

Classified nonexempt timesheets

Learn when and how to submit your timesheet as a classified nonexempt 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.

Submit timesheets weekly

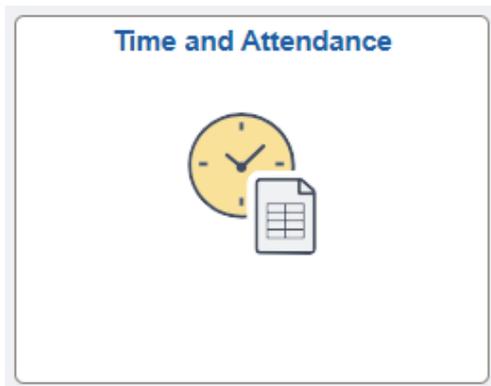
As a classified nonexempt employee, you need to report total hours worked each day by submitting timesheets weekly.

Timesheet submission is in PeopleSoft.

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.



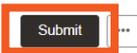
Next, we'll show examples of how to report hours and submit your timesheet.

Worked scheduled hours

PeopleSoft auto populates your timesheet with your total scheduled hours for each day.

If you work your scheduled hours, select Submit to submit your timesheet to your people leader for review and approval.

Scheduled 40.00 | Reported 40 Hours | Unapproved Time 0.00



Time Reporting Code / Time Details	Row Totals	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun
		0 of 0	0 of 0	8 of 8				

WRKS - Salaried Worked	40.00	+	-			8.00	8.00	8.00	8.00	8.00
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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 two additional hours on Thursday, for a total of 42 hours.

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

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

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	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		
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Submit

Worked more hours (2)

3. 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	
Time and Labor Error Messages 1 row	
1	
Time and Labor Warning messages 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"/>	

Worked more hours (3)

- If approved, the additional hours will generate overtime comp time, at the rate of time and a half (1.5 times). The two additional hours will generate three hours of overtime comp time.

After overnight processing, your overtime comp time balance will update.

Leave/Compensatory Time Balances							
Empl ID	600XXXXXXX	Empl Record	0	Start Date	MM/DD/YYYY	End Date	MM/DD/YYYY
Leave and Compensatory Time Balances						2 rows	
							
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail		
1	Comp Time	OVERTIME	3.00				
2	Comp Time	STRAIGHT					

[Close](#)

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 four hours on Monday (a holiday, which PeopleSoft auto populates). You then worked Tuesday to Friday as scheduled.

Scheduled 40.00 | Reported 44 Hours | Unapproved Time 0.00

Submit

Time Reporting Code / Time Details	Row Totals	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun
		12 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	
HOL - HOLIDAY	8.00	8.00						
WRKS - Salaried Worked	36.00	4.00	8.00	8.00	8.00	8.00		

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

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

Worked more hours (5)

3. If a Review Time Card warning message appears, review, then select OK to complete submitting your timesheet to your people leader for review and approval.
4. If approved, the four additional hours worked will generate four hours of straight comp time. After overnight processing, your straight comp time balance will update.

Because your total hours worked this week didn't exceed 40, you earn straight comp time rather than overtime comp time.

Leave/Compensatory Time Balances							
Empl ID	600	Empl Record	0	Start Date	MM/DD/YYYY	End Date	MM/DD/YYYY
Leave and Compensatory Time Balances						2 rows	
						 	
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail		
1	Comp Time OVERTIME						
2	Comp Time STRAIGHT	4.00					

[Close](#)

Workdays differed from schedule (1)

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

Instead, this week you worked eight hours a day, Wednesday to Sunday.

Scheduled 40.00 | Reported 40 Hours | Unapproved Time 0.00



Submit



Time Reporting Code / Time Details

Row Totals

3 Mon

4 Tue

5 Wed

6 Thu

7 Fri

8 Sat

9 Sun

0 of 0

0 of 0

8 of 8

WRKS - Salaried Worked



40.00



8.00

8.00

8.00

8.00

8.00

1. Under Monday and Tuesday, on the WRKS – Salaried Worked row, delete the auto-populated hours that you didn't work.

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

Workdays differed from schedule (2)

Scheduled 40.00 | Reported 40 Hours | Unapproved Time 0.00



3. Select Submit to begin submitting your timesheet.

Submit



Time Reporting Code / Time Details	Row Totals	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun
		0 of 0	0 of 0	8 of 8				
WRKS - Salaried Worked	40.00			8.00	8.00	8.00	8.00	8.00

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

Workdays differed from schedule – worked fewer hours (1)

Example: Your work schedule is eight hours a day, Wednesday to Sunday, for a total of 40 hours a week.

If you work only four hours on Monday and don't work on Wednesday, your hours for the week will be fewer than your scheduled 40 hours.

