

THE UNIVERSITY of TEXAS SYSTEM FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES. Office of Shared Information Services

# Time and Labor Timesheet Delta Comparison (Hourly Employees)



## How it looks now

Employees still access the timesheet through >Employee Self Service>Time and Attendance.





The next step is a navigation change—instead of using the navigation collection menu and clicking Timesheet, the user will click the **Enter Time** tile.

-Same functionality only navigation update.



The timesheet will open for the punch/hourly time reporter, and they will be able to verify their time, enter changes, enter exceptions, request an absence, check leave balances and payable time all from the timesheet. The timesheet has a more streamlined look and feel. The time reporter will have fewer clicks to submit time and absence requests.



### How to enter time

The Punch / Hourly Timesheet—the top left has the same updates to the Employee Information Section and the Leave Balances and View Payable Time links.

Fluid Timesheet

Timesheet										New V	Vindow
						loyee ID		0.475000			
Manager Name						Record 0 pl Class	Empl Type	Hourty			
Actions •					Earliest Chan	nge Date	FLSA Status	Nonexempt			
Select Another Tim								1.27			
Select Another Tim	esneet										
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	"View By We "Date 07/1		•	-				1			
	"View By We "Date 07/1		•	-	Meal Out			Punch Total	Time Reporting Code	Quantity	Time Zor
From 07/17/2023 to 07	"View By We "Date 07/1	17/2023	Reported	Hours 9.50	Meal Out	Print Timeshe	et Elapsed Timeshed	Punch Total	Time Reporting Code	Quantity	Time Zor CST
From 07/17/2023 to 07 Add Comments	"View By We "Date 07/1 1/23/2023 ③ Day	17/2023 E	Reported Reported Status	Hours 9.50	Meal Out	Print Timeshe	et Elapsed Timeshee	Punch Total 3.50	Time Reporting Code		CST

Enter Time						
~ Employee Information						
Name FTE 0.475000	Manager	View Comp Time Balances				
Empl ID Type Hourly	Manager	View Absence Balances View Payable Time				
Empl Rod 0 FLSA Status Nonexe	empt Manager ID					
Empl Class Earliest Change Date	2					
🛗 < > July 17, 2023 - Ju	ly 23, 2023					
Scheduled 0.00 Reported 0.00						
Elapsed Punch						
Day	Summary	In	Meal Out	Meal In	Out Time Reporting Co	de
	Summary Monday	In	Meal Out	Meal In	Out Time Reporting Co	de
Day 17		In	Meal Out	Meal In	Out Time Reporting Co	de
17			Meal Out	Meal In	Out Time Reporting Co	ide
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17			Meal Out	Meal In	Out Time Reporting Co	
Jul Reported 0.00	Monday		Meal Out	Meal in	Out Time Reporting Co	
17			Meal Out	Meal In	Out Time Reporting Co	
Jul Reported 0.00	Monday	•	Meal Out	Meal In	Out Time Reporting Co	<b>~</b> ][
Jul Reported 0.00	Monday		Meal Out	Meal in	Out Time Reporting Co	



#### **Employee Information**

The Punch / Hourly Timesheet—the top left has the same updates to the **Employee Information** section and the Leave Balances and View Payable Time links. The **View Comp Time Balances/Absence Balances/Payable Time** have been moved to the top with the expanded **Employee Information**. The information is now linked with pop-up windows for ease of viewing.

Fluid Timesheet

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Timesheet									L		New W	findow   1
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Manager Name						pl Class	Entry type	riouny				
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	7/23/2023 ③		Reported		Meal Out			Punch Total	Time Reporting Code		Quantity	Time Zoo
	7/23/2023 ③ Dey	Date	Reported Reported Status	in	Meal Out		Out	Punch Total		· (	Quantity	CST CST

Enter Time					
~ Employee Information		<b>۱</b>			
Name FTE 0.475000 Manager V	iew Comp Time Balances iew Absence Balances				
	iew Payable Time				
Empl Rod 0 FLSA Status Nonexempt Manager ID					
Empl Class Earliest Change Date					
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🛗 < > July 17, 2023 - July 23, 2023					
Scheduled 0.00 Reported 0.00					
Elapsed Punch					
Day Summary	In	Meal Out	Meal In	Out	Time Reporting Code
17 Monday					
Jul Reported 0.00	0				~
18 Tuesday					
Jul Reported 0.00	0				~
301					



The punch timesheet has had some layout changes like the elapsed timesheet.

