

Student eTimesheet System (SES) User Manual

VERSION10.1

ORACLE®

S.E.S

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 PeopleTools¹, it is however not the same platform as UWI staff PeopleSoft and thus will be accessed on a differently.

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

- 1) Changing Rates per Type (modify payment rates for each student worker category)
- 2) Run Reports
- 3) First level of support for Students, Approvers and Departmental Administrators.
- 4) Adding New Departments to the platform
- 5) Training departmental administrators. (The Departmental Administrators will in turn train their own Approvers and Students)

Department Administrators

1. Add and update new and existing 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.

DEPARTMENT ADMINISTRATOR

ADMINISTRATOR

STUDENT WORKER INFORMATION

Description: The Administrator will add/remove student Information within the system. These edits will be done under the **Student Information** and **Student Job Details** menu options.

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

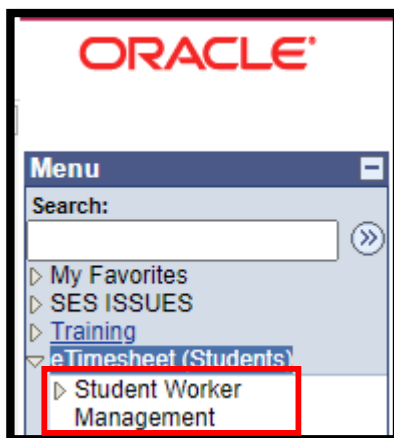
Sign In

Log into the [Student E-Timesheet](#) system

(<https://studenttimesheets.mona.uwi.edu/psp/prod/?cmd=login&languageCd=ENG&>) with your **UWI ID number and password.**

Student Worker Management

- 1) Navigate to the **eTimesheet (Students)** then to **Student Worker Management** menu



- 2) Click **Student Worker Information**>> select **Student Information**

DEPARTMENT ADMINISTRATOR

Main Menu > eTimesheet (Students) >

Student Worker Management

Student Worker Management

- Setup Fields**
 - Manage Departments
 - Dept. Supervisors
 - Student Rates
- Bursary Summary**
This section allows relevant personnel to view and accept timesheets
- Student Information**
This section allows a user to add a new student worker as well as update existing intern information.
- Student Job Details**
This section allows the relevant user to assign and manage the jobs of a student worker, as well as projects.
- Daily Register**
Daily Register

Student's Personal Data

This page below provides search criteria which allows existing Student information to be retrieved and edited.

Interns Personal Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Student ID: begins with

First Name: begins with

Middle Name: begins with

Last Name: begins with

Pass Number: begins with

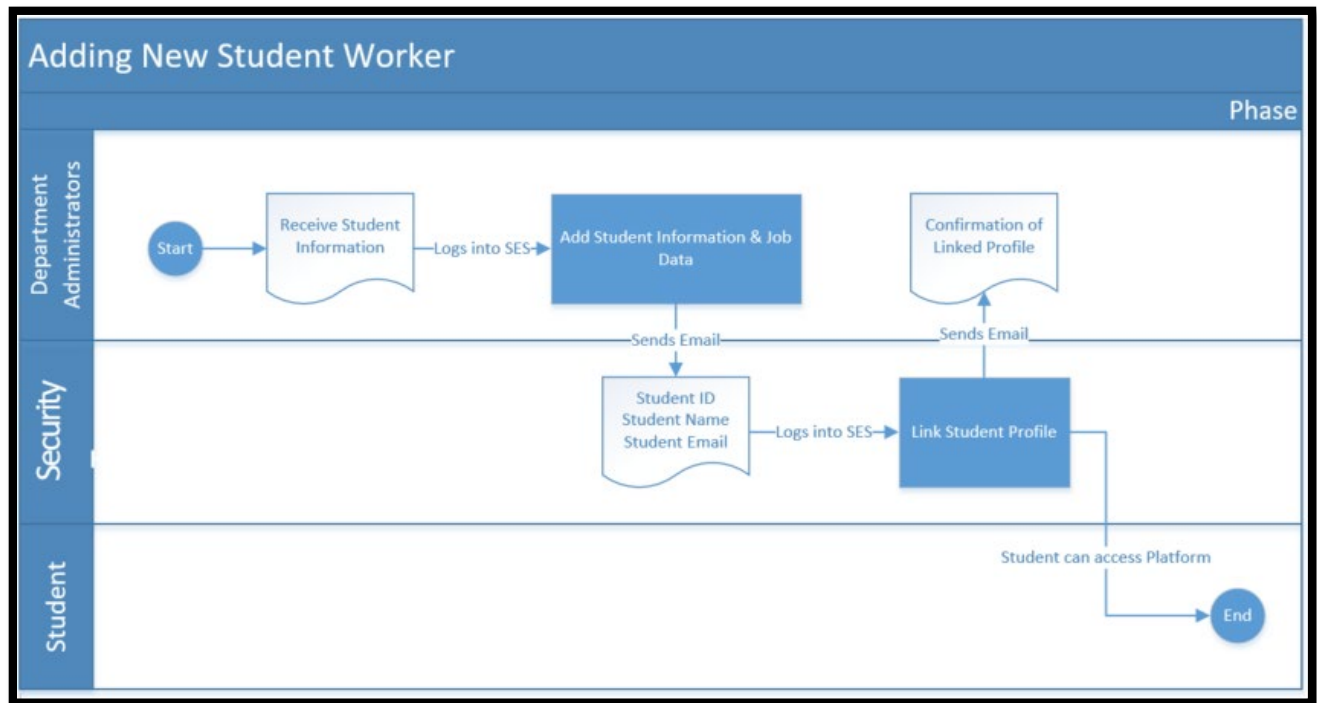
Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

