UTRGV PeopleSoft
Time and Absence Reporting for Timekeepers

CONTENTS

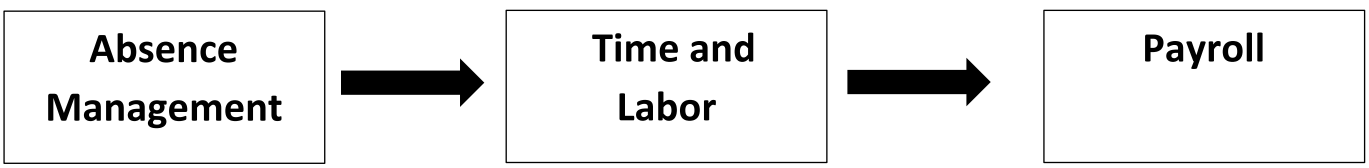
Overview

UTRGV PeopleSoft Time and Absence Reporting for Timekeepers describes how to report and edit absence events and report time worked using the PeopleSoft system.

The "*Desk Reference*" explains the differences between Positive and Elapsed employees and how to enter time and absences for the different groups.

Time and Absence Reporting Basics

The Time and Labor module and the Absence Management module in PeopleSoft will replace the EIS Time Reporting system. The following flowchart gives a visual representation of how the PeopleSoft modules work together.



The benefits of using both the Time and Labor module and Absence module in PeopleSoft are:

- PeopleSoft allows employees and Timekeepers to record and change pre-approved time and absence details.

- PeopleSoft allows Time Reporting for previous, current and future periods. Previous time and absence events up to 90 days or Future time and absence events up to 30 days

- *PeopleSoft* restricts Timekeepers from entering/changing their own timesheet and viewing unauthorized data via system security.

- Time and Absence modules are integrated with Human Resources and Payroll.

Employee Responsibilities

1. Work the scheduled hours designated by supervisor
2. Submit own absence events and timesheets via Employee Self Service in PeopleSoft to immediate supervisor in a timely manner by the employee deadline.
3. Non-exempt employees must report time and absence events to account for all hours scheduled.
4. Exempt employees must acknowledge they worked their scheduled hours by submitting a no leave taken timesheet or report any exceptions to the scheduled hours.
5. Notify immediate supervisor of any adjustments to the current work schedule
6. Communicate to immediate supervisor any absence events or changes in work time in a timely manner
7. Report time worked and absences taken accurately and completely regardless of available leave balance.
8. Submit adjustment of absence event changes for approved leave in a timely manner.
9. Make any modifications indicated by Timekeeper on returned timesheets and submit revised timesheets for approval.
10. Responsible to make sure supervisor approves all absence and time entries submitted in a timely manner.
11. Responsible to report the need for leave involving a serious health condition that would necessitate the employee being absent from work for three (3) or more days via Employee Self Service in PeopleSoft.
12. Understanding state and federal requirements and UTRGV policies and procedures related to timekeeping and Absence Management

Supervisor Responsibilities

1. Create a departmental procedure to help ensure awareness of time worked and absences taken by direct report's
2. Establish and modify employee's work schedules to meet department operational needs
3. Review and approve or deny each direct report's timesheet for accuracy and appropriateness on a timely manner
4. Approve or deny absence requests and verify that all time worked is reported accurately and completely
5. Review that absences taken are indicated with appropriate absence categories
6. Ensure that timekeeping for attendance and absences is in compliance with relevant policies, procedures and other requirements, and provide guidance to employees when needed
7. Reject and/or modify inaccurate employee timesheets and/or absence events, discuss the reasons for changes with the employee, and acquire employee's acknowledgment of corrected timesheets and/or absence events.
8. Monitor employees' accrued hours of state and overtime compensatory balances and ensure employees do not exceed regulatory limits.
9. Manage and request Overtime hours and Overtime Payouts for direct report's
10. Approve employee's absence requests and timesheets and submit final approved timesheets using Manager Self-service by Absence Management and Payroll deadlines
11. Designate and create delegation for alternate approver if time away from the office is anticipated
12. Serve as alternate approver when delegated by another Supervisor and may approve any employees in the department in case of an emergency.
13. Initiate an Off-Cycle Check Request when a missing timesheet(s) causes a pay discrepancy that creates a financial hardship for the employee.

Role of the Timekeeper/Leave Administrator

The Timekeeper/Leave Administrator acts as a liaison between the Timekeeper's assigned department(s) and the Human Resources and Payroll Offices.
The role of liaison includes:

1. Being the key employee responsible for time and absence event records and inquiries in the department.

2. Communicating relevant information received, including policies and procedures, from Absence Management and Payroll to employees in the assigned department(s).

3. Provide necessary training for new and existing employees.

4. Ensures department complies with Absence & Payroll deadlines.

5. Coordinates security needs with Payroll and Human Resources.

6. Understanding state and federal requirements and UTRGV policies and procedures related to timekeeping and Absence Management; informing assigned departments of the importance of adhering to these requirements; and providing notice to supervisors of noncompliance.

7. Submitting/adjusting time entry and absence records for employees in the assigned department(s) when necessary.

8. Providing information to Payroll and Human Resources on PeopleSoft Self Service usage.

9. Coordinate with designated department and time/absence administration to designate alternate timesheet and absence event approver on emergency circumstance.

Policies and Guidelines

UTRGV Guidelines for Employees and Managers

General leave provisions are governed by the Texas State Government Code and UTRGV HOP.

HOP- Sick Leave
HOP- Vacation Leave
HOP- Leave of Absence Without Pay
HOP- Emergency Leave
HOP- Jury Duty

If you would like to read more about the policies, you can visit the following web sites:

- Texas Government Code, §661
- https://www.utrgv.edu/hop/handbook/index.htm

Benefits Eligible Employees (excluding positions that require student status)

- Definition: employees appointed to work at least 20 hours per week for a period of 4 ½ months or longer.
- Are eligible to earn and use leave as outlined in the Handbook of Operating Procedures.

If you would like to read more about additional extended leave information for Eligible Employees, visit the Human Resources website:

https://www.utrgv.edu/hr/benefits/family-medical-leave-act/index.htm

Calculation of FMLA entitlement

- Employees are eligible if they have worked for the University or another state agency for at least one year and no less than 1,250 hours over the previous 12 months.

- Eligible employees are entitled to take up to 12 work weeks during a rolling 12-month period measured backward from the date an employee uses FMLA leave (each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the immediately preceding 12 months).

For additional information, visit:
https://www.utrgv.edu/hop/policies/adm-04-608.pdf

Overtime

As per UTRGV Policy Number: ADM 04-406
It is UTRGV policy to comply with the overtime provisions of the Fair Labor Standards Act (FLSA) and corresponding Texas laws. Overtime for non-exempt staff employees **must be pre-approved** in accordance with this policy. Temporary non-exempt staff employees are not permitted to earn overtime from UTRGV.

Except in unusual circumstances dictated by UTRGV operations, the work activities of non-exempt staff employees shall be organized so they are not required to work more than 40 hours within a workweek.

Overtime Accrual

i. Any overtime anticipated or required of a non-exempt staff employee or group of staff employees must have the prior approval of management.

ii. A Request for Overtime Authorization must be completed by the immediate supervisor and be forwarded through management, up to the department head. The form can be found under the forms tab on the Office of Human Resources website.

iii. The department head will return the approved or disapproved authorization form to the immediate supervisor. The immediate supervisor must retain the authorization form in the department's employee file in accordance with UTRGV's records retention requirements (see HOP ADM 10-102, Records Management and Retention). If the overtime request is approved, the authorization form must be readily available for review or audit upon request. Overtime approved and earned by a staff employee will be certified by the immediate supervisor in UTRGV's official Time Entry System.

iv. Unauthorized accrual of overtime is prohibited. Violations of this policy will be dealt with as a performance matter and may warrant disciplinary action.

v. Overtime may be accrued only for work performed at the staff employee's regular or temporarily-assigned place of employment. A staff employee's personal residence is not considered to be a regular or temporarily-assigned place of employment without the prior written authorization of the President or designee.

vi. Reimbursements for approved overtime expenses due to the staff employee's department (e.g., by an event or other project account) should be handled by the staff employee's department and the reimbursing department through UTRGV interdepartmental transfer procedures.

Cascading Program

PeopleSoft provides a Cascading Program within the Absence Management (ABM) module to automatically deduct employee's submitted absence hours against a prioritized order of accrued leave type balances. *PeopleSoft* recommends that the cascading feature be implemented in order to formulate a common use of accrued leave and prevent negative leave type balances from occurring.

It is important to note that Requests to use earned overtime or comp time hours before any leave accruals, must be entered in the timesheet as hours taken versus an absence event.

Example of the most common cascading order is shown below:

Vacation → Comp → Comp OVT → Unpaid

Sick → Comp → Comp OVT → VAC → Unpaid

Vacation Lop-Off

Although all employees are encouraged to utilize their annual vacation hours (with the required supervisory approval) in the year accrued, employees may carry forward unused vacation hours from one fiscal year to the next. Any annual leave not used before the end of the fiscal year (August 31) will be carried over to the next fiscal year. However, there's a limit to the number of hours employees may carry from year to year. The schedule below indicates the maximum hours authorized to carry forward. Any hours above this limit will transfer to the employees sick leave balance.

Part time, regular benefits-eligible employees will accrue annual vacation leave on a proportionate basis, and the maximum hours to carry forward will also be proportionate.

The current process is as follows, unused Vacation accrual hours which exceed the Vacation Allowable Carryover (outlined in UTRGV's HOP) are automatically transferred to sick balances.

Employees with total state service credit of:	Hours accrued per month	Maximum carryover hours to next fiscal year for *full-time* employees
Less than 2 years	8	180
At least 2 years but less than 5	9	244
At least 5 years but less than 10	10	268
At least 10 years but less than 15	11	292
At least 15 years but less than 20	13	340
At least 20 years but less than 25	15	388
At least 25 years but less and 30	17	436
At least 30 years but less than 35	19	484
At least 35 years or more	21	53

http://www.utrgv.edu/hop/policies/adm-04-602.pdf - Add Texas Code Link

Terminology for Time Reporting

It is important when we are describing a process, policy, or new application that we all use the same words and definitions. Below are just a few terms described in this section

PeopleSoft	Description	Examples
Employee ID (Empl ID)	A unique identifier assigned to each employee.	600101XXXX
Record Number	Each job an employee holds. The PeopleSoft term for Assignments is Multiple Jobs.	600101XXXX Rec Number 0 600101XXXX Rec Number 1
Reported Time	Entries recorded on Timesheet by employees.	Hours Worked, Holiday
Payable Time	Time that is generated for Nonexempt employees by the Time Admin process and is submitted for supervisors' approval.	Comp Time Earned
Assigned Work Schedule	The pre-defined days/hours an employee works in a week.	EMTWTF8HOUR

Time Reporting Codes (TRCs)

Reporting codes are used to track an employee's time.

TRC	Description
REG	Used to indicate hours worked that are part of the employee's normal schedule.
ELWRK	Used to indicate hours worked on emergency closure day.
EMCL	Used to indicate hours not worked due to emergency closure.
HLWRK	Used to indicate hours worked on holiday.
HLTKN	Used to indicate hours not worked due to holiday.
OCP	Used by manager to pay out overtime.
OCTRS/OCNTR	OCP is turned into OCTRS/OCNTR through the Overtime Comp Payout process. Depending if compensation is TRS (Earned on current period) or Non TRS (Earned on prior periods) eligible.
OC240	To Pay any Overtime exceeding 240 hours (Nonexempt) automatically by the Overtime Comp Payout process.
OC480	To Pay any Overtime exceeding 480 hours (RGV Police) automatically by the Overtime Comp Payout process.

Time Records Due Dates

Timecards Due Dates for hourly employees

Timecards for hourly employees are due at the Payroll Office on the **FIRST** working day following the pay period. Supervisors, please ensure that your employees' timecards are submitted and approved by the due date, as failure to approve will delay your employee's pay until the next payroll cycle.

Timecards Due Dates for Salaried employees

Salaried time records are due at the Payroll Office by the **FIRST** working day of the month following the pay period. Salaried time records are important for determining applicable overtime pay and for maintaining accurate vacation, sick, and other leave balances. Supervisors' responsibility is to ensure that your employee's timecards are **submitted and approved by the** Time Entry Due Date as noted in schedule below. Failure to approve timecard by the Time Entry Due Date will result in inaccurate overtime calculations, and incorrect leave balances.

Employee Types

Employee Type	FLSA Status	Schedule	Manager Approves
Hourly	Non-exempt	None	Payable Time
Salaried Non-exempt	Non-exempt	Schedule	Payable Time
Salaries Exempt	Exempt	Schedule	Reported Time

Hourly Employees

- Hourly Employees are **NOT** set up with a schedule.
- If hours are not submitted and approved prior to payroll deadlines, employee will **not** be paid.
- Report all hours worked as they occur, but at a minimum twice a month.
- Must record time in and time out.
- Employees record time on the Hourly timesheet.

Salaried Nonexempt Employees

- Report absence events and all hours worked as they occur, but at a minimum Monthly.
- Salaried Nonexempt ARE set up with a schedule. Scheduled employees will automatically be paid the equivalent hours of the length of their shift per day (i.e. 8 or 4 hours per day).
- If hours are not submitted into PeopleSoft prior to payroll deadlines, employee will still receive full pay.
- Comp Time will only be available for use or pay once earned, reported and processed.

Salaried Exempt Employees

- Report absences, including time worked on holidays using the Salaried Exempt timesheet at a minimum once per month.
- Salaried Exempt employees are set up with a regular schedule.
- Employees will automatically be paid the equivalent hours of the length of their shift per day
- Must record time in total number of hours per day.

NOTE: The schedule needs to be accurate for rule application and Absence Management to work.

Faculty Employees:

- Timekeepers must report sick absences at a minimum once per month.
- Timekeepers will enter sick absence events using the Salaried timesheet. – Need changes in the terminology

Absence Events

An Absence Event is the period of time a payee is absent continuously for the same reason. PeopleSoft allows for absences to be recorded for previous, current, and future periods. However, previous events can only be recorded up to 90 days prior, and future events up to six months.

These details are entered, managed, and planned on the Absence Event PeopleSoft page.

The following are entered as absence events:

- Comp Time and a half
- Funeral Leave
- Jury Duty
- Leave without Pay
- Sick
- State Compensatory Time
- Vacation
- Voting

For all other eligible absence leave, types feel free to review the handbook of operating procedures: https://www.utrgv.edu/hop/handbook/index.htm

Timely communication and documentation between employees, departments and HR Leave is still necessary and required.

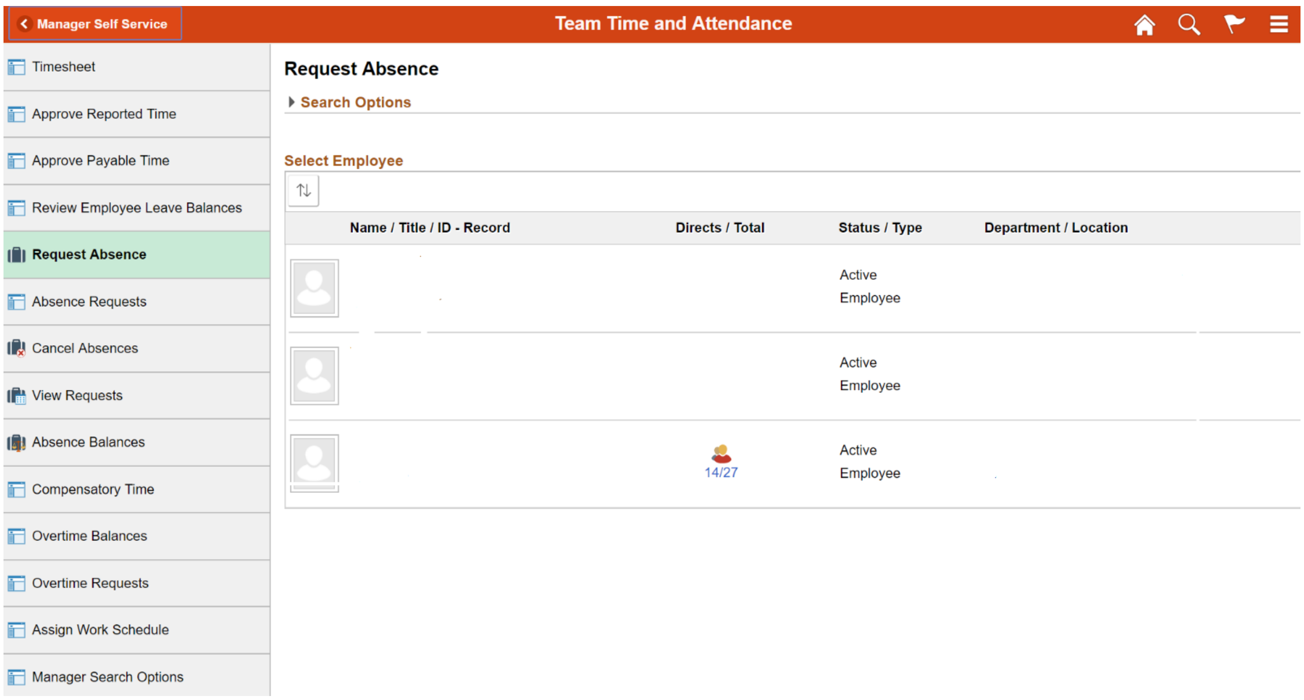
Absence Management Terminology

PeopleSoft	Description	Examples
Absence Event	The period of time a payee is absent continuously for the same reason.	Vacation 5/29-5/30 Sick 5/31
Partial Days (All Days)	Absences of less than full days.	Vacation 5/22 for 2 hours Sick 5/7-5/11 for 20 hours
Partial Days (None)	Absence of full day based on the employees scheduled hours	Vacation 5/23 for 8 hours Sick 5/9 for 8 hours
Cascading	Automatic depletion of available absence hours in a prioritized cascading order (based on the leave requested).	Vacation Request: Vacation > Comp Time> Comp Ovt> Unpaid

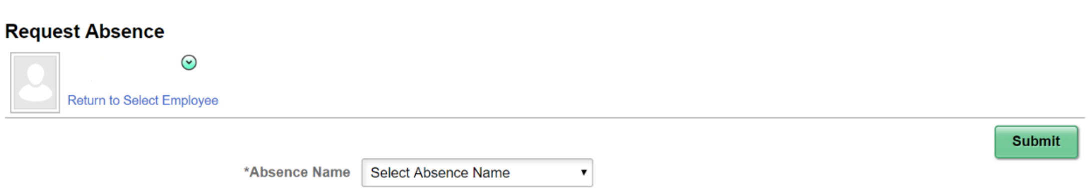
Steps to Record a Full Day Absence Event

Click the Apply Schedule button.

