

UTSA Payroll Services

Timesheets 90 Days Past Due. This form can be used for weekly and monthly time reporting.

Employee Name:

UTShare Employee ID:

Job Title:

Current Supervisor Name:

Grant Funding Position:

Note: If you need to enter additional time, submit additional timesheets. If unsure of Time Reporting Code (TRC) then select Other ([Other Leave Types](#), please specify) and type the TRC to your knowledge. If you select an Absence TRC it will be manually entered into PeopleSoft, submitted by People Excellence. If you select TRC it will manually be entered into PeopleSoft, submitted by Payroll Services.

Select a Monday day

Select the end of your work week

From

to

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code

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AUTHORIZATION

Employee Name:

Signature

Date

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

Date