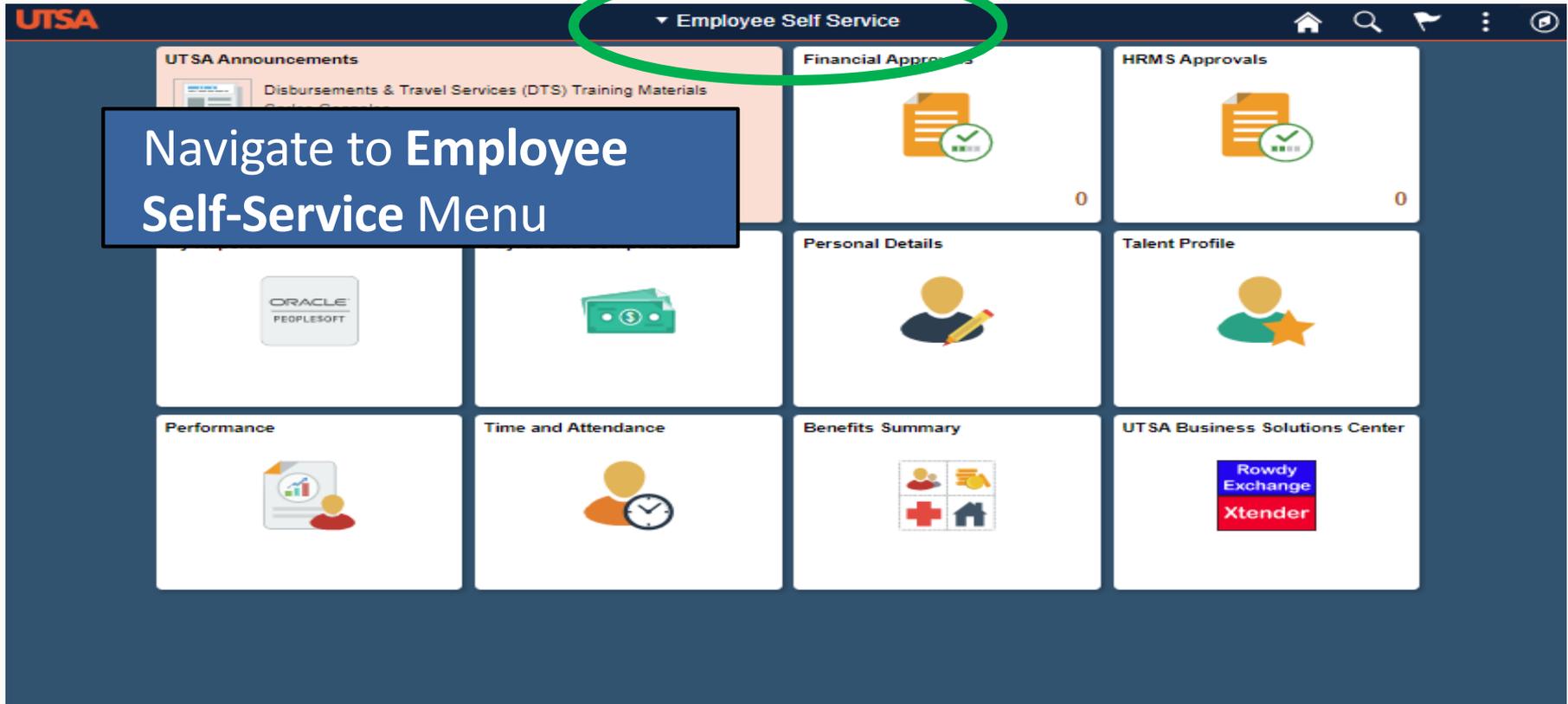


# How Do I Look Up My Employee Classification?

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Employee Self-Service



Access UTShare/PeopleSoft through **myUTSA**, or go to: <https://my.utshare.utsystem.edu/>