- These step will fill in the timesheet with the employee's regular work schedule
- Fluid Page: Manager Self Service >Time and Attendance Tile>Team Time and Attendance
- Click the "Request Absence" – select the employee
- This step will open the Absence Event panel

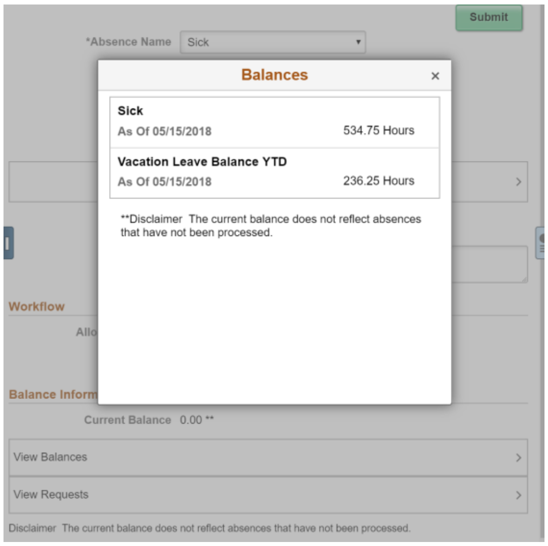


- Select Absence Name under the dropdown



- Verify the absence event that is being entered in the start date and end date.
- Check eligibility using the Forecast option to validate current balances. Remember, the absence balances reflect the hours as of the previous month.

1. Enter the Start and End Date of the absence event by clicking the calendar icon.
2. Enter the Absence Name (Sick Leave, Vacation, etc.).
3. Click "None" in the Partial Days field for full day absence or Click "All Days" in Partial Days field for partial hours.
4. Enter the Comments, if required (Illness-Self, Illness-Family Member, etc.).
5. Enter Request As "Manager"
6. Click the View Balances, which will open the Balances page.



7. Click the Check Eligibility to forecast requested absence.
8. Click View Eligibility Details
9. Click the Submit button.

Comments may be added if needed in the Reporter Comments box. (i.e. Employee on FMLA, pre-approved Vacation, etc.)

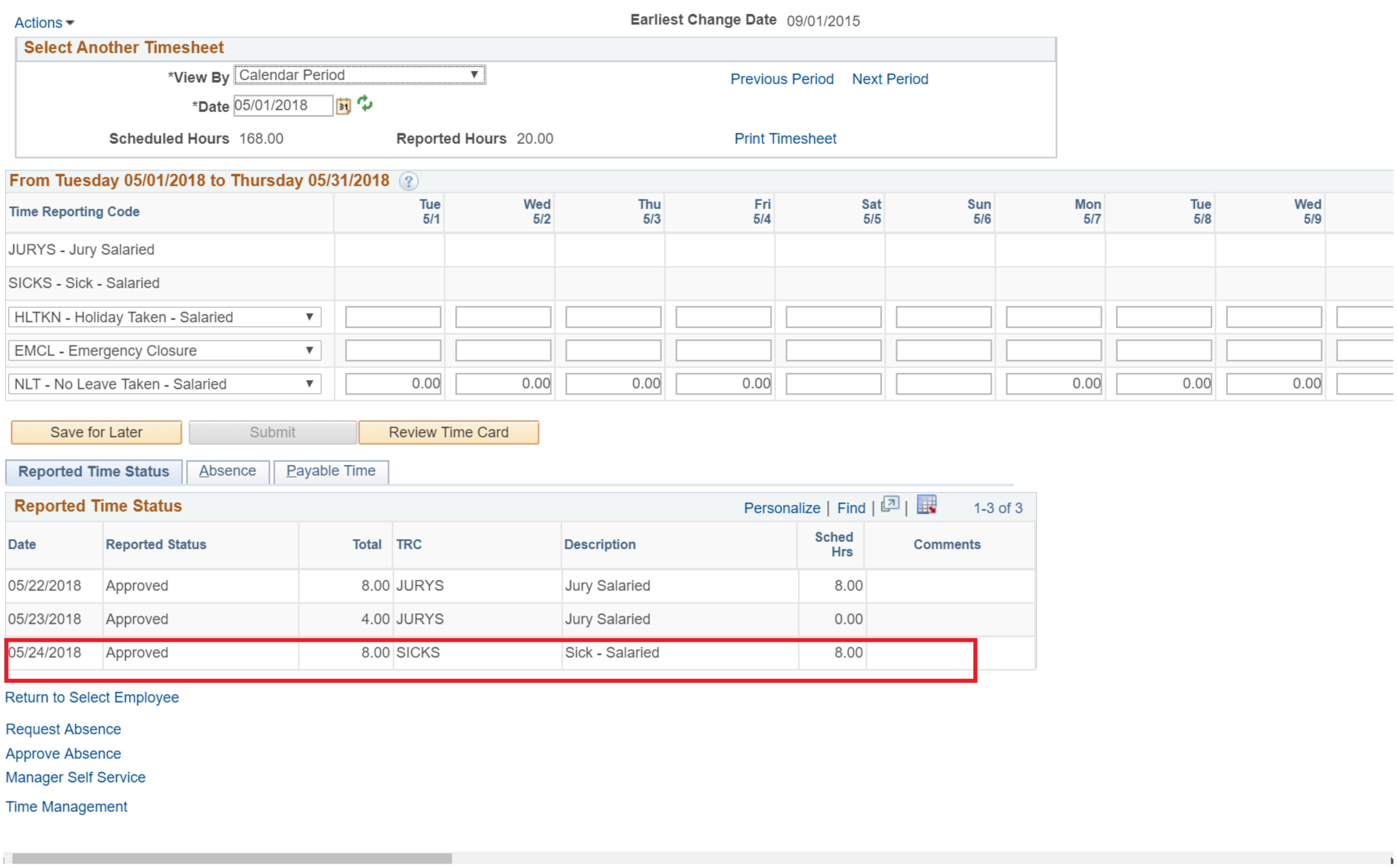
Notice the current balance for the absence being entered is available bottom portion **.

Once you click the Submit button, you will come to a Submit Confirmation page.

- Click Yes or No

Once you receive the Submit Confirmation, the absence event that was submitted appears on a new row in the timesheet for the specific date(s) entered. Notice the "Reported Time" column indicates 8:00 and the row below also shows the Time Reporting Code of SICKS – Sick – Salaried with 8:00 in the quantity field. Because the employee is scheduled to work on Thursday's and an absence event was entered for that day.

The Status column for the absence event now indicates "Approved" because it has been successfully submitted (See image on the next page).



Note: Timesheets may be submitted as many times as needed. Timesheet and absence event entries and corrections may be entered up to 90 days back and six months in the future.

If multiple absence events need to be entered in a week, they must be submitted separately. Once the absence event has been submitted the "Add Absence Event" button will become available to enter the next absence event of the week.

Timesheet Data:

Day	Date	TRC	Quantity	Reported Status	Elements
Tuesday	2018-05-22	JURYS	8	NW	JURYS, H, CST, N, AM, 0, PSNONCATSK,
Wednesday	2018-05-23	JURYS	4	NW	JURYS, H, CST, N, AM, 0, PSNONCATSK,
Wednesday	2018-05-23	EMCL	4	NW	EMCL, CST, N, 0, PSNONCATSK,
Thursday	2018-05-24	SICKS	8	NW	SICKS, H, CST, N, AM, 0, PSNONCATSK,
Monday	2018-05-28	HLTKN	8	NW	HLTKN, CST, N, 0, PSNONCATSK,

Reported Time Status | Absence | Payable Time

Reported Time Status Personalize | Find | 1-3 of 3

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
05/22/2018	Approved	8.00	JURYS	Jury Salaried	8.00	
05/23/2018	Approved	4.00	JURYS	Jury Salaried	0.00	
05/24/2018	Approved	8.00	SICKS	Sick - Salaried	8.00	

Partial Days

Partial Days- Absences less than full days

1. All Days = Use if the days entered are all partial days and each day is the same number of hours.

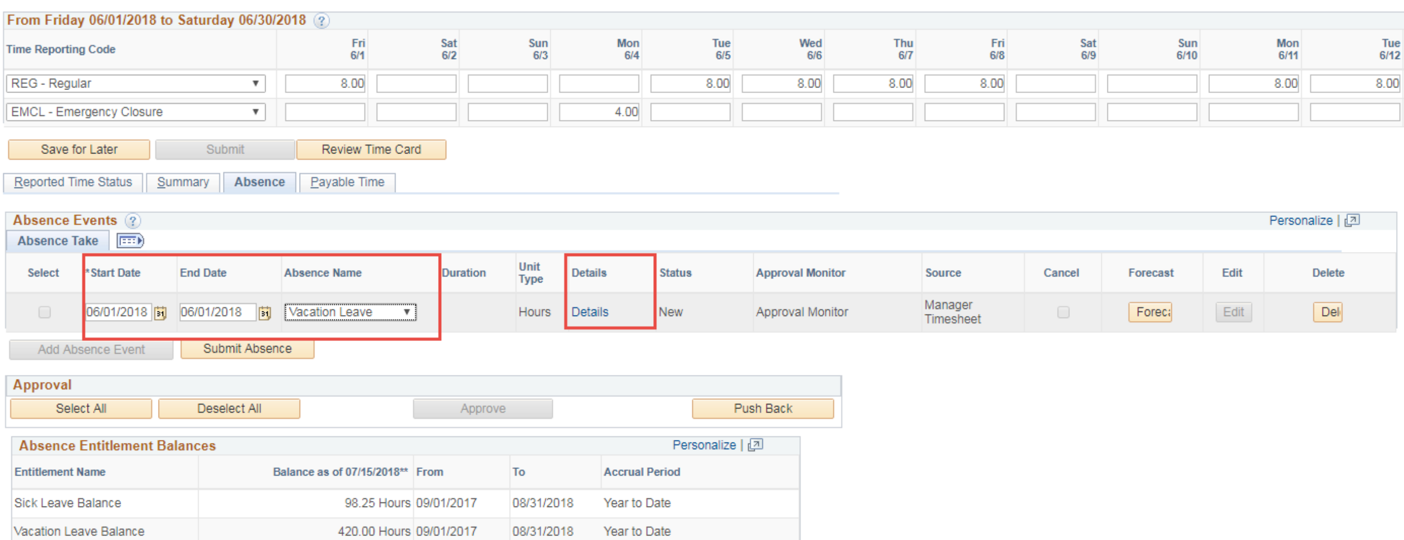
2. None = This is the default value. Do not change this if none of the days are partial days.

Partial Days Examples

All Days

	Mon. 12/09	Tues. 12/10	Wed. 12/11	Thurs. 12/12	Fri. 12/13	Expected Duration
Regular	6	6	6	8	8	
Absence	2	2	2			6

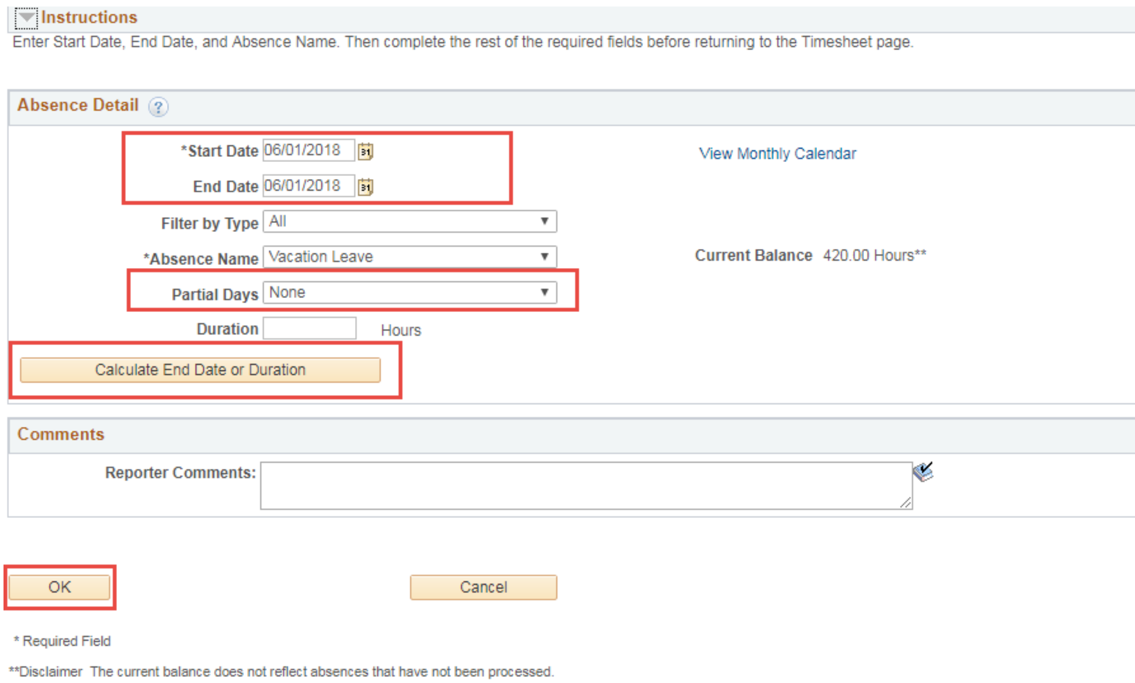
As stated above, enter the Start and End Date(s) of the absence event, and select the Absence Name. Then click the Details link, which will open the Absence Event Details page.



1. Click “Start and End Days” in the Partial Days field.

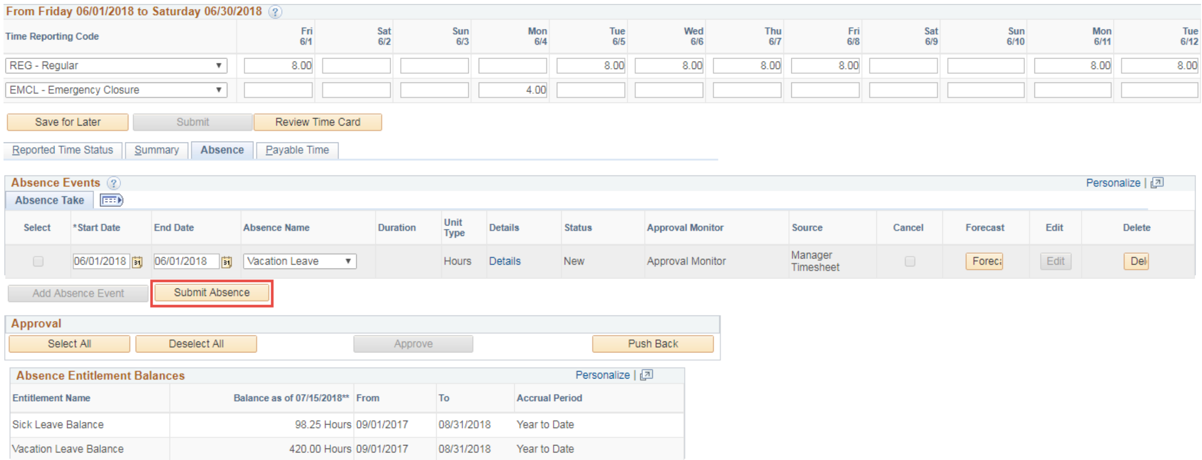
2. Enter the number of hours the employee is taking off for the Start Day and the End Day. The hours for this Partial Days option do not need to be the same.

3. Click the Calculate End Date or Duration button and validate the Duration number of hours. For this example, the first day is a partial day of 2 hours, while the last day is a partial day of 4 hours. Based on the employees work schedule, the full day is equal to 8 hours, and the partial days equal a total of 6 hours, making the duration equal 14.0. 4. Click the OK button



Comments may be added if needed in the Reporter Comments box. (i.e. Employee on FMLA, pre-approved Vacation, etc.)

Notice the current balance for the absence being entered is available on the right hand side.



