

# Classified exempt timesheets

**Learn when and how to submit your timesheet as a classified exempt 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?

Classified exempt employees have work schedules in PeopleSoft.

You will need to submit a timesheet when any one of the following applies:

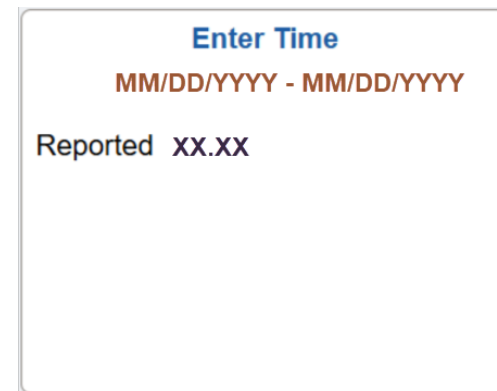
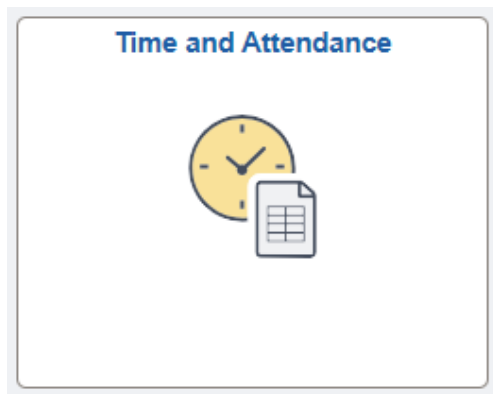
- You deviate from your work schedule:
  - Your workday differs from your work schedule.
  - You work more hours or fewer hours than your work schedule.
- You use/report straight compensatory (comp) time taken, also called STCTS - State Comp Taken Salaried.
- You use/report any other absence taken.

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](http://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 examples of how to enter your timesheet.

# Workday differed from work schedule (1)

Example: Your work schedule is eight hours a day, Monday to Friday.

Instead, this week you worked Tuesday to Saturday, eight hours a day.

1. Under Monday, on the WRKS – Salaried Worked row, delete the auto-populated hours that you didn't work.  
Entering a zero isn't required.

2. Under Saturday, on the WRKS – Salaried Worked row, enter the total hours you worked.

3. Select Submit to begin submitting your timesheet.

The screenshot shows the Workday timesheet interface. At the top, there are fields for 'Manager' and 'Manager ID: 60011'. Below this is a table with columns for days of the week: 20 Mon, 21 Tue, 22 Wed, 23 Thu, 24 Fri, 25 Sat, and 26 Sun. Each column has a 'Time Reporting Code / Time Details' section. The 'WRKS - Salaried Worked' row is highlighted. In the '20 Mon' column, the value '40.00' is shown with a minus sign button next to it. In the '25 Sat' column, the value '8.00' is shown. A 'Submit' button is located at the bottom right. Three orange callout boxes point to specific elements: the first points to the minus sign button in the '20 Mon' column, the second points to the '8.00' value in the '25 Sat' column, and the third points to the 'Submit' button.

Time Reporting Code / Time Details	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun
WRKS - Salaried Worked	40.00	8.00	8.00	8.00	8.00	8.00	

# Workday differed from work schedule (2)

Review Time Card warning messages may appear.

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

After approval, green checkmarks will appear on your timesheet.

# Worked more hours (1)

Example A: You are scheduled to work eight hours a day Monday to Friday, for a total of 40 hours per week.

Instead, this week you worked an additional two hours on Thursday.

1. Under Thursday, on the WRKS – Salaried Worked row, enter the total hours worked (including the additional hours).

The screenshot shows a time reporting interface. At the top, it displays 'Scheduled 40.00' and 'Reported 42.00 Hours'. Below this is a table with columns for days of the week and hours. The 'WRKS - Salaried Worked' row is highlighted. An annotation box points to the Thursday entry, which is '10.00'.

Time Reporting Code / Time Details	Row Totals	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun
		8 of 8	8 of 8		10 of 8	8 of 8	0 of 0	0 of 0
WRKS - Salaried Worked	42.00	8.00	8.00	8.00	10.00	8.00		




# Worked more hours (2)

2. This results in Reported time of 42 hours. The hours outside your scheduled hours will be added to your straight comp time balance.

As an exempt employee, you earn straight comp time rather than overtime.

