees	Timesheet
Hourly Employees	Yes
Hourly Students	Yes
Faculty	No
A & P	No*
Classified Exempt	No*
Classified Non Exempt	No*

*Note: Timekeeper will only need to submit timesheet when entering comp time, overtime and/or any other special circumstances as determined by University policy.

Hourly Timesheets- Timesheets

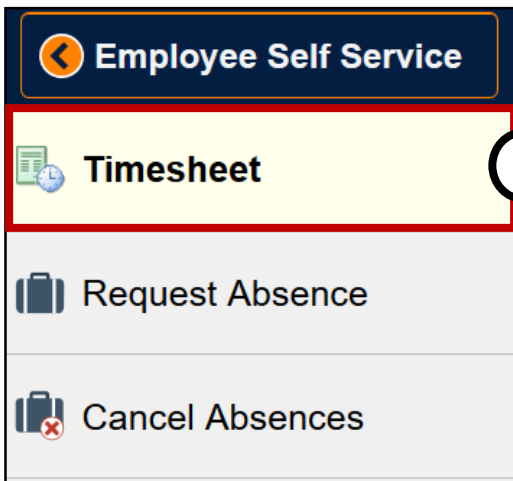
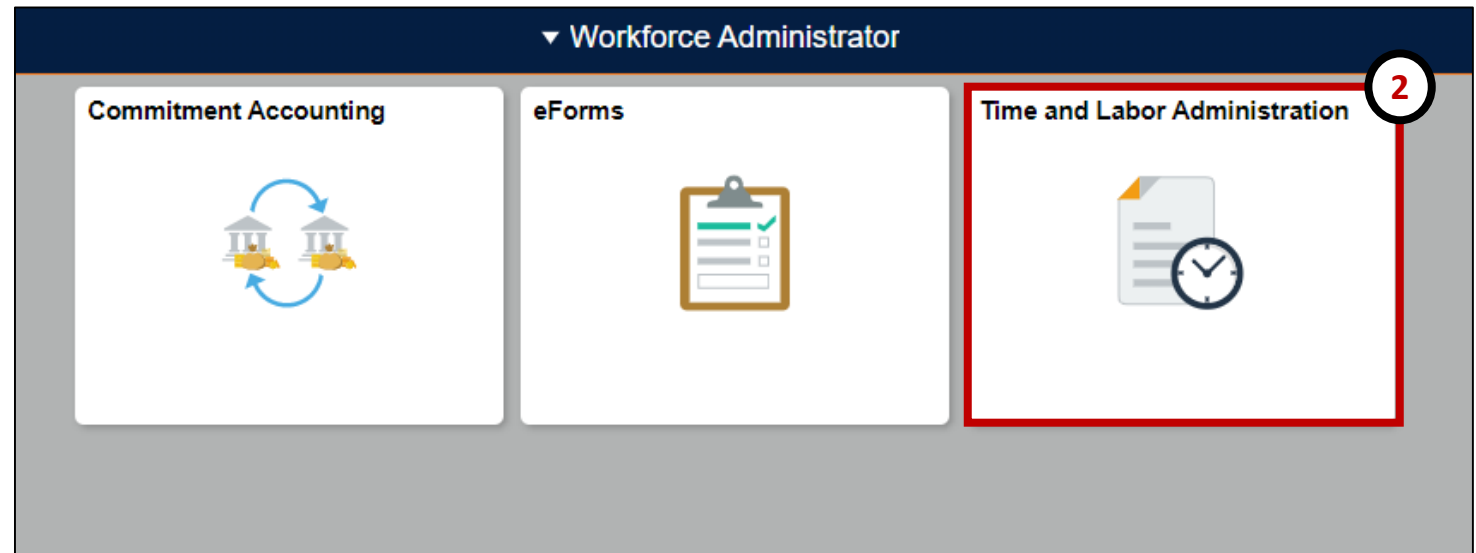
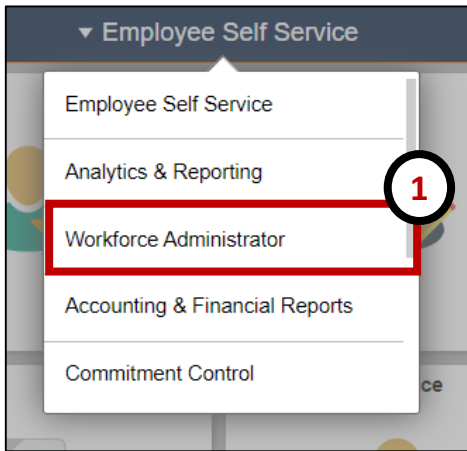