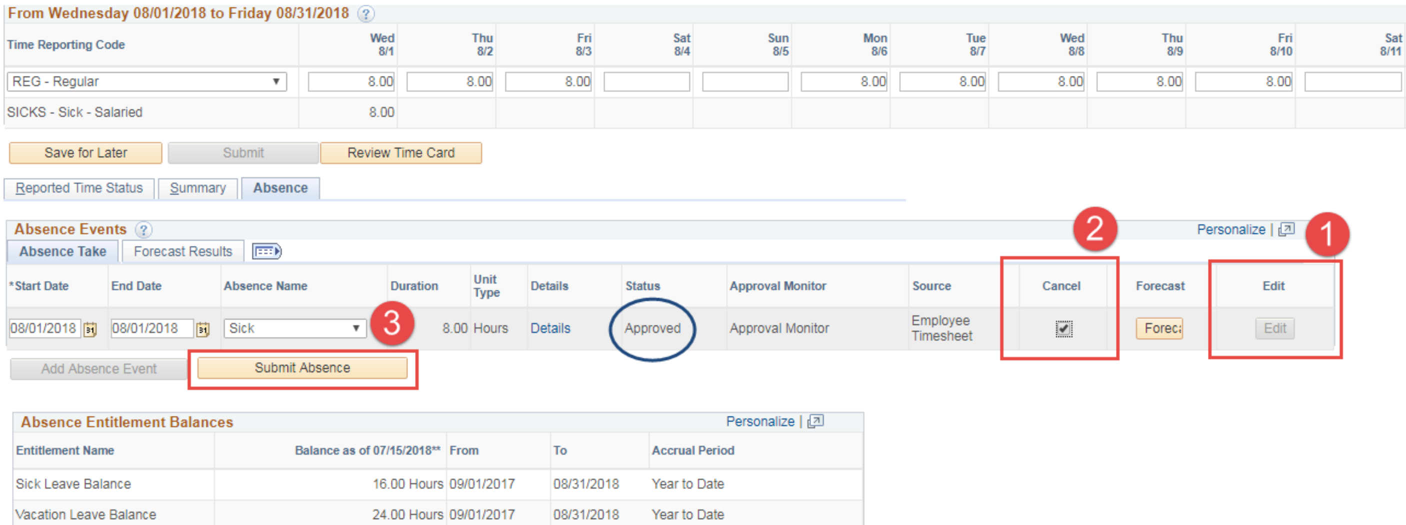
Once the absence event has been submitted the event will populate in a new row under the corresponding days, be sure to modify the number of hours worked for the days with partial hours and delete the hours worked from the days with a full day absence event. Click the submit button again, once the hours worked have been adjusted. Note that a timesheet may be submitted as many times needed. Timesheet and absence event entries and corrections may be entered up to 90 days back and 30 days in the future.

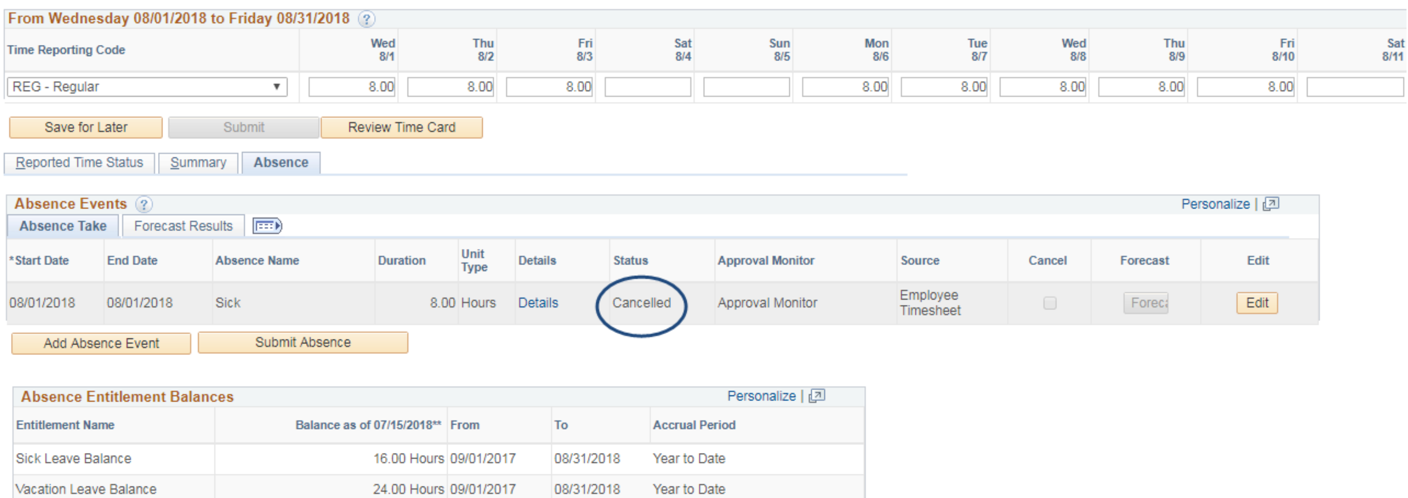
Cancel an Absence Event

To cancel an absence event that has been submitted, do the following:

1. Click the "Edit" button on the far right of the absence event.
2. Click the Cancel check box.
3. Click the Submit button.

The status of the absence event will change from Approved to Cancelled. Be sure to return to the timesheet and adjust the hours worked as needed and submit the updated timesheet again.



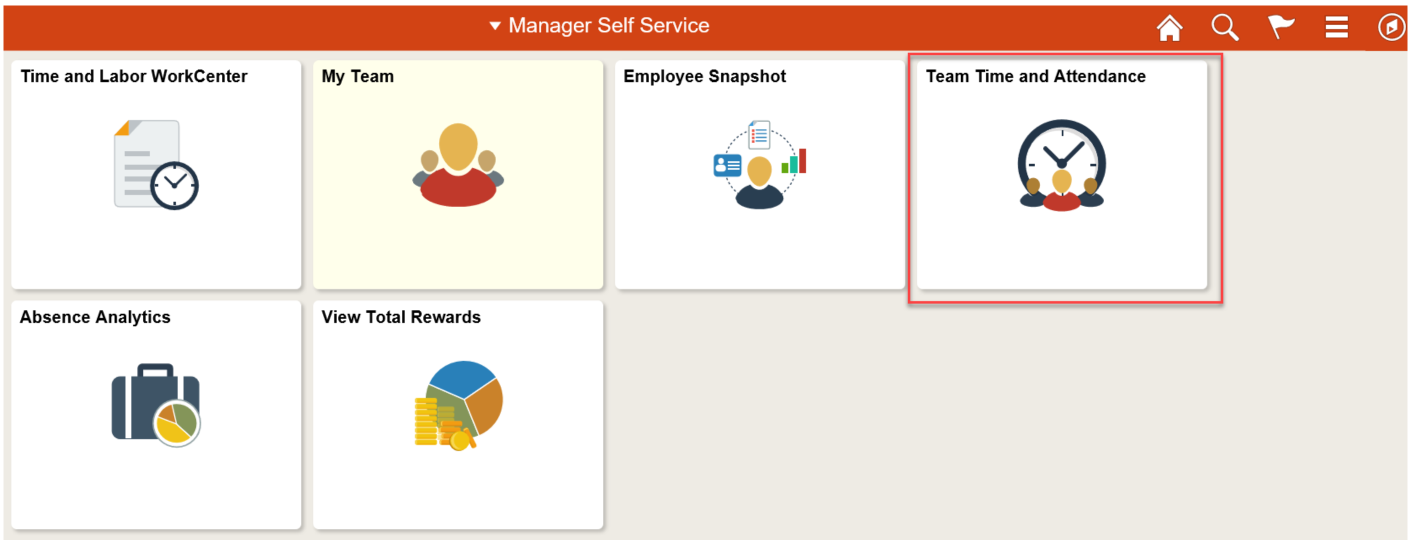


Timesheet

Navigating to the Timesheet

To navigate to the timesheet of an employee, you can use fluid menu to access

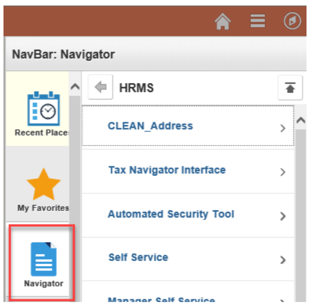
Fluid Navigation to the Timesheet

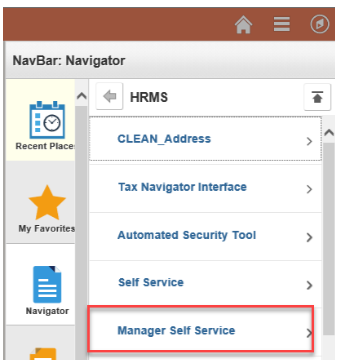


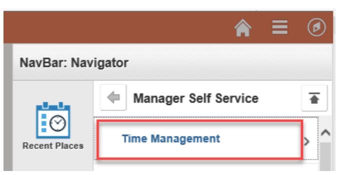
Menu Navigation to the Timesheet

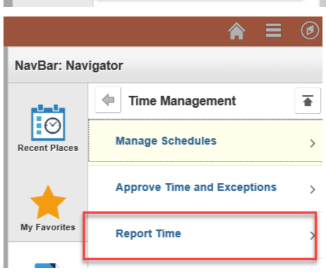
You can also access by using the Navigating menus.

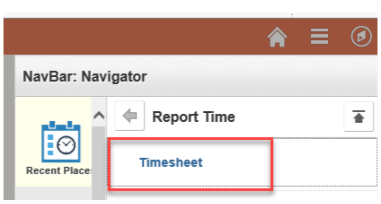
1. Click NavBar/Navigator/ Manager Self Service/ Time Management/Report Time/ Timesheet











After navigating, you arrive at the Timesheet Summary page.

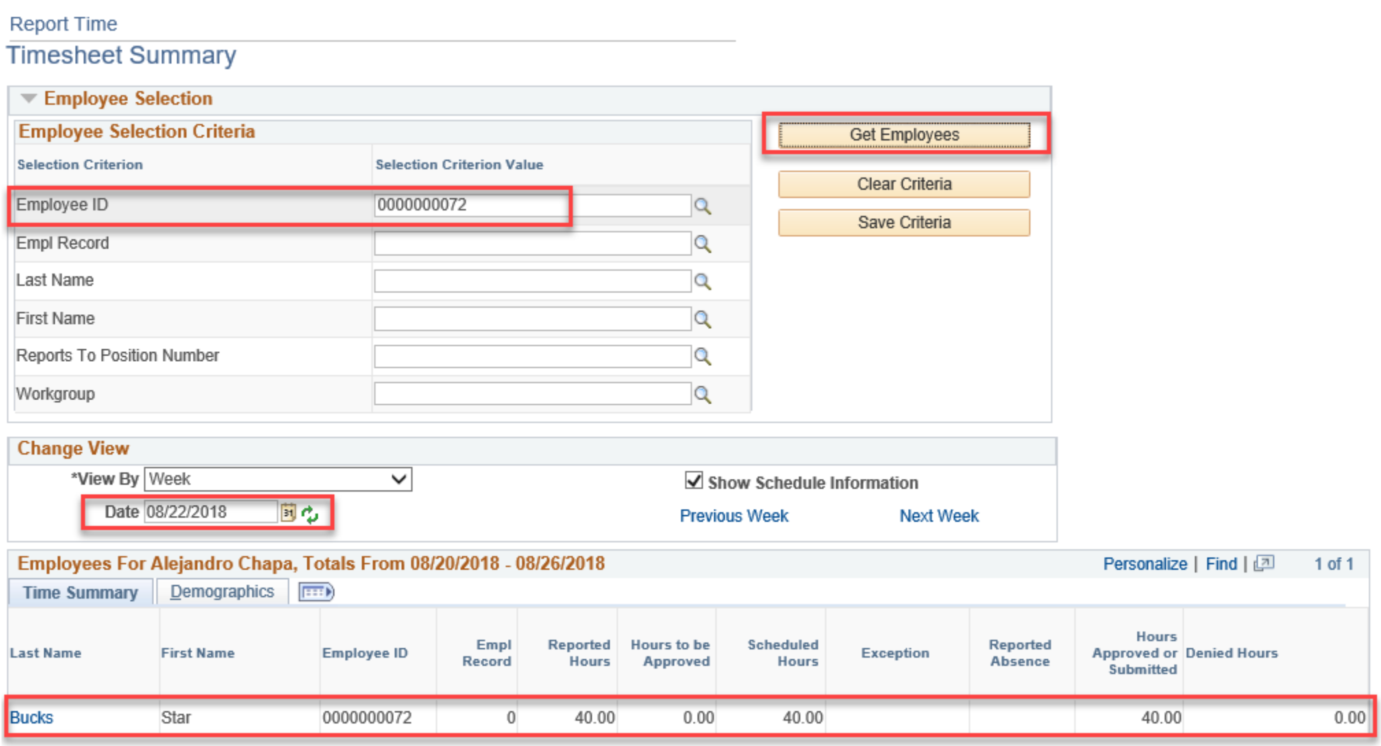
The Timesheet Summary page is where you search for employees. There are three (3) options to search for an employee:

- Option 1: Enter the Employee ID
- Option 2: Invoke the list for all your Employees and select one employee from the list
- Option 3: Use delivered Search Criteria (i.e. Last Name)

<u>Option 1: Enter the Employee ID</u>

Steps:

1. Verify correct beginning date (beginning of the work week)
2. Enter Employee ID
3. Click “Get Employees” button
4. Employee’s name will appear on the bottom of the screen

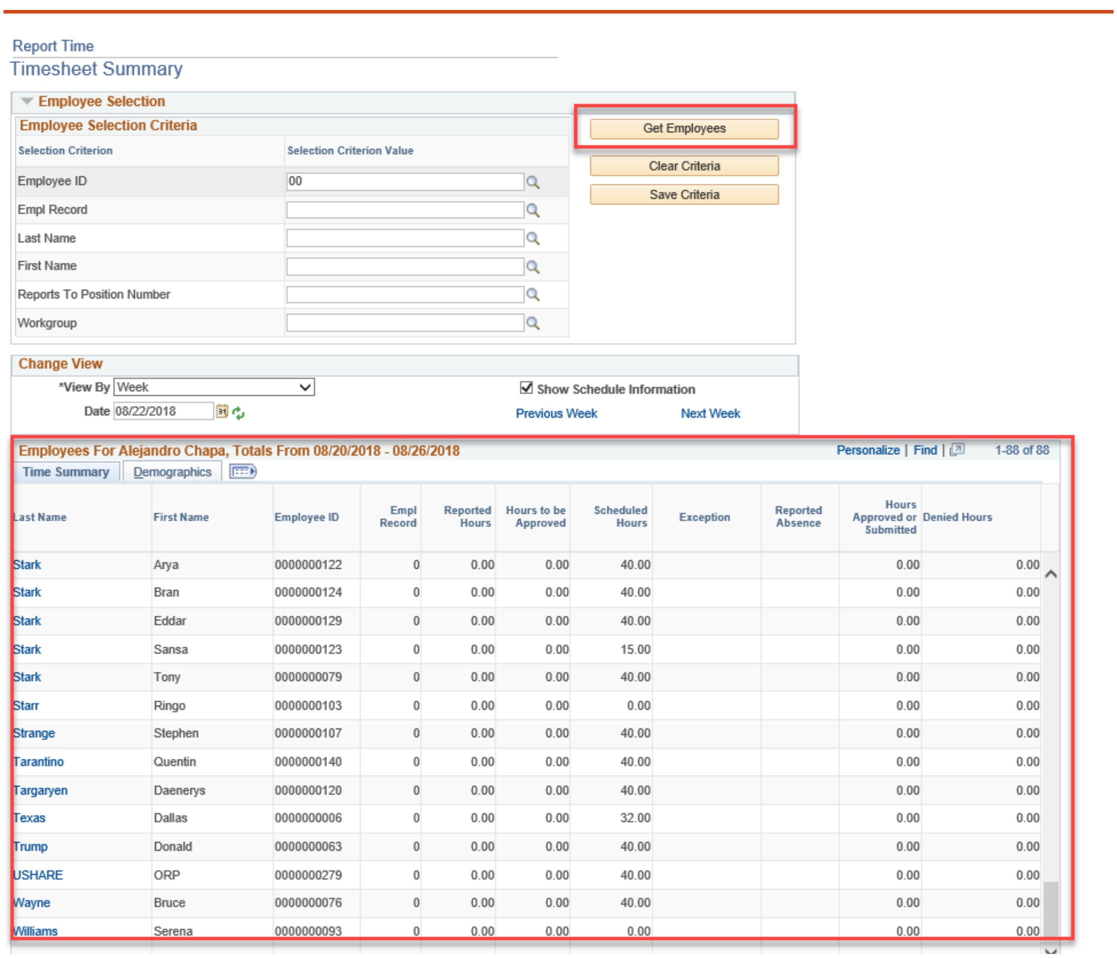


<u>Option 2: Invoke list for ALL your Employees and select one employee from the list</u>

Using this method will produce a list of all the employees you are responsible for reporting time and absences for.

Steps:

1. Verify correct beginning date (beginning of the work week)
2. Click "Get Employees" button
3. Employee names will appear on the bottom of the screen alphabetically. Note: Only a maximum of 300 employees will appear; to list others, you will need to filter your search.

