

**UTSA** Financial Affairs

**Supervisor Instructions  
for Reviewing and  
Approving Manual  
Timesheets**

## Supervisor Instructions for Reviewing and Approving Manual Timesheets

Timesheets more than 90 days past due cannot be approved in PeopleSoft. They must be approved manually by the current supervisor. There are two scenarios when approving.



1. If approving **five weeks or less** of missing timesheets, review and sign the manual timesheet(s) received from the employee.
2. If approving **more than five weeks** of missing timesheets, a signed cover memo can be submitted in lieu of signing all; however, the employee's signature is required on all timesheets.

## Review and Sign Manual Timesheets

Ensure fields 1 through 12 have been entered by the employee. Supervisor completes fields 13 through 15.

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 under authorization
11. Current date
12. Employee signature (electronic signatures are acceptable)
13. Current supervisor name
14. Current supervisor signature (electronic signatures are acceptable)
15. Current date

This form can be used for weekly and monthly reporting.

<b>Employee Name:</b> <span style="border: 1px solid black; padding: 2px;">10</span>		<b>AUTHORIZATION</b>		<b>Signature</b> (electronic signatures are acceptable)		<b>Date</b> <span style="border: 1px solid black; padding: 2px;">12</span>	
Dwight Schrute				Digitally signed by Dwight Schrute Date: 2023.05.30 15:22:35 -5'00'		05/30/2022	
<b>Authorization Agreement:</b> 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.							
<b>Note:</b> The system assigns timesheets to the current supervisor regardless of the period reported.							
<b>Current Supervisor Name (please print):</b> <span style="border: 1px solid black; padding: 2px;">13</span>		<b>Signature</b> (electronic signatures are acceptable)		<b>Date</b> <span style="border: 1px solid black; padding: 2px;">15</span>			
Michael Scott				Digitally signed by Michael Scott Date: 2023.05.31 11:25:35 -5'00'		05/31/2023	

1. From date documented of the missing timesheets sent by the employee
2. To date documented of the missing timesheets sent by the employee
3. Current supervisor name
4. Current supervisor electronic signature
5. Today's date
6. Subject line: "Multiple Timesheet Submission"
7. Attach the completed memo and timesheets to an email and send to [missingtimesheets@utsa.edu](mailto:missingtimesheets@utsa.edu) and copy [payroll@utsa.edu](mailto:payroll@utsa.edu) with subject line, Multiple Timesheets Submission.