

Electronic Leave Requests

Andrea Reveles

Director - Payroll



Agenda



**Timesheet
Overview**



**Roles and
Responsibilities**



**Absence Request
Submissions**



**Approving
Requests**



**Warning Messages
vs Hard Stops**



**Cancelling
Requests**



**Tips and
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 by 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.

Roles and Responsibilities



Employee	Timekeeper	Reports To
<ul style="list-style-type: none">• Submit leave requests• Cancel leave requests	<ul style="list-style-type: none">• Submit leave request• Add comp time• Submit leave utilizing comp time• Submit timesheets	<ul style="list-style-type: none">• Review leave requests<ul style="list-style-type: none">▪ Approve▪ Deny▪ Pushback

Timesheet Policies and Procedures



By when should time be submitted?

- 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?

- Employees can attach documentation such as doctor's notes, jury duty summons and school documents.
- Timekeepers do not have access to attach documentation.

FMLA/Comp Time



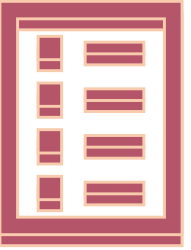
How will this affect FMLA time reporting?

- FMLA or Extended Leave Requests will continue to be submitted and processed by the Benefits Office.



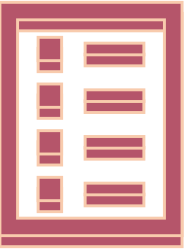
Who will be responsible for entering/reporting time Comp time?

- Timekeepers will continue to be responsible for entering/reporting Comp time for employees.
- Timekeepers will also be responsible for submitting leave requests on behalf of the employee if the employee would like to use Comp time (Straight Time or Overtime).



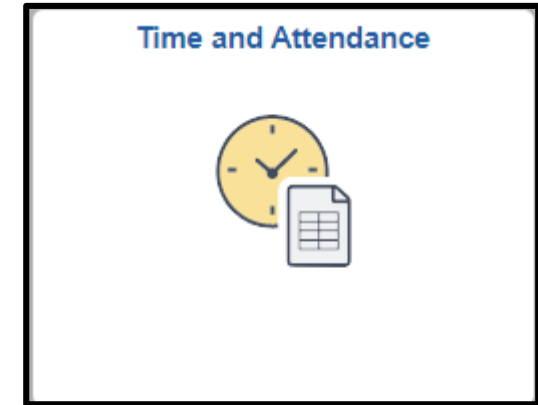
Leave Request Submissions

Employee Submissions/Cancellations



Things to Know:

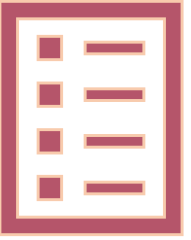
- Employees can submit/cancel/view leave requests via the **Time and Attendance** tile on the Employee Self Service home page.



Leave Types:

Leave Type	When to use?
Sick Leave	Sick time, doctor's visit for self, spouse, children under 18, & parents
Vacation Leave	Personal time off
Jury Duty	Jury summons, should include documentation provided by court
Educational Activities	Field trip, parent-teacher conference, applicable to children in K-12
Bereavement	Funeral for direct family member

For more information visit: <https://www.utep.edu/human-resources/services/benefits/leave-programs/index.html>



Absence Balances

Keep in Mind:

- Balances are updated twice per month. Generally on the 2nd and 16th.

Where to view balances:

Timesheet:

Absence Entitlement Balances 1-2 of 2

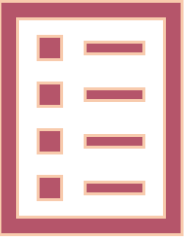
Entitlement Name	Balance as of 04/15/2020**	From	To	Accrual Period
Sick Leave	472.00 Hours	09/01/2019	08/31/2020	Year to Date
Vacation Leave	227.00 Hours	09/01/2019	08/31/2020	Year to Date

**Disclaimer The current balance does not reflect absences that have not been processed.

Absence Balance Details:

- My Time Summary
- Request Absence
- Cancel Absences
- Compensatory Time
- Payable Time Detail
- View Requests
- Extended Absence History
- Leave Transfer Requests
- Monthly Schedule
- Absence Balance Details**

Employee Submissions/Cancellations



Workflow:




Employee Leave Request Submission




Employee Self Service ▾

1


Time and Attendance



Payroll and Compensation




Personal Details




1. Log into **PeopleSoft**, from the Employee Self Service homepage select the **Time and Attendance** tile.
2. Next, select the **Request Absence** tile.