Before you begin:

- Student will submit and sign the Casual Labor/ Hourly/ Workstudy Time Record

THE UNIVERSITY OF TEXAS AT EL PASO CASUAL LABOR / HOURLY / WORKSTUDY TIME RECORD								
Employee Name				Job Title				
Department				Division				
UT EID				Month/Year				
Work Schedule								
	IN	OUT	IN	OUT	IN	OUT	TOTAL	
Sunday							0:00	
Monday							0:00	
Tuesday							0:00	
Wednesday							0:00	
Thursday							0:00	
Friday							0:00	
Saturday							0:00	
Classification (Please Check One): <input type="checkbox"/> Casual Labor Job Code _____ <input type="checkbox"/> Hourly Pay Rate _____ /hr <input type="checkbox"/> Workstudy								
Pay Period (Please Check One):* <input type="checkbox"/> 1st-15th <input type="checkbox"/> 16th-31st <small>*Check both if time being documented is for the whole month.</small>								
Week of: _____								
# Hrs worked	S	M	T	W	R	F	S	Total
								0
Weekly Totals								0
Week of: _____								

Navigating- Hourly Punch Time Entries



1. From the Employee Self Service drop down select the **Workforce Administrator**.
2. Click the **Time and Labor Administration** tile.
3. Next, select the Timesheet option located on the left panel

Hourly Punch Time Entries



Report Time
Timesheet Summary

▼ Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text" value="600155555"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

5

4

4. Search for employee using **Empl ID, Last Name, or First Name** fields.
5. Click the **Get Employees** button.
6. Employee will populate at bottom of the screen, select the hyperlink with the employee's last name to view the timesheet.

Change View

*View By: Week Show Schedule Information

Date: 04/05/2019

Employees For Yvette Ruiz-Esparza, Totals From 04/01/2019 - 04/07/2019

1-1 of 1

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Rivas	ltzel	600155555	0	0.00	0.00	0.00			0.00	0.00

6

Hourly Punch Time Entries



Timesheet

Manuel Gonzalez
Undergraduate Assistant II

Manager Name Diana Espino

Employee ID 600144444 FTE 0.475000
Empl Record 0 Empl Type Hourly
Empl Class Student
Earliest Change Date 03/16/2020 FLSA Status Nonexempt

Actions -

Select Another Timesheet

*View By Calendar Period Day Week Previous Period Next Period

*Date 07/01/2020 Reported Hours 0.00 Print Timesheet Elapsed Timesheet

7. Select the **Date**.
8. From the “View By” option, select one of the following options:
 - **Calendar Period** – Displays one pay period (2 weeks)
 - **Day** – Displays one day
 - **Week** – Displays one week
9. Select the refresh icon to update the timesheet.
10. Use the **Punch In & Out** columns to report time:
 - Please note, time must be entered in a **12-hour** format with the respective **AM (A)** or **PM (P)** period entered after the hour. Hours without period submissions will default to AM.
 - 10a. Enter the start time (In).
 - 10b. Enter the end time (Out).
11. If an additional shift must be added for the same date, select the + button to add a new line, then enter the start and end time on the new row.
12. After entering/reviewing the time, select the **Save for Later** button. Entries must be updated and saved on a daily basis.

