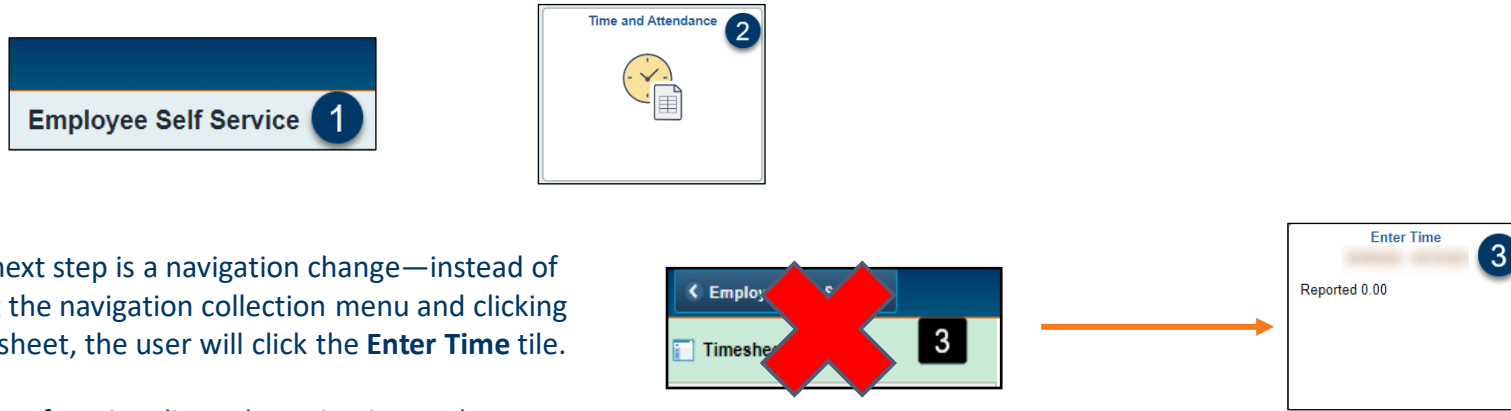




Time and Labor Timesheet Delta Comparison (Hourly Employees)

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.

Classic Timesheet

Timesheet New Window | Help

Employee ID [redacted] FTE 0.475000
 Empl Record 0 Empl Type Hourly
 Manager Name [redacted] Empl Class [redacted]
 Actions- [redacted] Earliest Change Date [redacted] FLSA Status Nonexempt

Select Another Timesheet

*View By Week [dropdown] Previous Week Next Week
 *Date 07/17/2023 [calendar] [refresh]
 Reported Hours 9.50 Print Timesheet Elapsed Timesheet

From 07/17/2023 to 07/23/2023

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone
	Mon	7/17	Approved	8:00:00AM			11:30:00AM	3.50	[dropdown]		CST
	Tue	7/18	Approved	7:00:00AM			1:00:00PM	6.00	[dropdown]		CST
	Wed	7/19	New						[dropdown]		CST

Fluid Timesheet

Enter Time

Employee Information

Name [redacted] FTE 0.475000 Manager [redacted] [View Comp Time Balances](#)
 Empl ID [redacted] Type Hourly Manager [redacted] [View Absence Balances](#)
 Empl Rcd 0 FLSA Status Nonexempt Manager ID [redacted] [View Payable Time](#)
 Empl Class [redacted] Earliest Change Date [redacted]

July 17, 2023 - July 23, 2023
 Scheduled 0.00 | Reported 0.00
 [radio] Elapsed [radio] **Punch**

Day Summary	In	Meal Out	Meal In	Out	Time Reporting Code
17 Monday Jul Reported 0.00	[input]	[input]	[input]	[input]	[dropdown]
18 Tuesday Jul Reported 0.00	[input]	[input]	[input]	[input]	[dropdown]

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.