Time and Attendance


Absence Balance Details



Timesheet




Compensatory Time




2

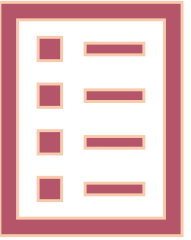
Request Absence



Cancel Absences



Employee Leave Request Submission



Time and Attendance

Request Absence

i Changing the Absence Name will clear the detailed information associated.

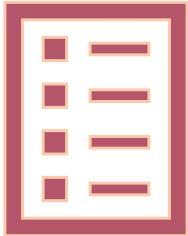
*Absence Name

- Bereavement
- Educational Activities
- Jury Duty
- Select Absence Name
- Sick Leave
- Vacation Leave

Submit

3. From the drop-down menu, select the **Absence Name**.

Employee Leave Request Submission



- 4. Insert the **Start** and **End Date**.
- 5. Under **Duration** enter the number of hours.
- 6. Then, click on **Partial Days**:
 - a) If this is to submit time for a full day (8hrs), select **None**. If this is to submit time for a Partial day (i.e. 4hrs) select **All Days** and re-enter the **Duration**.
 - b) Select **Done**.
- 7. Enter **Comments**.
- 8. Add **Attachments** if necessary.
- 9. Click **Submit**.

Request Absence

i Changing the Absence Name will clear the detailed information associated.

*Absence Name: 4

*Start Date:

End Date:

Duration: 5

Partial Days: 6

Comments:

Attachments

You have not added any Attachments.

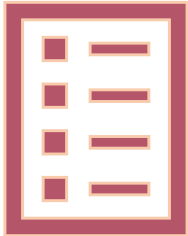
8

9

Partial Days 6b

Partial Days: 6a

Employee Leave Request Submission



Employee Self Service Time and Attendance

Request Absence

Absence Name Vacation Leave

Start Date 02/11/2020

End Date 02/11/2020

Duration 8.00 Hours

10. The status will update and show **Submitted** and will route to the employee's Reports to for approval.

Partial Days None

Status Submitted

Comments

Attachments

You have not added any Attachments.

Balance Information

As Of 06/15/2020 94.00

Timesheet

Request Absence

Cancel Absences

Compensatory Time

Payable Time Detail

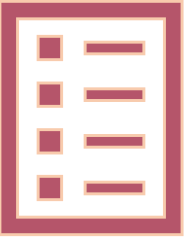
View Requests

Extended Absence History

Leave Transfer Requests

Monthly Schedule

Absence Balance Details

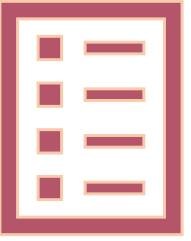


Timekeeper Submissions

Things to Know:

- Timekeepers should only submit leave requests for employees if required by the department.
- Hourly timesheets will still be submitted by Timekeepers.
- Cancellations can only be requested by the employee.
- Other timesheet policies & procedures will remain the same.

Timekeeper Submissions



Workflow:



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

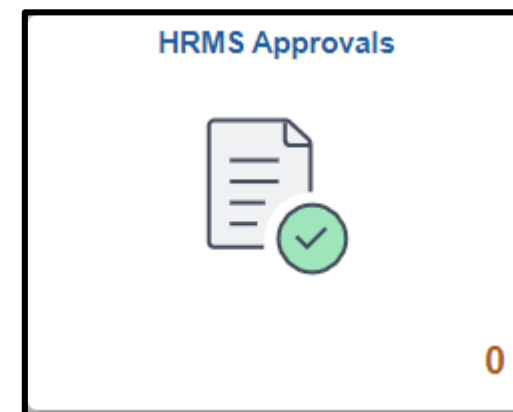
Employee Id: 6001111111- Adrian Rodriguez
Department: PeopleSoft
Job Title: Project Specialist
Absence Start Date: 2020-03-04
Absence Name: 250060 - AT VAC - Vacation Leave
Absence End Date: 2020-03-04
Status: Submitted
Comments: testing outlook emails

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?](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](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 >



