2020

Student eTimeSheet System (SES) User Manual

VERSION 5

ORACLE | PEOPLES

Sign In

User ID

Password

English

Sign In

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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 PeopleTools[1], 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

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[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.

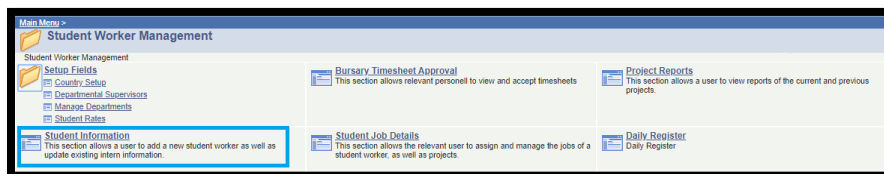**NB**. The HOD/HOU will appoint the Administrator for each Department/Units

Sign In

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

Navigate to the **Student Worker Management** menu
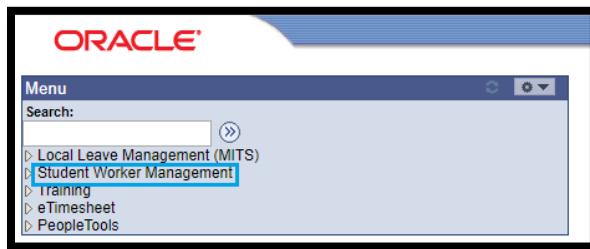
Click Student Worker Information

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

ADD NEW STUDENT WORKER

If a new Student needs to be added:

Click Add a New Value

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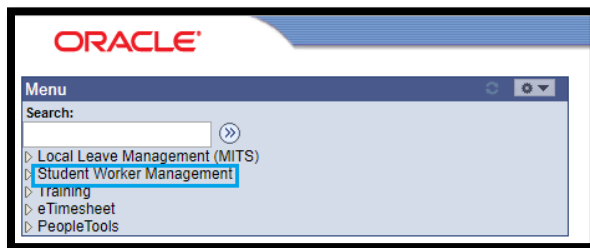
PERSONAL INFORMATION

EMERGENCY CONTACTS

ALLERGIES

STUDENT JOB DETAILS

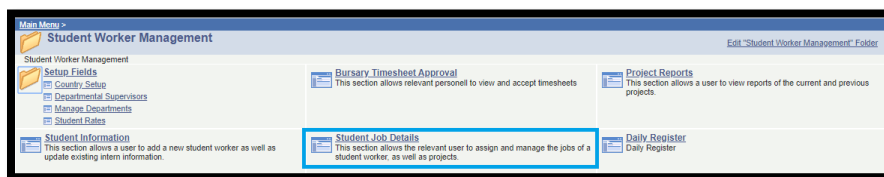**Description:** The Administrator will add the Student Worker Job information to the system. This includes: Supervisor, Pay Rate and Projects.

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

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

ASSIGN STUDENT WORKER JOB DETAILS

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.

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

ADDING NEW SUPERVISOR

Navigate to the **Student Worker Management** menu select **Setup Fields** then **Departmental Supervisors**
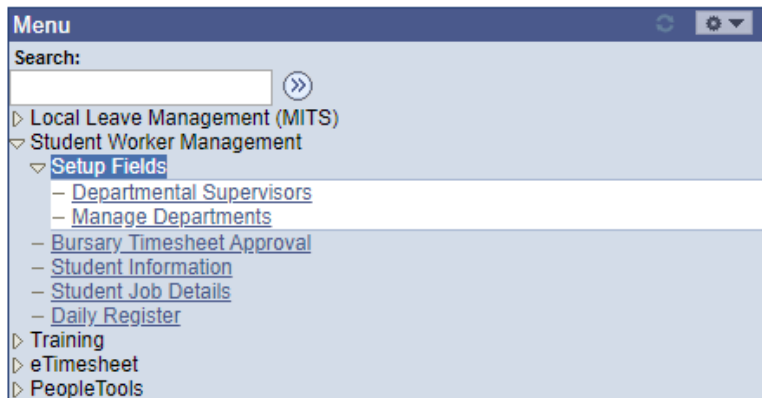
The page allows an Administrator to add to the Student eTimesheet System.