DEPARTMENT ADMINISTRATOR

TO ADD NEW STUDENT WORKER -Workflow



If a new Student needs to be added:

Click Add a New Value

The screenshot shows a web interface with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs is a text input field labeled 'Student ID:' with a search icon to its right. Below the input field is a yellow 'Add' button. At the bottom of the form, there 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:

DEPARTMENT ADMINISTRATOR

PERSONAL INFORMATION

Personal Information | Emergency Contacts | Allergies

Student ID: 000000000 Upload Photo

Status: Active Delete Photo

Pass Number:

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

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

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

Save Notify Add Update/Display

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

ALLERGIES

DEPARTMENT ADMINISTRATOR

The screenshot shows a web application interface for managing allergies. At the top, there are three tabs: "Personal Information", "Emergency Contacts", and "Allergies", with "Allergies" being the active tab. Below the tabs is a table with one row containing the number "1". Above the table is a header bar with "Personalize", "End", "View All", and "1 of 1" (with "First" and "Last" buttons). Below the table are two buttons: "Save" and "Notify". At the bottom right, there are two buttons: "Add" and "Update/Display". At the very bottom, there is a breadcrumb trail: "Personal Information | Emergency Contacts | Allergies".

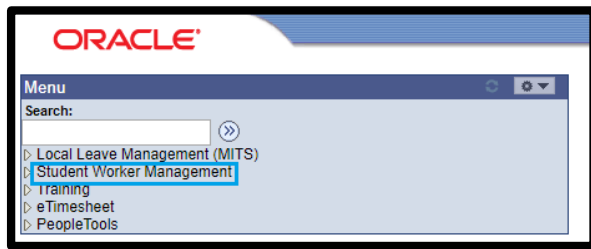
Fill in all the relevant information and then select **save**. Then navigate to **Student Job Details** menu.

