

Student eTimeSheet System (SES) User Manual

VERSION 5



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BACKGROUND

The Student eTimesheet System (SES) was developed to replace the manual process used to pay student workers of the UWI Mona campus; a collaborative effort from the Bursary and MITS.

The system was built using PeopleTools¹, it is however not PeopleSoft and thus will be accessed on a different platform.

System Administrator (Resides with Bursary) duties including but not limited to:

1. Modify payment periods, i.e. the opening and closing of period during which payments will be made for student workers
2. Changing Rates per Type (modify payment rates for each student worker category)
3. Run Reports
4. 1st level support for Students, Approvers and Departmental Administrators.
5. Adding New Departments to the platform
6. Train departmental administrators. (The Departmental Administrators will in turn train their own Approvers and Students)

Department Administrators

1. Add and update student workers.
2. Check (Liaise) with Approvers in order to ensure as best as possible timesheets are approved in time.
3. Train their own supervisors and students

MITS Department

1. Maintain Security for User logins (Student workers, Supervisors, Administrators, Final Approver)
2. Update application code, bug fixes, additional development

¹ PeopleTools consists of proprietary application software originally developed by PeopleSoft Corporation, an Enterprise Resource Planning software vendor acquired by Oracle Corporation.

ADMINISTRATOR

STUDENT WORKER INFORMATION

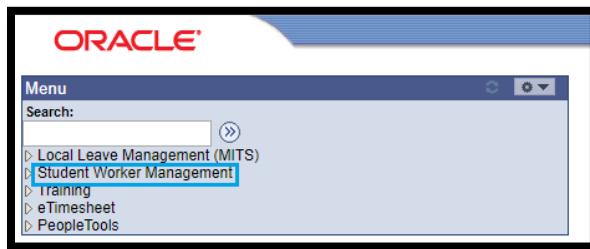
Description: The Administrator will add/remove student Information within the system.

NB. The HOD/HOU will appoint the Administrator for each Department/Units

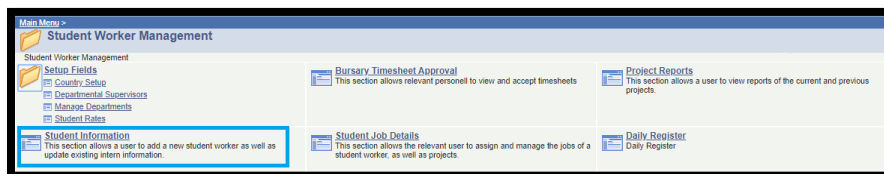
Sign In

Log into the [Student E-Timesheet](http://appls-dev-01/psp/ps/?cmd=login&languageCd=ENG) (<http://appls-dev-01/psp/ps/?cmd=login&languageCd=ENG>) system with your UWI ID and password.

Navigate to the **Student Worker Management** menu



Click Student Worker Information



This page below provides search criteria allowing existing Student information to be retrieved.

The screenshot shows a web interface titled "Interns Personal Data". Below the title is a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons at the top: "Find an Existing Value" and "Add a New Value". Below these is a "Search Criteria" section with a dropdown arrow. It contains five search fields: "Student ID:", "First Name:", "Middle Name:", "Last Name:", and "Pass Number:". Each field has a "begins with" dropdown menu and a search input box with a magnifying glass icon. Below the search fields is a "Case Sensitive" checkbox. At the bottom of the search criteria section are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria". At the very bottom of the interface are two links: "Find an Existing Value" and "Add a New Value".

ADD NEW STUDENT WORKER

If a new Student needs to be added:

Click Add a New Value

The screenshot shows a web interface for adding a new student worker. At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a "Student ID:" label followed by a search input box with a magnifying glass icon. Below the input box is a yellow "Add" button. At the bottom of the interface are two links: "Find an Existing Value" and "Add a New Value".