Classic Timesheet

New Window | Help

Timesheet

Employee ID: [] FTE: 0.475000
 Empl Record: 0 Empl Type: Hourly
 Manager Name: [] Empl Class: []
 Actions: [] Earliest Change Date: [] FLSA Status: Nonexempt

Select Another Timesheet

View By: Week [] Previous Week Next Week

Date: 07/17/2023 [] []
 Reported Hours: 9.50 Print Timesheet Elapsed Timesheet

From 07/17/2023 to 07/23/2023

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone
<input type="checkbox"/>	Mon	7/17	Approved	8:00:00AM	[]	[]	11:30:00AM	3.50	[]	[]	CST
<input type="checkbox"/>	Tue	7/18	Approved	7:00:00AM	[]	[]	1:00:00PM	6.00	[]	[]	CST
<input type="checkbox"/>	Wed	7/19	New	[]	[]	[]	[]	[]	[]	[]	CST

Fluid Timesheet

Enter Time

Employee Information

Name: [] FTE: 0.475000 Manager: [] View Comp Time Balances
 Empl ID: [] Type: Hourly Manager: [] View Absence Balances
 Empl Recd: 0 FLSA Status: Nonexempt Manager ID: [] View Payable Time
 Empl Class: [] Earliest Change Date: []

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	[]	[]	[]	[]	[]
18 Tuesday Jul Reported 0.00	[]	[]	[]	[]	[]

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

Classic 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.

Fluid Timesheet

Classic Timesheet

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.

Timesheet

Employee ID: [Redacted]
Empl Record: 0
Earliest Change Date: [Redacted]

Actions

Select Another Timesheet

*View By: Week [Previous Week | Next Week]
*Date: 07/17/2023 [Reported Hours] [Print Timesheet | Elapsed Timesheet]

From 07/17/2023 to 07/23/2023

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone		
<input type="checkbox"/>	Mon	7/17	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CST	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Tue	7/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CST	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Wed	7/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CST	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Thu	7/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CST	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Fri	7/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CST	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Sat	7/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CST	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Sun	7/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CST	<input type="text"/>	<input type="text"/>

Submit Clear

Fluid Timesheet

Enter Time

Employee Information
Name: [Redacted] FTE: 0.475000 Manager: [Redacted] View Comp Time Balances
Empl ID: [Redacted] Type: Hourly Manager: [Redacted] View Absence Balances
Empl Rcd: 0 FLSA Status: Nonexempt Manager ID: [Redacted] View Payable Time
Empl Class: [Redacted] Earliest Change Date: [Redacted]

Scheduled: 0.00 Reported: 0.00 [View By: Weekly]

Elapsed Punch [Submit] [Clear] [Request Absence] [Print Timesheet]

Day Summary	In	Meal Out	Meal In	Out	Time Reporting Code	Quantity	Time Details	Comments
17 Monday Jul Reported 0.00 [Reported 0.00] [Actions]	<input type="text"/> 8:00:00AM	<input type="text"/> 12:00:00PM	<input type="text"/> 1:00:00PM	<input type="text"/> 5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18 Tuesday Jul Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19 Wednesday Jul Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

How to request Absence

Classic Timesheet

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.

Entitlement Name	Balance as of 07/15/2023**	From	To	Accrual Period
Floating Holiday	8.00 Hours	09/01/2022	08/31/2023	Year to Date
Sick Leave	446.29 Hours	09/01/2022	08/31/2023	Year to Date
Vacation Leave	351.00 Hours	09/01/2022	08/31/2023	Year to Date

Fluid Timesheet

Time Reporting Code / Time Details	Row Totals	24 Mon	25 Tue	26 Wed	27 Thu	28 Fri	29 Sat	30 Sun
WRKS - Salaried Worked	40.00	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0

Classic Timesheet

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.

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Edit	Delete
<input type="checkbox"/>	07/21/2023	07/21/2023	Vacation Leave		Hours	Details	New	Approval Monitor	Manager Timesheet	Edit	Delete

Entitlement Name	Balance as of 09/30/2023**	From	To	Accrual Period
Educational Activities	8.00 Hours	09/01/2023	08/31/2024	Year to Date
Sick Leave	160.75 Hours	09/01/2023	08/31/2024	Year to Date
Vacation Leave	97.80 Hours	09/01/2023	08/31/2024	Year to Date

**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 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 Details

Instructions: Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail:

- *Start Date: 07/21/2023
- End Date: 07/21/2023
- Filter by Type: All
- *Absence Name: Vacation Leave
- Partial Days: None
- Duration: _____ Hours
- Current Balance: Balance 351.00 Hours**

Calculate End Date or Duration

Comments:

Reporter Comments: _____

OK Cancel

**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.

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.