DEPARTMENT ADMINISTRATOR

STUDENT JOB DETAILS

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

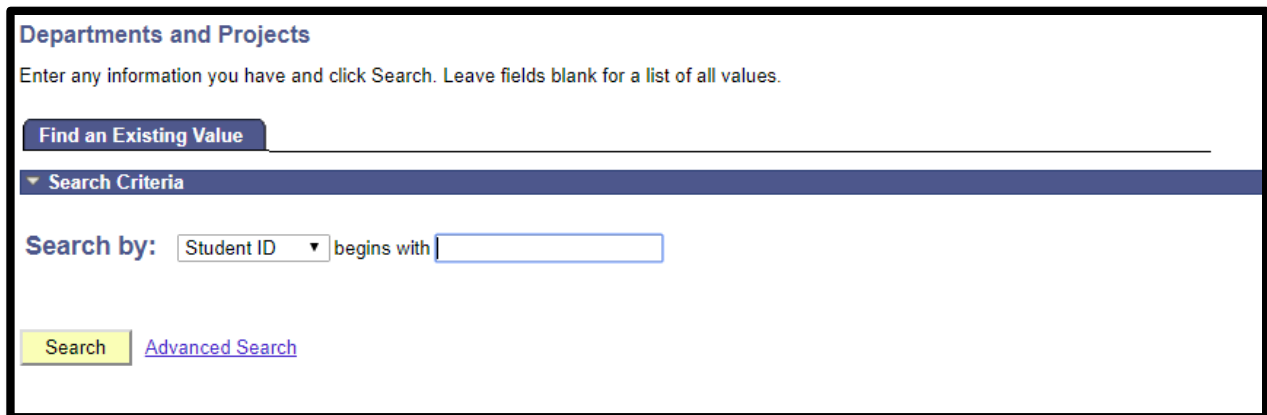
Navigate to the **Student Worker Management** menu



Click Student Worker Information



Click *Student Jobs Details*



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

DEPARTMENT ADMINISTRATOR

ASSIGN NEW STUDENT WORKER JOB DETAILS

Jobs and Projects

Student ID 620123456

Department Find | View All First 1 of 1 Last

Department 100302 MITS - Applications

Date Assigned 12/06/2017 *Student Job Type [] Hourly Rate 397.000

Supervisor 100 [] Mr. Boss

Manager ID 100 [] Mrs. Joe

Projects Find | View All First 1 of 1 Last

Project Name [] Project Status []

Project Description []

Date Assigned 01/30/2020 Estimated Completion Date [] Completion Date []

Comments Find First 1 of 1 Last

Comment By 01/30/20 8:18AM

Comments []

Save Return to Search Notify

The page above allows the 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/HOD- Overseer/Final Approver (Removed)

Projects - Assigned to a Student Worker and tracked.

DEPARTMENT ADMINISTRATOR

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

Student Rates		
Student Job Type	Hourly Rate	
1 Administrative	526.0000000	
2 Clerical	344.0000000	
3 Computing/Secretarial	393.0000000	
4 Finance/Technical	453.0000000	

Once the student worker(s) has been added, send an email to mitsapplications.requests@uwimona.edu.jm with the information below for the **profile to be linked**.

Student ID	Name	Email

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. Select edit details, then enter the Id number of the supervisor, you may also use the search icon (magnifying glass) to select from the list of supervisors presently active on the system.

The screenshot shows the 'Student Job Details' page. The 'Supervisor' field is highlighted with a red box and contains 'Mr. Boss'. The 'Edit Details' button at the bottom left is also highlighted with a red box and has an arrow pointing to it. The 'Department' field is '100302' and the 'Hourly Rate' is '397.0000000'. The 'Date From' is '12/06/2017' and 'Date To' is '09/11/2018'. The 'Status' is 'Inactive'.

DEPARTMENT ADMINISTRATOR

2. Changing the Supervisor on the Student's active timesheet.

Timesheet Data

Company: UWI Rate
Pay Group: P06 Group
Pay End Date
Prepared By: <<Student Name>> Invoice #
Salary Plan: NON Salary Grade: STU Total Basic: 14.00
Mobile Number Amount: 5,558.00
Department: [Search] 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

Hours	Allocation	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	Calculate	397.000000	✓	3,176.00	8.00	8.00
2		12/08/2019	12/08/2019	Sunday	8:00AM	3:00PM	Calculate	397.000000	✓	2,382.00	7.00	6.00
3		12/09/2019	12/09/2019	Monday	8:00AM	5:00PM	Calculate	397.000000	✓	3,176.00	9.00	8.00

1 Save 3 Submit 4 Push Back 5 Calculate

Approvers

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

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

Approvers

Supervisor ID [Search] ←
Manager ID [Search]
Final Approver [Search]

ADDING NEW SUPERVISOR

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

DEPARTMENT ADMINISTRATOR



The page allows an Administrator to add a Supervisor to the eTimesheet System.