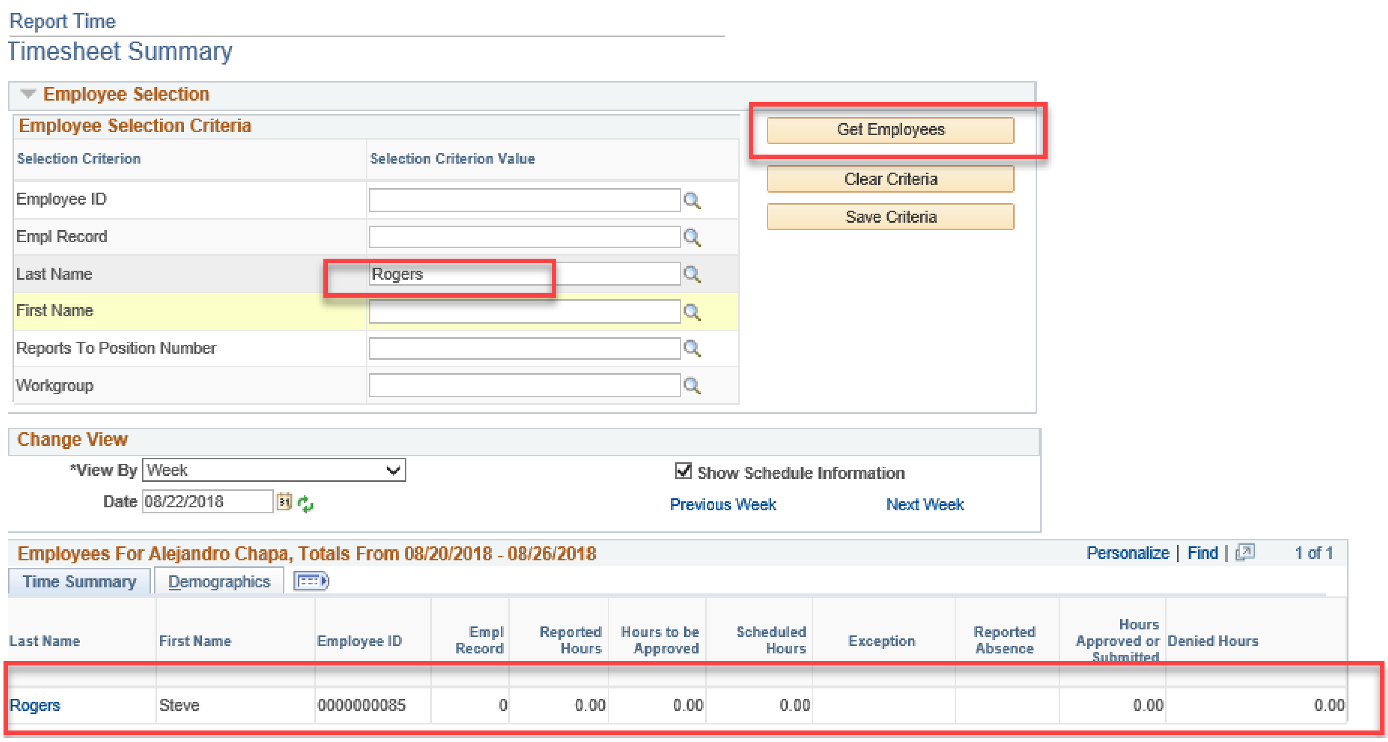


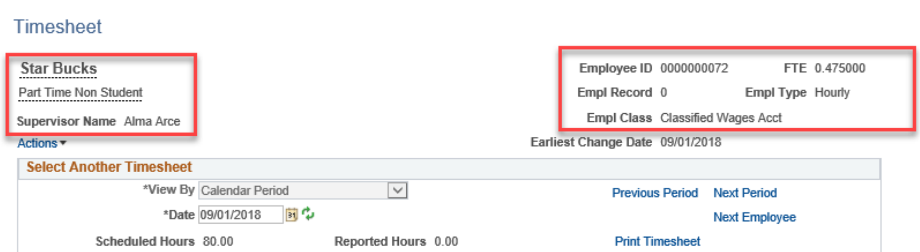
Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Stark	Arya	0000000122	0	0.00	0.00	40.00			0.00	0.00
Stark	Bran	0000000124	0	0.00	0.00	40.00			0.00	0.00
Stark	Eddar	0000000129	0	0.00	0.00	40.00			0.00	0.00
Stark	Sansa	0000000123	0	0.00	0.00	15.00			0.00	0.00
Stark	Tony	0000000079	0	0.00	0.00	40.00			0.00	0.00
Starr	Ringo	0000000103	0	0.00	0.00	0.00			0.00	0.00
Strange	Stephen	0000000107	0	0.00	0.00	40.00			0.00	0.00
Tarantino	Quentin	0000000140	0	0.00	0.00	40.00			0.00	0.00
Targaryen	Daenerys	0000000120	0	0.00	0.00	40.00			0.00	0.00
Texas	Dallas	0000000006	0	0.00	0.00	32.00			0.00	0.00
Trump	Donald	0000000063	0	0.00	0.00	40.00			0.00	0.00
USHARE	ORP	0000000279	0	0.00	0.00	40.00			0.00	0.00
Wayne	Bruce	0000000076	0	0.00	0.00	40.00			0.00	0.00
Williams	Serena	0000000093	0	0.00	0.00	0.00			0.00	0.00

Option 3: Use delivered Search Criteria (i.e. First Name)

Steps:

1. Verify correct beginning date (beginning of the work week)
2. Enter the Employee's last name.
3. Click "Get Employees" button
4. Employee names will appear on the bottom of the screen

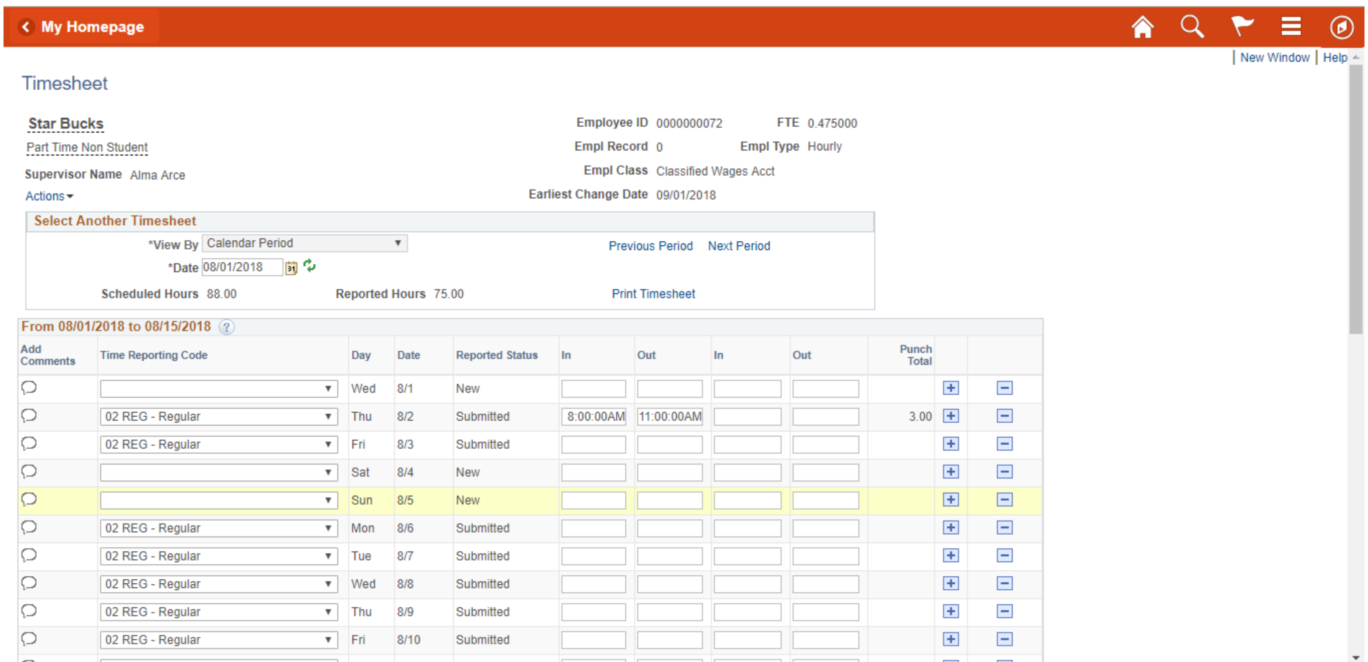




Timesheet Overview

An employee's timesheet will have a different look depending on the workgroup. As shown below followed by a description of the key attributes.

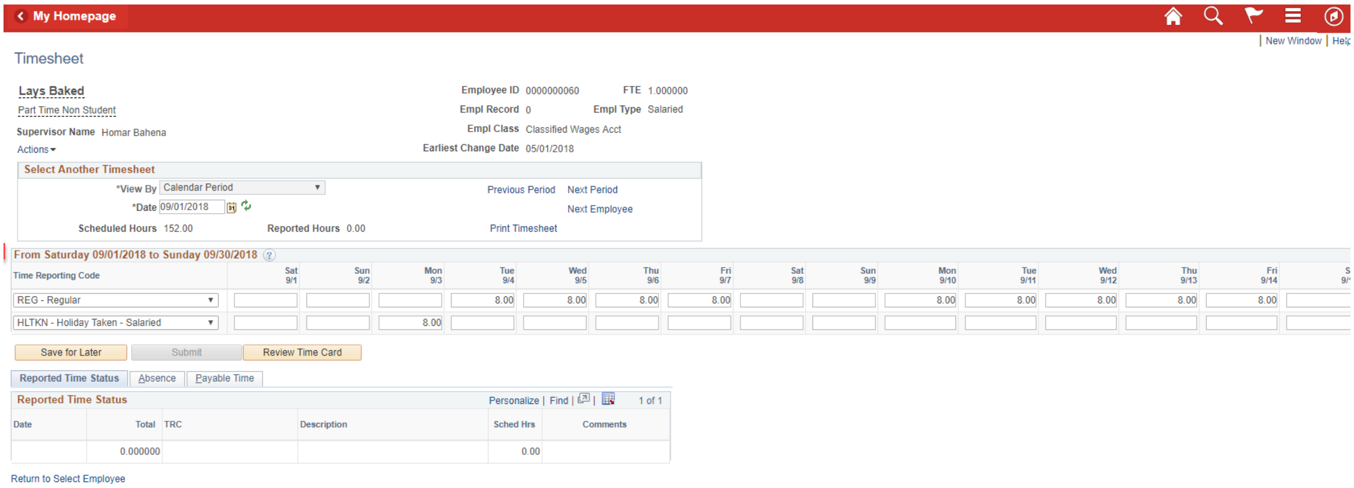
Timesheet for Hourly Employees



Key Attributes:

- Only available TRC is REG
- Must indicate all time worked down to the minute.
- Semi-monthly timesheet

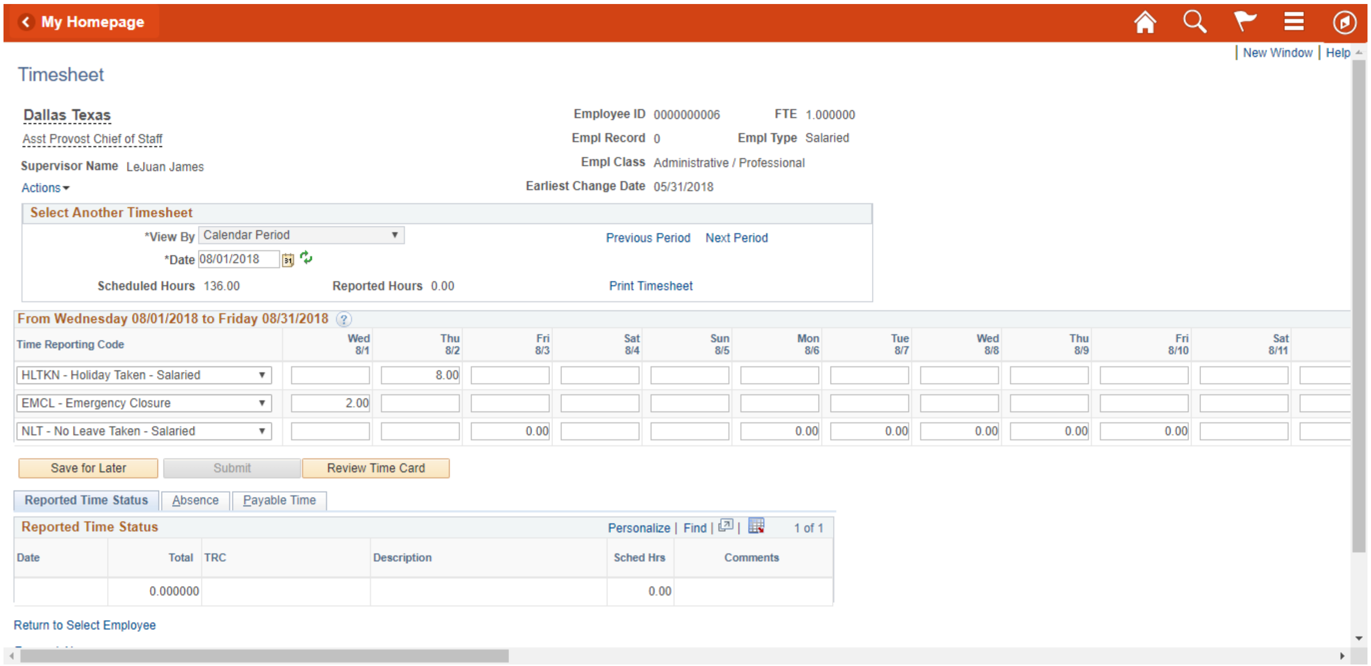
Timesheet for Salaried NonExempt Employees



Key Attributes:

- Available TRCs are REG, HLTKN, HLWRK, EMCL, ELWRK
- Timesheet is prepopulated with hours worked based on employee schedule
- Monthly timesheet
- Can request and submit absences/overtime

Timesheet for Salaried Exempt Employees



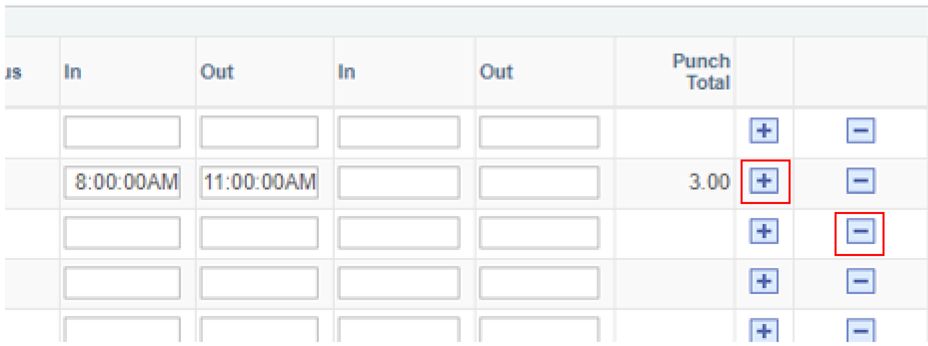
Key Attributes:

- Available TRCs are NLT, HLTKN, HLWRK, EMCL, ELWRK
- Timesheet is prepopulated with NLT
- Does not submit time for hours worked
- Does submit time for leave taken
- Does indicate hours HLTKN or HLWRK for holidays
- Does indicate hours EMCL or ELWRK for emergency closer days
- Monthly timesheet
- Can request and submit absences

Add/Delete Rows

Click the "plus" sign (shown below) and the system will add an extra row.

If you need to delete a row that was entered in error, delete a row by clicking, click the "minus" sign (shown below).



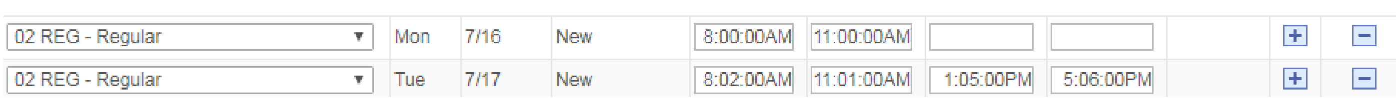
Time Entry Shortcuts

Time entry shortcuts are listed below:

1. If you do not enter 'am' or 'pm' the system will assume it is 'am' which is the default.
2. You can enter a single digit, such as 8, if the time is 8:00 am. For 8:00 pm you can enter 8p.
3. A tenth of an hour can be entered as 8.5 for 8:50. Minutes can be entered as 8.01 for 8:01and adding a "p" to designate PM if necessary.

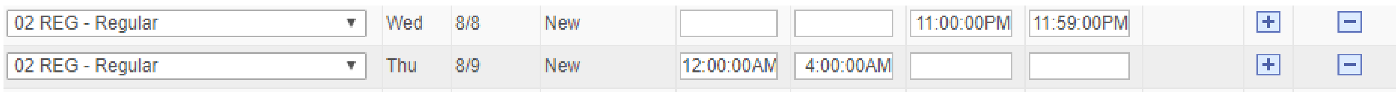
PeopleSoft allows time entry shortcuts when entering time. Below is an Employee's Positive timesheet. In the example, the employee started their day on Monday at 8:00 am and left at 11:00 am. A shortcut is to enter 8; the system defaults to "am".

In the next line the person started their day at 8:02 am, left for lunch at 11:01 am, came back from lunch at 1:05, pm and left for the day at 5:06 pm. Positive employees should report their time to the minute to be in compliance with the FLSA (Fair Labor Standards Act) laws.



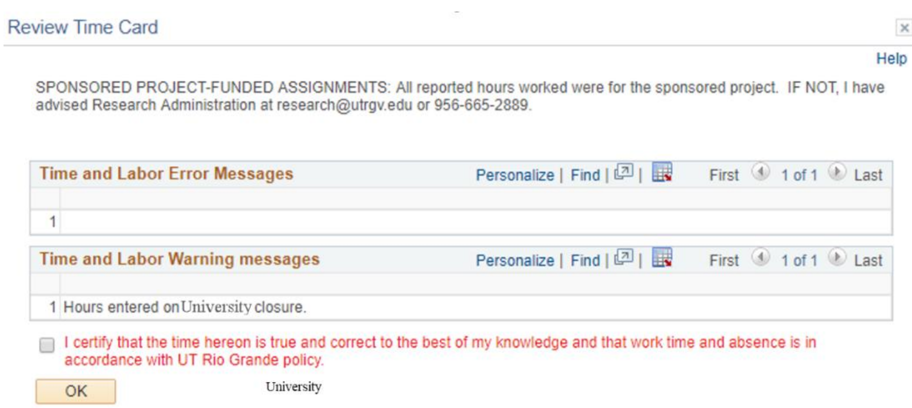
Overlapping Days

Overlapping days is when an employee begins work one day and ends work on the next day.
For example, an employee started work at 11:00 pm on Wednesday and ended their day at 4:00 am on Thursday. The employee would need to indicate out on Wednesday at 11:59pm and then sign in at 12am on Thursday followed by their 4am out time.



System Warnings

After you complete the time entry for the week, click the "Review" button located at the bottom of the page (highlighted below). PeopleSoft will calculate and verify system rules.



