Time Reporting: Time Sheets and Absence Requests
Roles and Responsibilities:

– Timekeepers on campus will have the ability to enter, correct and submit Timesheets and Absence entries into PeopleSoft for their respective departments.

– Timekeepers can modify timesheets within the past 90 days.

– Adjustments after 90 days of an event will be handled by the Absence Management Office.
Time Reporting Entries

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

<table>
<thead>
<tr>
<th>Employees</th>
<th>Timesheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Employees</td>
<td>Yes</td>
</tr>
<tr>
<td>Hourly Students</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty</td>
<td>No</td>
</tr>
<tr>
<td>A &amp; P</td>
<td>No*</td>
</tr>
<tr>
<td>Classified Exempt</td>
<td>No*</td>
</tr>
<tr>
<td>Classified Non Exempt</td>
<td>No*</td>
</tr>
</tbody>
</table>

*Note: Timekeeper will only need to submit timesheet to enter comp time, overtime and/or any other special circumstances as determined by the University policy.*
# Hourly Employee Timesheet

## THE UNIVERSITY OF TEXAS AT EL PASO
CASUAL LABOR / HOURLY / WORKSTUDY TIME RECORD

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UTEID</th>
<th>Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Work Schedule

<table>
<thead>
<tr>
<th></th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0:00</td>
</tr>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0:00</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0:00</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0:00</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0:00</td>
</tr>
</tbody>
</table>

### Classification (Please Check One):

- □ Casual Labor
- □ Hourly
- □ Workstudy

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Pay Rate /hr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Pay Period (Please Check One):*

- □ 1st-15th
- □ 16th-31st

*Check both if time being documented is for the whole month.

<table>
<thead>
<tr>
<th></th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td># Hrs worked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Weekly Totals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Navigation to Enter Hourly Timesheet

1. From the Employee Self Service drop down select the **Workforce Administrator**.
2. Click the **Time and Labor Administration** tile.
3. Search for employee using **Empl ID**, **Last Name**, or **First Name** fields.
4. Click **Get Employees** button.
5. Employees will populate, select employee.
6. Select to View By:
   • Calendar Period – one pay period
   • Day – one day at a time.
   • Week – one week at a time

7. Enter Date field and click the green Refresh icon.

8. Enter hours worked under Quantity.

9. Click Submit for processing.

10. Click OK to confirm Timesheet submission.

11. Submitted hours will reflect under Reported Hours.

12. Use the Print Timesheet link to print submitted time.
Time Reporting Codes (TRC)

• Available Time reporting Codes:
  - OCP: Overtime Comp Payout
  - EMCL – Emergency Closure
  - PREG – Project Regular
  - STCTS: State Comp Taken Salaried
  - STADJ: State Comp Adjusted (Admin)
  - STDEC – ST Comp Decrement-Process Only
  - TMPW – Temporary Work
  - UPDS: Unpaid Salary
Timekeeper for Absence Events

• Roles and Responsibilities
  – Timekeepers have the ability to enter, correct and submit leave request entries into PeopleSoft, for their respective department(s).
  – Timekeepers 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.
  – Departments still need to maintain and manage pre-approved absence request forms.
  – You will only report absences for:
    • Vacation leave
    • Sick time
    • Bereavement
    • Jury Duty
    • Educational Activity Conference

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.
Employees Eligible for Leave

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

<table>
<thead>
<tr>
<th>Employees</th>
<th>Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty</td>
<td>Yes (sick leave only)</td>
</tr>
<tr>
<td>A&amp;P</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Leave Request and Report Form

THE UNIVERSITY OF TEXAS AT EL PASO
PAID and NON-PAID LEAVE REQUEST & REPORT FORM

Employee Name:

Department:

LEAVE DATE(S): FROM: _______ THRU: _______

TYPE OF LEAVE: Please indicate the appropriate type of leave and indicate hours taken. All leaves require approval from University Administration.