Enter the student ID and click **Add** which will then redirect to the following page:

PERSONAL INFORMATION

Personal Information Emergency Contacts Allergies

Student ID: 00000000 Upload Photo

Status: Active

Pass Number: Delete Photo

Personal Information

First Name: Middle Name: Last Name: Name Prefix:

Current Address: Mailing Address:

Home Phone: Mobile Phone:

Email Address: @mymona.uwi.edu

Sex: Marital Status:

Date of Birth: Place and Country of Birth:

Country of Citizenship: Nationality:

TRN (xxx-xxx-xxx): NIS:

UWI Education Information

Program: Faculty: Major:

Save Notify Add Update/Display

[Personal Information](#) | [Emergency Contacts](#) | [Allergies](#)

EMERGENCY CONTACTS

Personal Information **Emergency Contacts** Allergies

Full Name (First, Last)	Relationship	Address	Primary Contact	Telephone No. 1	Telephone No. 2
1			<input type="checkbox"/>		

Personalize | Find | View All | First 1 of 1 Last

Save Notify Add Update/Display

[Personal Information](#) | [Emergency Contacts](#) | [Allergies](#)

ALLERGIES

Personal Information | Emergency Contacts | Allergies

Allergies	
1	<input type="text"/>

Personalize | Find | View All | First 1 of 1 Last

Save | Notify | Add | Update/Display

[Personal Information](#) | [Emergency Contacts](#) | [Allergies](#)

STUDENTS

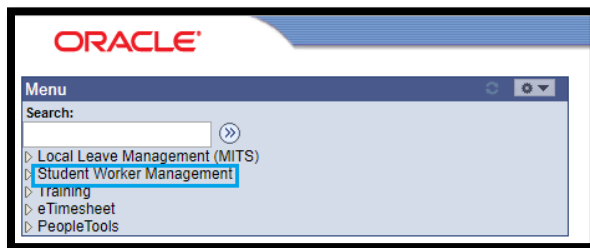
STUDENT JOB DETAILS

Description: The Administrator will add the Student Worker Job information to the system. This includes: Supervisor, Pay Rate and Projects.

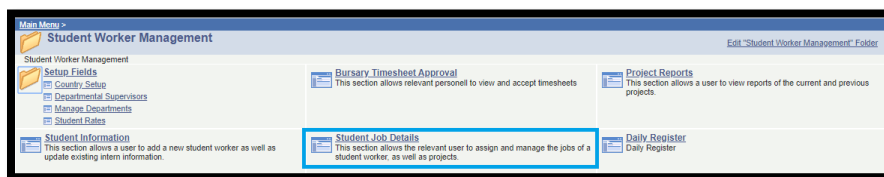
Sign In

Log into the [Student E-Timesheet](#) system with your UWI ID and password.

Navigate to the **Student Worker Management** menu



Click Student Worker Information



Click *Student Jobs Details*

A screenshot of the 'Departments and Projects' search page. The page has a title 'Departments and Projects' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there is a button labeled 'Find an Existing Value'. Underneath, there is a section titled 'Search Criteria' with a dropdown arrow. The search criteria are set to 'Search by: Student ID' with a dropdown arrow, followed by 'begins with' and an empty text input field. At the bottom, there are two buttons: 'Search' and 'Advanced Search'.

Search for existing Student information by entering the Student ID number.

ASSIGN STUDENT WORKER JOB DETAILS

Jobs and Projects

Student ID 06003488

Department

Find | View All First **1 of 1** Last

Department	100302	MITS - Applications	+ -
Date Assigned	12/06/2017	*Student Job Type <input type="text"/>	Hourly Rate 397.000
Supervisor	10030886	Wellesley Watson	
Manager ID	10011282	Ian Sutherland	

Projects

Find | View All First **1 of 1** Last

Project Name	Project Status
Project Description	
Date Assigned	Estimated Completion Date
01/30/2020	
Completion Date	

Comments

Find First **1 of 1** Last

Comment By	10036304 Jeremy Dane Ferguson	01/30/20 8:18AM
Comments		

Save
Return to Search
Notify

The page above allows Department Administrators to set the Student worker's

Department- The Department ID of the unit in which the student is employed

Supervisor- First Approver of the Timesheet

Manager- Overseer

Projects - Assigned to a Student Worker and tracked.

Student Job Type- An Hourly rate is determined by the Student Job type.

Student Job Type	Hourly Rate
Administrative	397
Clerical	252
Computing	291
Finance	339
Library	252
Secretarial	291
Semi-Skilled	198
Skilled	222
Technical	339
Unskilled	178

CHANGING A STUDENT'S SUPERVISOR

In the absence of a supervisor an Administrator will be required to change a student's supervisor.

This achieved by:

1. Changing the Supervisor on the **Student Job Details** page.
 - a. Navigate to the **Student Worker Management** menu
 - b. Select **Student Job Details** and search using the Student's ID or Name.
2. Changing the Supervisor on the Student's active timesheet.