There are two types of messages: error & warning.

- Error messages prevent the time card from being submitted this is because it usually indicates an impossible event due to policy or circumstance.
- Warning messages do not prevent the time card from being submitted this is because they work like reminders. Warning messages usually indicate an event that is unusual but possible and is merely reminding the submitter to verify the event is accurate.

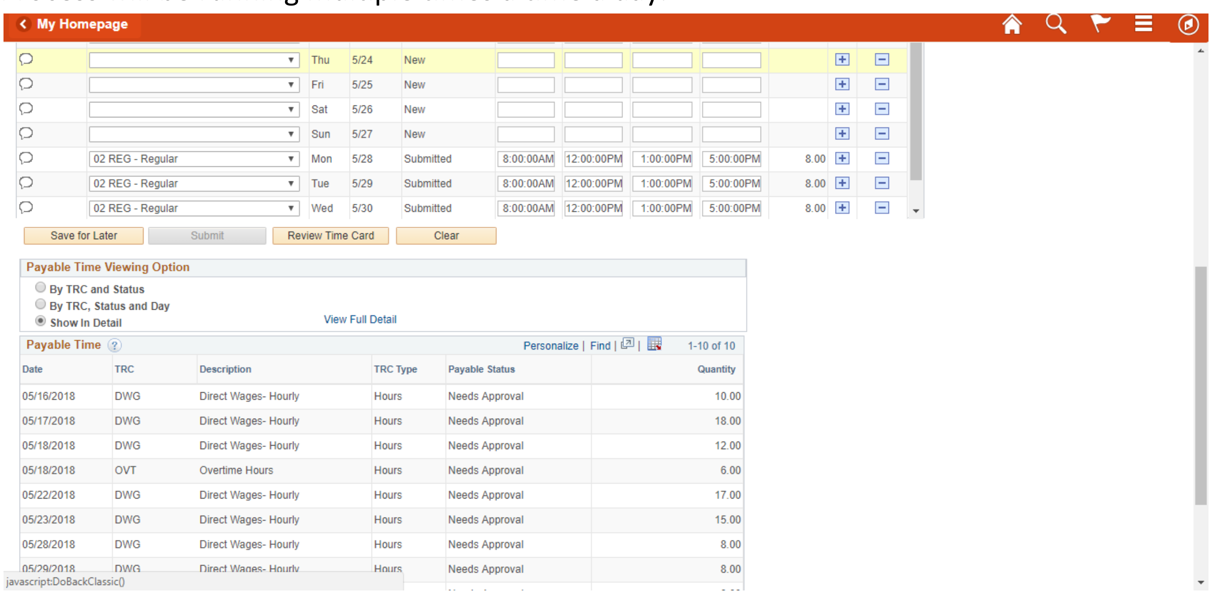
Submit Confirmation

The Submit Confirmation page is your acknowledgement the Timesheet has been completed and is submitted.

Clicking Submit concludes your required actions for the Timesheet. Notice the items that have changed on the Timesheet:

A. The Reported Status columns changed.
B. Times were calculated for each day and shown in the Punch Total column. Converting minutes to a decimal format.
C. Total amount of time was calculated and shown in the Reported Hours on the top of the page.
D. A summary for each day is shown in the "Payable Time" panel.

Note: You will not see the payable time until Time Admin process has been run. The Time Admin Process will be running multiple times a time a day.

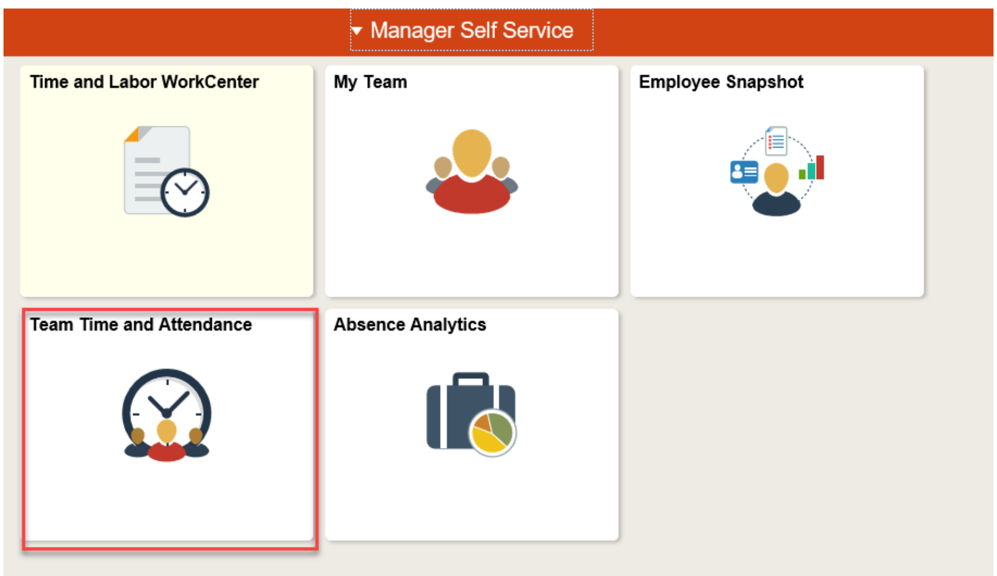


Schedules

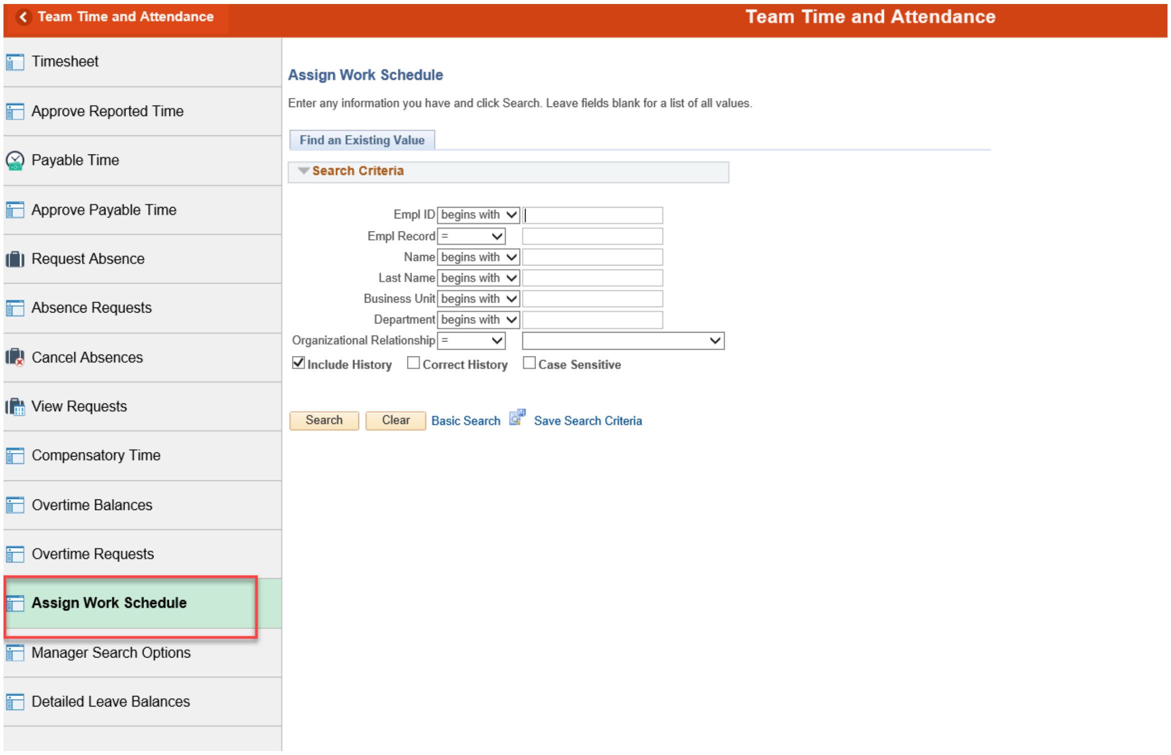
Work Schedule are used by the Time and Labor module as well as Absence Management module to automate the system time rules. The work schedule tells Time and Labor when an employee is working; for example, the system will be able to apply rules and will be able to determine if the person is working Monday thru Friday or Tuesday thru Saturday. The work schedule will be determined by the type of job function or by the department guidelines.

The Time and Labor Office/Payroll will be assigning default regular schedules. If the schedule is incorrect or needs to a change, the supervisor or department timekeeper will have the option to assign a different schedule.

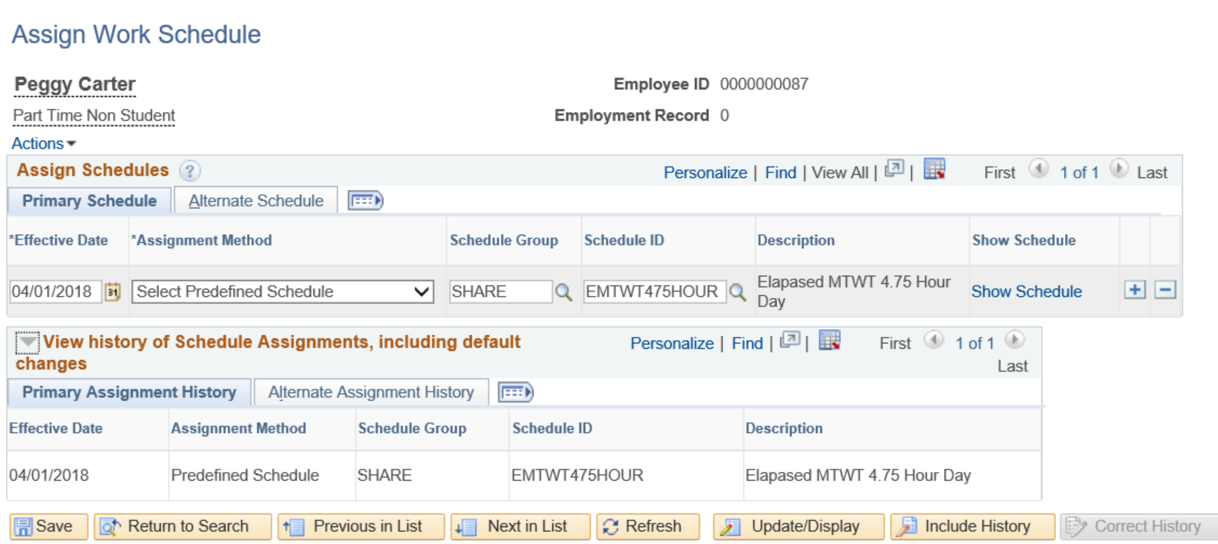
Under Manager Self Service select Team Time and Attendance



You will see an option to assign Work Schedule

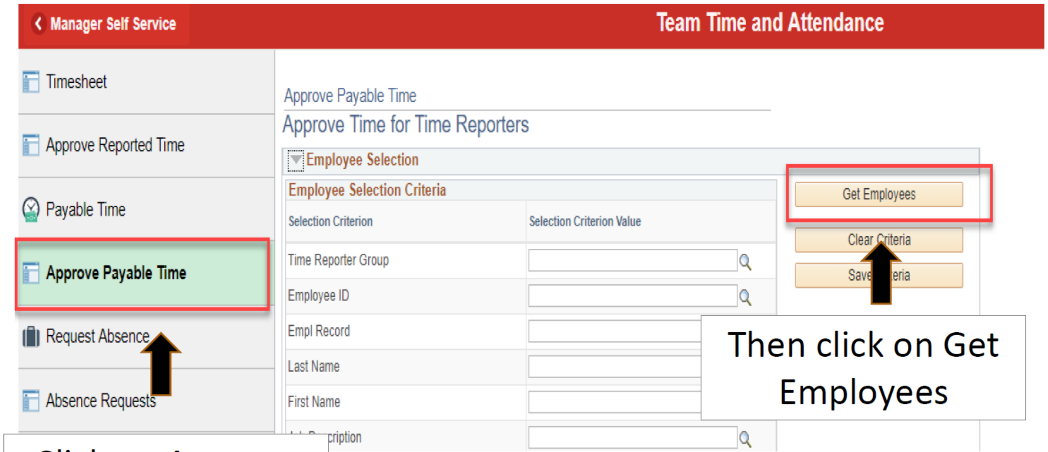


Once employee is selected, you can add a new row to assign a different schedule to employee.



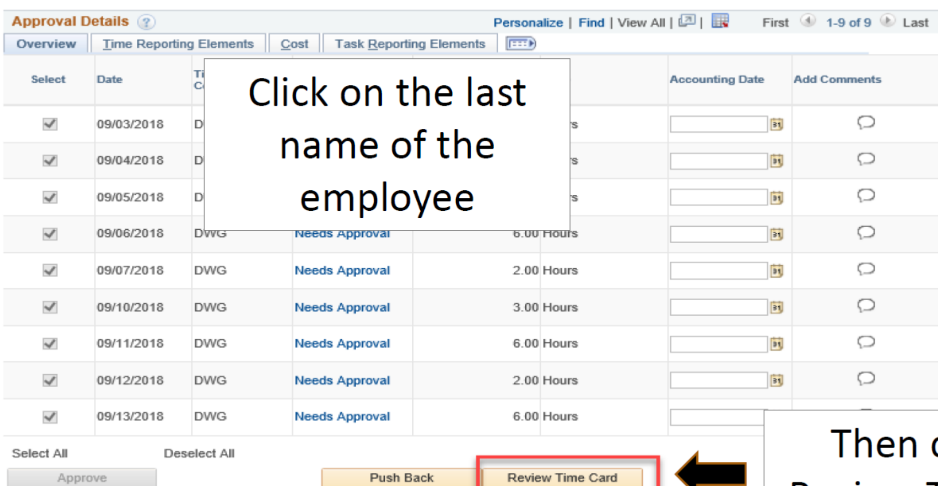
NOTE: To avoid any incomplete hours in the week, always start a new schedule at the beginning of a workweek (Monday)

Approve Payable Time



Then click on Get Employees

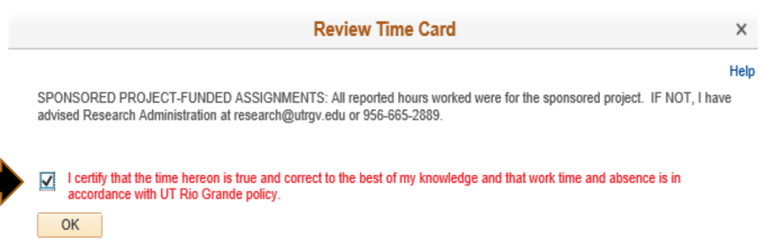
Click on Approve Payable time

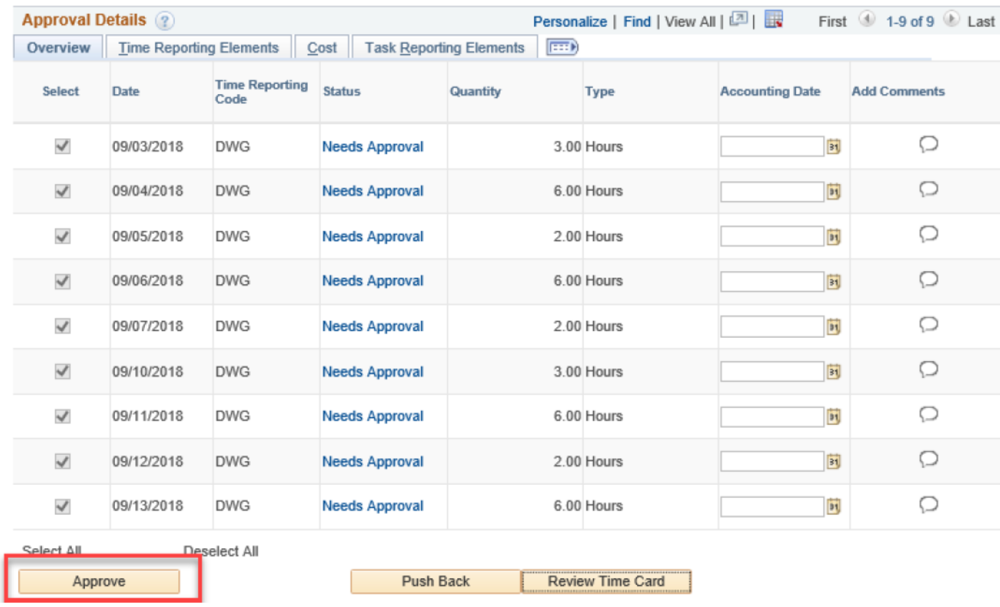


Click on the last name of the employee

Then click on Review Time Card

If the time is accurate click on the check mark





Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Add Comments
☑	09/03/2018	DWG	Needs Approval	3.00	Hours		
☑	09/04/2018	DWG	Needs Approval	6.00	Hours		
☑	09/05/2018	DWG	Needs Approval	2.00	Hours		
☑	09/06/2018	DWG	Needs Approval	6.00	Hours		
☑	09/07/2018	DWG	Needs Approval	2.00	Hours		
☑	09/10/2018	DWG	Needs Approval	3.00	Hours		
☑	09/11/2018	DWG	Needs Approval	6.00	Hours		
☑	09/12/2018	DWG	Needs Approval	2.00	Hours		
☑	09/13/2018	DWG	Needs Approval	6.00	Hours		