3. Select the Submit button to begin submitting your timesheet.

Scheduled 40.00 | Reported 42.00 Hours | Unapproved Time 0.00

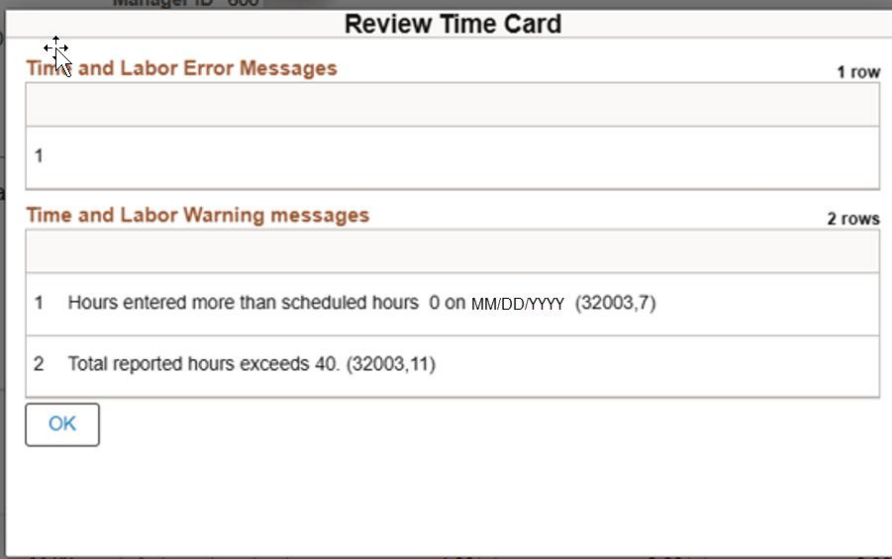
Time Reporting Code / Time Details	Row Totals	12 Mon 8 of 8	13 Tue 8 of 8	14 Wed 8 of 8	15 Thu 10 of 8	16 Fri 8 of 8	17 Sat 0 of 0	18 Sun 0 of 0
WRKS - Salaried Worked	42.00	8.00	8.00	8.00	10.00	8.00		



# Worked more hours (3)

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

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



The screenshot shows a 'Review Time Card' window with a title bar. Inside, there are two sections: 'Time and Labor Error Messages' and 'Time and Labor Warning messages'. The error section has one row with the number '1'. The warning section has two rows: '1 Hours entered more than scheduled hours 0 on MM/DD/YYYY (32003,7)' and '2 Total reported hours exceeds 40. (32003,11)'. An 'OK' button is at the bottom left.

Review Time Card	
<b>Time and Labor Error Messages</b> 1 row	
1	
<b>Time and Labor Warning messages</b> 2 rows	
1	Hours entered more than scheduled hours 0 on MM/DD/YYYY (32003,7)
2	Total reported hours exceeds 40. (32003,11)
<input type="button" value="OK"/>	

After approval, green checkmarks will appear on your timesheet.

# Worked more hours (4)

Example B: You are scheduled to work eight hours a day Monday to Friday, for a total of 40 hours per week.

Instead, this week you worked an additional eight hours on Saturday.

Scheduled 40.00 | Reported 48 Hours | Unapproved Time 0.00

1. Under Saturday, on the WRKS – Salaried Worked row, enter the total hours worked.

Time Reporting Code / Time Details	Row Totals	20 Mon 8 of 0	21 Tue 8 of 8	22 Wed 8 of 8	23 Thu 8 of 8	24 Fri 8 of 8	25 Sat 8 of 8	26 Sun 0 of 0
WRKS - Salaried Worked	40.00		8.00	8.00	8.00	8.00	8.00	
HOL - HOLIDAY	8.00	8.00						

There was a university holiday on Monday, which PeopleSoft auto populated.

# Worked more hours (5)

2. This results in Reported time of 48 hours. The hours outside your scheduled hours will be added to your straight comp time balance.

3. Select Submit to begin submitting your timesheet.

Scheduled 40.00 | Reported 48 Hours | Unapproved Time 0.00

[?](#)

[Submit](#) [...](#)

Time Reporting Code / Time Details	Row Totals	20 Mon 8 of 0	21 Tue 8 of 8	22 Wed 8 of 8	23 Thu 8 of 8	24 Fri 8 of 8	25 Sat 8 of 8	26 Sun 0 of 0
WRKS - Salaried Worked	40.00		8.00	8.00	8.00	8.00	8.00	
HOL - HOLIDAY	8.00	8.00						

Review any Review Time Card warning messages, then select OK to complete submitting your timesheet to your people leader for review and approval.

After approval, green checkmarks will appear on your timesheet.

# Worked fewer hours

If you worked less than your scheduled hours, you must submit a timesheet showing the reduced hours and either use straight comp time or submit an absence request to cover the difference.

If you don't have enough accrued comp time or leave, you're still required to report the absence, and your paycheck will be reduced to reflect the missed hours.

Next, we'll show examples for using straight comp time and for using/reporting an absence.

