

Administrative and Professional (A&P) timesheets

**Learn when and how to submit your timesheet as an A&P
employee**

Important note

To ensure you have the most current information, please get this job aid from the website rather than referring to a locally-saved version.

When do I enter timesheets?

A&P employees submit timesheets only when one of the following applies:

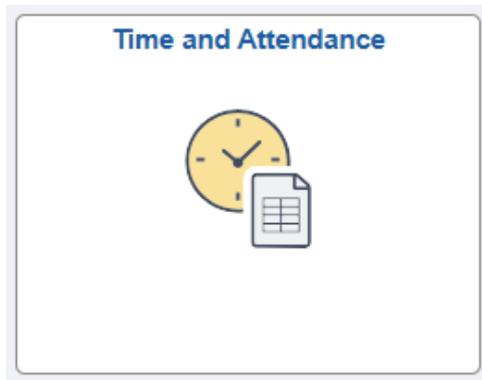
- You work on a holiday or skeleton crew day.
- You use/report holiday or wellness compensatory (comp) time taken (you'll use the STCTS – State Comp Taken Salaried code).

Timesheet entry and submission are in PeopleSoft—see the following slides for more information.

Access timesheet in PeopleSoft

Log into Peoplesoft: Go to my.utsa.edu, select UTShare/PeopleSoft, select UTSA if prompted, log in with your myUTSA ID.

Under Employee Self Service, select the Time and Attendance tile, then select the Enter Time tile.



Next, we'll show how to enter your timesheets.

Worked on a holiday/skeleton crew day (1)

Example: You worked eight hours on January 20th, a holiday for Martin Luther King Jr. Day.

Enter Time

Employee Information

Name [redacted] FTE 1.000000 Manager [redacted]
Empl ID 600 [redacted] Type Salaried Manager [redacted]
Empl Rcd 0 FLSA Status Exempt Manager ID 600 [redacted]
Empl Class Administrative / Professional Earliest Change Date 05/05/20XX

[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

[redacted]

[Return to Select Employee](#)

January 20, 20XX - January 26, 20XX *View By Weekly

Scheduled 40.00 | Reported 48.00 Hours | Unapproved Time 0.00

| Time Reporting Code / Time Details | Row Totals | 20 Mon | 21 Tue | 22 Wed | 26 Sun |
|------------------------------------|------------|---------|--------|--------|--------|
| WRKS - Salaried Worked | 40.00 | 16 of 8 | 8 of 8 | 8 of 8 | 0 of 0 |
| HOL - HOLIDAY | 8.00 | 8.00 | | | |

1. Leave the auto-populated holiday hours as they are.

2. Under the 20th, on the WRKS – Salaried Worked row, enter eight hours.

3. Select Submit to begin submitting your timesheet.

Worked on a holiday/skeleton crew day (2)

Review Time Card warning messages will appear (example below).

Review, then select OK to complete submitting your timesheet to your people leader for review and approval.

| Review Time Card | |
|--|--|
| Time and Labor Error Messages | 1 row |
| 1 | |
| Time and Labor Warning messages | 3 rows |
| 1 | Hours entered more than scheduled hours 8 on 01/20/20XX. (32003,7) |
| 2 | Hours entered on Holiday 01/20/20XX with WRKS. (32003,5) |
| 3 | Total reported hours exceeds 40. (32003,11) |
| <input type="button" value="OK"/> | |

After approval, green checkmarks will appear on your timesheet.

Approved time worked on a holiday or skeleton crew day will earn you comp time at a 1:1 rate.

Used holiday/wellness comp time (1)

Example: You are scheduled to work eight hours a day, Monday to Friday.

Instead, this week you took Friday off using holiday comp time (eight hours off).

1. Under Friday, delete the hours shown on the WRKS – Salaried Worked row.

Scheduled 40.00 | Reported 40.00 Hours | Unapproved Time 0.00

Submit

| Time Reporting Code / Time Details | Row Totals | 13 Mon | 14 Tue | 15 Wed | 16 Thu | 17 Fri | 18 Sat | 19 Sun |
|------------------------------------|------------|--------|--------|--------|--------|--------|--------|--------|
| | | 8 of 8 | 0 of 0 | 0 of 0 |
| WRKS - Salaried Worked | 32.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | |

Used holiday/wellness comp time (2)

2. Select the + icon to add a row.

The screenshot shows a web-based interface for managing time. At the top, there is a 'Submit' button and a menu icon. Below this is a table with columns for days of the week: 13 Mon, 14 Tue, 15 Wed, 16 Thu, 17 Fri, 18 Sat, and 19 Sun. Each column has a value below it, such as '8 of 8' for Monday through Friday and '0 of 0' for Saturday and Sunday. A 'Row Total' column is on the left. A dropdown menu is open, listing various row types: FACL - Facility Closure, HLWRK - Holiday Worked, HOL - HOLIDAY, STADJ - State Comp Adjusted (Admin), STCTS - State Comp Taken Salaried (highlighted in blue), STDEC - ST Comp Decrement-Process only, TRAIN - Training Salare, TRAVL - Travel, UPDS - Unpaid Salary, WRKS - Salaried Worked, and STCTS - State Comp Taken Salaried. A red box highlights the '+', '-', and '0.00' fields in the first row of the table.

| Row Total | 13 Mon | 14 Tue | 15 Wed | 16 Thu | 17 Fri | 18 Sat | 19 Sun |
|-----------|--------|--------|--------|--------|--------|--------|--------|
| 32.00 | 8 of 8 | 0 of 0 | 0 of 0 |
| 8.00 | | | | | | | |

3. From the drop-down, select STCTS – State Comp Taken Salaried.

Used holiday/wellness comp time (3)

4. Under Friday, on the STCTS – State Comp Taken Salaried row, enter eight hours.

5. Select Submit. Your timesheet will then route to your people leader for review and approval.

Scheduled 40.00 | Reported 40.00 Hours | Unapproved Time 0.00

Submit

| Time Reporting Code / Time Details | Row Totals | 13 Mon 8 of 8 | 14 Tue 8 of 8 | 15 Wed 8 of 8 | 16 Thu 8 of 8 | 17 Fri 8 of 8 | 18 Sat 0 of 0 | 19 Sun 0 of 0 |
|------------------------------------|------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| WRKS - Salaried Worked | 32.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | |
| STCTS - State Comp Taken Salaried | 8.00 | | | | | 8.00 | | |

After approval, green checkmarks will appear on your timesheet.

Contact Us

If you have questions about this job aid, you can contact us at

Payroll Management Services

[Payroll Management Services website](#)

Email: payroll@utsa.edu

Phone: (210) 458-4280

Thank you

The University of Texas at San Antonio

UTSA Financial Affairs

<https://www.utsa.edu/financialaffairs/>