Electronic Timesheets

Andrea Reveles
Director - Payroll
Agenda

Hourly Timesheets
Punch Time Entries
Timekeeper Submissions
Approving Requests
Warning Messages vs Hard Stops
Tips & Reminders
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?

- **Hourly Employee** Submits
  - or
  - **Timekeeper** submits on behalf of the Employee

**Reports To Approval** *

- **Update PeopleSoft**

* If the Reports To position is vacant, request will route to the next level supervisor.
# Hourly Timesheets - Roles and Responsibilities

<table>
<thead>
<tr>
<th>Hourly Employee</th>
<th>Timekeeper</th>
<th>Reports To Manager</th>
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</table>
| • Submits Timesheet in PeopleSoft. | • Submit student timesheets (as needed).  
• Submit leave requests (as needed).  
• Adds comp time.  
• Submits leave utilizing comp time. | • Review timesheet submissions:  
  ▪ Approve  
  ▪ Deny |

**REMINDER:** In order to receive payment, the manager must approve the Timesheet by the payroll deadline.
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\(^{st}\) of every month and ends on the 15\(^{th}\) of every month.
  ▪ The **second calendar period** begins on the 16\(^{th}\) of every month and ends on the last day of the month.

• All **semi-monthly paydays** 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 hourly employees regarding payroll deadlines.

• Timesheets not approved by the payroll deadline will need to be approved and processed for payment until the next pay cycle.

To access the Semi-Monthly Payroll Calendar, use the link below:
[https://www.utep.edu/vpba/peoplesoft/calendar/index.html](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.
Punch Time Entries

What are Punch Time Entries:

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

  - 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” button.
  - Submissions are required on a weekly basis. Please note that by selecting the “Submit” button you will trigger a notification to your Manager.
Punch Time Entry Demo
Timekeeper Submissions

What’s new?

• Timekeepers should only submit timesheets for hourly employees if required by the department.
• Timesheets submissions will route to employee’s manager.
• Timekeepers are highly encouraged to submit Punch Time Entries, this method records the student’s schedule and calculates the total time to be paid out.

Things to Know:

• Timesheet can be modified by timekeeper; any changes submitted will also route to the employee’s manager for approval.
• Timekeepers will still be allowed to enter Elapsed (Quantity) Time; however, this will be disabled in the future and Punch Time Entries will be required.
Timekeeper Resources

Coming Soon...

• HCM Queries will be available to ensure transactions are approved in a timely manner.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Provides list of transactions pending approval.</td>
<td>HCM Reporting Tools</td>
<td>UTZ_ELP_TIME_SHEETS_NA_APPRV1</td>
</tr>
</tbody>
</table>

REMINDER: In order to receive payment, the manager must approve the Timesheet by the payroll deadline.
Timekeeper Submissions

Workflow:

1. Timekeeper submits on behalf of the Employee
2. Reports To Approval
3. Update PeopleSoft
Approving Timesheet Submissions
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.
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.

• Notification reminders will be sent to Managers regarding payroll deadlines.
Demo Manager Reviewing Timesheet Submissions
Warning Messages vs Hard Stops

**Warning Messages**
- Warning # 3211: More than 24 Hours reported, do you want to continue?

**Hard Stops**
- Error # 3219: Out not followed by In
- Error # 3220: Out not proceeded by In
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!