Click Approve

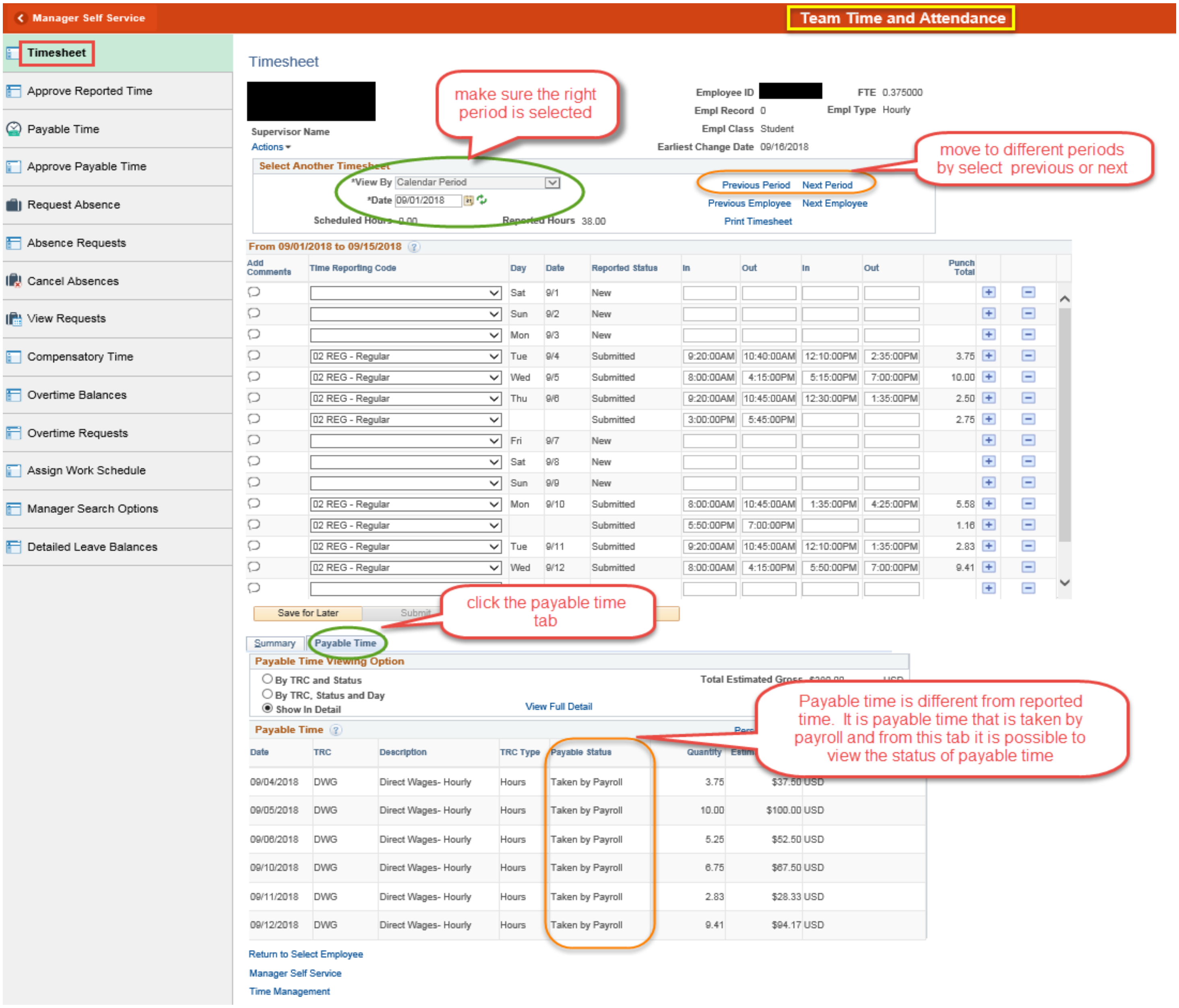
Correcting Timesheets

After timesheet has been submitted employees and supervisors have 90 days (Without crossing Fiscal Years) to make changes if needed and resubmit, any change made to timesheet after initial submission will require supervisors' approval.

After 90 days or crossing into a different Fiscal Year, all changes will require a manual correction Memo.

Review Payable Time

You may verify the data processed on the Payable Time. This review should be done after the Time Admin Process runs. The Time Admin Process calculates the rules and converts time to Payable Time. Payable Time is what Payroll will use to calculate pay.



Taken by Payroll – Time has been moved to Payroll for processing

Push Back – Days were pushed back and need changes

Needs Approval – Time is pending Supervisor Approval

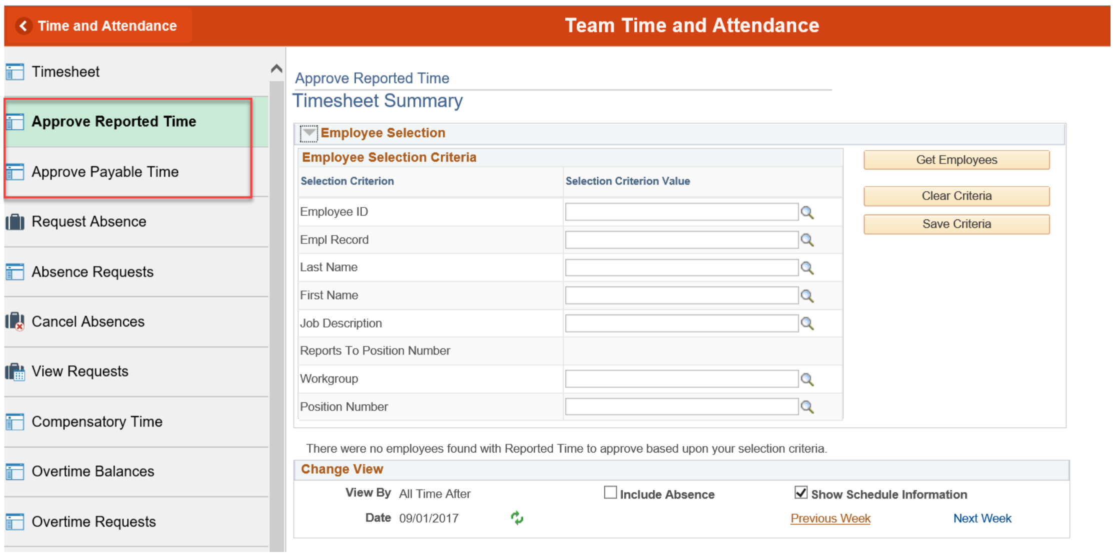
Approved – Time has been approved and available for next regular Payroll run

Rejected by Payroll – Employee might not have active job for time submitted

NOTE:

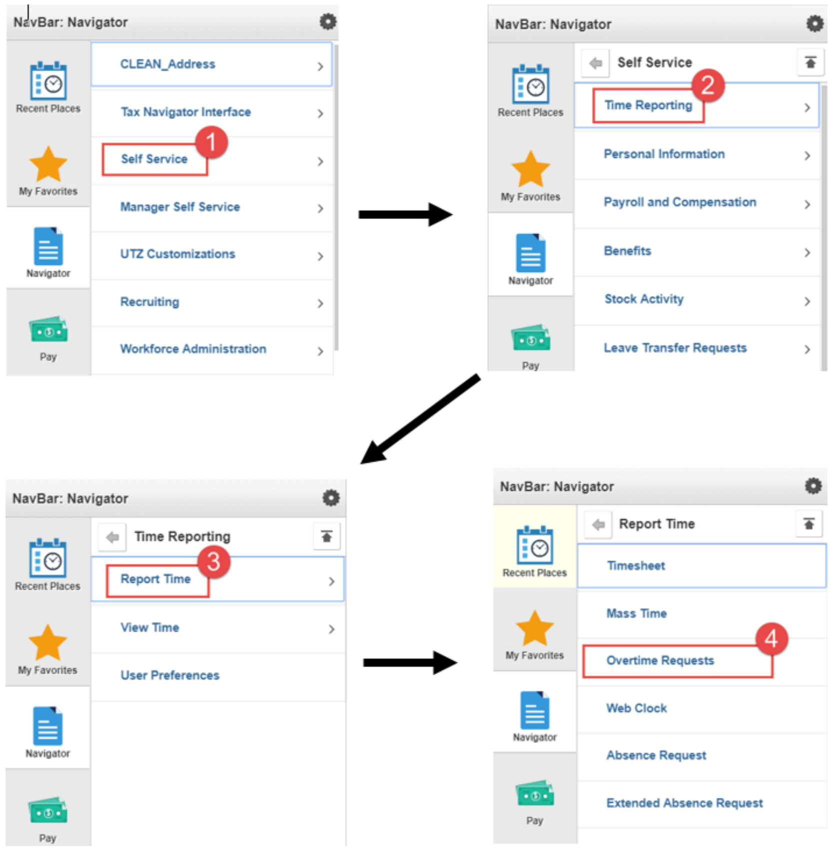
Managers will need to approve Payable time and Reported time depending on the type of employees

Employee Type	Manager Approves
Hourly	Payable Time
Salaried Non-exempt	Payable Time
Salaries Exempt	Reported Time

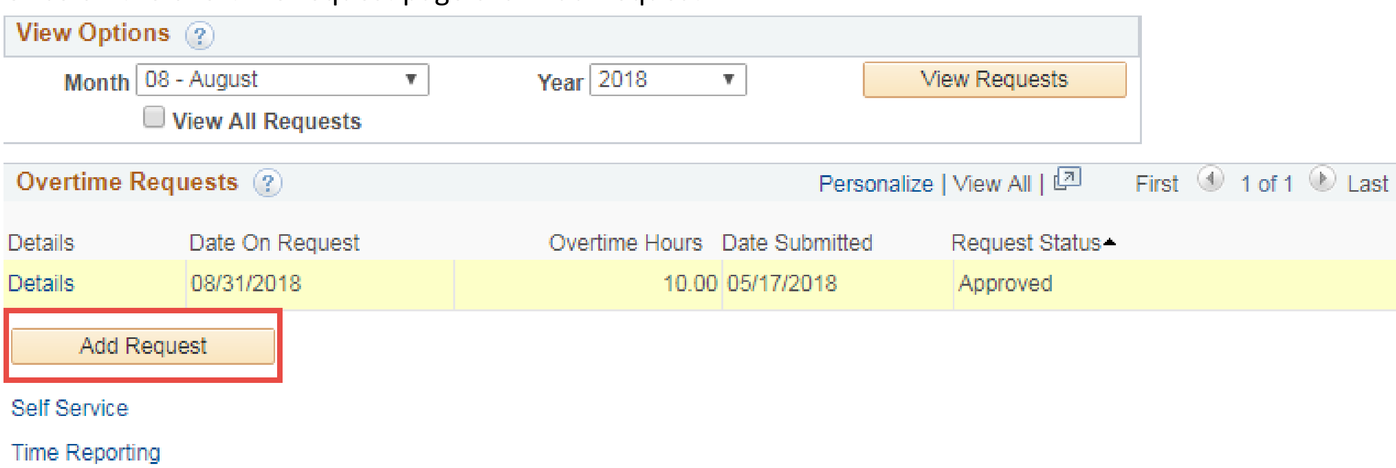


Overtime Request

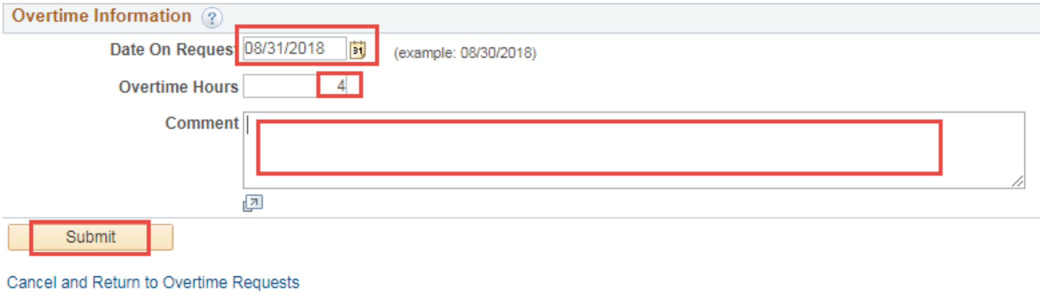
To comply with UTRGV Policy, employees and supervisors must request and approve overtime requests prior to work. In order to request overtime, an employee must first navigate to the Overtime Request page as shown below.



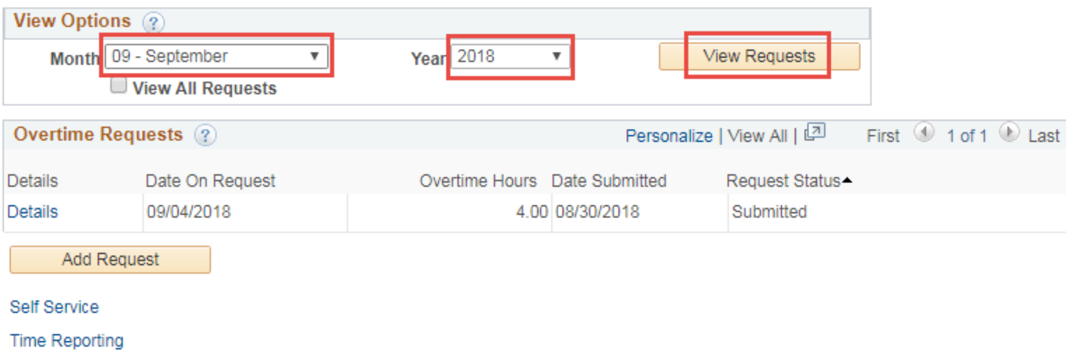
Once on the overtime request page click Add Request.



Simply select a date, the amount, comments if any, and submit.

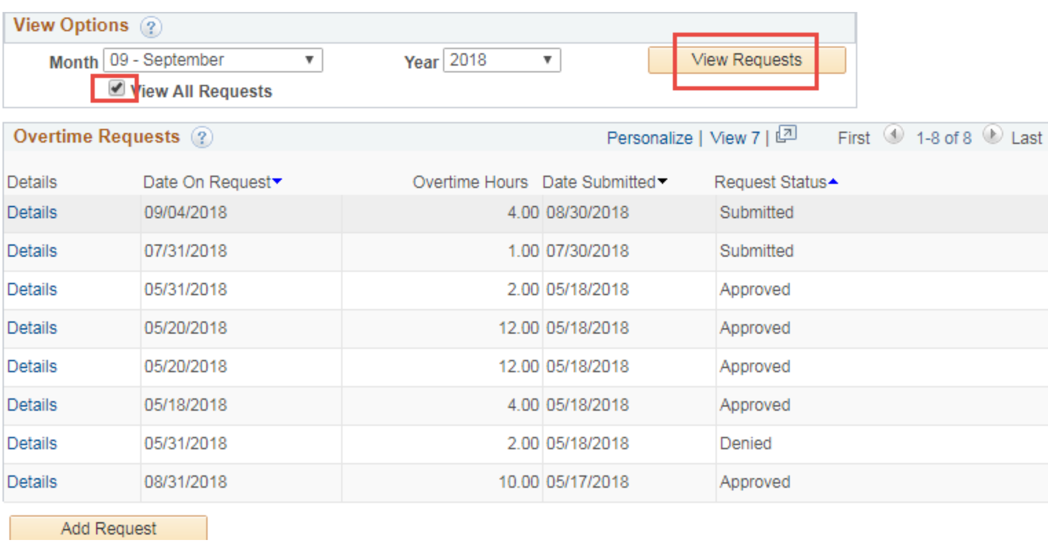


In order to view the status of requests select the month and year then click View Requests.



Details	Date On Request	Overtime Hours	Date Submitted	Request Status
Details	09/04/2018	4.00	08/30/2018	Submitted

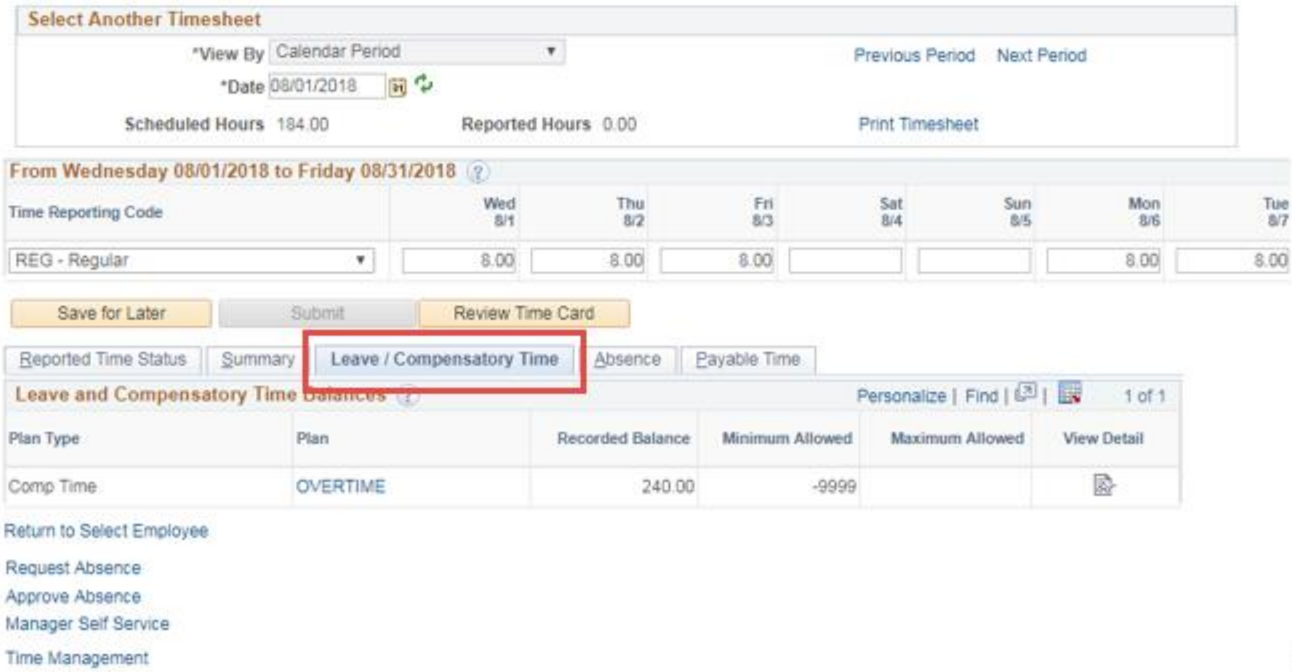
Only overtime requests for that selected month will be visible. It is also possibly to view all request just select View All Requests the click the View Requests button.