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 07/01/2020 Reported Hours 0.00 Print Timesheet Elapsed Timesheet

From 07/01/2020 to 07/15/2020

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Wed	7/1	New	1:00:00PM	2:00:00PM				7/1	+	-
			New	3pm	5pm				7/1	+	-
	Thu	7/2	New	8:00AM	10:30AM				7/2	+	-
			New	2p	5p				7/2	+	-
	Fri	7/3	New	10:15A	3:45P				7/3	+	-

Save for Later Submit

Please note: Comments can be added/reviewed, if needed.

Hourly Punch Time Entries



Would you like to validate worked time? (13504,10066)

Yes

No

13

- From the pop-up, select **Yes** to save your entries.
- The page will reload, notice the entries have updated, **Reported Status** has changed to "Saved," and the **Punch Total** column reflects the total hours per line.
- At the end of the pay period, review your entries and select the **Submit** button. The submission will trigger a notification and route to the employee's manager for approval.
- From the Submit Confirmation screen, select **OK**.

Select Another Timesheet

*View By: Calendar Period [Previous Period](#) [Next Period](#)

*Date: 07/01/2020 [Print Timesheet](#) [Elapsed Timesheet](#)

Reported Hours 14.00

From 07/01/2020 to 07/15/2020

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Wed	7/1	Saved	1:00:00PM	2:00:00PM	1.00			7/1	+	-
			Saved	3:00:00PM	5:00:00PM	2.00			7/1	+	-
	Thu	7/2	Saved	8:00:00AM	10:30:00AM	2.50			7/2	+	-
			Saved	2:00:00PM	5:00:00PM	3.00			7/2	+	-
	Fri	7/3	Saved	10:15:00AM	3:45:00PM	5.50			7/3	+	-

14

Save for Later

Submit

15

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Time Period of 2020-07-01 to 2020-07-15 is submitted

OK

16

Hourly Punch Time Entries



17. Total **Reported Hours** will be updated and will display the total hours submitted.
18. The submission will route to your manager for approval and the **Reported Status** will update to reflect "Needs Approval." Please note, approvals are required in order for the hours to be paid out as expected.
 - If the request is Approved, the time will be paid out on the corresponding pay cycle.
 - If the request is Denied, you may need to modify and resubmit.

Timesheet

Manuel Gonzalez
Undergraduate Assistant II

Manager Name Diana Espino

Employee ID 600144444
Empl Record 0
Empl Class Student
Earliest Change Date 03/16/2020

