

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**

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:

Time and Labor Administration



Review Time

- Timesheet**
- Time Reporter Status

Payee/HR Data

Timesheet

Melody Sanchez Employee ID 6001444444
Coordinator Empl Record 0
[Actions](#) Earliest Change Date 06/01/2020

Select Another Timesheet

*View By [Previous Week](#) [Next Week](#)
*Date [Print Timesheet](#) [Punch Timesheet](#)

Reported Hours 11.00

From Monday 02/17/2020 to Sunday 02/23/2020

Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total	Time Reporting Code
	8.00						8.00	JURYS - Jury Salaried
			3.00				3.00	SICKS - Sick - Salaried

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

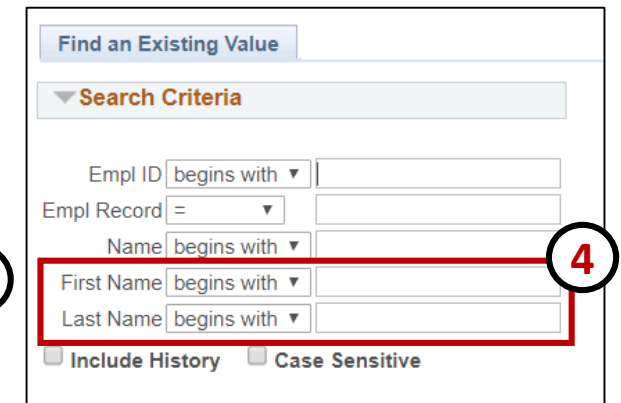
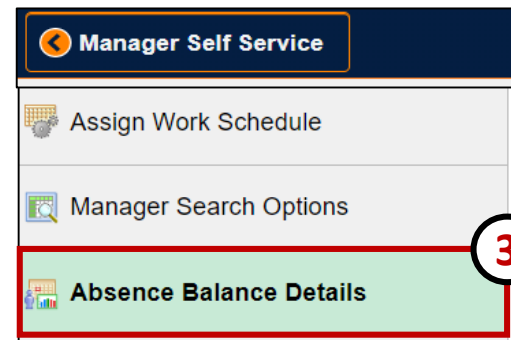
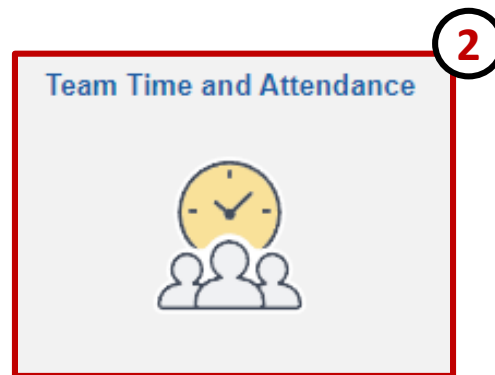


If future requests have already been approved, should the employee submit?

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?

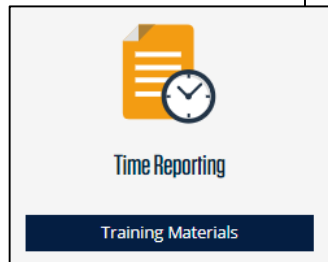
Yes



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**

Leave Requests

Training Materials

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.

There is an Absence Request awaiting your approval

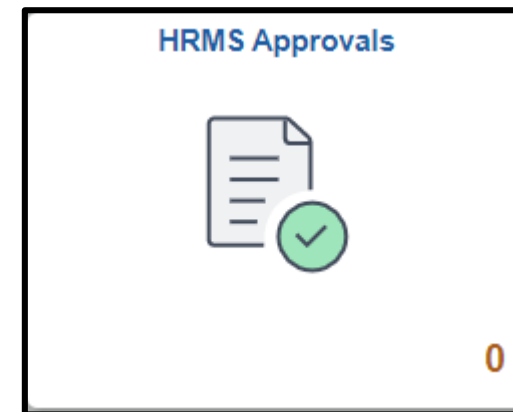
Employee Id: 6001111111- Adrian Rodriguez
Department: PeopleSoft
Job Title: Project Specialist
Absence Start Date: 2020-03-04
Absence Name: 250060 - AT VAC - Vacation Leave
Absence End Date: 2020-03-04
Status: Submitted
Comments: testing outlook emails

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



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.

View By	Type	
All	3	
Absence Request	1	
Reported Time	2	

All			3 rows
Reported Time Adrian Rodriguez	Quantity for Approval 40.00 Hours 04/06/2020 - 04/10/2020	Routed 04/14/2020	>
Reported Time Jesse James	Quantity for Approval 24.00 Hours 04/16/2020 - 04/17/2020	Routed 04/14/2020	>
Absence Request Chris Sanchez	Sick Leave, 8 Hours 04/30/2020	Routed 04/14/2020	>



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 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!