Details	Date On Request	Overtime Hours	Date Submitted	Request Status
Details	09/04/2018	4.00	08/30/2018	Submitted
Details	07/31/2018	1.00	07/30/2018	Submitted
Details	05/31/2018	2.00	05/18/2018	Approved
Details	05/20/2018	12.00	05/18/2018	Approved
Details	05/20/2018	12.00	05/18/2018	Approved
Details	05/18/2018	4.00	05/18/2018	Approved
Details	05/31/2018	2.00	05/18/2018	Denied
Details	08/31/2018	10.00	05/17/2018	Approved

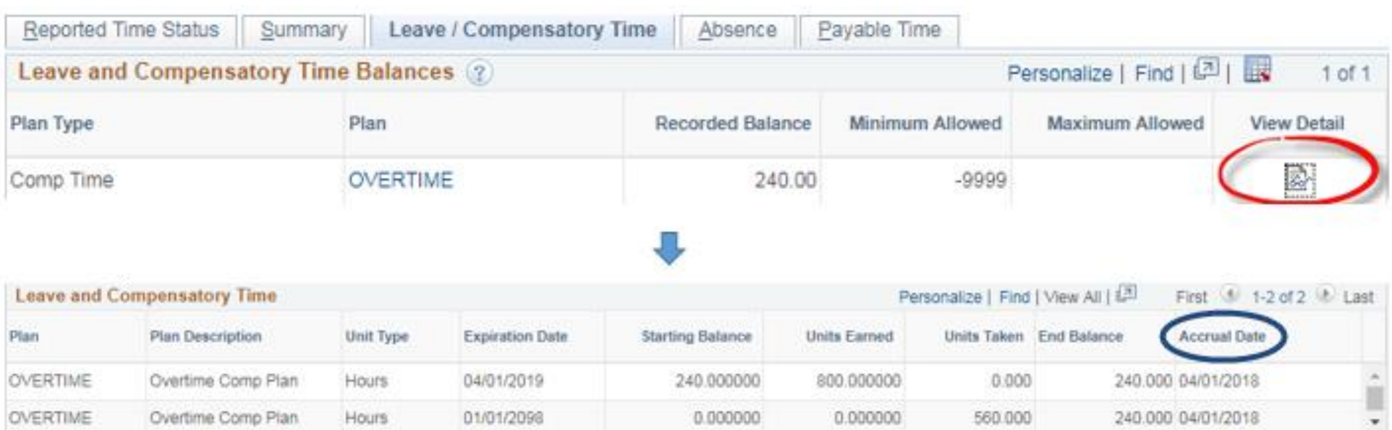
Navigating to Comp Time Balances

Navigate to compensatory time balances by clicking the Leave/Compensatory Time tab on the Timesheet page.



The Leave/Compensatory Time tab shows the balance.

The date Accrued can be seen by clicking the View Detail icon.



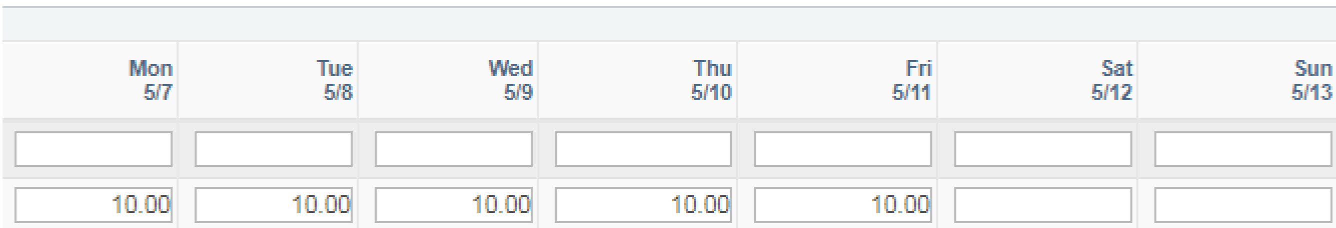
Overtime Comp Payouts

There are four types of Overtime Comp Payouts:

1. OCP
2. EXP
3. OC240
4. OC480

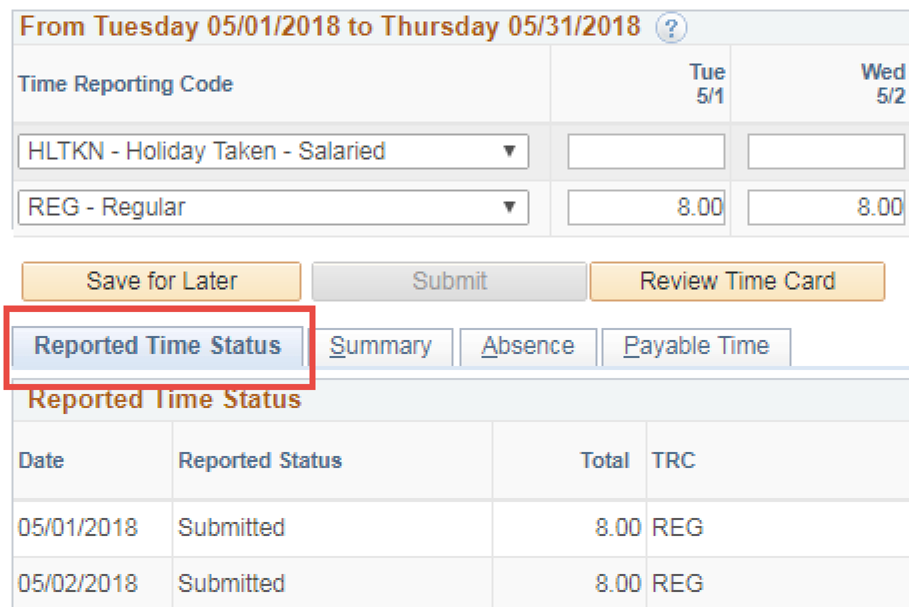
OCP

OCP is a payout initiated by an employee's manager. In the below example, an employee who has worked 50hrs in one week has accrued a total of 15hrs overtime.



Mon 5/7	Tue 5/8	Wed 5/9	Thu 5/10	Fri 5/11	Sat 5/12	Sun 5/13
10.00	10.00	10.00	10.00	10.00		

After submitting their timesheet, the employee only has Reported Time. Payable Time is not generated, yet.



From Tuesday 05/01/2018 to Thursday 05/31/2018

Time Reporting Code	Tue 5/1	Wed 5/2
HLTKN - Holiday Taken - Salaried		
REG - Regular	8.00	8.00

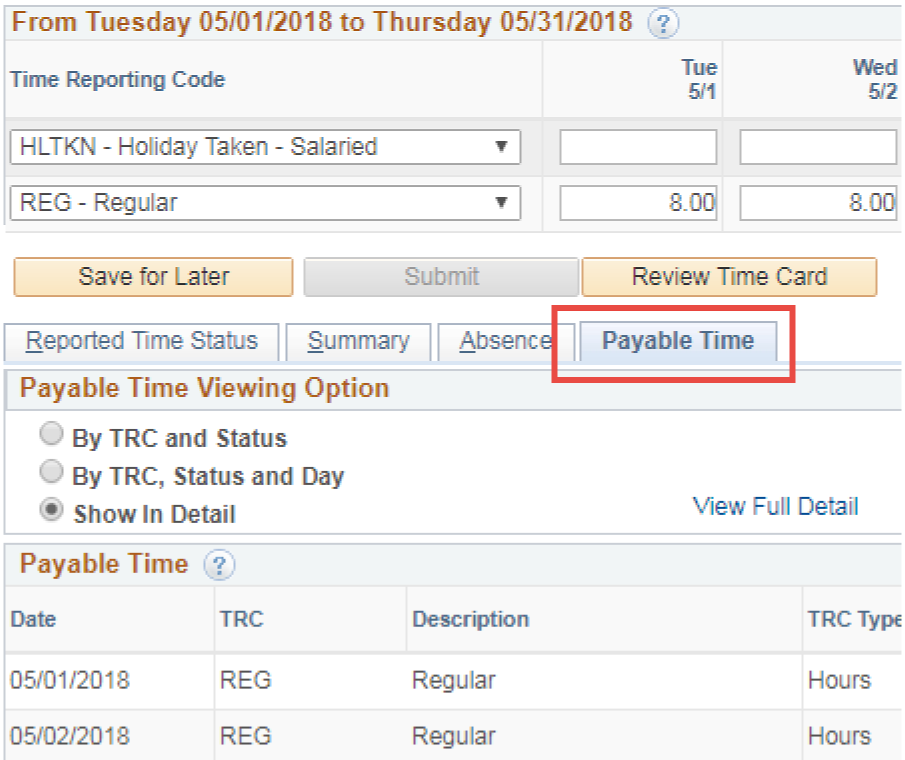
Save for Later | Submit | Review Time Card

Reported Time Status | Summary | Absence | Payable Time

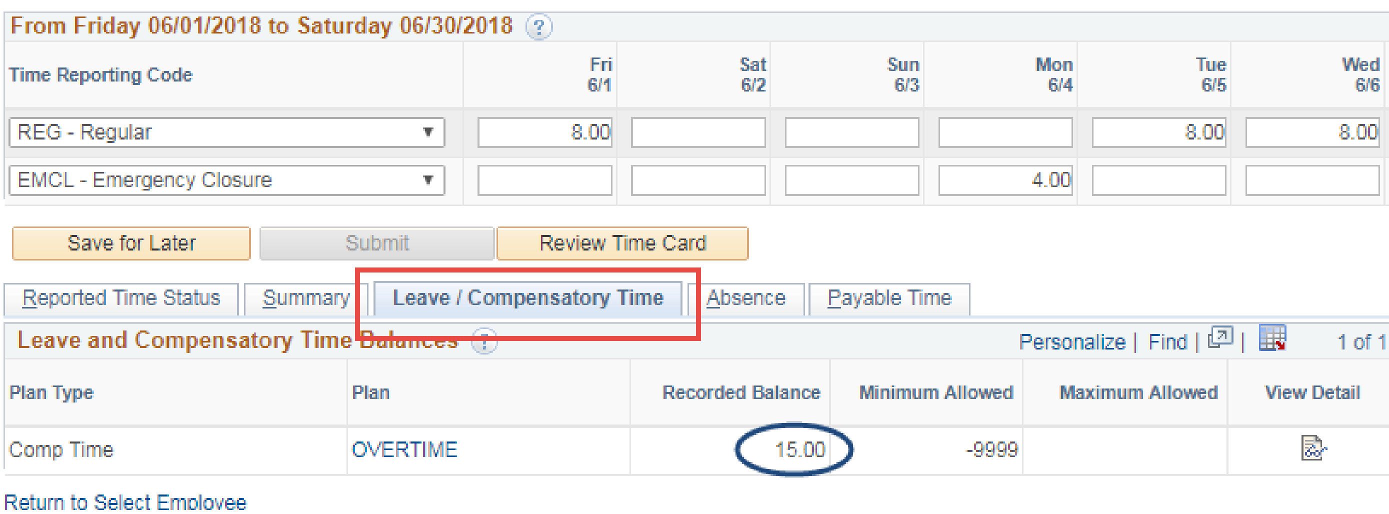
Reported Time Status

Date	Reported Status	Total	TRC
05/01/2018	Submitted	8.00	REG
05/02/2018	Submitted	8.00	REG

Once Time Admin is run Payable Time is generated. Time Admin will also create overtime if there is any.



Leave balance is now available.

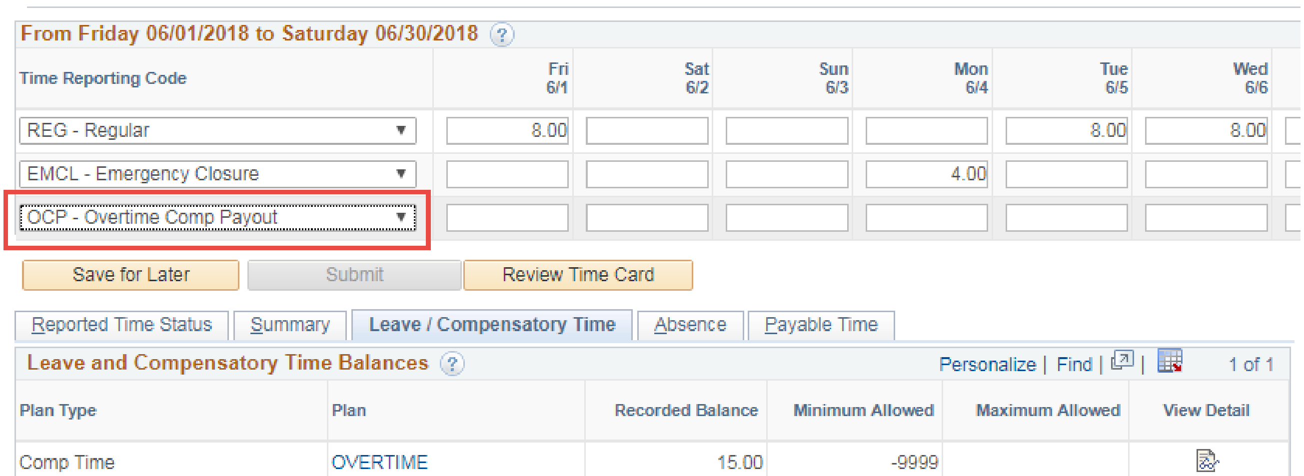


The Overtime Balance will be available to view in the following pay period.

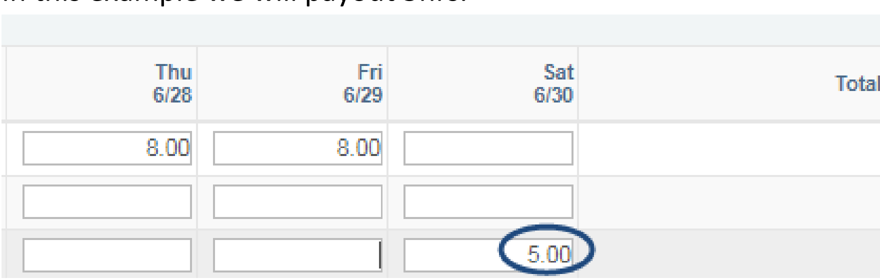
- In this example, the overtime was accrued in May and the balance is available by navigating to June timecard.

Now that Payable Time has been created the manager can select the OCP TRC from the drop down menu if they wish to pay the overtime. First add a row by clicking the plus sign.

Then select the OCP TRC



In this example we will payout 5hrs.

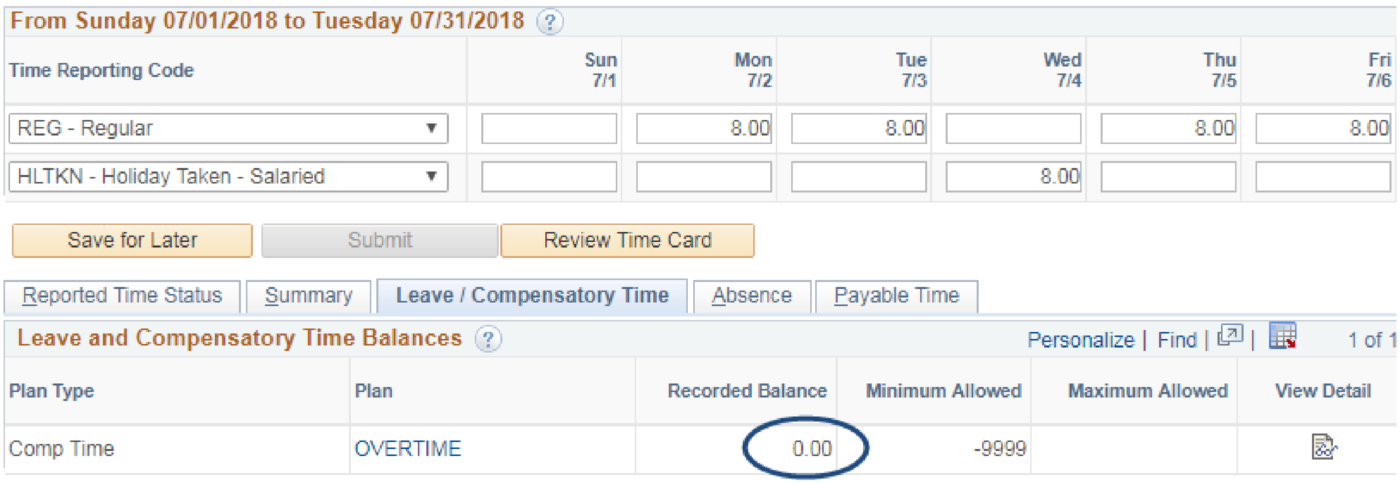


The amount of OCP to be paid out has to be entered on the last day of the month. Once entered the timecard must be reviewed and submitted one last time (by manager) in order for the OCP to be processed.

