

## INSTRUCTION FOR ELAPSED TIMESHEET

You will use **this** timesheet if you fall into one of the following type of employee: Faculty, A&P, Classified Salaried Exempt, Salaried Students (GRA, GTA, etc.).



Time reporting codes (TRC) for Emergency Leave available in PeopleSoft. Please review the criteria for when and how each code is to be used: <http://www.utsa.edu/hr/News/2018/10/TimeReportingCodes.html>.

Complete the top portion of the form (Employee Name, Employee ID, etc.) Please do not use a nickname in the Employee Name field. You will need the following information to complete this document, Employee Name, Job title, PeopleSoft Employee ID and department.

Enter the week covered for this period. The workweek begins on a Monday and ends on the following Sunday.

**Definition:** *Exceptions* are additional or reduced hours worked or absences outside an exempt employee’s assigned schedule.

**Scenario 1: No Exceptions to report in the reporting week,** (employee works assigned schedule)

- Staff employees (Classified Exempt and A&P) check the “Apply my schedule as worked” box and submit every reporting period.
- Note - Faculty are not required to complete a weekly timesheet, but will continue to follow the current practice of reporting any exception time on a monthly basis at a minimum.

**Scenario 2: Exceptions to report,** (hours worked or absences outside of employee’s assigned schedule)

**All Staff employees,** will check the “Apply my schedule with the Exception time listed above” box on a weekly basis. A&P and Faculty employees only report the exception hours for the day. All other employees report the exception and all hours worked.

**Student Employees**

- All student employees report all hours worked

**Entering Information**

You will report time from a quarter of an hour up to full hour basis for each day or partial day.

Using the time reporting codes (TRC) or Absence Types available on the bottom of the form, select the appropriate TRC enter it on the line under Time Reporting Code or Absence Type found on the left side of the form and then indicate the number of hours associated with that code.

Example: on Wednesday you are scheduled to work from 8 am to 5 pm with an hour for lunch. You left that day, due to illness, at 11:30 am. You were out for the entire scheduled day of 8 hours for a Conference on Friday. You would use the TRC of CONF and then input 8 under Friday. Time would be entered as follows:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Regular Time</b>	8	8	3.5	8			
Time Reporting Code or Absence Type <u>SICK</u>			4.5				
Time Reporting Code or Absence Type <u>CONF</u>					8		

**\*\*You cannot use an Absence Type on a day that is not one of your scheduled work days as identified in PeopleSoft.**

If you have any questions contact the PeopleSoft Single Point of Contact (SPOC). By phone at 210 458-SPOC (7762), Email at [spoc@utsa.edu](mailto:spoc@utsa.edu) or submit a ticket online at [www.utsa.edu/utshare](http://www.utsa.edu/utshare), link to the SPOC icon for the ticketing system.