



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



# 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](mailto: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](http://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](mailto: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



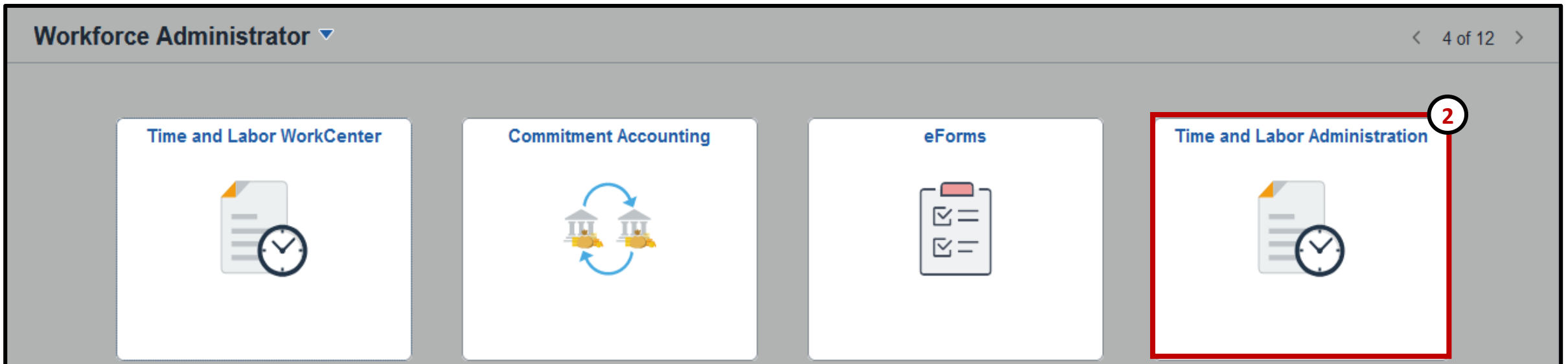
## Before you begin:

- 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](mailto: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	<a href="#">Details</a>	Needs Approval	<a href="#">Approval Monitor</a>	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	<a href="#">Details</a>	Needs Approval	<a href="#">Approval Monitor</a>	Manager Timesheet	<a href="#">Edit</a>



# 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**

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#### Timesheet

Melody Sanchez Employee ID 6001444444  
Coordinator Empl Record 0  
[Actions](#) Earliest Change Date 06/01/2020

**Select Another Timesheet**

\*View By Week Previous Week Next Week  
\*Date 02/17/2020 Reported Hours 11.00 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

# 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



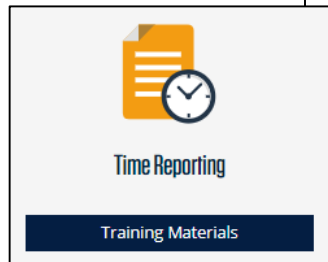
NavBar > Menu > HRMS > Reporting Tools > Query > Query Viewer

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**

**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?](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](Action=U&TRANSACTION_NBR=980867&EMPLID=6001517351&EMPL_RCD=0&BGN_DT=2020-03-04&PIN_TAKE_NUM=250060&END_DT=2020-03-04)

## HRMS Approvals



3

# Approving Requests Overview



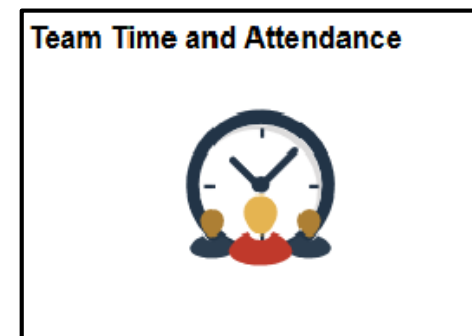
## Things to Know:

- 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 >



# Reviewing Balances as a Manager



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

Employee Self Service ▾

- Employee Self Service
- Manager Self Service**
- Analytics & Reporting

Team Time and Attendance

Manager Self Service

- Assign Work Schedule
- Manager Search Options
- Absence Balance Details**

Find an Existing Value

Search Criteria

Empl ID begins with |

Empl Record =

Name begins with

First Name begins with

Last Name begins with

Include History  Case Sensitive

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](mailto: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"><li>• Submits Timesheet in PeopleSoft</li></ul>	<ul style="list-style-type: none"><li>• Submit student timesheets (as needed).</li><li>• Submit leave requests (as needed).</li><li>• Adds comp time.</li><li>• Submits leave utilizing comp time.</li></ul>	<ul style="list-style-type: none"><li>• Review timesheet submissions<ul style="list-style-type: none"><li>▪ Approve</li><li>▪ Deny</li></ul></li></ul> <p><b>REMINDER: Reports To must approve submissions by the payroll deadline in order to receive payment.</b></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 1<sup>st</sup> of every month and ends on the 15<sup>th</sup> of every month.
  - The **second calendar period** begins on the 16<sup>th</sup> 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.