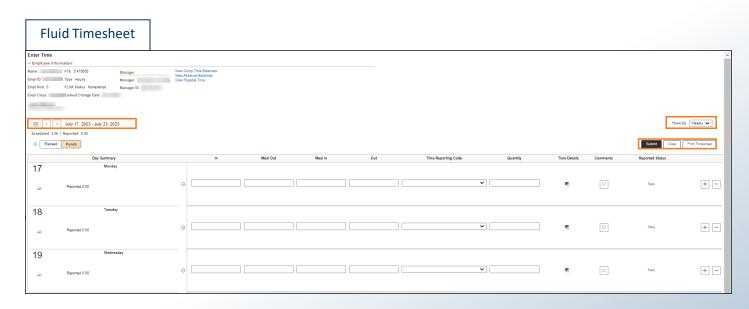
**View By** is on the right above time entry.

**Submit** and **Clear** buttons have moved from the bottom of time entry to the top right of the time entry.

**Print Timesheet** is no longer a link, but a button moved in line with the right of the time entry.

Date still has calendar select option, but instead of entering a date and having to refresh, the time period displays with toggle arrows to move between the period.

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Timesheet															
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rom 07/17/2023 to 07/2	3/2023 ①														
rom 07/17/2023 to 07/2 Add Comments	3/2023 () Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punoh Total	Time Reporting Code		Quantity	Time Zone			
		Date 7/17		In	Meal Out	Meal In	Out	Punoh Total	Time Reporting Code	~	Quantity	Time Zone	Q	+	_
Add Comments	Day		Status		Meal Out	Meal In	out	Punoh Total	Time Reporting Code	~	Quantity		Q	+++	-
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Add Comments	Day Mon Tue Wed	7/17 7/18 7/19	Status           Now           Now           Now	In	Meel Out	Meal In	out           [           [           [           [           [           [	Punoh Total	Time Reporting Code	~	Quantity	CST CST CST	a	+++	-
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Actions link has been moved to the Day Summary as an arrow.

**Comments** have moved from the front of time entry to the end.

**Day/Date** have been moved into the Day Summary.

**Reported Hours** is renamed **Reported** under the date range.

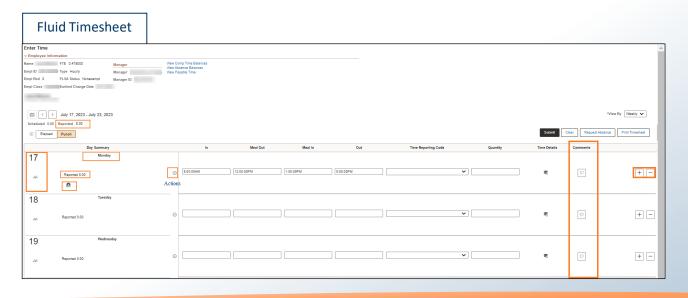
**Reported Status** has become icons in the Day Summary.

Punch Total has been renamed to Reported and moved to the Day Summary.

Add/Delete functions are in the same place at the end of time entry. They have been streamlined to be buttons of the same size.

**Time Zone** has been removed from timesheet. It is set in the configuration tables.

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Timesheet												•			
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	*Date 07/17	/2023	•			Delat Transford	Elapsed Timesheet								
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rom 07/17/2023 to 07/2	23/2023 ①														
rom 07/17/2023 to 07/2 Add Comments	23/2023 🕥 Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punoh Totai	Time Reporting Code		Quantity	Time Zone			
		Date 7/17	Reported Status	In	Meal Out	Meal In	out	Punoh Total	Time Reporting Code	~	Quantity		٩	+	_
Add Comments	Day		Status		Meal Out	Meal In	Out	Punoh Total	Time Reporting Code	~	Quantity	CST	a 🗌	++++	-
Add Comments	Day Mon	7/17	8tatus New		Meal Out	Meal In	Out	Punoh Total	Time Reporting Code		Quantity	CST CST			
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Add Comments D D D D D D D D D	Day Mon Tue Wed Thu	7/17 7/18 7/19 7/20	Status           Now           Now           Now	In           Image: Constraint of the second	Mesi Out	Meal In	Out           []           []           []           []	Punch Total	Time Reporting Code	<ul> <li></li> &lt;</ul>	Quantity	CST CST CST CST CST	a a a	+ + +	-