EXP

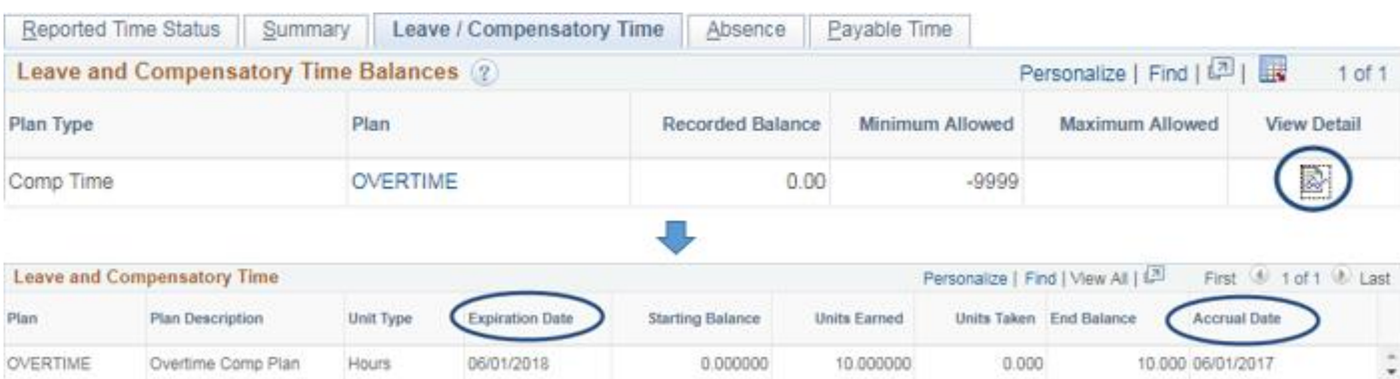
Any Overtime will be banked and available to use; however, if time has not been used or paid within 12 months then it will be automatically paid out.

In the below example, an employee who had accrued overtime on 06/01/2017 had their overtime paid out automatically on 06/01/2018.



*note the timecard has to be on the following month, in this case July, in order to see the balance.

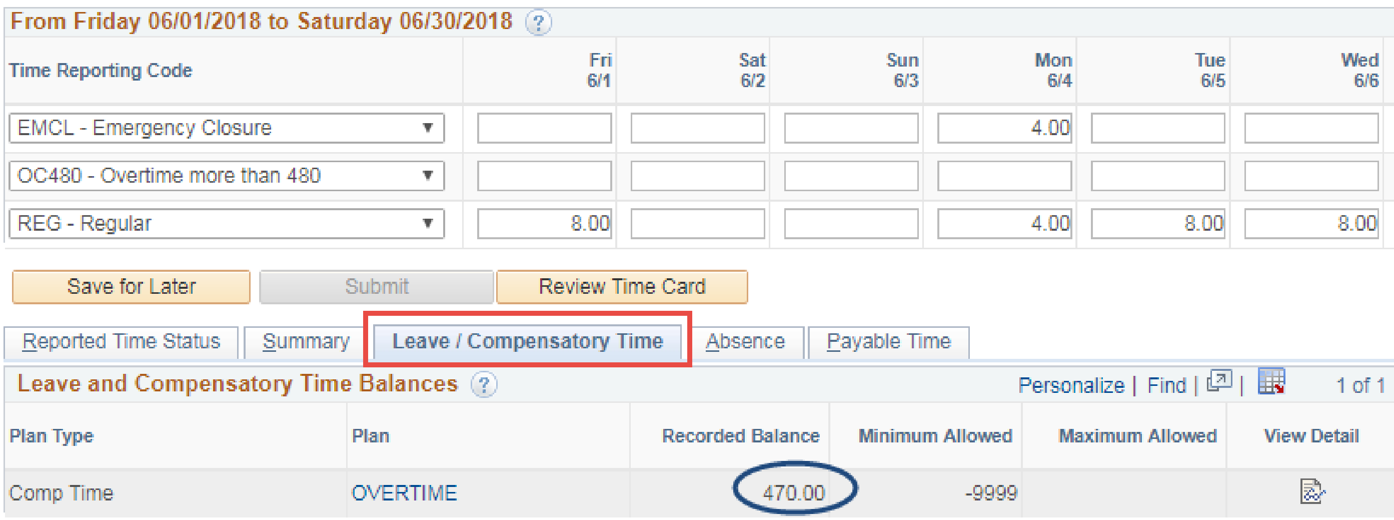
By clicking View Detail button, it is possible to see both the accrual date and the expiration date.

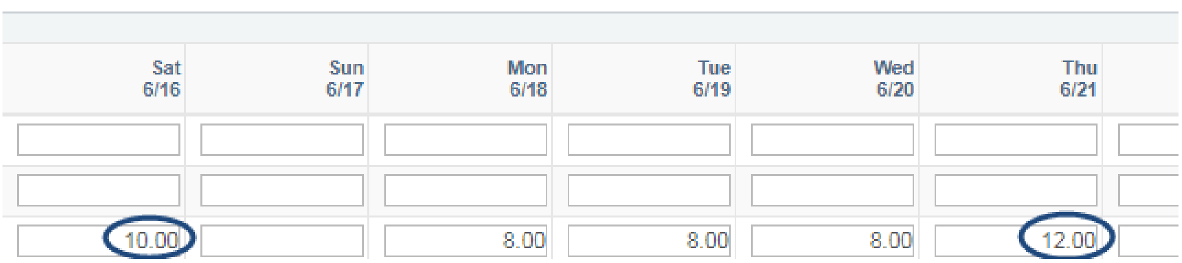


OC240 & OC480

Cap on Overtime Balances:
Non-exempt staff employees may not accumulate more than 240 hours of overtime credit. Since FLSA overtime is accumulated at time and one-half, this limitation is 160 hours of actual overtime work (160 hours of overtime work x 1.5 = 240 hours).

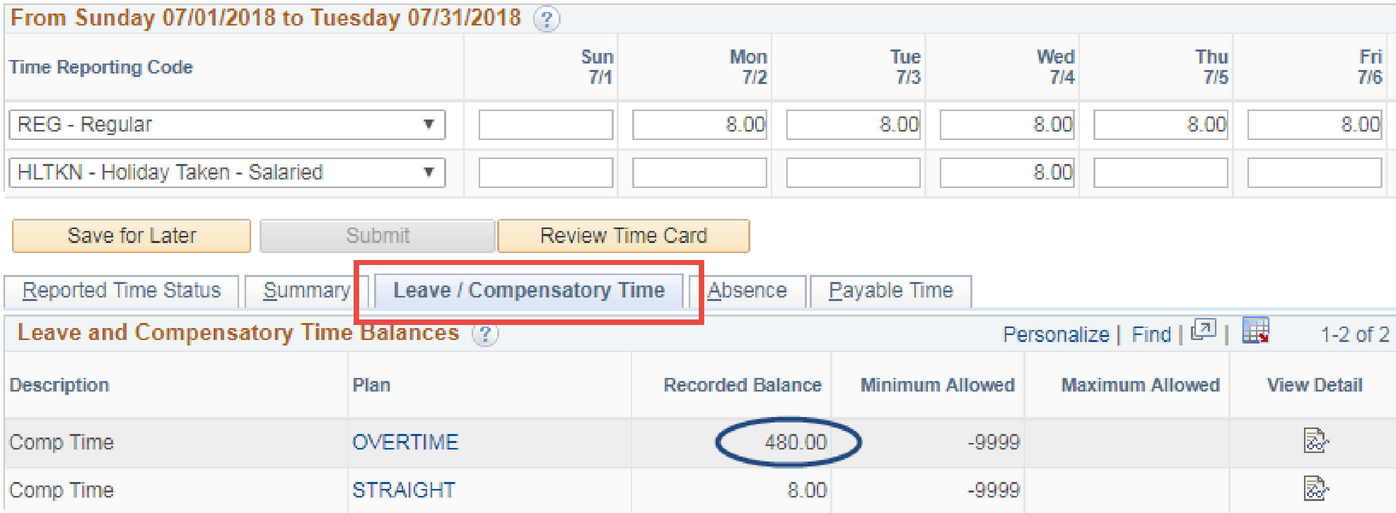
Non-exempt staff employees engaged in a public safety activity or an emergency response activity in accordance with 29 U.S.C. § 207(o) (3) (A) may accumulate up to 480 hours of overtime credit. Since FLSA overtime is accumulated at time and one-half, this limitation is 320 hours of actual overtime work (320 hours of overtime work x 1.5 = 480 hours).





10hrs on Saturday and 4hrs on Thursday = 14hrs. Since these are overtime hours they are multiplied at time and a half. 14*1.5= 21

When the July timecard is viewed there is a balance of 480hrs.



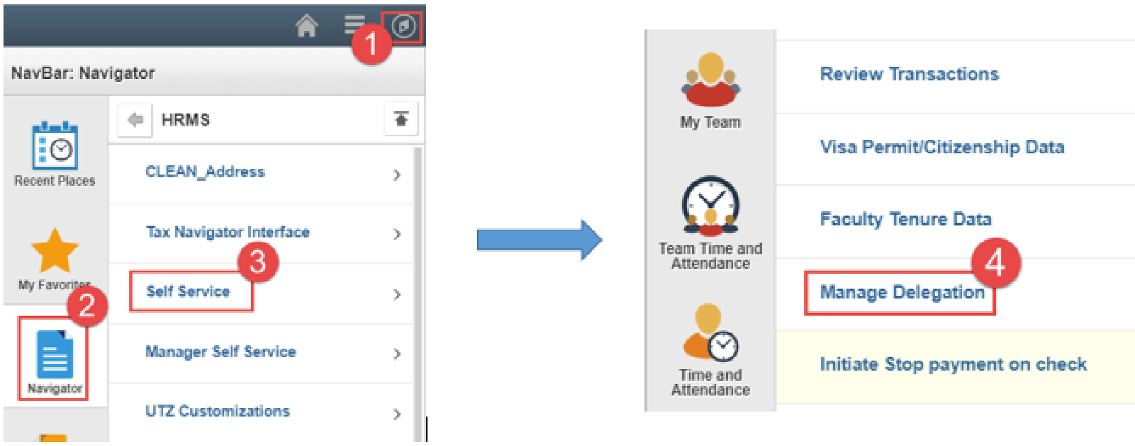
This is because 470+21=491 which is 11hrs over 480 so those hours were automatically paid out for the pay period in which they went over. In this example, the pay period is June.

NOTE: Hourly employees will not bank overtime they will get their overtime paid out the same month earned.

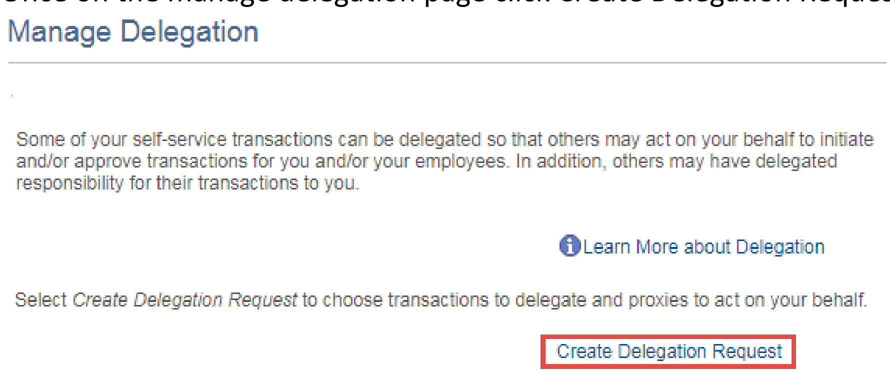
Manager Delegation

Whenever a manager foresees that a situation might occur where they will not be able to approve timecards, they can choose to delegate that role to another manager for a period of time. The person whom the manager delegates this role to is called a proxy. The process is detailed below.

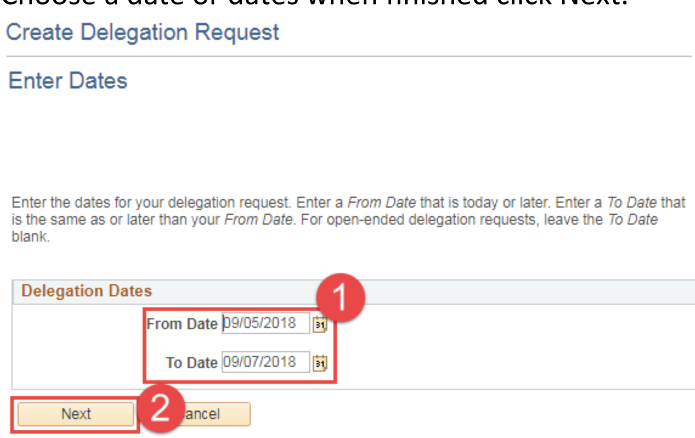
First, navigate to the manage delegation page.



Once on the manage delegation page click Create Delegation Request.



Choose a date or dates when finished click Next.



The page after shows a list of transactions to choose from. For the purposes of approving timesheets, choose either "Manage Approve Payable Time" or "TL reported Time" or both depending on the type of employees the delegating manager oversees. Click Next to continue.

Delegate Transactions

	Transaction
☐	Approve Job Update for Group
☐	Confirm Compensation Proposals
☐	Initiate Job Update for Group
☑	Manage Approve Payable Time
☐	Manager Abs Cancelation Fluid
☐	Manager Absence Balance Fluid
☐	Manager Absence History Fluid
☐	Manager Absence Request Fluid
☐	Review Compensation Proposals
☐	Submit Compensation Proposals
☑	TL reported Time

Select All Deselect All

Previous Next Cancel

The following page is a list of possible proxies to choose from. Only names from the generated list are possible options as PeopleSoft has restrictions on who can be delegated authority. Generally, the proxy should be at a similar level of authority or higher within a given department. PeopleSoft checks for this automatically when creating the list. Once a proxy has been selected click Next.

Create Delegation Request

Select Proxy by Hierarchy

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the *Search by Name* hyperlink to search for proxies outside your hierarchy.

Search by Name

Choose Delegate

	Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
○	[redacted]	[redacted]	Employee	Student Asstant	IT End User Support	[redacted]
○	[redacted]	[redacted]	Employee	Student Asstant	Financial Services-Comptroller	[redacted]
○	[redacted]	[redacted]	Employee	Student Asstant	University Library	[redacted]
○	[redacted]	[redacted]	Employee	Student Asstant	University Library	[redacted]
○	[redacted]	[redacted]	Employee	Student Asstant	University Library	[redacted]
○	[redacted]	[redacted]	Employee	Student Asstant	University Library	[redacted]

Previous Next Cancel

The page after is a summary of the choices selected so far verify if correct and click Submit followed by the OK button.

Create Delegation Request

Delegation Detail

Proxy [redacted]

From Date 09/05/2018

To Date 09/07/2018

Transactions
Manage Approve Payable Time
TL reported Time

Submit Previous Cancel

Create Delegation Request

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

OK

The Manage Delegation page has more options now.

Manage Delegation

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn More about Delegation

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

Create Delegation Request

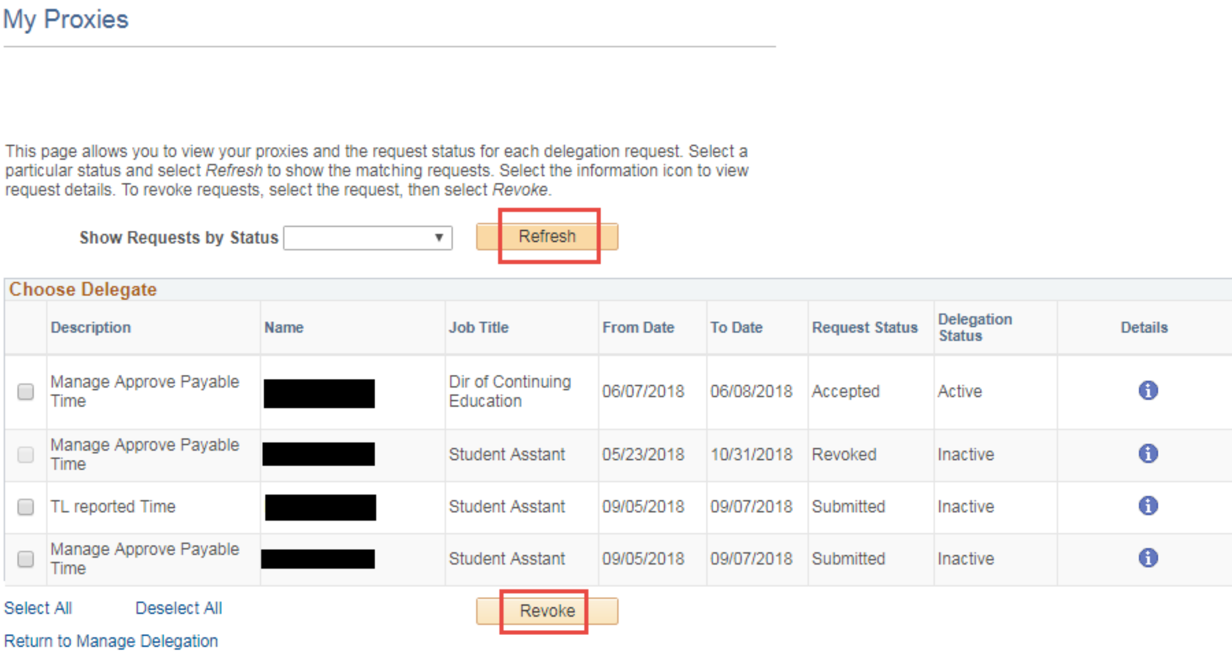
Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

Review My Proxies

Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

Review My Delegated Authorities

Clicking on “Review My Proxies” leads to the My Proxies page while “Review My Delegated Authorities” leads to the My Delegated Authorities page.



From this page, it is possible to view the status of proxies. It is important to check on the status of proxies since the delegation request must be accepted by the other manager in order to take effect. If the person whom was chosen as a proxy were to reject or not accept the request a new proxy must be chosen or else responsibility of approving the timecards remains with the current manager.

The status can be filtered by choosing an option from the “Show Requests by Status” drop down menu and clicking refresh. The default blank option shows all proxies.

The revoke button cancels a delegation request.

Note: The My Delegated Authorities page is similar to the My Proxies page. The only difference between the two pages is the role the manager plays. In one (My Proxies) the role is sending a delegation request to another manager while in the other (My Delegated Authorities) the role is receiving delegation request made by another manager.