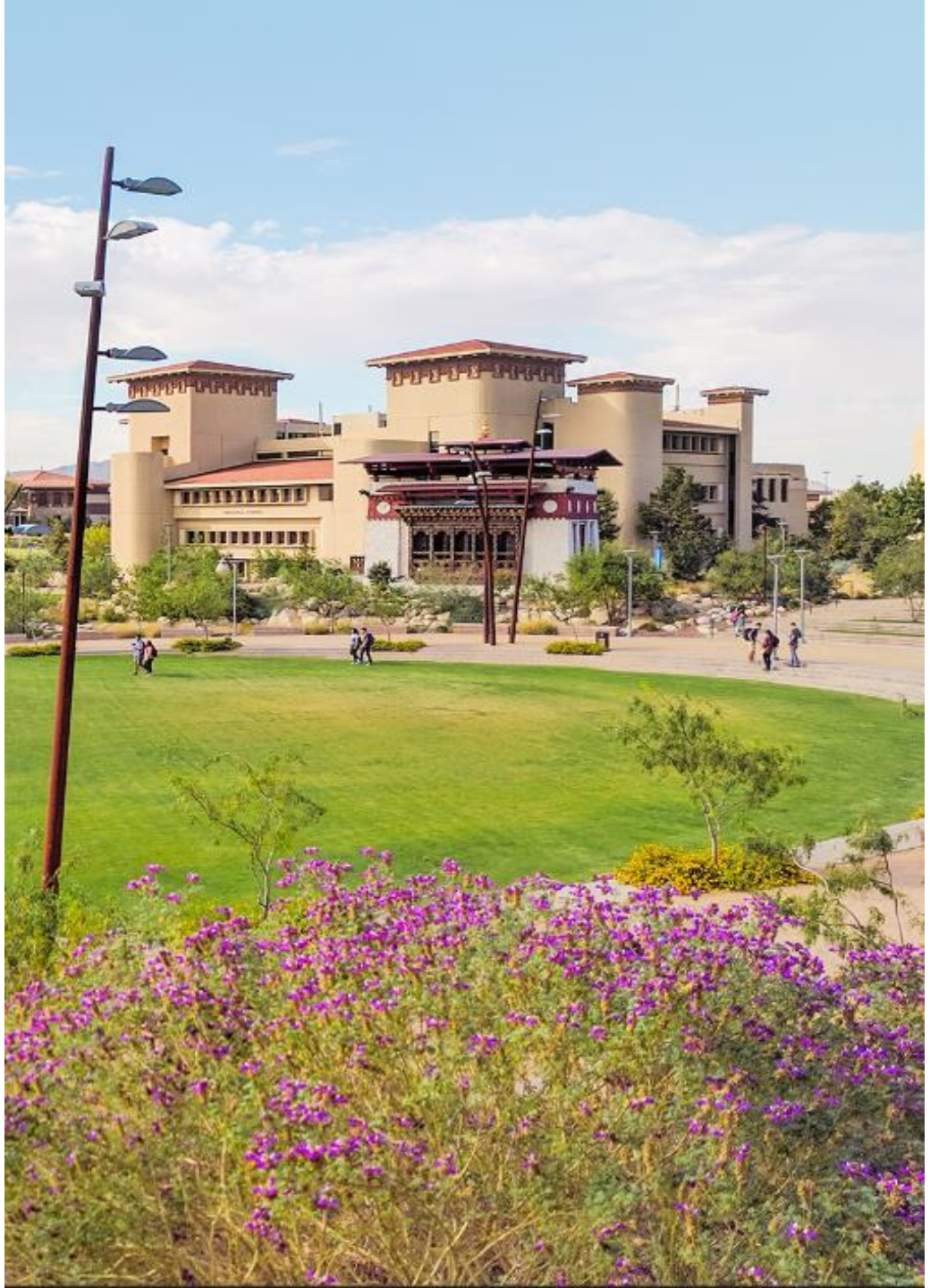


Timekeeper Training

Andrea Reveles

Director - Payroll

PEOPLESOFT

THE UNIVERSITY OF TEXAS AT EL PASO

Agenda

Timesheet Overview

Timekeeper Roles & Responsibilities

Timesheet Policies & Procedures

Recommendations

Resources

Approving Requests

Warning Messages vs Hard Stops Resources

Tips & Reminders

Timesheet Overview

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.

Timesheet Overview

How does it work?

* 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.

Timesheet Policies and Procedures

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.