Departments Supervisors

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Search by: begins with

[Advanced Search](#)

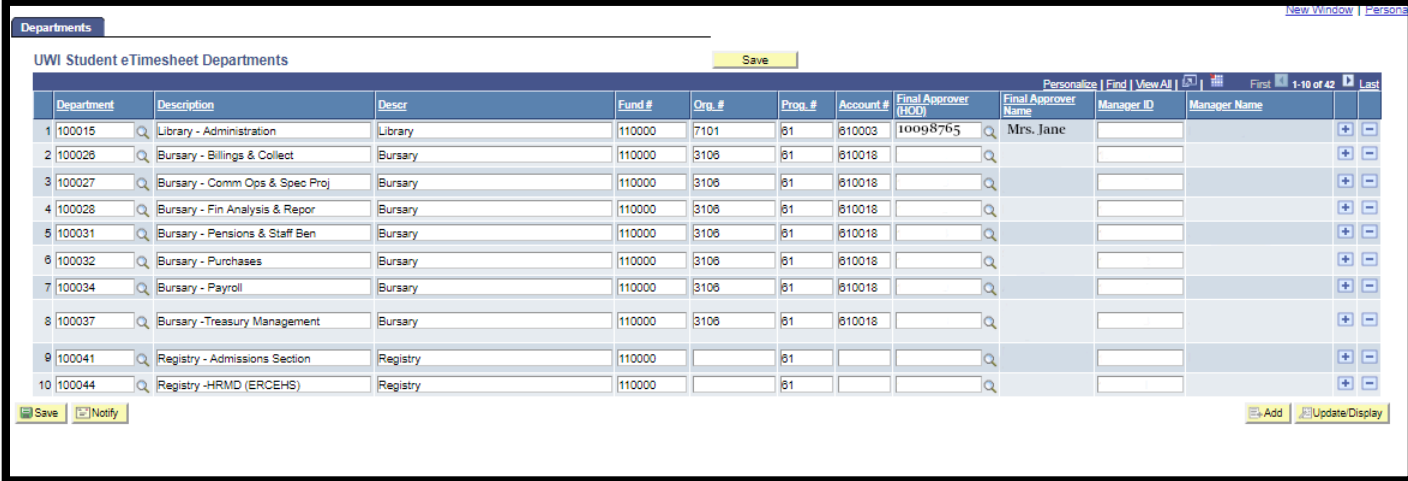
[Find an Existing Value](#) | [Add a New Value](#)

				Personalize Find		View 100	First	1-7 of 232	Last
	Empl ID	First Name	Last Name	Department	Description				
1	10012345	Mr. Boss	Mann	100303	MITS - Infrastructure				
2				100303	MITS - Infrastructure				
3				100125	MITS - Office of the CIO				
4				100034	Bursary - Payroll				
5				100031	Bursary - Pensions & Staff Ben				
6				100125	MITS - Office of the CIO				
7				100303	MITS - Infrastructure				

DEPARTMENT ADMINISTRATOR

ADDING HOD/FINAL APPROVER

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



UWI Student eTimesheet Departments

Department	Description	Descr	Fund #	Org. #	Prog. #	Account #	Final Approver (HOD)	Final Approver Name	Manager ID	Manager Name
1 100015	Library - Administration	Library	110000	7101	81	810003	10098765	Mrs. Jane		
2 100026	Bursary - Billings & Collect	Bursary	110000	3106	81	810018				
3 100027	Bursary - Comm Ops & Spec Proj	Bursary	110000	3106	81	810018				
4 100028	Bursary - Fin Analysis & Repor	Bursary	110000	3106	81	810018				
5 100031	Bursary - Pensions & Staff Ben	Bursary	110000	3106	81	810018				
6 100032	Bursary - Purchases	Bursary	110000	3106	81	810018				
7 100034	Bursary - Payroll	Bursary	110000	3106	81	810018				
8 100037	Bursary -Treasury Management	Bursary	110000	3106	81	810018				
9 100041	Registry - Admissions Section	Registry	110000		81					
10 100044	Registry -HRMD (ERCEHS)	Registry	110000		81					

Required Fields

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

NB.