Actions ▾

Select Another Timesheet

*View By Calendar Period ▾ Previous Period Next Period

*Date 07/01/2020 📅 ↻

Reported Hours 14.00

Print Timesheet Elapsed Timesheet

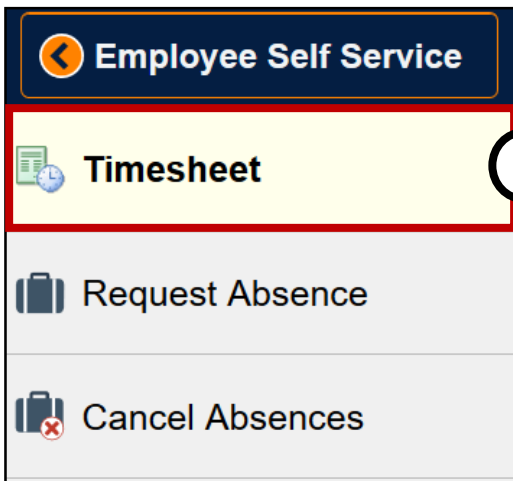
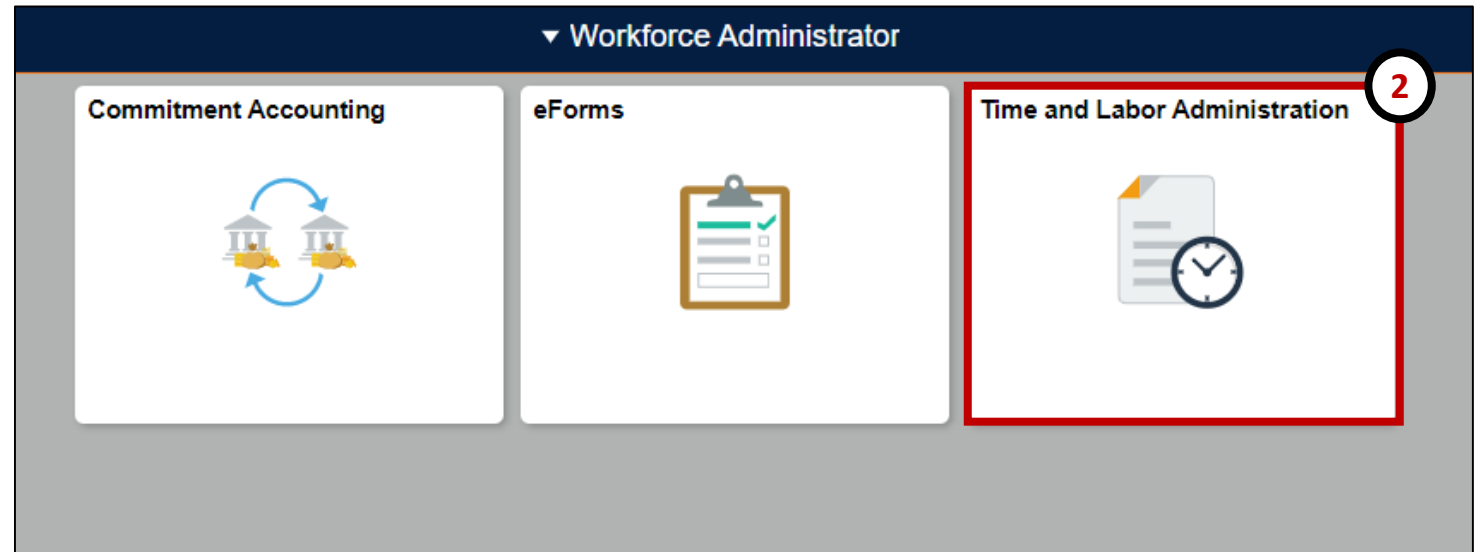
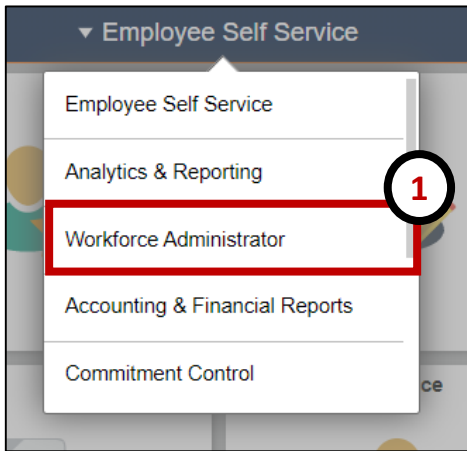
From 07/01/2020 to 07/15/2020 ?

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
🗨	Wed	7/1	Needs Approval	1:00:00PM	2:00:00PM	1.00	▾		7/1	+	-
🗨			Needs Approval	3:00:00PM	5:00:00PM	2.00	▾		7/1	+	-
🗨	Thu	7/2	Needs Approval	8:00:00AM	10:30:00AM	2.50	▾		7/2	+	-
🗨			Needs Approval	2:00:00PM	5:00:00PM	3.00	▾		7/2	+	-
🗨	Fri	7/3	Needs Approval	10:15:00AM	3:45:00PM	5.50	▾		7/3	+	-



Timekeeper- Modifying Punch Time Entries

Modifying Punch Time Entries



1. From the Employee Self Service drop down select the **Workforce Administrator**.
2. Click the **Time and Labor Administration** tile.
3. Next, select the Timesheet option located on the left panel

Modifying Punch Time Entries



Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text" value="600155555"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

- 4. Search for employee using **Empl ID, Last Name, or First Name** fields.
- 5. Click **Get Employees** button.
- 6. Employee will populate at bottom of the screen, select the hyperlink with the employee's last name to view the timesheet.