The screenshot displays the 'Time Sheet' interface. At the top, there is a 'Timesheet Data' section with fields for Company (UWI), Pay Group (P06), Rate, Invoice #, and Prepared By (a dropdown for student name). Below this are fields for Salary Plan (NON), Salary Grade (STU), Total Basic (14.00), Mobile Number, Department (with a search icon), and Amount (5,558.00). There is also a note about direct deposit and approval status (Approved/Not Approved).

The main section is a 'Timesheet' table with columns: Hours, Allocation, Date, End Date, Day, Time In, Time Out, Calculate, Rate, Lunch?, Total, Total Hours, and Bonus. It contains three rows of data for dates 11/19/2019, 12/08/2019, and 12/09/2019.

Below the table are five numbered buttons: 1 Save, 3 Submit, 4 Push Back, and 5 Calculate. At the bottom, there is an 'Approvers' section with fields for Supervisor ID, Manager ID, and Final Approver.

STUDENTS

Clearing the existing Supervisor and Save, the new Supervisor should now be showing the Supervisor field.



Approvers

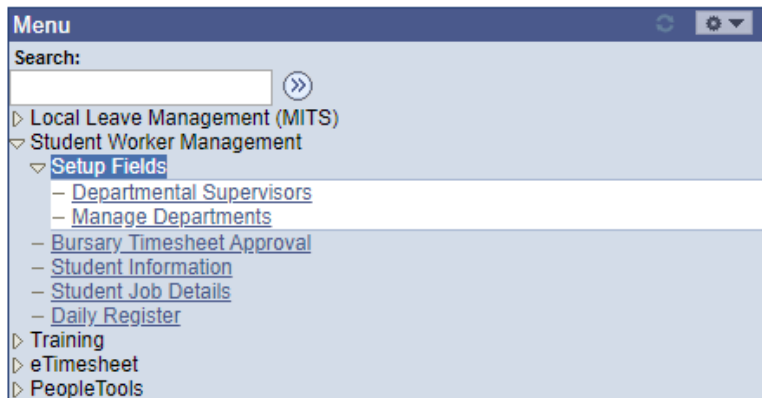
Supervisor ID 

Manager ID 

Final Approver 

ADDING NEW SUPERVISOR





















Navigate to the **Student Worker Management** menu select **Setup Fields** then **Departmental Supervisors**



The page allows an Administrator to add to the Student eTimesheet System.

UWI Student eTimesheet Supervisors

Save

	Empl ID	First Name	Last Name	Department	Description		
1	10000784	Yvonne	McFarlane	100303 	MITS - Infrastructure		
2	10003246	Joseph	Wright	100303 	MITS - Infrastructure		
3	10005649	Keith	Manison	100125 	MITS - Office of the CIO		
4	10007593	Glenford	Dixon	100034 	Bursary - Payroll		
5	10007716	June	Jackson	100031 	Bursary - Pensions & Staff Ben		
6	10008129	Roy	McLarty	100125 	MITS - Office of the CIO		
7	10008287	Owen	Ferguson	100303 	MITS - Infrastructure		

ADDING HOD/FINAL APPROVER

Navigate to the **Student Worker Management** menu select **Setup Fields** then **Manage Departments**

[New Window](#) | [Persona](#)

Departments

UWI Student eTimesheet Departments Save

Department	Description	Descr	Fund #	Org. #	Prog. #	Account #	Final Approver (HOD)	Final Approver Name	Manager ID	Manager Name	
1 100015	Library - Administration	Library	110000	7101	01	010003	10012559	Donnette	10011539	Karen Levy	+ -
2 100026	Bursary - Billings & Collect	Bursary	110000	3106	01	010018	10030800	Stasia Gordon	10018283	Ruel Nelson	+ -
3 100027	Bursary - Comm Ops & Spec Proj	Bursary	110000	3106	01	010018	10010148	Jacqueline McLean	10010148	Jacqueline McLean	+ -
4 100028	Bursary - Fin Analysis & Repor	Bursary	110000	3106	01	010018	10014535	Eton Chin	10014535	Eton Chin	+ -
5 100031	Bursary - Pensions & Staff Ben	Bursary	110000	3106	01	010018	10007593	Glenford Dixon	10007716	Jane Jackson	+ -
6 100032	Bursary - Purchases	Bursary	110000	3106	01	010018	10032602	Suzette Cunningham	10032602	Suzette Cunningham	+ -
7 100034	Bursary - Payroll	Bursary	110000	3106	01	010018	10014139	Audrey Bailey	10007593	Glenford Dixon	+ -
8 100037	Bursary -Treasury Management	Bursary	110000	3106	01	010018	10037553	Jennifer Valentine-Ellington	10037553	Jennifer Valentine-Ellington	+ -
9 100041	Registry - Admissions Section	Registry	110000		01		10030324	Marsha Morgan-Allen	10030324	Marsha Morgan-Allen	+ -
10 100044	Registry -HRMD (ERCEHS)	Registry	110000		01		10011701	Raymond Eyle	10011701	Raymond Eyle	+ -