A screenshot of a calendar for July 2020. The calendar is displayed in a dark theme with white text. The days of the week are abbreviated as Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. Several dates are highlighted with colored boxes: 1 (green), 15 (green), 22 (orange), 31 (blue), and 7 (orange). These highlights correspond to the payroll periods and paydays mentioned in the text.

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

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](mailto: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

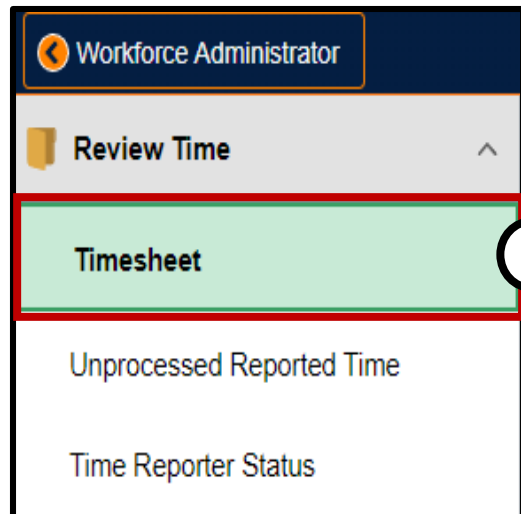
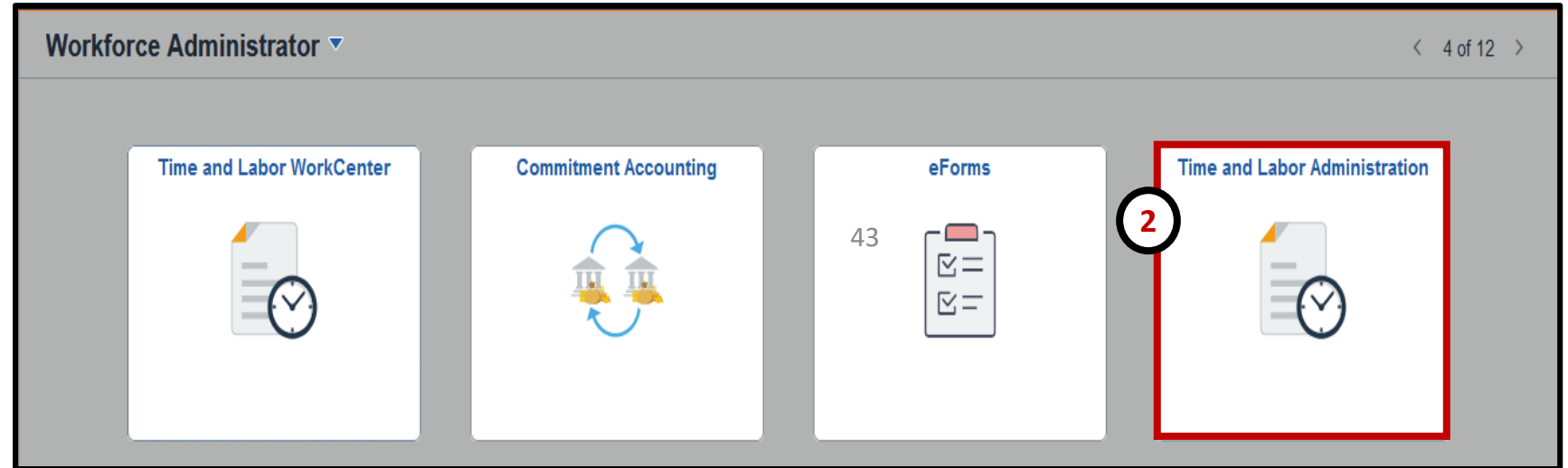
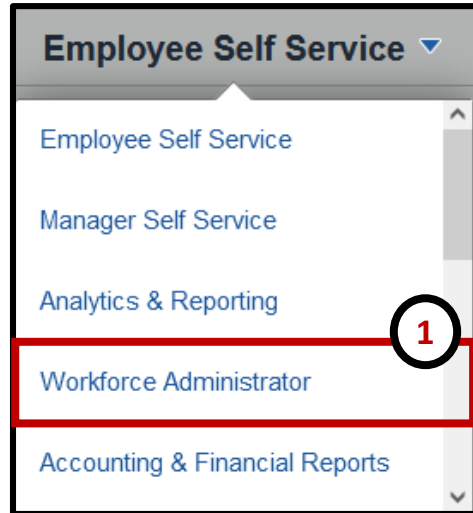


