INSTRUCTIONS FOR POSITIVE TIMESHEET

You will use **this** timesheet if you fall into one of the following employees: Classified Non-Exempt, Hourly and Work-study.

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 workweek. The workweek begins on a Monday and ends on the following Sunday.

As a positive time reporting employee, you will need to capture the actual time of (to the hour and minute) you arrived, time you left and returned from Meal Break (if applicable) and the time you left the work day. Do not round your time or calculate the equivalent decimal of the hour or round to a quarter of an hour.

- Recording a work day
  - Example: Monday, you arrived and began working at 8:01 am. You then left for lunch at 11:25 am and returned from lunch at 12:15 pm and you left for the day at 5:10 pm. You would enter the following on your timesheet:

Day	Time In	Time Meal Out	Time Meal In	Time Out
Mon	8:01 am	11:25 am	12:15 pm	5:10 pm

  - If you work for 4 hours with no meal period and you arrived at 8:05 am and left at 12 pm you would enter the following:

Day	Time In	Time Meal Out	Time Meal In	Time Out
Mon	8:05 am			12 pm

- Recording a partial day or multiple items.
  - Example: On Tuesday, you again were to work 8 am to 5 pm with an hour for lunch. You came in at 10:15 am, because you had a parent teacher conference. You went to lunch at 1 pm and returned at 2 pm and you left for the day at 5 pm.

Day	Time In	Time Meal Out	Time Meal In	Time Out	Time Reporting Code or Absence Type	Quantity/Total
Tue	10:15 am	1 pm	2 pm	5 pm		
Tue					PTC	2.25

  - On Tuesday attended a conference: you left at 6 am to attend a conference from 8 am to 5 pm with an hour break for lunch and then traveled back, arriving at 7 pm. In this case you would record the following:

Day	Time In	Time Meal Out	Time Meal In	Time Out	Time Reporting Code or Absence Type	Quantity/Total
Tue					TRVL	4
Tue					CONF	8

Once you have completed the work week sign and date the document and give it to your supervisor for approval.
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 or submit a ticket online at www.utsa.edu/utshare, link to the SPOC icon for the ticketing system.