Classic Timesheet

From Monday 07/17/2023 to Sunday 07/23/2023

Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22	Sun 7/23	Total	Time Reporting Code		
8.00	8.00	8.00	8.00	8.00			40.00	WRKS - Salaried Worked	+	-
				8.00			8.00	VACS - Vacation - Salaried	+	

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time **Absence** Exceptions Payable Time

Absence Events 1-2 of 2

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Edit	Delete
<input type="checkbox"/>	07/21/2023	07/21/2023	Vacation Leave	8.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	Edit	

Add Absence Event

Review Time Card

Time and Labor Error Messages

1	
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Time and Labor Warning messages

1	Hours entered more than scheduled hours 8 on 07/19/2023. (32003,7)
2	Hours entered more than scheduled hours 8 on 07/21/2023. (32003,7)

OK

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.

2. Enter Start and End Dates of absence, select the Absence Name from the drop-down and click the Apply Absence arrow.

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

Fluid Timesheet

Enter Time

Employee Information

Name: FTE 1.000000 Manager View Comp Time Balances
Empl ID: Type Manager View Absence Balances
Empl Rcd: 0 FLSA Status Manager ID View Payable Time
Empl Class: Classified Earliest Change Date
Job Title

July 24, 2023 - July 30, 2023 *View By Weekly

Scheduled 40.00 | Reported 40.00

Request Absence Print Timesheet

Request Absence

Job Title

*Start Date 07/24/2023 End Date 07/24/2023 +1 Day Submit

*Absence Name Select Absence Name →

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

Submit

*Start Date 07/24/2023 End Date 07/24/2023 +1 Day

*Absence Name Sick Leave →

Balance 1084.00 Hours** Balance, if one is associated with leave, is displayed.

Partial Days None Partial Days can be entered if employee is not taking a full 8 hours.

Duration 8.00 Hours Duration populates from the start and end dates entered.

Comments Comments can be added directly on the request.

Comments entered can be spell checked.

Attachments

You have not added any Attachments.

Add Attachment New functionality for time reporters. Employees can add attachment to support the absence request if needed.

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

Submitted Absence request

Fluid Timesheet

Job Title [REDACTED]

July 24, 2023 - July 30, 2023 *View By Weekly

Scheduled 40.00 | Reported 40.00

Time Reporting Code / Time Details	Row Totals	24 Mon	25 Tue	26 Wed	27 Thu	28 Fri	29 Sat	30 Sun
		8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0
SICKS - Sick - Salaried	8.00	8.00						
WRKS - Salaried Worked	32.00		8.00	8.00	8.00	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 Timesheet

Reported Time Status					
Date	Reported Status	Total	TRC	Description	Add Comments
07/03/2023	Approved	8.00	AGHLS	Agency Holiday	
07/04/2023	Approval In Process	8.00	HOL	HOLIDAY	
07/05/2023	Approval In Process	8.00	WRKS	Salaried Worked	
07/06/2023	Approval In Process	8.00	WRKS	Salaried Worked	
07/07/2023	Approval In Process	8.00	WRKS	Salaried Worked	

Fluid Timesheet

Scheduled 40.00 | Reported 40.00

Elapsed Punch Save for Later Submit Request Absence Print Timesheet

Time Reporting Code / Time Details	Row Totals	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat	23 Sun
WRKS - Salaried Worked	24.00	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0
VACS - Vacation - Salaried	8.00		8.00					
SICKS - Sick - Salaried	8.00			8.00				

Pending Approvals

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

Save for Later Submit Request Absence Print Timesheet

Time Reporting Code / Time Details	Row Totals	17 Mon	19 Wed	20 Thu	21 Fri	22 Sat	23 Sun
WRKS - Salaried Worked	24.00	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0
VACS - Vacation - Salaried	8.00						
SICKS - Sick - Salaried	8.00			8.00			

Actions

- Add/View Comments

Time Reporting Comments

Comments related to Time entered for 07/18/2023

Comment once entered cannot be altered or removed.

Add a new Comment

Add Comment Clear

Comment creates an icon under the day it is entered.

Time Reporting Code / Time Details	Row Totals	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat	23 Sun
WRKS - Salaried Worked	24.00	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0
VACS - Vacation - Salaried	8.00		8.00					
SICKS - Sick - Salaried	8.00			8.00				



Questions?

For further queries regarding any error while submitting timesheet, please reach out to payroll@uttyler.edu.

Thank you!