# Used straight comp time (1)

Example: You are scheduled to work eight hours a day, Tuesday to Saturday.

Instead, this week you worked eight hours a day Tuesday to Friday, three hours on Saturday, then took straight comp time for the rest of Saturday.

1. On the WRKS – Salaried Worked row, select the plus icon, then select STCTS – State Comp Taken Salaried.

The screenshot shows the 'Enter Time' interface. On the left, a dropdown menu is open, listing various time entry codes. 'STCTS - State Comp Taken Salaried' is highlighted with a red box. In the center, a table displays work hours for the week of February 2, 20XX. The 'WRKS - Salaried Worked' row has a plus icon (+) highlighted with a red box. An orange callout box points to this plus icon and contains the instruction: '1. On the WRKS – Salaried Worked row, select the plus icon, then select STCTS – State Comp Taken Salaried.'

	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	1 Sat	2 Sun
Row Totals	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8	0 of 8	0 of 0
32.00	+	8.00	8.00	8.00	8.00		
	+						

# Used straight comp time (2)

2. Under Saturday, on the WRKS – Salaried Worked row, adjust the auto-populated hours to the total hours worked.

Scheduled 40.00 | Reported 40.00 Hours | Unapproved Time 0.00

Submit ...



Time Reporting Code / Time Details	Row Totals	27 Mon 0 of 0	28 Tue 8 of 8	29 Wed 8 of 8	30 Thu 8 of 8	1 Sat 8 of 8	2 Sun 0 of 0
WRKS - Salaried Worked	35.00		8.00	8.00	8.00	8.00	3.00
STCTS - State Comp Taken Salaried	5.00						5.00





3. Under Saturday, on the STCTS – State Comp Taken Salaried row, enter the five hours of comp time taken.

# Used straight comp time (3)

4. Select the Submit button to begin submitting your timesheet.

Scheduled 40.00 | Reported 40.00 Hours | Unapproved Time 0.00

Time Reporting Code / Time Details	Row Totals	27 Mon 0 of 0	28 Tue 8 of 8	29 Wed 8 of 8	30 Thu 8 of 8	31 Fri 8 of 8	1 Sat 8 of 8	2 Sun 0 of 0
WRKS - Salaried Worked	35.00	 	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="3.00"/>	<input type="text"/>
STCTS - State Comp Taken Salaried	5.00	 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="5.00"/>	<input type="text"/>

Review any Review Time Card warning messages, then select OK to complete submitting your timesheet to your people leader for review and approval.

After approval, green checkmarks will appear on your timesheet.

# Used/reported absence (1)

First, you need to submit an absence request in PeopleSoft.

Then, PeopleSoft will auto populate your timesheet with the requested absence.



# Used/reported absence (2)

Example: Your work schedule is eight hours a day, Monday to Friday.

Instead, you submitted an absence request and took vacation on Monday and Tuesday.

1. Your timesheet auto populates with the two vacation days on the VACS – Vacation – Salaried row.

<

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January 6, 20XX- January 12, 20XX

\*View By Weekly

Scheduled 40.00 | Reported 40 Hours | Unapproved Time 0.00

Submit

...

Time Reporting Code / Time Details	Row Totals	6 Mon 8 of 8	7 Tue 8 of 8	8 Wed 8 of 8	9 Thu 8 of 8	10 Fri 8 of 8	11 Sat 0 of 0	12 Sun 0 of 0
VACS - Vacation - Salaried	16.00	8.00	8.00					
WRKS - Salaried Worked	24.00			8.00	8.00	8.00		

# Used/reported absence (3)

- This leaves the default WRKS – Salaried Worked row populated for Wednesday to Friday.

January 6, 20XX- January 12, 20XX View By Weekly

Scheduled 40.00 | Reported 40 Hours | Unapproved Time 0.00

Submit

Time Reporting Code / Time Details	Row Totals	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	12 Sun
		8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0
VACS - Vacation - Salaried	16.00	8.00	8.00					
WRKS - Salaried Worked	24.00			8.00	8.00	8.00		

- Select Submit to begin submitting your timesheet.

# Used/reported absence (4)

4. If a Review Time Card warning message (example below) appears, review, then select OK to complete submitting your timesheet to your people leader for review and approval.

Review Time Card	
<b>Time and Labor Error Messages</b> <span>1 row</span>	
1	
<b>Time and Labor Warning messages</b> <span>2 rows</span>	
1	Hours indicated 01/06/20XX is less than scheduled hours 8. (32003,6)
2	Hours indicated 01/07/20XX is less than scheduled hours 8. (32003,6)
<input type="button" value="OK"/>	

# 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](mailto:payroll@utsa.edu)

Phone: (210) 458-4280

# Thank you

The University of Texas at San Antonio

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