Save Notify Add UpdateDisplay

Required Fields

Department ID, Description, Desc (Parent Department), Fund #, Organization #, Program #, Account #, Final Approver (HOD) ID, Final Approver (HOD) Name, Manager ID.

NB.

The System Administrator will be responsible for Adding the Department Information.

STUDENT

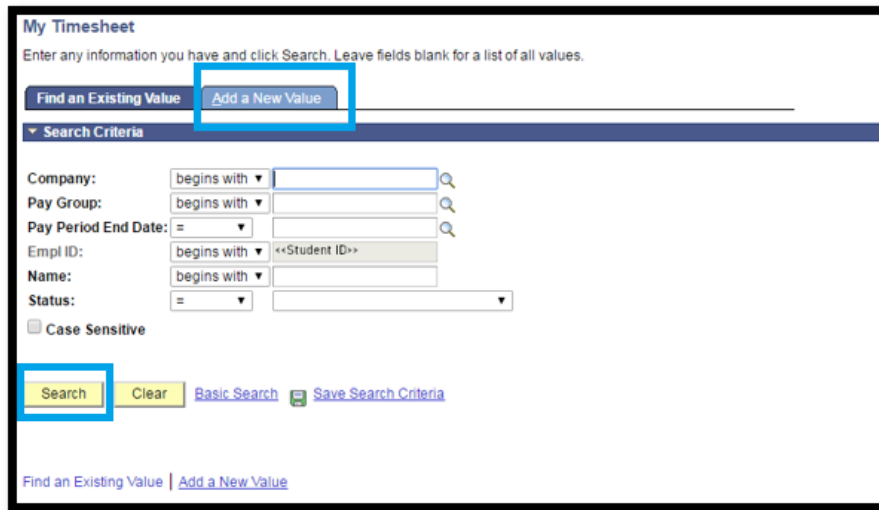
Sign In

Log into the [Student E-Timesheet](#) system with your UWI ID and password.

Navigate to the eTimesheet menu



Click My Timesheet



VIEW PREVIOUS TIMESHEETS

Select Search

CREATE NEW TIMESHEET

Select the add a new value tab

Time Sheet [New Window](#) | [Personalize Page](#)

Timesheet Data

Company: UWI Rate Status Created Invoice # 160620607002341
 Pay Group: P0 Group
 Pay End Date: 04/22/2016
 Empl ID: 607002
 Salary Plan: NON Salary Grade: STU Total Basic
 Amount
 Department
 Description

TimeSheet [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Hours	Allocation	Date	End Date	Day	Time In	Time out	Rate	Total	Total Hours	Basic
1		06/20/2016	06/20/2016	Monday						

Save Print Submit

STEPS

1. Fill in the **Date**, the **Time In** (The time work was started) and **Time Out** (The time work ended).
2. Select the **Allocation** tab and fill in a description of work done.
3. Back on the **Hours** tab click the '+' to add a new entry and repeat steps.
4. Click **Save** once your timesheet is completed for the period, click Submit of approval.

NB. The number of entries that can hold on one page is 14, hence the system will create a new page for additional entries.

SUPERVISOR

Sign In

Log into the [Student E-Timesheet](#) system with your UWI ID and password.

Navigate to the eTimesheet menu

Click [Supervisor Timesheet Approval](#)

HOD Timesheet Summary

Currently Logged in As <<Your ID>>

Timesheet Status Approve All

Empl ID	First Name	Last Name	Pay Period End Date	Total Hours	Total Salary	Status	Supervisor Approved	HOD Approval Status	View Timesheet
1 <<Student ID>>	<<FName>>	<<LName>>	12/15/2019	<<TotHrs>>	<<Amount>>	Sent to Supervisor	Yes	Not Approved	View Timesheet
2			12/15/2019			Sent to Supervisor	Yes	Not Approved	View Timesheet
3	Christal	Jones	12/15/2019			Sent to Supervisor	Yes	Not Approved	View Timesheet
4			12/15/2019			Sent to Supervisor	Yes	Not Approved	View Timesheet
5			12/15/2019			Sent to Supervisor	Yes	Not Approved	View Timesheet
6			12/15/2019			Sent to Supervisor	Yes	Not Approved	View Timesheet

Save Notify Add Update/Display Correct History

APPROVE TIMESHEET

Here, all timesheets related to student workers assigned to you, the supervisor, are shown. Here, timesheets can be approved.