## Before you begin:

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

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

# 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	6001555555 <input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

**5** Get Employees

Clear Criteria

Save Criteria

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
<b>6</b> Rivas	ltzel	6001555555	0	0.00	0.00	0.00			0.00	0.00

# 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** (8)  
Day  
Week

\*Date 07/01/2020 (7) (9)

Reported Hours 0.00

Previous Period Next Period

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 Refresh

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 (10a)	2:00:00PM (10b)				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 (12) 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 ?

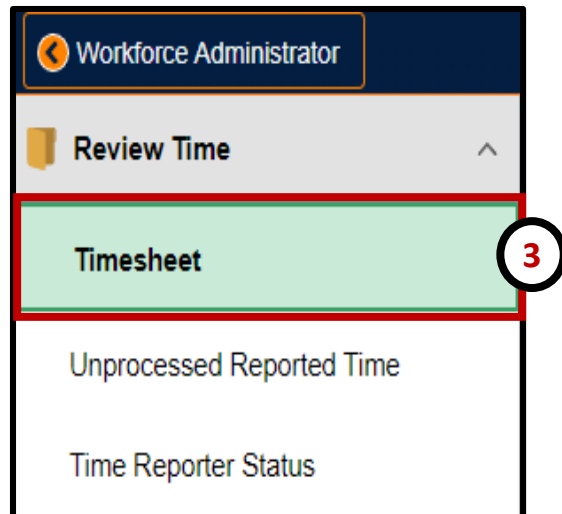
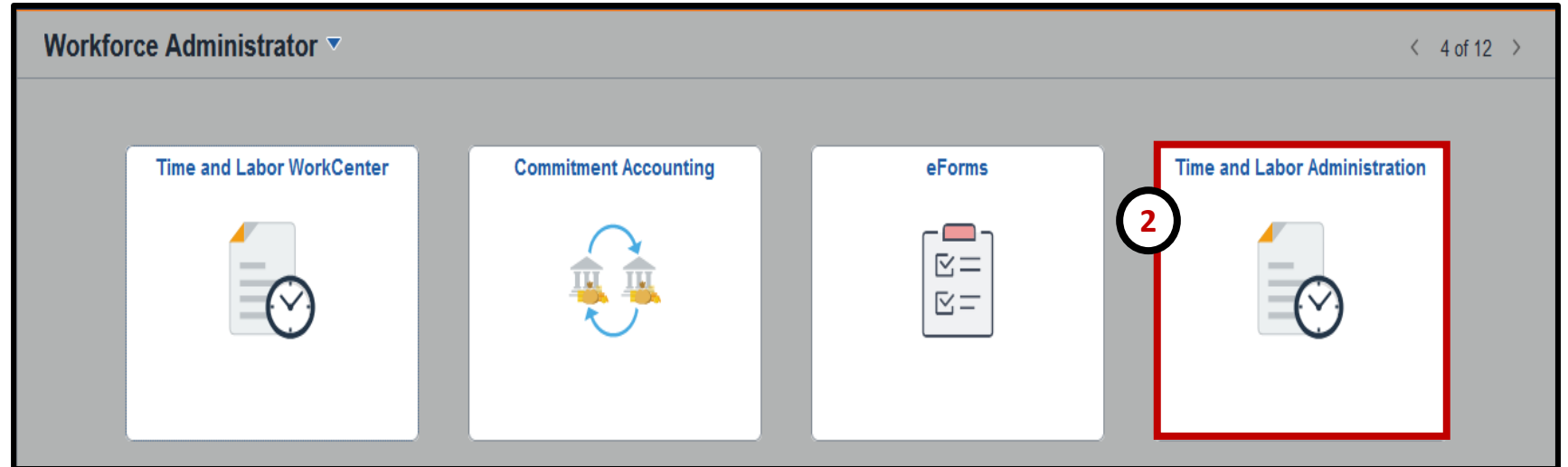
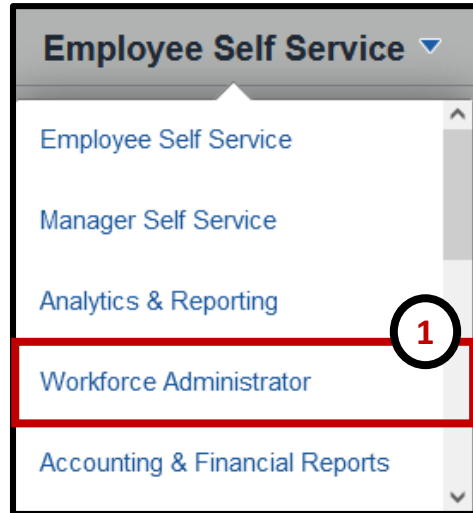
Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
🗨	Wed	7/1	Needs Approval	1:00:00PM	2:00:00PM	1.00	▾		7/1	+	-
🗨			Needs Approval	3:00:00PM	5:00:00PM	2.00	▾		7/1	+	-
🗨	Thu	7/2	Needs Approval	8:00:00AM	10:30:00AM	2.50	▾		7/2	+	-
🗨			Needs Approval	2:00:00PM	5:00:00PM	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
<a href="#">Rivas</a>	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

