THE UNIVERSITY OF THE WEST INDIES
Mona Campus
OFFICE OF THE CAMPUS BURSAR

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MEMORANDUM

TO	:	Heads of Departments
COPY	:	Prof. Dale Webber, Campus Principal
		Dr. Donovan Stanberry, Campus Registrar
		Mr. Noel Morgan, Acting Deputy Campus Bursar
		Mr. Jeremy Whyte, Campus Chief Information Officer
FROM	:	Mr. Howard Pearce, Acting Campus Bursar
DATE	:	January 31, 2020
SUBJECT	:	**Students' Electronic Time sheets**

The day has finally arrived! Today, January 31, 2020 is the final date for accepting manual students' timesheets.

The training for heads of departments, administrators, supervisors and students were completed earlier this week.
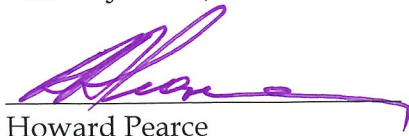
We are moving forward. We have also compiled a Frequently Asked Questions booklet which answers some of your questions.

Importantly, please note that for students to be paid on time, it will require your input. Please encourage the members of your team to ensure the following:

1. Administrators set up students on the (SES) Student E-timesheet System.
2. Students must enter hours worked and **submit**
3. Supervisors to carefully check all timesheets then **approve and save**
4. Head of Department or your designate must **approve and save** the timesheets.

Failure to follow any of the above steps will result in the students not being paid, which will create great inconvenience for them. As part of our accountability to our students, the SES will provide the students with information regarding where along the process the payment request has reached. In light of this, we crave your support and cooperation to make this project a success.

Thank you all,

Howard Pearce

THE UNIVERSITY OF THE WEST INDIES MONA

Students' e-Time Sheets

FREQUENTLY ASKED QUESTIONS
Booklet

JANUARY 2020

(Version 2.0)

FQA- STUDENT INTERN E-TIMESHEETS

1. **What is the SES?**
   This is the new Student E-Timesheet System being rolled out across the UWI Mona campus to facilitate payments to its student workers.

2. **How does the SES work?**

   Administrators enter the students' bio-data

   ⬇

   The students go onto the system and enter the respective hours worked (morning and/or afternoon)

   ⬇

   The supervisor goes onto the system and check the hours against the register in the dept.

   ⬇

   The Head of Department/Head of Unit goes onto the system and approves the timesheets

   ⬇

   The Bursary pushes the data via the interface between SES and Banner

   ⬇

   The Bursary pulls the information from Banner and process the payments

3. **How do we access the site to begin the SES process?**
   Please use the link below:
   (http://appls-dev-01/psp/ps/?cmd=login&languageCd=ENG)

4. **Is this PeopleSoft?**
   No. It is e-timesheet System (although similar tools to that of People Soft were used.

5. **What are the procedures for operating the system?**
   Please use the link to begin the process:
   https://drive.google.com/open?id=1fpGs6rv0TdycVCRMArAuQaIapJRGYv6B

6. **Who will have access to the students' e-timesheet?**
   The following persons in each department:
   a. Head of Department (who will be the final approver)
   b. Supervisor (*who **must check*** the information submitted by the students)
   c. The Student (who will enter the hours worked)
   d. The Administrator (who will set up the student bio-data in the system)

7. **When will the administrators be required to begin entering the students' data in the system?**
   Within 24 hours after the training in week of January.

8. **How will the supervisor be alerted that the student has entered the hours worked and it needs approval?**
   An email will be sent to the supervisor and HoD/HoU

9. **Can there be deputy administrators?**
   Only when the administrator is on leave. Access for the deputy will be given based on an email sent to MITS with Bursary Administrator/Project Leader approval.

10. **What if the student works in different departments?**
    The system will accommodate it and there will be no overlaps.

11. **Will the students' e-timesheet process be audited?**
    Yes. The Compliance Officer in the Bursary will audit the process and the system.

12. **Which group of students are to be entered in the e-timesheet system?**
    All student workers EXCEPT ***post graduates demonstrators*** who are paid through Banner with HR Contracts.

13. **What about students who are on contract?**
    Except for post grads demonstrators, all student workers are to be paid through the new e-timesheet system.

14. **What if students do not have a TRN or NIS?**
    NIS is optional. However, TRN is mandatory.

15. **Where should students submit direct deposit form?**
At Bursary Customer Service on the 1st Floor near Payroll

16. **Can non-UWI Student access the system?**
Only registered students will have access to the system.