Once approved the timesheet is sent to the Head of Department (HOD).

SUPERVISOR

- 1) Selecting **View Timesheet** allows the HOD to see the details of the particular Timesheet.

Time Sheet



Timesheet Data

Company: UWI Rate Invoice #
Pay Group: P06 Group
Pay End Date
Prepared By: <<Student Name>> 

Salary Plan: NON Salary Grade: STU Total Basic: 14.00
Mobile Number Amount: 5,558.00
Department:

Still getting cheques? If you have a bank account sign up for direct deposit on SAS.

Status: Sent to Supervisor Supervisor Approval Status: Approved HOD Approval Status: Not Approved

Time Sheet Personalize | Find | View All |   First 1-3 of 3 Last

Hours	Date	End Date	Day	Time In	Time out	Calculate	Rate	Lunch?	Total	Total Hours	Basic		
1	11/19/2019	11/19/2019	Tuesday	8:00AM	4:00PM	<input type="button" value="Calculate"/>	397.000000	<input checked="" type="checkbox"/>	3,176.00	8.00	8.00	<input type="button" value="+"/>	<input type="button" value="-"/>
2	12/08/2019	12/08/2019	Sunday	8:00AM	3:00PM	<input type="button" value="Calculate"/>	397.000000	<input checked="" type="checkbox"/>	2,382.00	7.00	6.00	<input type="button" value="+"/>	<input type="button" value="-"/>
3	12/09/2019	12/09/2019	Monday	8:00AM	5:00PM	<input type="button" value="Calculate"/>	397.000000	<input checked="" type="checkbox"/>	3,176.00	9.00	8.00	<input type="button" value="+"/>	<input type="button" value="-"/>

1 Save 3 Submit 4 Push Back 5 Calculate

Approvers

Supervisor ID: <<Supervisor>>
Manager ID
Final Approver: <<HOD / HOU>>

- 1) Save – Any changes will be saved to the database.
- 2) ~~Print – This button will be removed and Printing will NO longer be allowed~~
- 3) Submit – The timesheet will be sent to the next stage in the process
- 4) Push Back – The timesheet will be sent to the student worker with status created.
- 5) Calculate – Computes the totals.

HOD/HOU

Description: The HOD/HOU will be the final approver for student timesheets.

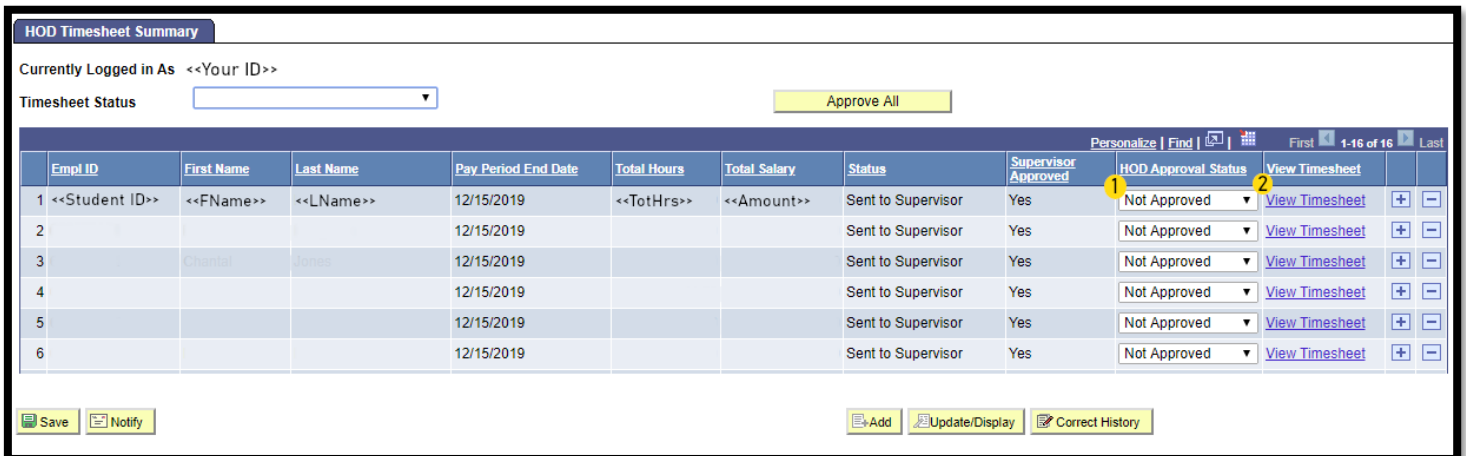
Sign In

Log into the [Student E-Timesheet](#) system with your UWI ID and password.