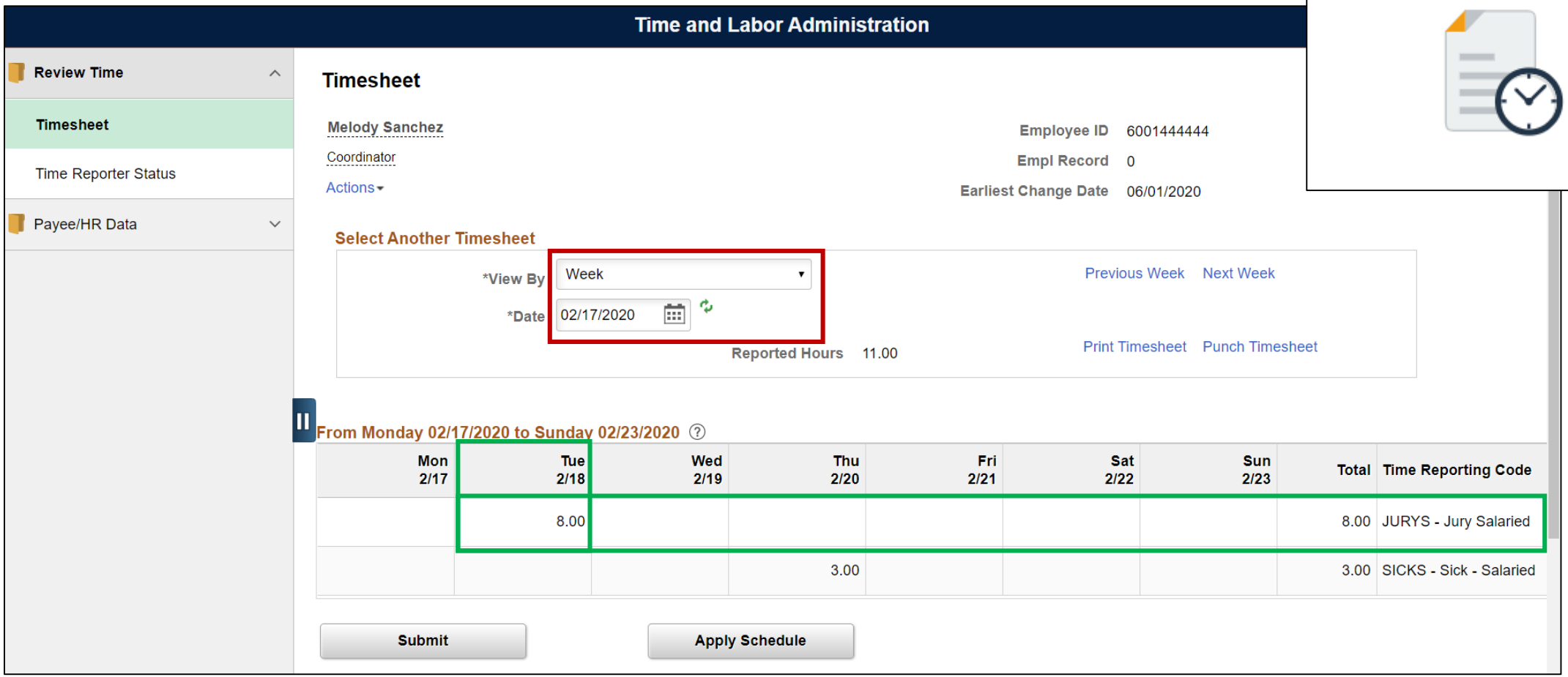
Attachments?

- Timekeepers do not have access to attach documentation, only employees can add attachments when submitting their own requests.

Resources- Time and Labor Administration

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)Menu> (Link) HCM Reporting Tools > Query> Query Viewer

Description	Location	Name
Leave, accruals, & deductions by pay period	HCM Reporting Tools	UTZ_HA_TIMEKEEPER
Search by time frame to see absence requests	HCM Reporting Tools	UTZ_HA_DAILY_ABSENCE_CAMPUS_DT
Monthly accruals by calendar group	HCM Reporting Tools	UTZ_HA_MONTHLY_ACCRLS
Absence entries by dates	HCM Reporting Tools	UTZ_HA_ABM_EVENTS_DETAILS

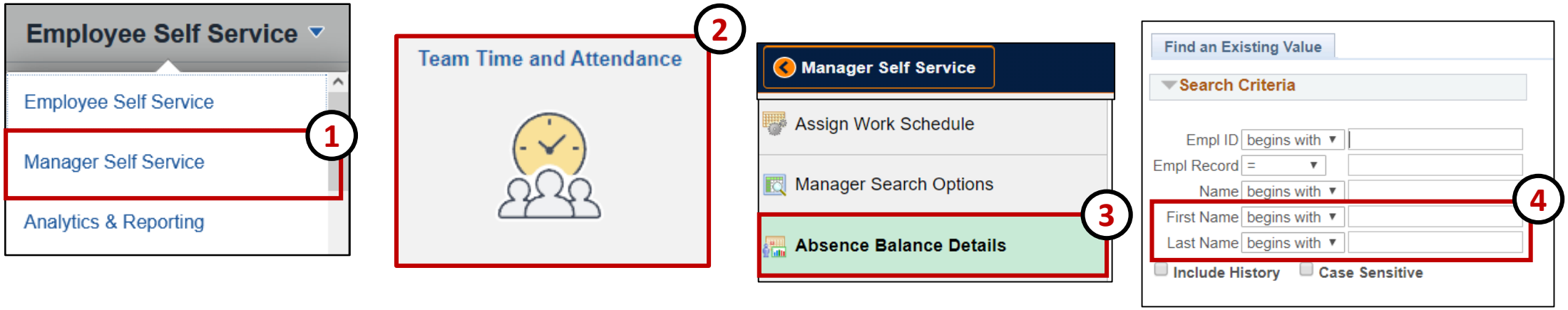
Recommendations

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**.