### **How to request Absence**

Requesting an Absence can now be done in fewer clicks. It is more streamlined and connects to the Manage Absence functionality.

Adding an Absence Event has been moved from the Absence tab at the bottom of the timesheet to the Request Absence button on the right side just above the time entry section.

													Class	ic Timeshe
0 0	2						۵	Search in Menu						û <del>Ş</del>
	-	*Date 07/1	7/2023 🛗 🍄	eported Hours 0.0	0			K Next Week	H					
	Mon	Tue	07/23/2023 ⑦	Thu		Fri	Sat	Sun	Total	Time Reporting Code				1
	8.00	8.00		8.00		7/21	7/22	7/23		WRKS - Salaried Worked	~	+	-	
											~	+	-	
sence Even	ime Status	Summar			bsence	xceptions <u>P</u> ay	yable Tim	e						
Reported Ti ssence Even	ime Status nts ⑦	>	y Leave / Compo			xceptions Pay	Unit		Status	Anorreal Monitor	Source		1-1 of 1 ×	
Reported Ti	ime Status	>	y Leave / Compo		Reason	xceptions Pay		e Detalis Detalis	Status	Approval Monitor	Source Adminis Absence	trator	Edit	
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Fluid Timesheet													
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Enter Time													
V Employee Information													
Name         FTE         1.00000           Empl ID         Type         Salaried           Empl Class         Extent         Empl Class           Job Title         Image: Class Status         Scheduled           Image: Class         July 24, 2023 - July 30, 2023           Scheduled         40.00         Reported           Image: Class         Funch	Manager Manager Manager ID	View Corp Time Balances View Absence Balances View Payable Time							Save for L	ater Submit	9 Request Abse	*View By W	eekly 💙
Time Reporting Code / Time Details	Row Totals	24 Mon 8 of 8	-	25 Tue ( 8 of 8	⊙ 26 Wed 8 of 8	Θ	27 Thu 8 of 8	-	28 Fri 8 of 8	⊙ 29 Sat 0 of 0	ø	30 Sun 0 of 0	©
WRKS - Salaried Worked	≡ 40.00 +		8.00		8.00	8.00		8.00		8.00			



In the Classic timesheet, after clicking the Absence tab, the user clicks the Add Absence Event button. Then the dates and open to enter the absence and select the absence name.

bsence Ever	-														1-1 of
Absence T Select	Take ∥⊳ *Start Date		End Date	А	Absence Name		Duration	Unit Type	Details	Status	Approval Monitor	Source	ce	Edit	Delete
	07/21/2023	<b></b>	07/21/2023		Vacation Leave	~		Hours	Details	New	Approval Monitor	Manag Times	ger sheet	Edit	Delete
	bsence Event		9		Educational Activ Jury Duty Select Absence M Sick Leave										
Approval					Vacation Leave										
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Absence Ent	Select All		Deselect All			ve			Push Back						
s			Deselect All			ve			Push Back	1-3 of 3 ¥					
Absence Ent	titlement Balanc			e as of 09/30/20	Appro	ve	То	Accru	Push Back	1-3 of 3 V					
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Absence Ent	titlement Balanc			e as of 09/30/20 8.00	Approved the second sec	23			al Period o Date	1.3 of 3 v					

**Classic Timesheet** 

The absence still must be submitted, and if the employee needs to enter comments, they must click on the Details link in the Details column and a new window pops open to input comments. When comments are entered, click OK to return to timesheet.