Manager Reviewing Requests



Employee Self Service > < 1 of 12 >

HRMS Approvals 1

8

UTEP Careers

Personal Details

Talent Profile

Time and Attendance

HRMS Delegations

Regular Entry

View
ORACLE
PEOPLESOFT

Job Data
ORACLE
PEOPLESOFT

Query Viewer
ORACLE
PEOPLESOFT

Query Viewer
ORACLE
PEOPLESOFT

1. Log into PeopleSoft, from the Employee Self Service homepage select the **HRMS Approvals** tile.

Manager Approving Employee Submissions



Employee Self Service Pending Approvals

View By: Type

- All (8)
- Absence Request (1)
- Cancel Absence (1)
- Reported Time (6)

All 5 rows			
Reported Time Jesse James	Quantity for Approval 16.00 Hours 04/16/2020 - 04/17/2020	Routed 03/16/2020	>
Absence Request Chris Sanchez	Vacation Leave, 8 Hours 04/30/2020	Routed 03/23/2020	>
Absence Request John Smith	Sick Leave, 6 Hours 03/03/2020	Routed 03/04/2020	>
Absence Request Steven Waters	Vacation Leave, 8 Hours 03/16/2020	Routed 03/24/2020	>
Absence Request Adrian Rodriguez		Routed 03/23/2020	>

2. Under Pending Approvals, select an **Absence Request** (each row contains: employee name, absence type, start and end date).

Manager Approving Employee Submissions



Chris Sanchez
Project Specialist

4

Absence Details

Absence Name Sick Leave	End Date 04/08/2020
Start Date 04/30/2020	Duration 8 Hours
Partial Days None	

3a

Current Balance 97.50 Hours [Disclaimer](#)

3b

Requester Comments

Did not feel well and went to the doctor.

Attachments **3c** >

Request History >

5

You are about to approve this request.

Approver Comments

The page displayed will show full details about the leave request submitted by the employee.

3. The page displayed will show:

3a. **Absence Details**

3b. **Leave Balance**

3c. **Attachments**, if applicable.

4. Select: **Approve** to approve the request, select **Pushback** to send back the request, or select **Deny** to terminate the request. Please note, comments are required when pushing back or denying transactions.

5. Click the **Submit** button to complete the process.

Manager Approving Timekeeper Submissions



Employee Self Service Pending Approvals

View By Type

- All 8
- Absence Request 1
- Cancel Absence 1
- Reported Time 6

All 5 rows

Reported Time Jesse James	Quantity for Approval 16.00 Hours 04/16/2020 - 04/17/2020	1	Routed 03/16/2020	>
Absence Request Chris Sanchez	Vacation Leave, 8 Hours 04/30/2020		Routed 03/23/2020	>
Absence Request John Smith	Sick Leave, 6 Hours		Routed 03/04/2020	>
Absence Request Steven Waters			Routed 03/24/2020	>
Absence Request Adrian Rodriguez			Routed 03/23/2020	>

After selecting **HRMS Approvals** tile from Employees Self Service home page:

- Under Pending Approvals, select an **Reported Time** (each row contains: employee name, absence type, start and end date).

Manager Approving Timekeeper Submissions



Pending Approvals Reported Time

Jesse James
Accountant I

2 line(s) are pending your approval

Summary

Time Period 04/16/2020 - 04/17/2020
Quantity for Approval 16.00 Hours

Pending All

Select	Report Date	Time Reporting Code	Quantity for Approval
<input checked="" type="checkbox"/>	04/16/2020	VACS - Vacation - Salaried	8.00 Hours
<input type="checkbox"/>	04/17/2020	VACS - Vacation - Salaried	8.00 Hours

Approve

You are about to approve this request.

Approver Comments

3



2

4

The page displayed will show full details about the time submitted by the Timekeeper. If there are multiple lines pending review, select the lines and chose and action: select Approve to approve the request or select Deny to terminate the request.

2. Review the date and time entered and use the check box to **select** the lines.
3. Select: **Approve** to approve the request, select **Pushback** to send back the request, or select **Deny** to terminate the request. Please note, comments are required when denying transactions.
4. 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 2-4 once again.

Cancelling Requests



Things to Know:

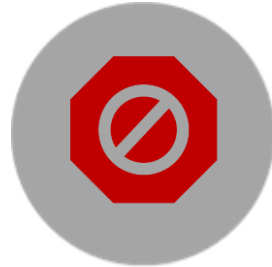
- Employees can submit a cancellation for requests pending approval and for approved transactions.
- Cancellation requests will route to the Manager for approval.
- Managers & Timekeepers currently do not have the ability to cancel requests.
- If cancellations cannot be completed by the employee please contact payroll@utep.edu.

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.



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!