

# Timekeeper Training

**Andrea Reveles**

**Director - Payroll**



# Agenda



**Timesheet  
Overview**



**Timekeeper  
Roles &  
Responsibilities**



**Timesheet  
Policies &  
Procedures**



**Recommendations**



**Resources**



**Approving  
Requests**



**Warning  
Messages  
vs Hard Stops  
Resources**



**Tips &  
Reminders**

# Timesheet Overview



## 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.

# Timesheet Overview



## How does it work?



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

# Timekeeper- Roles and Responsibilities



## What is my role?

- **Submit and modify** Timesheets and Absence entries as an exception
- **Hourly timesheets** will still be processed by Timekeepers
- **Comp time** will also be processed by Timekeepers

## Other:

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

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

# Timekeeper- Roles and Responsibilities



## What's new for timekeepers?

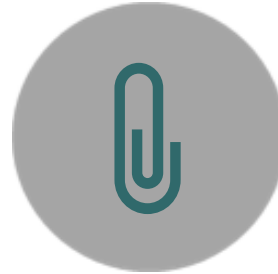
- Timekeepers cannot cancel requests, please request the employee to submit a cancellation or contact [payroll@utep.edu](mailto:payroll@utep.edu)
- Leave request submissions will route to the employee's "Reports to" Manager.

# Timesheet Policies and Procedures



## By when should time be submitted?

- As a reminder, 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](mailto:payroll@utep.edu).



## Attachments?

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


# Resources- Time and Labor Administration



## How can I 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** (expanded)  
Timesheet  
Time Reporter Status  
**Payee/HR Data** (collapsed)

#### Timesheet

Melody Sanchez Employee ID 600144444  
Coordinator Empl Record 0  
Actions Earliest Change Date 06/01/2020

**Select Another Timesheet**

\*View By: Week (dropdown menu highlighted in red)  
\*Date: 02/17/2020 (calendar icon and refresh icon)  
Reported Hours: 11.00

[Previous Week](#) [Next Week](#)  
[Print Timesheet](#) [Punch Timesheet](#)

**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

[Submit](#) [Apply Schedule](#)



# 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

# Recommendations



If future requests have already been approved, should the employee submit?

If it is already in Peoplesoft, **No**. If it is approved on paper only, **Yes**.

**How can the Manager see leave balances for their employees?**

Yes

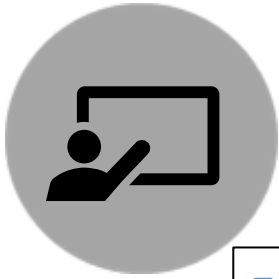
1

2

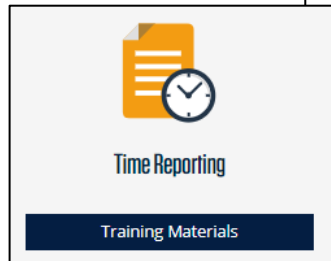
3

4

# 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



## Employee/Manager Training

**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**

**Leave Requests**

**Training Materials**

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

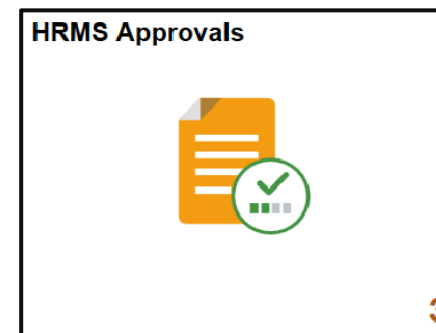
Employee Id: 6001111111- Adrian Rodriguez  
Department: PeopleSoft  
Job Title: Project Specialist  
Absence Start Date: 2020-03-04  
Absence Name: 250060 - AT VAC - Vacation Leave  
Absence End Date: 2020-03-04  
Status: Submitted  
Comments: testing outlook emails

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?](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](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



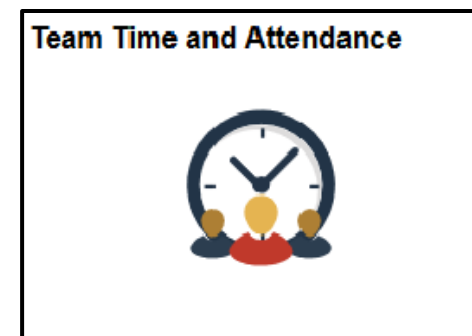
## Things to Know:

- 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 <span style="float: right;">3 rows</span>		
<b>Reported Time</b> Adrian Rodriguez	Quantity for Approval 40.00 Hours 04/06/2020 - 04/10/2020	Routed 04/14/2020 >
<b>Reported Time</b> Jesse James	Quantity for Approval 24.00 Hours 04/16/2020 - 04/17/2020	Routed 04/14/2020 >
<b>Absence Request</b> Chris Sanchez	Sick Leave, 8 Hours 04/30/2020	Routed 04/14/2020 >

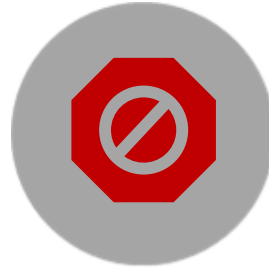


# Warning Messages vs Hard Stops



## 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.

# Recommendations



**How am I going to reconcile Leave Requests and Manager Approvals?**

Your business process isn't changing; we are only replacing the paper requests with electronic requests.

# 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	

- **Cascading** is used in PeopleSoft to automatically deduct leave hours from another leave type if the employee does not have an available balance.
- If Absence leaves cascade into unpaid leave it will automatically deducted from your following paycheck.





# Coming Soon- Hourly Time Sheets

## Things to Know:

- Approval routing will use *"Reports To"*
- *"Reports To"* can be updated by using the Position Action Change eForm
- Training will be provided to multiple groups of employees
- Queries will be available to ensure deadlines are met



**Expected Date: August 2020**



# Tips & Reminders

- If a Reports To manager is out on extended leave and unavailable to approve leave requests, please submit a helpdesk and we can re-route the leave request
- Submit a Help Desk ticket to [helpdesk@utep.edu](mailto:helpdesk@utep.edu) for any technical issues related to leave request submissions
- For general questions on processing leave, contact the Payroll Office at [payroll@utep.edu](mailto:payroll@utep.edu)

# Questions?





**THANK YOU!**