17. **Can non-UWI students be engaged as student workers?**
No. This is not allowed.

18. **How long will the system be open for my unit/department to enter time sheets for any week in question?**
The pay cycle is two (2) weeks. Therefore, after two weeks the system will block you from entering hours worked.

19. **Is there a deadline for students to enter hours worked?**
By Friday of the week.

20. **How will the payments be made?**
The data will be pushed from the modified people soft system into Banner Finance Software on a Sunday and pulled on a Monday as at the Sunday before. This will then be processed through Banner and payments made via cheque or online credit to bank accounts.

21. **Can students create their own time sheet records by entering their personal data in the system?**
No. Only the administrator will be access to perform this task.

22. **Can supervisors create the time sheet records for a new student by entering their personal data in the system?**
No.

23. **Can the student access the system when not on campus?**
No.

24. **Can the HoD/HoU access the system when not on campus?**
Only if he/she has VPN access. (we will consider for the next phase of the project)

25. Will students, supervisor or HoDs be able to print the time sheets?
No.

26. Who determines the rate for each intern?
Rates are established by F&GPC and promulgated by HRM via the established rate sheets.

27. How will the rate per student be determined?
The Head of Department or designated officer will review the student request for engagement and determine the category of work to be done.

28. What are the categories and the assigned rates?

See the rates and categories below that are used in the e Timesheet as dictated by HR (2011)

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

*Therefore the Administrator would select the **Student Job Type** and the corresponding **Hourly Rate** will be applied.*

29.   What account number is assigned to student timesheets?
610018

30.   How should departments' administrators communicate issues?
Via email to the Bursary Administrator and copy the Project Leader. The Bursary Administrator (BA) will determine whether it is a technical matter to be handled by MITS or non-technical to be handle by the BA.

31.   Who will assist if the administrator is not at work?
A written request from the HoD to assign another person in the absence of the administrator is to be done. The period for this Deputy should be stated in the letter.

32.   Can there be more than one supervisor?
No.

33.   Can the person who supervisor also approve as HOD?
No.

34.   Can there be more than one HoD for approval?
Each unit within a department can have a head of department/head of unit to be the final approver.

35.   How often should timesheets be submitted?
Once per week.

36.   Will the system be open at all times to enter timesheets?
No. After two weeks the system closes so students are encouraged to enter all information by Friday afternoon. Supervisors and HOD/HoU must approve on a Monday to allow for payment.

37.   Will reports be generated showing the summary of students and their payments?
Yes. Monthly.

38. **Does the e-timesheet system make the payment process easier? Yes, because it-:**
- ❑ Facilitates greater efficiency in recording data in Banner
- ❑ Eliminates/minimises duplication of hours
- ❑ Promotes quicker, smarter payment processes
- ❑ Eliminates the need for the Bursary to return the documents to the department to correct errors.
- ❑ Enables persons to track which stage the payment process has reached, thus holding supervisors and HoDs accountable.
- ❑ Eliminates/minimises the backlog of submissions.

39. **What are the drawbacks?**
Delay in payments due to the supervisor and HoD/HoU not approving the timesheets on time.

40. **What are the roles and responsibilities of the Administrators, heads of department, supervisor and student:**

A. *Main System Administrator* (Resides within Bursary) duties including but not limited to:
- ➢ Modify payment periods, i.e. the opening and closing of period during which payments will be made for interns
- ➢ Run the Interface to Banner (Bursary Approvals-AP)
- ➢ Deny Timesheets where applicable and initiate the required communication and feedback.
- ➢ Changing Rates per Type (modify payment rates for each intern category)
- ➢ 1st level support for Students and Approvers
- ➢ Training other users such as Students and Approvers.

B. *Department Administrators*
- ➢ Add and update student interns
- ➢ Check (Liaise) with Approvers in order to ensure as best as possible timesheets are approved on time.

C. *MITS Department (but not limited to)*
- ➢ Maintain Security for User logins (Student workers, Supervisors, Administrators)
- ➢ Update application code, bug fixes, additional development.

CONTACTS

No.	Names	Project Positions
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2	Noel Morgan noel.morgan@uwimona.edu.jm	Acting Deputy Bursar
3	Annette McLean-Hall annette.mclean@uwimona.edu.jm	Bursary Administrator
4	Jacqueline Scott-Crossley jacqueline.scottcrossley@uwimona.edu.jm	Project Leader

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