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 timesheet.
- 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?