

Online Timesheet Process

Going Paperless-Direct Electronic Time Data Entry & Approval

Agenda

- Current Process
- New Process
- Changes
- Considerations
- Processing Schedule
- Process and Screen Shots by Role
 - Student/Employee Role
 - Timekeeper/Manager Role
 - Manager Role

Current Process

- Students and hourly employees either fill in a paper timesheet or key their time directly into the Time Sheet in People Soft and print the time sheet.
- The paper time sheet (either printed from PeopleSoft or manually filled in) is submitted to the department timekeeper or manager for review.
- Manager reviews time and approval is indicated with the manager's signature on the paper time sheet.
- Paper time sheets are submitted to payroll.
- Payroll keys all manually time submitted, based on the paper time sheets received, then approves all time, in PeopleSoft.
- Payroll sends approved payable time to the SCO for pay to issue.

New Process

- Students and hourly employees either fill in a paper timesheet or key their time directly into the Time Sheet in People Soft.
- Timekeeper or Manager keys and/or reviews the time online and makes corrections as necessary in PeopleSoft.
- Manager approves the Payable time through Manager Self Service in PeopleSoft.
- Payroll sends approved payable time to SCO for pay to issue.

Changes...

- Significant reduction or elimination of the paper process.
- Online process eliminates the delays that occur when moving paper around the campus.
- Increased control for management, *having the final say and confirming the accuracy* before approving time to be paid.

Considerations

- Does your department currently have a timekeeper that receives the time sheets and makes corrections?
- Will you need a timekeeper or more than one timekeeper?
- Do you want the timekeeper to have access to one or many departments within your unit? (access by department or “reports to”)
- Do you want the managers to have access to one or many departments within your unit? (access by department or “reports to”)

Processing Schedule

- Time Administration Process runs each day at 2:00 PM. All submitted reported time will only be viewable in the Payable Time screen for Managers after the completion of the Time Admin process.

Recommendation: Notification from Timekeepers to Managers should include a list of employees (including Empl ID) whose time has been reviewed, to prevent the approval of time that has not been reviewed by timekeepers.

Once time is Approved, it cannot be Un-Approved
- so please make sure it's right!

On to Training....

Any questions?