Navigate to the eTimesheet menu



Click HOD Timesheet Approval

A screenshot of the 'HOD Timesheet Summary' page. The page shows a table of timesheet entries with columns for Empl ID, First Name, Last Name, Pay Period End Date, Total Hours, Total Salary, Status, Supervisor Approved, HOD Approval Status, and View Timesheet. The 'HOD Approval Status' column has a dropdown menu set to 'Not Approved'. There is a yellow 'Approve All' button at the top right. The table has 6 rows of data. Below the table are buttons for 'Save', 'Notify', 'Add', 'Update/Display', and 'Correct History'.

Empl ID	First Name	Last Name	Pay Period End Date	Total Hours	Total Salary	Status	Supervisor Approved	HOD Approval Status	View Timesheet
1 <<Student ID>>	<<FName>>	<<LName>>	12/15/2019	<<TotHrs>>	<<Amount>>	Sent to Supervisor	Yes	Not Approved	View Timesheet
2			12/15/2019			Sent to Supervisor	Yes	Not Approved	View Timesheet
3	Chantal	Jones	12/15/2019			Sent to Supervisor	Yes	Not Approved	View Timesheet
4			12/15/2019			Sent to Supervisor	Yes	Not Approved	View Timesheet
5			12/15/2019			Sent to Supervisor	Yes	Not Approved	View Timesheet
6			12/15/2019			Sent to Supervisor	Yes	Not Approved	View Timesheet

APPROVE TIMESHEET

1)

- By selecting the dropdown menu an HOD can **Approve** a Student's timesheet.
- After Approving the HOD must select **Save**

NB. The HOD can select the **Approve All** button which approves all timesheets in the current window.

2) Selecting **View Timesheet** allows the HOD to see the details of the particular Timesheet.

Time Sheet

Timesheet Data

Company:	UWI	Rate	Invoice #
Pay Group	P06	Group	
Pay End Date	<<Student Name>>		
Prepared By	<<Student Name>>		
Salary Plan	NON	Salary Grade	STU
Mobile Number		Total Basic	14.00
Department	<input type="text" value=""/> <input type="button" value="Q"/>	Amount	5,558.00

Still getting cheques? If you have a bank account sign up for direct deposit on SAS.

Status: Sent to Supervisor Supervisor Approval Status: Approved HOD Approval Status: Not Approved

Time Sheet Personalize | Find | View All | | First 1-3 of 3 Last

Hours	Date	End Date	Day	Time In	Time out	Calculate	Rate	Lunch?	Total	Total Hours	Basic		
1	11/19/2019	11/19/2019	Tuesday	8:00AM	4:00PM	<input type="button" value="Calculate"/>	397.000000	<input checked="" type="checkbox"/>	3,176.00	8.00	8.00	<input type="button" value="+"/>	<input type="button" value="-"/>
2	12/08/2019	12/08/2019	Sunday	8:00AM	3:00PM	<input type="button" value="Calculate"/>	397.000000	<input checked="" type="checkbox"/>	2,382.00	7.00	6.00	<input type="button" value="+"/>	<input type="button" value="-"/>
3	12/09/2019	12/09/2019	Monday	8:00AM	5:00PM	<input type="button" value="Calculate"/>	397.000000	<input checked="" type="checkbox"/>	3,176.00	9.00	8.00	<input type="button" value="+"/>	<input type="button" value="-"/>

1
2
3
4
5

Approvers

Supervisor ID	<<Supervisor>>
Manager ID	
Final Approver	<<HOD / HOU>>

- 1) **Save** – Any changes will be saved to the database.
- 2) **Print** – This button will be removed, and Printing will NO longer be allowed
- 3) **Submit** – The timesheet will be sent to the next stage in the process
- 4) **Push Back** – The timesheet will be sent to the student worker with status created.
- 5) **Calculate** – Computes the totals.

NB. The HOD/HOU will appoint the Administrator for each Department/Units.