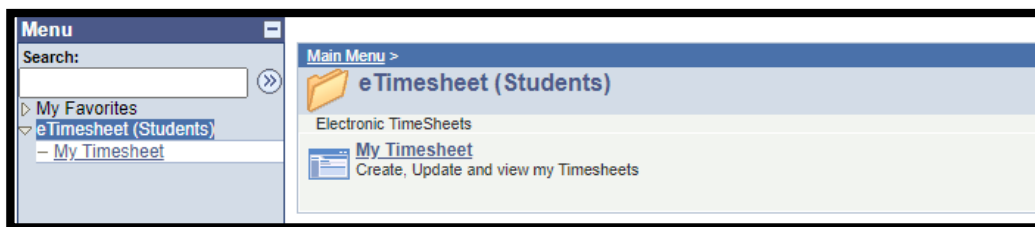
The System Administrator will be responsible for Creating /Adding the Department Information.

STUDENT

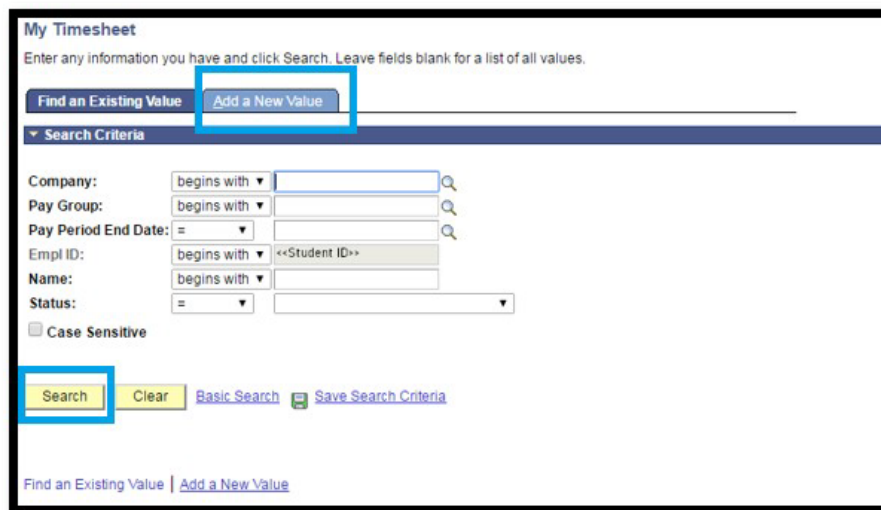
Sign In

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

Navigate to the eTimesheet (Students) menu



Click My Timesheet; the following page will load.



TO VIEW PREVIOUS TIMESHEETS

Select Search

TO CREATE A NEW TIMESHEET

Select the **Add a New Value** tab

Timesheet Data

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

Time Sheet

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** (The timesheet will be sent to the next stage in the process).

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

The screenshot displays the 'HOD Timesheet Summary' interface. At the top, it shows 'Currently Logged in As <<Your ID>>' and a 'Timesheet Status' dropdown menu. A yellow 'Approve All' button is visible. Below this is a table with the following columns: Emp ID, First Name, Last Name, Pay Period End Date, Total Hours, Total Salary, Status, Supervisor Approved, HOD Approval Status, and View Timesheet. The table contains six rows of data, all with a status of 'Sent to Supervisor' and 'Not Approved' in the HOD Approval Status column. A yellow circle highlights the 'HOD Approval Status' column header, and another yellow circle highlights the 'View Timesheet' link in the first row. At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', and 'Correct History'.

Emp 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) Here, all timesheets related to student workers assigned to you, the supervisor, are shown for you to approve/ not approve.



SUPERVISOR

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

Timesheet Data

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

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 2 Submit 3 Push Back 4 Calculate

Approvers

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

1. Push Back – The timesheet will be sent to the student worker with status created for them to edit where necessary.
2. Calculate – Computes the totals.

