Time Reporting: Time Sheets and Absence Requests
Timekeeper

• Roles and Responsibilities:
  – Timekeepers on campus will have the ability to **enter, correct** and **submit** Time Sheets 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 HR 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>Day</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

**Job Code**:  

**Pay Code**:  

**Pay Rate**:  

### Pay Period
(Please Check One):
- [ ] 1st-15th
- [ ] 16th-31st

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

## Weekly Totals

<table>
<thead>
<tr>
<th>Week of:</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>

**Weekly Totals**: 0

**Week of**:  

---
Navigation to Enter Timesheet

Main Menu > Manager Self Service > Time Management > Report Time > Timesheet
1. Search for employee using **Empl ID**, **Last Name**, or **First Name** fields.
2. Click on **Get Employees**.
3. Employees will populate, select employee.

**Timesheet Process**

**Timesheet Summary**
4. Select to View By:
   - Calendar Period – Displays one pay period (2 weeks) at a time
   - Day – Displays just one day at a time.
   - Week – Displays one week at a time
5. Select desired work week under Date field and click Refresh icon
6. Enter hours worked under Quantity.
7. Click Submit for processing.
8. Click OK to confirm Timesheet submission
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 departments.
  – 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 in HR.
  – 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 [campuisedge.utep.edu](http://campuisedge.utep.edu) – “FMLA Overview” - 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**

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**THE UNIVERSITY OF TEXAS AT EL PASO**

**PAID and NON-PAID LEAVE REQUEST & REPORT FORM**

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td></td>
</tr>
</tbody>
</table>

**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
  - Exercise - 30 min/3x per week

**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.

**For any other type of Leave of Absence Request contact HR.**

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**Comments/Remarks:** ____________________________________________________________

**EMPLOYEE SIGNATURE:** ________________________________ Date: ____________________

**DEPARTMENTAL ACTION:**

- [ ] Recommend Approval
- [ ] Recommend Denial
- [ ] Approved
- [ ] Denied

**Supervisor:** ________________________________ Date: ____________________

**Department Head:** ________________________________ Date: ____________________

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*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>Vacation</td>
<td>Vacation</td>
</tr>
<tr>
<td>Sick</td>
<td>Sick</td>
</tr>
<tr>
<td>Educational Activities</td>
<td>Educational Activities/Sick</td>
</tr>
<tr>
<td>*Floating Holiday</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.
Navigation to Enter an Absence

Main Menu> Manager Self Service> Time Management> Report Time> Timesheet
1. Search for employee using **Empl ID, Last Name, or First Name** fields
2. Click on **Get Employees**.
3. Employees will populate, select the employee.
4. Select desired work week
5. Click on **Absence Event** to View leave Balances.
6. Click on **Add Absence Event** to enter leave details.
7. Enter corresponding absence event information.
8. Click on Submit
9. Click OK to complete Absence Event
Verify Absence Event

If done correctly, Leave entry should reflect in timesheet.
Entering Partial Day Absence Event

1. Search for employee using **Empl ID, Last Name, or First Name** fields.
2. Click on **Get Employees**.
3. Employees will populate, select the employee.
4. Select desired work week
5. Click on **Absence Event** to View leave Balances.
6. Click on **Add Absence Event** to enter leave details.
7. Enter the corresponding absence event information.
8. Click on Details to enter the absence hours for partial days.
Entering Partial Day Absence Event

9a. For a half day off, select All Days drop down and All Days are Half Days checkbox
9b. For less than half day off enter the hours in the All Days hours field.
10. Click on Calculate End Date or Duration to calculate Duration hours
11. Click OK to return to the previous screen to submit.
12. Click on **Submit** to complete absence event.
13. Click OK to complete transaction.
Verify Absence Event

If done correctly Leave should reflect on timesheet.
Main Menu> Organizational Development> Position Management> Maintain Positions/Budgets> Add/Update Position Info

1. Navigate to Position Add/Update page
2. Enter Search Criteria. Search by:
   a) Position Number (OR)
   b) Department
3. Click Search button
Position- Description tab

1. From the main Position page click the “Description” tab
2. Review Position Information fields:
   a) Position Number
   b) Headcount Status
   c) Effective Date
3. Review Job Information section
Position - Specific Information tab

1. From the main Position page click the “Specific Information” tab
2. Review Max Head Count (Max Head Count - no more than 1)
Position- Budget & Incumbents tab

1. From the main Position page click the “Budget and Incumbents” tab
2. Review Headcount Status Field (Headcount Status = Filled)
3. Review Name of Incumbent
4. Review Effective Date of appointment
1. Navigate to Current Job search page
2. Enter Search Criteria. Search by:
   a) Empl ID (OR)
   b) Last Name
3. Click Search button
4. Select Empl ID with the most current employee record. Usually the zero record
1. From the Current Job page, click on “Work Location” tab.
2. Empl Record: “0” = Primary Job, Active, Benefits Eligible; “1” = Secondary Job, Inactive.
3. Effective Date (day position is effective).
4. HR Status should indicate “Active”.
5. Job Indicator will show as “Primary Job”. Primary = Benefits eligible.
6. Review Position # and Position Title.
7. Review Dept # and Department Name.
1. From the Current Job page, click on "Job Information" tab
2. Empl Record: “0” = Primary Job, Active, Benefits Eligible; “1” = Secondary Job, Inactive
3. HR Status should indicate “Active”
4. Review Empl Class field. *(See slide 35 for complete Empl Class list)*
5. Review Standard Hours information. 40 Hours = 1 FTE (Full Time Equivalent).
Current Job- Compensation tab