Absence Event	ts (?)							Create Absence Req X
E,					9			Absence Event Details ^
Absence Tal	ke_∥⊳							
Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	
	07/21/2023	07/21/2023	Vacation Leave 🗸		Hours	Details	New	
	ence Event						-1	Instructions Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.
Aud Absi	ence Event							Liner own owne, Line owne, mer noorne reame. Their compares the read in the required new before readining to the infrantese page.
								Absence Detail (2)
								*Start Date 07/21/2023 🟥 View Monthly Calendar
								End Date 07/21/2023
								Filter by Type All
								Partial Days None V
								Duration Hours
								Calculate End Date or Duration
								Comments
								Reporter Comments: Spell Check Comments
								OK
								* Required Field
								**Disclaimer: The current balances do not reflect leave requests that have not been approved by your supervisor and unprocessed in the UT PeopleSoft system.



The OK button from the Details and the Save for Later insert a row into the timesheet for the duration of the absence event including the Time Reporting Code; however, it does **not** automatically reduce the number of regular hours worked.

The timesheet will also need to be submitted. Submit will route time and absence request for approval.

	Mon 7/17		Tue 7/18	Wed 7/19	TI 7/:	1U 20	Fri 7/21	Sa 7/2:	1t 2	Sun 7/23 Tota	Time Reporting Code				
	8.00		8.00	8.00	8.0	0	8.00			40.00	WRKS - Salaried Worked	~	+		_
							8.00			8.00	VACS - Vacation - Salaried		+		
Save f	for Later	er 🛛		Submit						9					
Reported T	ime Stat	atus <u>S</u> u	immary	Submit	ensatory Time	Absence	Exceptions	<u>P</u> ayable	Time	9					
Save f	ime Stat	atus <u>S</u> u	immary		ensatory Time	Absence	Exceptions	Payable	Time	9					1-2 of
Reported T	ïme Stat nts ⊘ Take	atus <u>S</u> u			Absence National Statements		Exceptions	Payable	Time Details	g	Approval Monitor	Source		Edit	1-2 of Delete

Classic Timesheet

If the time on the timesheet is not manually adjusted, this warning message appears. It is only a warning because the timesheet is still submitted when the employee clicks OK, and the rules will adjust the time.

	Review Time Card	
		He
Time	and Labor Error Messages	
1		
· '		
	·	
Time	and Labor Warning messages	
Time	and Labor Warning messages	
	and Labor Warning messages Hours entered more than scheduled hours 8 on 07/19/2023. (32003,7)	
1	Hours entered more than scheduled hours 8 on 07/19/2023. (32003,7)	
1		
1	Hours entered more than scheduled hours 8 on 07/19/2023. (32003,7)	



The Fluid Timesheet has fewer clicks to Request Absence directly from the timesheet.

> 1. The employee clicks on the Request Absence button, and the Request Absence pop-up window opens.

Fluid Timesheet

Туре

🛗 < > July 24, 2023 - July 30, 2023

orted 40.0

Job Title

FLSA Status

Earliest Change Date

Name FTE 1.000000

View Comp Time Balances

View Absence Balances

Manager View Payable Time

Manager ID

Enter Time

Empl Rcd 0

Empl ID

Empl Class Classified

Scheduled 40.00

(i) Elapsed

Time Reporting Code / Ti

Job Title

Enter Start and End Dates of

2. absence, select the Absence Name from the drop-down and click the Apply Absence arrow.

- The Apply Absence arrow opens the
- **3.** bottom of the window with the leave balance displays and additional functionality.

*Start Date	07/24/2023		End Date 07/24/2023	+1 Day
"Absence Name	Select Absence Name  Bereavement Educational Activities Jury Duty Select Absence Name Sick Leave	· →		
	Sick Leave Vacation Leave			
				Subi
*Start I	07/24/2023		End Date 07/24/2023	+1 Day
*Absence N	ame Sick Leave	$\checkmark$ $\rightarrow$		
	Balance 1084.00 Hours**	Balance, if one is associated wi	ith leave, is displayed.	
Partial D	ays None	>	Partial Days can be entered if emp	loyee is not taking a full 8 hours.
Dura	tion 8.00 Hours	Duration populates from the sta end dates entered.	rt and	
Comm	ents	h	Comments can be added directly	on the request.
	E Comments e	entered can be spell checked.		
Attachments				
Attachments				
You have not added any A	ttachments.			