Change View

*View By: Week

Date: 04/05/2019

Previous Week Next Week

Show Schedule Information

Employees For Yvette Ruiz-Esparza, Totals From 04/01/2019 - 04/07/2019

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Rivas	Itzel	600155555	0	0.00	0.00	0.00			0.00	0.00

Modifying Punch Time Entries



Timesheet

Manuel Gonzalez
Undergraduate Assistant II

Manager Name Diana Espino

Actions -

Select Another Timesheet

*View By Calendar Period Day Week Previous Period Next Period

*Date 07/01/2020 Print Timesheet Elapsed Timesheet

Reported Hours 0.00

Employee ID 600144444 FTE 0.475000
Empl Record 0 Empl Type Hourly
Empl Class Student
Earliest Change Date 03/16/2020 FLSA Status Nonexempt

7. Select the **Date**.
8. From the “View By” option, select one of the following options:
 - **Calendar Period** – Displays one pay period (2 weeks)
 - **Day** – Displays one day
 - **Week** – Displays one week
9. Select the refresh icon to update the timesheet.
10. If the status of the line item is Saved, Needs Approval, or Approved, you can skip this step. If the request has been **Denied**, use the comments icon to review comments added by the Manager. In this example, we will make modifications based on the manager comments.
11. Next, delete the line by selecting the (—) minus sign.
12. From the Delete Confirmation screen, select **Yes - Delete**.

Date	User ID	DateTime Created	Source	Comment
1 07/01/2020	6001205272	06/27/2020 1:20AM	Approvals	Student arrived 30 minutes early, the 1:00pm to 2:00pm punch in/out should be corrected to reflect 12:30pm to 2:00pm.

From 07/01/2020 to 07/15/2020

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Wed	7/1	New	1:00:00PM	2:00:00PM				7/1	+	-
			New	3pm	5pm				7/1	+	-
	Thu	7/2	New	8:00AM	10:30AM				7/2	+	-
			New	2p	5p				7/2	+	-
	Fri	7/3	New	10:15A	3:45P				7/3	+	-

Timesheet

Delete Confirmation

? Are you sure you want to delete reported time? Row 1.

Yes - Delete **No - Do Not Delete**

Modifying Punch Time Entries



Timesheet

Itzel Rivas
Undergraduate Assistant II
Manager Name Diana Espino
Actions

Employee ID 6001444444 FTE 0.475000
Empl Record 0 Empl Type Hourly
Empl Class Student
Earliest Change Date 03/16/2020 FLSA Status Nonexempt

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 07/01/2020
Reported Hours 14.00 Print Timesheet Elapsed Timesheet

From 07/01/2020 to 07/15/2020

Review Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code
	Wed	7/1	Denied				7/1 + -
	Thu	7/2	Approved	8:00:00AM	10:30:00AM	2.50	7/2 + -
			Approved	2:00:00PM	5:00:00PM	3.00	
	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50	
	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50	

- 13. Re-enter the start time (In).
- 14. Re-enter the end time (Out).
- 15. As a reminder, time must be entered in a **12-hour format** with the respective **AM (A)** or **PM (P)** period entered after the hour. Hours without period submissions will default to AM. **If you have multiple lines that require changes, follow steps 6-10 before moving onto submitting the timesheet.**
- 16. Review your entries and select the **Submit** button. As a reminder, the submission will trigger a notification and route to the employee's manager for approval.
- 17. From the Submit Confirmation screen, select **OK**.

