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?

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.
Employees Eligible for Leave

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

<table>
<thead>
<tr>
<th>Employee types</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 Requests - Roles and Responsibilities

<table>
<thead>
<tr>
<th>Employee</th>
<th>Timekeeper</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Submit leave requests</td>
<td>• Submit leave request as needed</td>
<td>• Review leave requests</td>
</tr>
<tr>
<td>• Cancel leave requests</td>
<td>• Add comp time</td>
<td>▪ Approve</td>
</tr>
<tr>
<td></td>
<td>• Submit leave utilizing comp time</td>
<td>▪ Deny</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Pushback</td>
</tr>
</tbody>
</table>

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?

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

- 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

3. Search for employee using Empl ID, Last Name, or First Name fields.
4. Click Get Employees button.
5. Employee 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. 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.
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.
Enter Sick Leave Requests

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

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. Click Details link to input additional information.
Enter Sick Leave Requests

11. Absence Event Detail Screen will be displayed; verify the information is correct.
   11a. If the request if 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.
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:
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:
## Resources - HCM Queries Available

 NavBar > Menu > HRMS > 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>
Resources - Training Materials

Timekeeper Training
- Presentations
  - Time Reporting: Timesheets and Leave Requests
- Quick Guides
  - Timekeeper: Punch Time Entries
  - Timekeeper: Modifying Punch Time Entries
  - Vacation Leave Request
  - Sick Leave Request
  - Partial Time Leave Request

Employee/Manager Training
- Presentations
  - Electronic Leave Requests
- Quick Guides
  - Employee: Leave Request Submission - Full Day
  - Employee: Leave Request Submission - Partial Day
  - Employee: Resubmitting a Pushback Request
  - Employee: Cancelling Leave Requests
  - Employee: View Leave Request History
  - Manager: Approving Employee Submissions
  - Manager: Approving Timekeeper Submissions
  - Manager: Leave Request Submission for Employee - Full Day
  - Manager: Leave Request Submission for Employee - Partial Day
  - Manager: View Leave Request History
- Video Tutorials
  - Employee: Leave Request Submission
  - Manager: Approving Leave Request Submissions

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.
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.
Reviewing Balances as a Manager

How can the Manager see leave balances for their employees?

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.
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>
</tr>
</thead>
<tbody>
<tr>
<td>• Submits Timesheet in PeopleSoft</td>
<td>• Submit student timesheets (as needed).</td>
<td>• Review timesheet submissions</td>
</tr>
<tr>
<td></td>
<td>• Submit leave requests (as needed).</td>
<td>▪ Approve</td>
</tr>
<tr>
<td></td>
<td>• Adds comp time.</td>
<td>▪ Deny</td>
</tr>
<tr>
<td></td>
<td>• Submits leave utilizing comp time.</td>
<td></td>
</tr>
</tbody>
</table>

**REMINDER:** Reports To must approve submissions by the payroll deadline in order to receive payment.
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 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.

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.
Hourly Timesheets- 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 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:

<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 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
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

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.
### Hourly Punch Time Entries

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.

---

Please note: Comments can be added/reviewed, if needed.
Hourly Punch Time Entries

13. From the pop-up, select **Yes** to save your entries.

14. 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.

15. 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.

16. From the Submit Confirmation screen, select **OK**.
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.
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

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.
Modifying Punch Time Entries

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.
Modifying Punch Time Entries

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

OK
Modifying 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” 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.
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
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.

• Notifications will be sent to Managers regarding payroll deadlines.
Manager- Approving Timesheet Submissions

Option 1:

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).
Manager- Approving Timesheet Submissions

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

1. Review information and use the check box to select the lines.
   
   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.

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.
Resources - Training Materials

Timekeeper Training

- Time Reporting

Presentations
- Time Reporting: Timesheets and Leave Requests

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

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.

Presentations
- Electronic Timesheets

Quick Guides
- Hourly Employee
- Manager
- Timekeeper

Video Tutorials
- Hourly Employees: Punch Time Entries
- Hourly Employees: Modifying Punch Time Entries
- Manager: Approving Reported Time
- Timekeeper: Punch Time Entry
- Timekeeper: Modifying Punch Time Entries

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!