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

Select Another Timesheet

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

\*Date  [Print Timesheet](#) [Elapsed Timesheet](#)

Reported Hours 14.00

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	<input type="text"/>	<input type="text"/>		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**.

**Timesheet**

**Submit Confirmation**

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

# 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

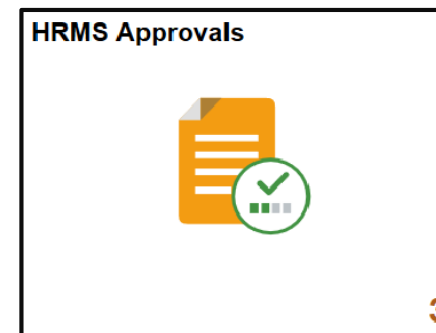
Date: 2020-07-06

[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](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)

[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](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)

[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](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			
All		2 rows	
<b>Reported Time</b> Pedro Marta	Quantity for Approval 38.00 Hours 06/16/2020 - 06/30/2020	Routed 07/01/2020	>
<b>Reported Time</b> Itzel Rivas Pena	Quantity for Approval 38.00 Hours 06/16/2020 - 06/30/2020	Routed 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](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

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.

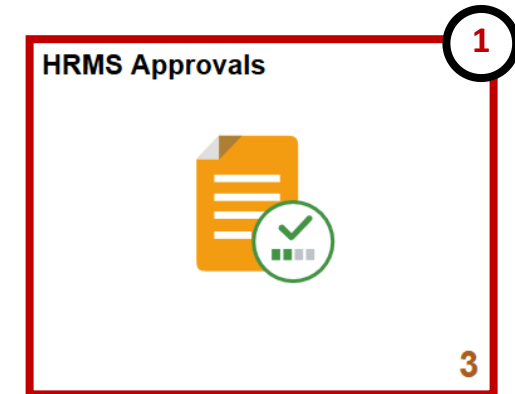
# Manager- Approving Timesheet Submissions



## 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	<b>All</b> <span style="float: right;">3 rows</span>
Cancel Absence	2	<b>Reported Time</b> Ruben Sanchez Quantity for Approval 11.00 Hours 07/01/2020 - 07/03/2020 Routed 07/03/2020 >
Reported Time	12	<b>Reported Time</b> Manuel Gonzalez Quantity for Approval 14.00 Hours 07/01/2020 - 07/03/2020 Routed 07/03/2020 >
		<b>Reported Time</b> Arianna Reyes Quantity for Approval 10.00 Hours 07/01/2020 - 07/03/2020 Routed 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.

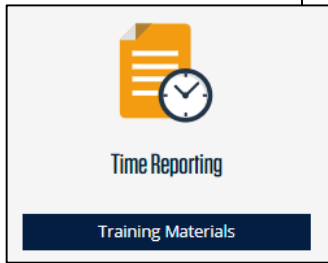
Approver Comments

**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](mailto: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](mailto: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!**