Save for Later **Submit** 15

Timesheet
Submit Confirmation

✓ The Submit was successful.
Time for the Time Period of 2020-07-01 to 2020-07-15 is submitted

OK 16

Modifying Punch Time Entries



Timesheet

Manuel Gonzalez
Undergraduate Assistant II

Manager Name Diana Espino
[Actions](#)

Employee ID 6001444444 FTE 0.475000
Empl Record 0 Empl Type Hourly
Empl Class Student
Earliest Change Date 03/16/2020 FLSA Status Nonexempt

Select Another Timesheet

*View By [Previous Period](#) [Next Period](#)

*Date

Reported Hours 12.50 [Print Timesheet](#) [Elapsed Timesheet](#)

17. Total **Reported Hours** will be updated and will display the total hours submitted.
18. The submission will route to your manager for approval and the **Reported Status** will update to reflect “Needs Approval” and approvals are required in order for the hours to be paid out as expected.
 - If the request is Approved, the time will be paid out on the corresponding pay cycle.
 - If the request is Denied, you may need to modify and resubmit.

From 07/01/2020 to 07/15/2020 ?

Review Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Wed	7/1	Needs Approval	12:30:00PM	2:00:00PM	1.50	<input type="text"/>	<input type="text"/>	7/1	+	-
	Thu	7/2	Approved	8:00:00AM	10:30:00AM	2.50	<input type="text"/>	<input type="text"/>	7/2	+	-
			Approved	2:00:00PM	5:00:00PM	3.00	<input type="text"/>	<input type="text"/>	7/2	+	-
	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50	<input type="text"/>	<input type="text"/>	7/3	+	-
	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50	<input type="text"/>	<input type="text"/>	7/3	+	-

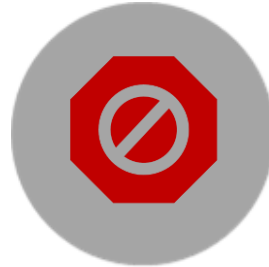
Warning Messages vs Hard Stops



Warning Messages

Warning # 3211

More than 24 Hours
reported, do you want
to continue?



Hard Stops

Error # 3219
Error # 3220

Out not followed by In
Out not proceeded by In

Approving Timesheet Submissions



Things to Know:

- There are two approval methods when reviewing leave requests:
- **“E-mail” Method*:**
 - Document is sent to UTEP email address.
 - Click hyperlink at bottom of e-mail.
 - Log into PeopleSoft, under Pending Approvals select the request to review/approve.
- **HRMS Tile:**
 - Log into PeopleSoft, from the **Employee Self Service** homepage select the **HRMS Approvals Tile**.
 - Under Pending Approvals, select the request to review/approve.

To: despino4@utep.edu.utz

This message is to notify you that there is a timesheet requiring your approval.

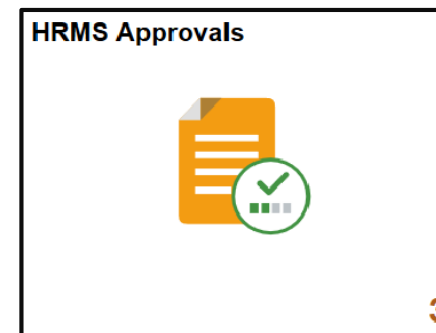
Employee ID: 6001492009, Itzel Rivas

Job Title: Undergraduate Assistant II

Date: 2020-07-06

https://zaih-uat.utshare.utsystem.edu/psp/ZAIHUAT/EMPLOYEE/HRMS/c/EOAWMA_MAIN_FLEOAWMA_MAIN_FL.GBL?Action=U&EMPLID=6001492009&EMPL_RCD=0&DUR=2020-07-06&SEQ_NBR=3&PUNCH_TYPE=1&TRANSACTIONID=10&EOAWDEFN_ID=UTSHRReport

This is a system-generated email. Do not reply to this email.



Approving Timesheet Submissions



Things to Know:

- Transactions submitted by Hourly Employees and Timekeepers will be classified as “**Reported Time.**”
- Managers can also review their employee’s time and further details on the **Manager Self Service** home page under the **Team Time and Attendance** tile.
- Going forward, we encourage Managers to log into the system and approve on a weekly basis.
- Notifications will be sent to Managers regarding payroll deadlines.