UWI Student eTimesheet Supervisors

Personalize | Find | View 100 | 🔼 | 🏢   First ◀ 1-7 of 232 ▶ Last

	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**

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.
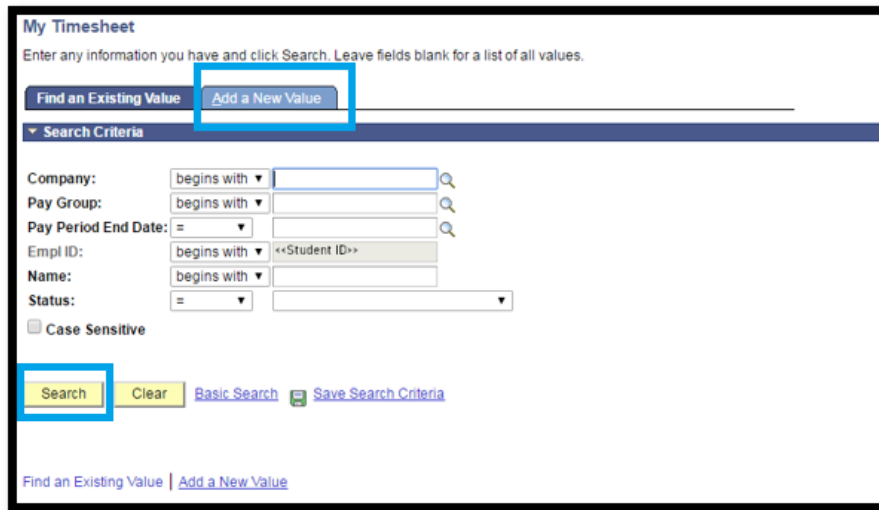
STUDENT

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

<u>STEPS</u>

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

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).

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

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

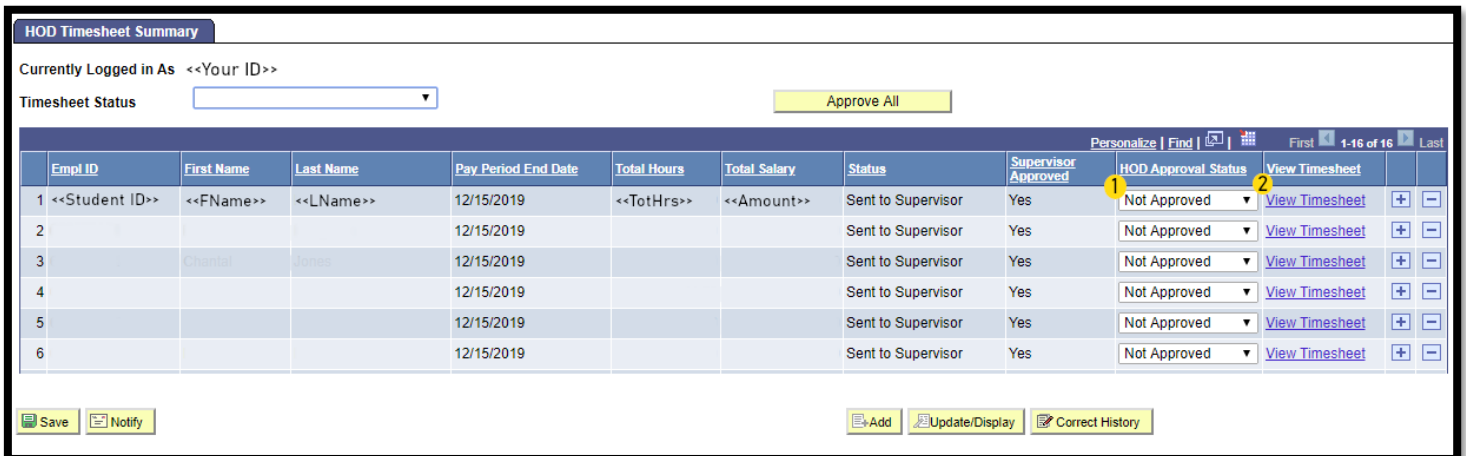**Description:** The HOD/HOU will be the final approver for student timesheets.

Sign In

Log into the Student E-Timesheet system with your UWI ID and password.

Navigate to the eTimesheet menu

Click HOD Timesheet Approval

APPROVE TIMESHEET

1)
   A) By selecting the dropdown menu an HOD can **Approve** a Student's timesheet.
   B) After Approving the HOD must the 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.

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.