

**UTSA** Financial Affairs

Employee Instructions for  
Submitting Manual  
Timesheets

## Employee Instructions for Submitting Manual Timesheets

Timesheets more than 90 days past due cannot be submitted in PeopleSoft. They must be completed and submitted manually by the employee via the [Manual Timesheet Form](#), an Adobe form that contains up to five weeks of entry. If you need to submit more than five weeks of missing timesheets, download and complete additional Manual Timesheet Form(s) and the [Multiple Timesheets memo](#).

The following timesheet fields must be entered:

1. Employee name
2. UT Share employee ID
3. Job title
4. Current supervisor name
5. Grand funding position, if applicable\*
6. Select a Monday date from the reporting time period(s) drop-down menu
7. Select the end of your work week
8. Enter the number of hours worked each day (totals will auto-calculate)
9. Select the correct Time Reporting Code (TRC) for each entry. Only one TRC code can be used for each line of entry. Time Reporting Codes (TRC) include:
  - WRKS: Salaried Worked
  - STCTS: State Comp Taken Salaried
  - CBCM: Call Back Comp- Comp time
  - CONFS: Conference
  - EMCL: Weather Closure
  - FACL: Facility Closure
  - HLWRK: Holiday Worked
  - HOL: Holiday
  - TRAIN: Training
  - TRAVL: Travel
  - VACS: Vacation Salaried
  - SICK: Sick Salaried
  - JURYS: Jury Duty Salaried
  - OTHER ([Other Leave Types](#), please specify)
10. Employee name (will autofill)
11. Current date
12. Employee signature (electronic signatures are acceptable)

## Timesheet 90 Days Past Due

This form can be used for weekly and monthly reporting.

1 Employee Name: Dwight Schrute 2 UTShare Employee ID: 6001234567 3 Job Title: Assistant to the Regional Manager

4 Current Supervisor Name: Michael Scott 5 Grant Funding Position:

Note: 6 You need to enter additional time, submit additional timesheet 7 If unsure of Time Reporting Code (TRC) then select Other and type the TRC to your knowledge.

Select a Monday date From 11/14/2022 to 11/20/2022 40.00 9

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code
8 8.00	8.00	8.00	8.00	8.00			40.00	WRKS - Salaried Worked
							0.00	
							0.00	
							0.00	

Select a Monday date From to 0.00

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code
							0.00	
							0.00	
							0.00	
							0.00	

Select a Monday date From to 0.00

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code
							0.00	
							0.00	
							0.00	
							0.00	

**AUTHORIZATION**

10 Employee Name: Dwight Schrute 11 Signature (electronic signatures are acceptable) Digitally signed by Dwight Schrute Date: 2023.05.30 15:22:35-5'00' 12 Date: 05/30/2023

Authorization Agreement: I have reviewed the "Timesheet More Than 90 Days Past Due" form and acknowledge the hours stated are past due and have not been submitted or approved in PeopleSoft. An authorized signature is required for Payroll Management Service to submit the hours manually into PeopleSoft.

Note: The system assigns timesheets to the current supervisor regardless of the period reported.

Current Supervisor Name (please print): Signature (electronic signatures are acceptable) Date

## Submitting Up to Five Weeks of Missing Timesheets

1. Save as Timesheet EMPL ID Month Year
  - Example: Timesheet EMPL ID November 2022
2. Attach the signed Timesheet EMPL ID Month Year to an email
3. Subject line Timesheet EMPL ID Month Year
  - Example: Timesheet EMPL ID November 2022
4. Email to current supervisor for review and signature approval (via email or DocuSign)

## Submitting More than Five Weeks/Multiple Years of Missing Timesheets

1. Save as **Multiple weeks with different years** as "Timesheet Multiple Months Year-Year"
  - Example: Timesheet EMPL ID Multiple Months 2020-2022
2. Attach the [Multiple Timesheets memo](#) and all signed past-due timesheet(s) to an email
3. Subject line "Multiple Timesheet Submission"
4. Email to current supervisor for review and signature approval (via email or DocuSign)

If you have multiple missing timesheets for different years, those can be submitted on the same [Manual Timesheet Form](#).

### \*Grant Funded Positions

Check the **Grant Funding Position** box. These timesheets must be handled differently to ensure compliance with the terms of the awards. A dedicated Financial Affairs back-office staff will enter these timesheets into PeopleSoft on behalf of the employee based on the manual timesheet(s) submitted to Payroll. Once entered, they will route to the current supervisor for review and approval in PeopleSoft.