Pending Approvals			
2 rows			
Reported Time	Quantity for Approval 38.00 Hours	Routed	>
Pedro Marta	06/16/2020 - 06/30/2020	07/01/2020	
Reported Time	Quantity for Approval 38.00 Hours	Routed	>
Itzel Rivas Pena	06/16/2020 - 06/30/2020	07/01/2020	

Pedro Marta
Undergraduate Assistant I

4 line(s) are pending your approval

[View Legend](#)

Reported Time Details

Pending All

11 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
<input type="checkbox"/>	06/16/2020		3.00 Hours	3.00 Hours / 0.00 Hours	>
<input type="checkbox"/>	06/17/2020		1.50 Hours	1.50 Hours / 0.00 Hours	>
<input type="checkbox"/>	06/18/2020		4.00 Hours	4.00 Hours / 0.00 Hours	>

Manager- Approving Timesheet Submissions



Option 1:

To: despino4@utep.edu.utz

This message is to notify you that there is a timesheet requiring your approval.

Employee ID: 6001492009, Itzel Rivas **1**

Job Title: Undergraduate Assistant II

Date: 2020-07-06

https://zaih-uat.utshare.utsystem.edu/psp/ZAIHUAT/EMPLOYEE/HRMS/c/EOAWMA_MAIN_FL.EOAWMA_MAIN_FL.GBL?Action=U&EMPLID=6001492009&EMPL_RCD=0&DUR=2020-07-06&SEQ_NBR=3&PUNCH_TYPE=1&TRANSACTIONID=10&EOAWDEFN_ID=UTSHRReport **2**

This is a system-generated email. Do not reply to this email.

UTEP Single Sign On

Please login

User Name Password

Forgot password?

Login

3

E-mail Method:

1. Approver will receive the approval e-mail notification.
2. At the bottom of the e-mail, click on the hyperlink.
3. Enter your UTEP credentials and log into PeopleSoft; you will then be directed to HRMS Approvals, select a request to continue.

Manager- Approving Timesheet Submissions

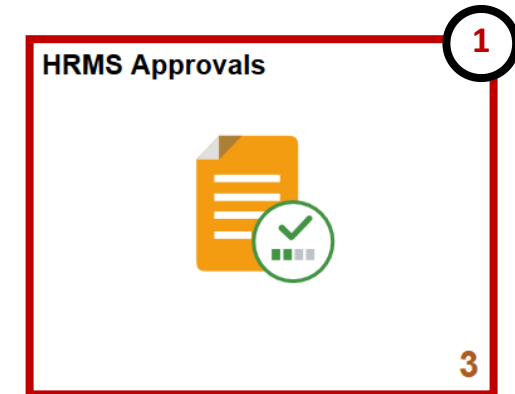


Option 2:

1. Log into PeopleSoft, from the Employee Self Service homepage, select the **HRMS Approvals** tile.
2. Under Pending Approvals, select the **Reported Time** request from the list (each row contains: employee name, quantity hours, start & end date).

View By	Type	
	All	17
	Absence Request	3
	Cancel Absence	2
	Reported Time	12

All			3 rows
Reported Time	Quantity for Approval 11.00 Hours	Routed	>
Ruben Sanchez	07/01/2020 - 07/03/2020	07/03/2020	
Reported Time	Quantity for Approval 14.00 Hours	Routed	>
Manuel Gonzalez	07/01/2020 - 07/03/2020	07/03/2020	
Reported Time	Quantity for Approval 10.00 Hours	Routed	>
Arianna Reyes	07/01/2020 - 07/03/2020	07/03/2020	



