Electronic Timesheets

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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>
</tr>
</thead>
</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:** Reports To Manager 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\textsuperscript{st} of every month and ends on the 15\textsuperscript{th} of every month.
  ▪ The **second calendar period** begins on the 16\textsuperscript{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
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.
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.
Hourly Employee - Punch Time Entry

1. Log into PeopleSoft, from the Employee Self Service home page select the **Time and Attendance** tile.
2. Next, select the **Timesheet** option located on the left panel.
3. Select the **Date**.
4. From the “View By” option, select one of the following options:
   - **Calendar Period** – Displays one pay period (2 weeks)
   - **Day** – Displays just one day
   - **Week** – Displays one week
5. Select the refresh icon to update the timesheet.
Hourly Employee - Punch Time Entry

6. 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.
   
   6a. Enter the start time (In).
   6b. Enter the end time (Out).

7. 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.

8. After entering/reviewing the time, select the **Save for Later** button. Entries must be updated and saved on a daily basis.

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

---

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>7/1</td>
<td>1:00:00PM</td>
<td>2:00:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>7/2</td>
<td>8:00AM</td>
<td>10:30AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>7/3</td>
<td>1:15PM</td>
<td>3:45PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: Comments can be added, if needed.
Hourly Employee - Punch Time Entry

10. 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.

11. At the end of the week, review your entries and select the Submit button. The submission will trigger a notification and route to your manager for approval.

12. From the Submit Confirmation screen, select OK.
13. Total Reported Hours will be updated and will display the total hours submitted.

14. 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 your 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 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>
</tr>
</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:

- Timekeeper submits on behalf of the Employee
- Reports To Approval
- 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.

*To: despro@utep.edu
This message is to notify you that there is a timesheet requiring your approval.
Employee ID: 6001492009, Itzel Rivas
Job Title: Undergraduate Assistant
Date: 2020-07-06
https://tailh-ut.unshare.utsystem.edu/psp/ZAIHUT/EMPLOYEE/HRMS/c/EQAWMA MAIN_FL\EQAWMA MAIN_FL\GRL?
Action=U&EMPLID=6001492009&EMPL_RCD=08&FLR=2021-07-10&SEQ_NBR=36&PUNCH_TYPE=1&TRANSACTIONID=108&EQAMDEFN_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.
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.

E-mail Method:

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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).

<table>
<thead>
<tr>
<th>Reported Time</th>
<th>Quantity for Approval 11.00 Hours</th>
<th>Routed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruben Sanchez</td>
<td>07/01/2020 - 07/03/2020</td>
<td>07/03/2020</td>
</tr>
<tr>
<td>Reported Time</td>
<td>Quantity for Approval 14.00 Hours</td>
<td>Routed</td>
</tr>
<tr>
<td>Manuel Gonzalez</td>
<td>07/01/2020 - 07/03/2020</td>
<td>07/03/2020</td>
</tr>
<tr>
<td>Reported Time</td>
<td>Quantity for Approval 10.00 Hours</td>
<td>Routed</td>
</tr>
<tr>
<td>Arianna Reyes</td>
<td>07/01/2020 - 07/03/2020</td>
<td>07/03/2020</td>
</tr>
</tbody>
</table>
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.
   - 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.

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.
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!