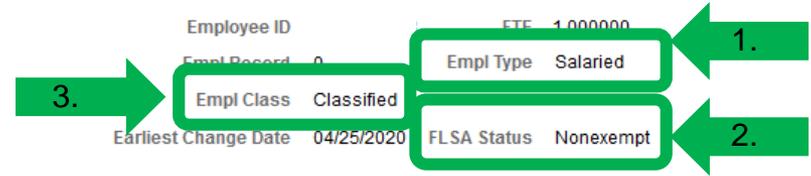
The screenshot shows the UTSA Employee Self Service portal. At the top left is the UTSA logo. The main header is 'Employee Self Service' with navigation icons for home, search, and user profile. The dashboard is divided into several sections:

- UTSA Announcements:** Contains two items: 'Disbursements & Travel Services (DTS) Training Materials' by Carlos Gonzales and 'IMPORTANT - Pay Advice ESS Instructions' by Carlos Gonzales.
- Financial Approvals:** Shows a document icon with a green checkmark and a '0' count.
- HRMS Approvals:** Shows a document icon with a green checkmark and a '0' count.
- Personal Details:** Shows a person icon with a pencil.
- Talent Profile:** Shows a person icon with a star.
- Performance:** Shows a document icon with a bar chart.
- Time and Attendance:** Shows a person icon with a clock. This icon is circled in green.
- Benefits Summary:** Shows a grid of icons including a person, a hand holding a coin, a red cross, and a house.
- UTSA Business Solutions Center:** Contains logos for 'Rowdy Exchange' and 'Xtender'.

A blue callout box with white text is overlaid on the left side of the dashboard, containing the instruction: '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

From 05/04/2020 to 05/10/2020

Add Comments	Day	Date	Reported Status	In	Meal Out				
	Mon	5/4	New	8:00:00AM	12:00:00PM				
	Tue	5/5	New	8:00:00AM	12:00:00PM				
	Wed	5/6	New	8:00:00AM	12:00:00PM				
	Thu	5/7	New	8:00:00AM	12:00:00PM				
	Fri	5/8	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8:00	
	Sat	5/9	New						
	Sun	5/10	New						

Submit Clear

**Employee Self Service** **Time and Attendance**

**Timesheet**

Employee ID: [redacted] FTE: 1.000000  
Empl Record: 0 Empl Type: Salaried  
Empl Class: Classified  
Last Change Date: 04/25/2020 **FLSA Status: Nonexempt**

**Non-exempt employees report their time when work starts (In column) and ends (Out column) for each work period.**

\*View By: Week \*Date: 05/04/2020 Requested Hours: 0.00

From 05/04/2020 to 05/10/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time R
	Mon	5/4	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Tue	5/5	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Wed	5/6	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Thu	5/7	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Fri	5/8	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Sat	5/9	New						
	Sun	5/10	New						

**The system calculates total hours for each day.**

Submit Clear

Employee Self Service

## Time and Attendance

Timesheet

### Timesheet

**Exempt employees report time by entering the total sum of hours for each day.**

Employee ID FTE 1.000000  
Empl Record 0 Empl Type Salaried  
Empl Class Administrative / Professional  
Earliest Change Date 06/01/2020 **FLSA Status Exempt**

Select Another Timesheet

\*View By Week

[Previous Week](#) [Next Week](#)

\*Date 05/11/2020

Reported Hours 0.00

[Print Timesheet](#) [Punch Timesheet](#)

From Monday 05/11/2020 to Sunday 05/17/2020

Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16	Sun 5/17	Total	Time Reporting Code
8.00	8.00	8.00	8.00	8.00				WRKS - Salaried Worked

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Payable Time

The screenshot shows the 'Employee Self Service' dashboard. A blue callout box with white text reads 'Select Sign Out to sign out of PeopleSoft'. A green arrow points from this box to the 'Sign Out' option in the user menu, which is also circled in green. The dashboard includes sections for Payroll and Compensation, Personal Details, Talent Profile, Time and Attendance, Benefits Summary, UTSA Announcements, UTSA Business Solutions Center, My Reports, Financial Approvals, and HRMS Approvals.

## Close the browser to securely end the PeopleSoft online session



### Sign Out Completed

The "Sign out" process completed successfully. However 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