Manager- Approving Timesheet Submissions



Pending Approvals Reported Time

Manuel Gonzalez
Undergraduate Assistant II

3 line(s) are pending your approval

Summary

Time Period 07/01/2020 - 07/03/2020

Quantity for Approval 14.00 Hours Quantity Scheduled 0.00 Hours

Quantity Submitted/ Approved 0.00 Hours Quantity Reported 14.00 Hours

Quantity Denied 0.00 Hours

[View Legend](#)

Icons Legend

Exception

Cross Over

Reported Time Details

Pending All

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	07/01/2020		3.00 Hours	3.00 Hours / 0.00 Hours
<input type="checkbox"/>	07/02/2020		5.50 Hours	5.50 Hours / 0.00 Hours
<input type="checkbox"/>	07/03/2020		5.50 Hours	5.50 Hours / 0.00 Hours

Approver Comments

2

Approve Deny

The page displayed will show full details about the **Reported Time**. If there are multiple lines pending review, select the lines and chose and action.

1. Review information and use the check box to **select** the lines.
You can select the line item to view the punch in/out times.
*The **View Legend** hyperlink provides a legend in the event that you see an icon on the line item. **Exception** is time entered is over the student's allotted 19hrs per week. **Cross Over** reflects when time entered for one day crosses over to the next day. Please make sure these entries were not submitted in error.*
2. Select: **Approve** to approve the request or select **Deny** to deny the request. Please note, comments are required when denying transactions.

1

3. Click the **Submit** button to complete the process.
If you still need to approve/deny other lines, the page will refresh and you will see the outstanding lines, follow steps 1-3 once again to review the outstanding line items.

Cancel **Approve** **Submit**

You are about to approve this request.

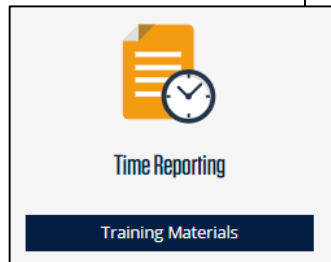
Approver Comments

3

Resources- Training Materials



Timekeeper Training



Time Reporting

Presentations

- Time Reporting: Timesheets and Leave Requests **New**

Quick Guides

- Timekeeper- Punch Time Entries
- Timekeeper- Modifying Punch Time Entries
- Vacation Leave Request
- Sick Leave Request
- Partial Time Leave Request



Hourly Employee/Manager Training

Electronic Timesheets **New**

Recorded Presentation

The Electronic Timesheet training has been recorded and is available by accessing the link below. During the presentation we cover how to submit and approve Electronic Timesheets and we also discuss the roles and responsibilities for Hourly Employees, Timekeepers, and Reports To Managers.

Electronic Timesheets Training **New**

Presentations

- Electronic Timesheets **New**

Quick Guides

Hourly Employee

- Hourly Employee- Punch Time Entries **New**
- Hourly Employee- Modifying Punch Time Entries **New**

Manager

- Manager- Approving Reported Time **New**

Timekeeper

- Timekeeper- Punch Time Entry **New**
- Timekeeper- Modifying Punch Time Entries **New**

Video Tutorials

- Hourly Employees- Punch Time Entries **New**
- Hourly Employees- Modifying Punch Time Entries **New**
- Manager- Reviewing Timesheet Submissions **New**

For more information visit our [Training Resources](#) page.

Tips & Reminders



- Verify that the Reports To set up is up-to-date. If changes are needed, submit a Position Attribute Change (PAC) eForm. Reminder, Reports To impacts more than just timesheets.
- If a Reports To manager is out on extended leave or unavailable to approve leave requests, please submit a helpdesk and we can re-route the timesheets.
- In order to receive payment, the manager must approve the Timesheet by the payroll deadline.
- Submit a Help Desk ticket to helpdesk@utep.edu for any technical issues related to hourly timesheet submissions.
- For general questions on processing leave, contact the Payroll Office at payroll@utep.edu.
- To access the Semi-Monthly Payroll Calendar, use the link below: <https://www.utep.edu/vpba/peoplesoft/calendar/index.html>

Questions?





THANK YOU!