How Do I Look Up My Employee Classification?

Employee Self-Service
Access UTShare/PeopleSoft through myUTSA, or go to: https://my.utshare.utsystem.edu/
Select the Time and Attendance icon
The employee classification determines how and when time is reported, as well as when an employee is paid (monthly or semi-monthly).

The employee classification is determined by a combination of Employee Class, Employee Type and FLSA Status.

1. Employee Type options: Salaried or Hourly
2. FLSA Status options: Non-exempt or Exempt
3. Employee Class options: Classified, Student, Work Study, or Administrative & Professional
Non-exempt employees report their time when work starts (In column) and ends (Out column) for each work period. The system calculates total hours for each day.
Exempt employees report time by entering the total sum of hours for each day.
Select **Sign Out** to sign out of PeopleSoft.
Close the browser to securely end the **PeopleSoft** online session.

The “Sign out” process completed successfully. However **you MUST close your browser** to complete the process.

If this is a public computer you should also clear all browser cache and be sure to include all browser cookies. [Instructions for Clearing Cache](#) (PDF)

If this is a computer assigned to you in public setting **lock your screen** before leaving the computer unattended.

Need assistance? Send email to [The UTShare Help Desk](#) with a description of the problem.
Thank you!

The University of Texas at San Antonio

UTSA Financial Affairs