Selecting Submit will result in an error (next slide).

Scheduled 40.00 | Reported 36.00 Hours | Unapproved Time 0.00

Submit

Time Reporting Code / Time Details	Row Totals	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun
		4 of 0	0 of 0	0 of 8	8 of 8	8 of 8	8 of 8	8 of 8

WRKS - Salaried Worked 36.00 + - 4.00 0.00 8.00 8.00 8.00 8.00

Workdays differed from schedule – worked fewer hours (2)

Review the Review Time Card error message (example below), select OK and correct your timesheet:

- You will either submit an absence request or use comp time to cover the difference between the hours worked and your scheduled hours.
- If you don't have enough accrued leave or comp time, you're still required to report the absence, and your paycheck will be reduced to reflect the missed hours.

Review Time Card	
Time and Labor Error Messages	1 row
1 Total reported hours must be equal to or greater than the total scheduled hours. (32003,9)	
Time and Labor Warning messages	2 rows
1 Hours entered more than scheduled hours 0 on MM/DD/YYYY. (32003,7)	
2 Hours indicated MM/DD/YYYY is less than scheduled hours 8. (32003,6)	

OK

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.

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	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		

Used/reported absence (3)

2. This leaves the default WRKS – Salaried Worked row populated for Wednesday to Friday.
3. Select Submit to begin submitting your timesheet.

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	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		

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	
Time and Labor Error Messages 1 row	
1	
Time and Labor Warning messages 2 rows	
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"/>	

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 time off using straight comp time 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 a web-based time management interface. On the left, a dropdown menu is open, listing various time categories. The option 'STCTS - State Comp Taken Salaried' is highlighted with a blue box. In the main table, the 'WRKS - Salaried Worked' row has a plus icon (+) highlighted with a red box. A red callout box with a pointer indicates the instruction: '1. On the WRKS – Salaried Worked row, select the plus icon, then select STCTS – State Comp Taken Salaried.' The table shows a 'Row Totals' row with a value of 32.00 and columns for days of the week (27 Mon, 28 Tue, 29 Wed, 30 Thu, 31 Fri, 1 Sat, 2 Sun) with values ranging from 0 of 0 to 8 of 8. A 'Submit' button is visible in the top right corner.

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

Used straight comp time (2)

2. Under Saturday, on the WRKS – Salaried Worked row, adjust the auto-populated hours to the three 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	31 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 straight comp time used.

Used straight comp time (3)

Scheduled 40.00 | Reported 40.00 Hours | Unapproved Time 0.00

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

Submit

Time Reporting Code / Time Details	Row Totals	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	1 Sat	2 Sun
WRKS - Salaried Worked	35.00	0 of 0	8 of 8	0 of 0				
STCTS - State Comp Taken Salaried	5.00						5.00	

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

Used overtime comp time (1)

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

Instead, this week you worked eight hours a day Monday to Thursday, then took time off using overtime comp time on Friday.

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

Unapproved Time 0.00

OTCTS - Overtime Comp Salaried Taken

OTDEC - OT Comp Decrement-Process only

STADJ - State Comp Adjusted (Admin)

STCTS - State Comp Taken Salaried

STDEC - ST Comp Decrement-Process only

TRAIN - Training Salaried

TRAVL - Travel

UPDS - Unpaid Salary

WRKS - Salaried Worked

OTCTS - Overtime Comp Salaried Taken

Submit

Row Totals	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun
	8 of 8	0 of 0	0 of 0				
40.00	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>	<input type="text"/>				

Used overtime comp time (2)

2. Under Friday, on the WRKS – Salaried Worked row, delete the auto-populated hours that you didn't work.

Scheduled 40.00 | Reported 32.00 Hours | Unapproved Time 0.00

Submit

Time Reporting Code / Time Details	Row Totals	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun
WRKS - Salaried Worked	32.00	8 of 8	8 of 8	8 of 8	8 of 8	0 of 8	0 of 0	0 of 0
OTCTS - Overtime Comp Salaried Taken						8		

3. Under Friday, on the OTCTS – Overtime Comp Salaried Taken row, enter the eight hours of overtime comp time used.

Used overtime comp time (3)

4. Select Submit to begin submitting your timesheet.

Scheduled 40.00 | Reported 32.00 Hours | Unapproved Time 0.00

ⓘ

Submit ...

Time Reporting Code / Time Details	Row Totals	10 Mon 8 of 8	11 Tue 8 of 8	12 Wed 8 of 8	13 Thu 8 of 8	14 Fri 0 of 8	15 Sat 0 of 0	16 Sun 0 of 0
WRKS - Salaried Worked	32.00	8.00	8.00	8.00	8.00			
OTCTS - Overtime Comp Salaried Taken						8		

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

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

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