**Request Absence** 

Submit routes the request for manager approval and automatically inserts a row into the timesheet.

\*View By Weekly 🗸

0 of 0

⊙ 30 Sun

Submit

Print Timesheet

Ø



#### Submitted Absence request

Fluid Timesheet																		
lob Title																		
*View By View By Week															/eekly 🗸			
Scheduled 40.00 Reported 40	.00																	
i Elapsed Punch													(	Save for Later	Submit	Request Absen	Print T	ïmesheet
Time Reporting Code / Time Details			Row Totals			24 Mon	$\odot$	25 Tue	$\odot$	26 Wed	$\odot$	27 Thu 💿	28 Fr	$\odot$	29 Sat	$\odot$	30 Sun	$\odot$
						8 of 8		8 of 8		8 of 8		8 of 8	8 of 8	1	0 of 0		0 of 0	
						血												
SICKS - Sick - Salaried	~		8.00	+			8.00											
WRKS - Salaried Worked	~		32.00	+	_				8.00		8.00	8.0	0	8.00				

Multiple Absence Request may be entered if different leave time is being used.



#### **Additional Features**

The Reported Time Status has changed from a tab on the Classic Timesheet to icons under each day on the Fluid Timesheet

						Classic	Timeshee
Reported	Time Status	Leave / Compe	ensatory Time <u>A</u> bsenc	e <u>E</u> xceptions <u>P</u> ayable Time	2		
Reported Tim	ne Sta	-					
E Q						1-5 of 5 🗸	
Date	Reported Status	Total	Total TRC Description		Add Comments		
07/03/2023	Approved	8.00	AGHLS	Agency Holiday			
07/04/2023	Approval In Process	8.00	HOL	HOLIDAY	Q		
07/05/2023	Approval In Process	8.00	WRKS	Salaried Worked	Q		
07/06/2023	Approval In Process	8.00	WRKS	Salaried Worked	Q		
07/07/2023	Approval In Process	8.00	WRKS	Salaried Worked	Q		

Fluid Timesheet																			
Scheduled 40.00 Reported 40.00																			
(i) Elapsed Punch														Sav	e for Later	Submit	Request Abser	nce Print Ti	imesheet
Time Reporting Code / Time Details			Row Totals			17 Mon 8 of 8	0	18 Tue 8 of 8	⊘	19 Wed 8 of 8	0	20 Thu 8 of 8	⊘	21 Fri 8 of 8	0	22 Sat 0 of 0	⊘	23 Sun 0 of 0	⊘
WRKS - Salaried Worked	~	≣≡	24.00	+	-			Pendi	ng Approval	s			8.00		8.00				
VACS - Vacation - Salaried	~	≣≡	8.00	+			8.00												
SICKS - Sick - Salaried	~	≣	8.00	+							8.00								



#### **Additional Features**

New feature functionality for elapsed/hourly time reporters is the ability to enter comments for any specific day on the timesheet with a click.

Fluid Timesheet																	
Elapsed Punch						Actions ×						Si	we for Later	Submit	Request Abser	Prin	it Timesheet
Time Reporting Code / Time Details		Row Totals			17 Mon 8 of 8 10	Add/View Comments 8 of 8	≻⊚	19 Wed 8 of 8 団	0	20 Thu 8 of 8	Θ	21 Fri 8 of 8	Θ	22 Sat 0 of 0	0	23 Sun 0 of 0	0
WRKS - Salaried Worked	83	24.00	+	_			8.00				8.00		8.0				
VACS - Vacation - Salaried 🗸	8	8.00	+			8.00											
SICKS - Sick - Salaried 🗸 🗸	8	8.00	+						8.00								

Time Reporting Comments	×
Comments related to Time entered for 07/18/2023	
Comment once entered cannot be altered or removed.	
Add a new Comment	1.
Add Comment	Clear

#### Comment creates an icon under the day it is entered.







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## Questions?

For further queries regarding any error while submitting timesheet, please reach out to <a href="mailto:payroll@uttyler.edu">payroll@uttyler.edu</a>.

## Thank you!