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

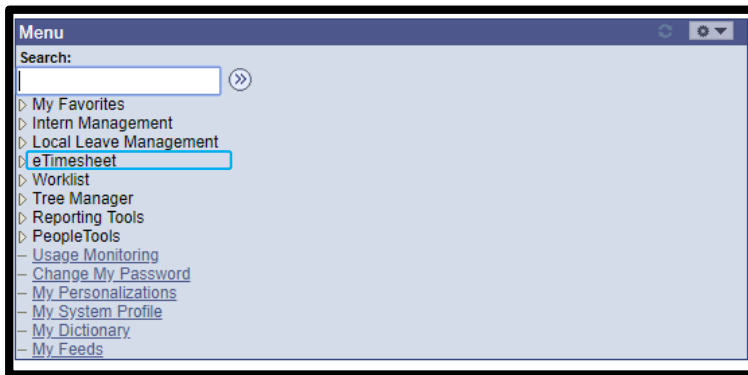
HOD/HOU

Description: The Head Of Department/Head Of Unit will be the final approver for student timesheets.

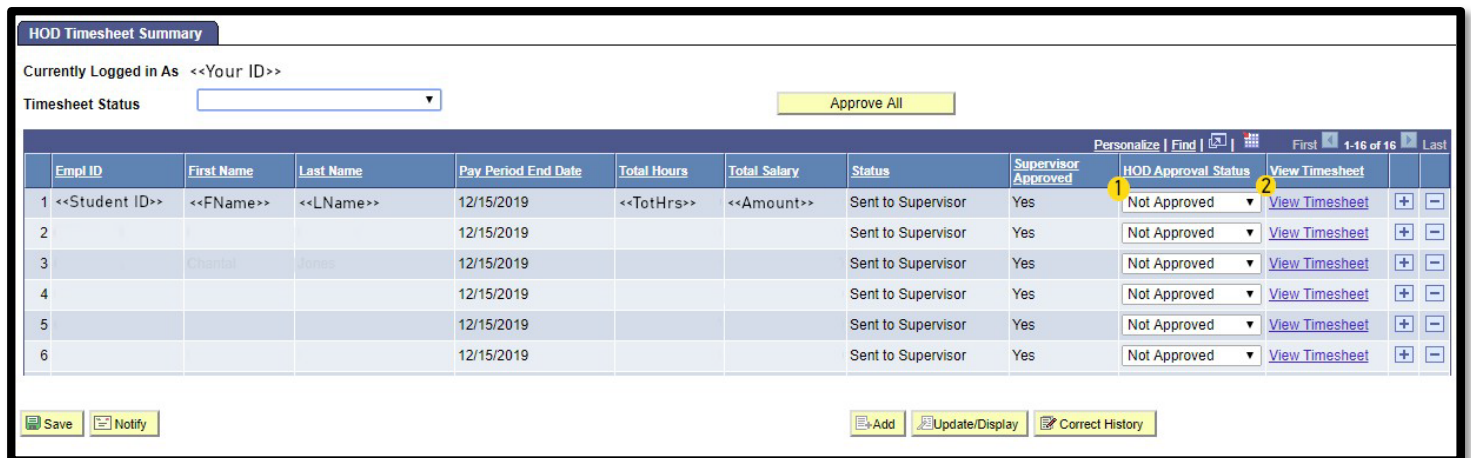
Sign In

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

Navigate to the **eTimesheet** menu



Then click **HOD Timesheet Approval**

A screenshot of the 'HOD Timesheet Summary' page. At the top, it shows 'Currently Logged in As <<Your ID>>' and a 'Timesheet Status' dropdown menu. There is an 'Approve All' button. Below this is a table with columns: Empl ID, First Name, Last Name, Pay Period End Date, Total Hours, Total Salary, Status, Supervisor Approved, HOD Approval Status, and View Timesheet. The table contains six rows of data. The first row has placeholder text: 1 <<Student ID>>, <<FName>>, <<LName>>, 12/15/2019, <<TotHrs>>, <<Amount>>, Sent to Supervisor, Yes, Not Approved, and View Timesheet. The other rows have actual data, with the third row showing 'Chantal Jones'. At the bottom of the page, there 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)

A) By selecting the dropdown menu an HOD can **Approve** a Student's timesheet.

B) 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.

1) **Push Back** – The timesheet will be sent to the Supervisor for them to push it back to the student. The timesheet will reflect a status of created in the student's queue.

2) **Calculate** – Computes the totals.

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