Timekeeper Training

Andrea Reveles
Director - Payroll
Agenda

- Timesheet Overview
- Timekeeper Roles & Responsibilities
- Timesheet Policies & Procedures
- Recommendations
- Resources
- Approving Requests
- Warning Messages vs Hard Stops Resources
- Tips & Reminders
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.
How does it work?

- Employee Submits
- 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.
Timekeeper- Roles and Responsibilities

What is my role?

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

Other:

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

Please encourage staff to submit their own leave requests as it makes it easier for manager to approve requests.
Timekeeper- Roles and Responsibilities

What’s new for timekeepers?

• Timekeepers cannot cancel requests, please request the employee to submit a cancellation or contact payroll@utep.edu

• Leave request submissions will route to the employee’s “Reports to” Manager.
By when should time be submitted?

- As a reminder, users have a 90 day pay window from the absence event to enter or make any adjustments.
- Adjustments after 90 days of an event will need to be reported to Absence Management; send requests to payroll@utep.edu.

Attachments?

- Timekeepers do not have access to attach documentation, only employees can add attachments when submitting their own requests.
How can I see requests submitted by employees?

- Based on departmental access, Timekeepers have access to the employee's timesheet and can continue to review time information here:
# Resources - HCM Queries Available

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

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

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

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

How can the Manager see leave balances for their employees?

Yes
Resources - Training Materials

Timekeeper Training

- Time Reporting
  - Presentations
    - Time Reporting: Time Sheets and Absence Requests
  - Quick Guides
    - Hourly Employee Timesheet
    - Vacation Leave Request
    - Sick Leave Request
    - Partial Time Leave Request

Employee/Manager Training

- Electronic Leave Requests
  - Presentations
    - Electronic Leave Requests
  - Quick Guides
    - Employee
      - 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
      - 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:
https://www.utep.edu/vpba/peoplesoft/training/documents.html
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.
Warning Messages vs Hard Stops

**Warning Messages**

- Warning - 5 Hours entered on Holiday <Holiday Date> with <Entered TRC>.
- Warning - 11 Hours entered more than 40 in a week.

**Hard Stops**

- Error – 3 Straight Comp Hours cannot Accommodate. Please correct.
- Error – 4 Overtime Comp Hours cannot Accommodate. Please correct.
Recommendations

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

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

- **Cascading** is used in PeopleSoft to automatically deduct leave hours from another leave type if the employee does not have an available balance.

- If Absence leaves cascade into unpaid leave it will automatically deducted from your following paycheck.

<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>
Coming Soon- Hourly Time Sheets

Things to Know:

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

Employee ₹ Reports To ₹ Payroll

Expected Date: August 2020
Tips & Reminders

• If a Reports To manager is out on extended leave and unavailable to approve leave requests, please submit a helpdesk and we can re-route the leave request.

• Submit a Help Desk ticket to helpdesk@utep.edu for any technical issues related to leave request submissions.

• For general questions on processing leave, contact the Payroll Office at payroll@utep.edu.
Questions?
THANK YOU!