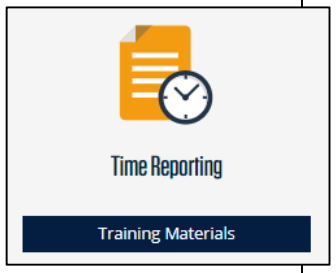
How can the Manager see leave balances for their employees?

Yes



Resources- Training Materials

Timekeeper Training



Time Reporting

Presentations

- Time Reporting: Timesheets and Leave Requests New

Quick Guides

- Timekeeper- Punch Time Entries
- Timekeeper- Modifying Punch Time Entries
- Vacation Leave Request
- Sick Leave Request
- Partial Time Leave Request

Employee/Manager Training

Electronic Leave Requests New

Presentations

- Electronic Leave Requests

Quick Guides

Employee

- Employee: Leave Request Submission- Full Day New
- Employee: Leave Request Submission- Partial Day New
- Employee- Resubmitting a Pushback Request New
- Employee- Cancelling Leave Requests New
- Employee- View Leave Request History New

Manager

- Manager- Approving Employee Submissions New
- Manager- Approving Timekeeper Submissions New
- Manager- Leave Request Submission for Employee- Full Day New
- Manager- Leave Request Submission for Employee- Partial Day New
- Manager- View Leave Request History New

Video Tutorials

- Employee- Leave Request Submission New
- Manager- Approving Leave Request Submissions New

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.

There is an Absence Request awaiting your approval

Employee Id: 6001111111- Adrian Rodriguez
Department: PeopleSoft
Job Title: Project Specialist
Absence Start Date: 2020-03-04
Absence Name: 250060 - AT VAC - Vacation Leave
Absence End Date: 2020-03-04
Status: Submitted
Comments: testing outlook emails

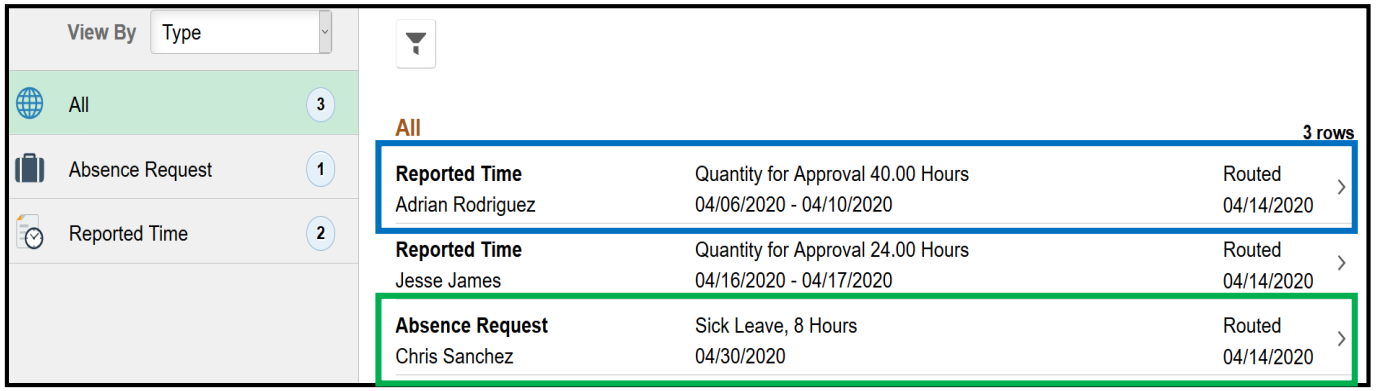
Please use the following link to view the transaction:
https://zaih-uat.utshare.utsystem.edu/psp/ZAIHUAT/EMPLOYEE/HRMS/c/ROLE_MANAGER.GP_ABS_SS_XFER.GBL?Action=U&TRANSACTION_NBR=980867&EMPLID=6001517351&EMPL_RCD=0&BGN_DT=2020-03-04&PIN_TAKE_NUM=250060&END_DT=2020-03-04

- **HRMS Tile:**
  - Log into PeopleSoft, from the **Employee Self Service** homepage select the **HRMS Tile**.
  - Under Pending Approvals, select the request to review/approve.

Approving Requests Overview

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?

Leave Type (Element)	Order of Deduction against Leave Types			
Vacation	Vacation	Unpaid Absence		
Sick	Sick	Educational Activities/Sick	Vacation	Unpaid Absence
Educational Activities*	Educational Activities/Sick	Vacation	Unpaid Absence	

- **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.

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

Expected Date: August 2020

Tips & Reminders

- If a Reports To manager is out on extended leave an 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!