1. From Current Job page, click **Compensation**" tab
2. Review Rates:
   a. **Compensation Rate** = (Annual Rate/12)*FTE
   b. **Academic Rate** = 9 month rate based on IAP
3. Rate Codes:
   a. **NAANNL** = Annualized Rate (Academic month rate/9)*12
   b. **CNTRCT** = Contract. Contracts are only set up for Tenured, Tenured Track or >50% benefit eligible faculty not funded from a grant.
# Employee Class Legend

<table>
<thead>
<tr>
<th>Empl Class</th>
<th>Empl Class Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Administrative &amp; Professional (Director/Manager)</td>
</tr>
<tr>
<td>APN</td>
<td>A&amp;P Wages account</td>
</tr>
<tr>
<td>CL</td>
<td>Classified</td>
</tr>
<tr>
<td>CLN</td>
<td>Classified Wages account</td>
</tr>
<tr>
<td>FA1</td>
<td>Regular Faculty (RegFac) - Tenured/Tenured Track - Professors, Associate Professors, Assistant Professors</td>
</tr>
<tr>
<td>FA2</td>
<td>Non-Tenure Track Faculty (NonTenFac) - Lecturers</td>
</tr>
<tr>
<td>FA3</td>
<td>Non-Standard Semester Faculty (NonStdSem) - Summer Faculty Appointments (Expected Job End Dates)</td>
</tr>
<tr>
<td>GRA</td>
<td>Graduate Research Assistant</td>
</tr>
<tr>
<td>GTA</td>
<td>Graduate Teaching Assistant</td>
</tr>
<tr>
<td>POI</td>
<td>Person of Interest</td>
</tr>
<tr>
<td>STU</td>
<td>Student</td>
</tr>
<tr>
<td>WS</td>
<td>Work Study</td>
</tr>
</tbody>
</table>
### Faculty Job Code Table

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>10010</td>
<td>Research Professor</td>
<td>10028</td>
</tr>
<tr>
<td>Aerospace/Military Professor</td>
<td>10011</td>
<td>Assistant Professor</td>
<td>10030</td>
</tr>
<tr>
<td>Visiting Professor</td>
<td>10012</td>
<td>Aerospace/Military Assistant Professor</td>
<td>10031</td>
</tr>
<tr>
<td>Clinical Professor</td>
<td>10013</td>
<td>Visiting Assistant Professor</td>
<td>10032</td>
</tr>
<tr>
<td>Adjunct Professor</td>
<td>10015</td>
<td>Clinical Assistant Professor</td>
<td>10034</td>
</tr>
<tr>
<td>Associate Professor Emeritus</td>
<td>10018</td>
<td>Adjunct Assistant Professor</td>
<td>10035</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>10020</td>
<td>Instructor</td>
<td>10040</td>
</tr>
<tr>
<td>Aerospace/Military Associate Professor</td>
<td>10021</td>
<td>Instructor in Clinical Nursing</td>
<td>10041</td>
</tr>
<tr>
<td>Visiting Associate Professor</td>
<td>10022</td>
<td>Aerospace/Military Instructor</td>
<td>10042</td>
</tr>
<tr>
<td>Clinical Associate Professor</td>
<td>10024</td>
<td>Senior Lecturer</td>
<td>10049</td>
</tr>
<tr>
<td>Adjunct Associate Professor</td>
<td>10025</td>
<td>Lecturer</td>
<td>10050</td>
</tr>
<tr>
<td>Research Assistant Professor</td>
<td>10026</td>
<td>Specialist- Faculty</td>
<td>10056</td>
</tr>
<tr>
<td>Research Associate Professor</td>
<td>10027</td>
<td>Non Utep Student Restricted</td>
<td>10060</td>
</tr>
</tbody>
</table>
HCM Queries Available

Main Menu> HCM Reporting Tools> Query> Query Viewer

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant Positions</td>
<td>PeopleSoft - Prod</td>
<td>UTE_CA_VACANT_POS</td>
</tr>
<tr>
<td>Appointment Download</td>
<td>PeopleSoft – Prod</td>
<td>UTE_CA_FY_FUND_DATA_BY_CST_CTR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UTE_CA_FY_FUND_DATA_BY_PROJECT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UTE_CA_FY_FUNDING_DATA_DEPTS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UTE_CA_FY_FUND_DATA_BY_POS</td>
</tr>
<tr>
<td>Additional Pay</td>
<td>PeopleSoft - RPT</td>
<td>UTE_CA_FY_EE_ADDL_PAY_DEPT</td>
</tr>
<tr>
<td>Job Data</td>
<td>PeopleSoft - Prod</td>
<td>UTE_CA_JOB_DATA</td>
</tr>
</tbody>
</table>
Questions?