☐ VACATION _______ Days/Hours
☐ SICK LEAVE _______ Days/Hours
☐ JURY DUTY _______ Days/Hours
☐ BEREAVEMENT _______ Days/Hours
☐ EDUCATIONAL _______ Days/Hours
☐ WELLNESS
  - Annual Physical Exam _______ Hours
  - Exercise 30 min/3x per week _______ Hours
☐ FLSA/STATE COMP: _______ Days/Hours

*** For Approved Intermittent FMLA Only ***

☐ FAMILY & MEDICAL LEAVE (FMLA)**
  - Sick Leave _______ Days/Hours
  - Vacation _______ Days/Hours
  - Unpaid _______ Days/Hours

** Timekeeper: Unpaid time will be entered in Time and Labor

Comments/Remarks: ______________________________________________________

EMPLOYEE SIGNATURE: ______________________________________ Date: ___________

DEPARTMENTAL ACTION:

☐ Recommend Approval ☐ Recommend Denial Supervisor: ______________________ Date: _______
☐ Approved ☐ Denied Department Head: ______________________ Date: _______

*Copy: SUPERVISOR/DEPT. HEAD Copy: EMPLOYEE
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:** 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.

- **Cascading Acronyms:**
  - **VAC** - Vacation
  - **Unpaid Abs** - Unpaid absence
  - **EA** - Educational Activities
  - **COMP** - Comp time
  - **O/T-FLSA** - Overtime-Fair Labor Standards Act
## Cascading Order

<table>
<thead>
<tr>
<th>Leave Type (Element)</th>
<th>Order of Deduction against Leave Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation</strong></td>
<td>Vacation</td>
</tr>
<tr>
<td><strong>Sick</strong></td>
<td>Sick</td>
</tr>
<tr>
<td><strong>Educational Activities</strong></td>
<td>Educational Activities/Sick</td>
</tr>
<tr>
<td>*<strong>Floating Holiday</strong></td>
<td>Floating Holiday</td>
</tr>
</tbody>
</table>

*Floating Holiday: UTEP does not have Floating Holiday. This will be visible because other participating institutions have Floating Holiday.

Note: If Floating Holiday is accidentally selected, the system will automatically cascade.
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.
1. From the Employee Self Service drop down select the **Workforce Administrator**.
2. Click the **Time and Labor Administration** tile.
Enter Vacation Leave Request

3. Search for employee using Empl ID, Last Name, or First Name fields
4. Click Get Employees button.
5. Employees will populate, select employee.
Enter Vacation Leave Request

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 Request

13. Absence Event Detail Screen will be displayed; verify the information is correct.
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. Total Hours submitted will now reflect under Reported Hours.
Enter Sick Leave Request

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

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.
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. Select the Reason: Illness Family member or Self
11. Click Details link to input additional information.
Enter Sick Leave Request

12. Absence Event Detail Screen will be displayed; verify the information is correct.
13. Click on the Calculate End Date or Duration to sum up all requested hours.
14. Click the OK button.
15. You will then be redirected to the Timesheet, select the Submit button to continue.
16. From the Submit Confirmation screen, click OK to complete.
17. Total Hours submitted will now reflect under Reported Hours.
# HCM Queries Available

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave, accruals, &amp; deductions by pay period</td>
<td>HCM Reporting Tools</td>
<td>UTZ_HA_TIMEKEEPER</td>
</tr>
<tr>
<td>Search by time frame to see absence requests</td>
<td>HCM Reporting Tools</td>
<td>UTZ_HA_DAILY_ABSENCE_CAMPUS_DT</td>
</tr>
<tr>
<td>Monthly accruals by calendar group</td>
<td>HCM Reporting Tools</td>
<td>UTZ_HA_MONTHLY_ACCRLS</td>
</tr>
<tr>
<td>Absence entries by dates</td>
<td>HCM Reporting Tools</td>
<td>UTZ_HA_ABM_EVENTS_DETAILS</td>
</tr>
</tbody>
</table>
Questions?