Submit Comp Time

Employee Self-Service
Access UTShare/PeopleSoft through myUTSA, or go to: https://my.utshare.utsystem.edu/
Select the **Time and Attendance** icon
Scenario: Exempt employee reporting State Comp Time taken

1. Default is the Timesheet screen.
2. Begin by selecting the correct weekly timesheet:
   - “Week” defaults in View By field, no action required.
   - Enter Monday’s date for the required week.
   - Select the refresh icon button.

Hours auto-populate with employee’s assigned work schedule.
Scenario: Exempt employee reporting State Comp Time taken

Example:
Friday worked 5.50 hours and took 2.5 hours of State Comp Time
Friday hours worked = 8

Instructions:
1. Click the “+” button to add an additional row on the timesheet
2. Enter the comp time hours taken “2.5”
3. Select **STCTS TRC** code
4. Adjust Hours Worked hours to 5.5

Click **Submit** after completing time adjustments

All hours must be accounted for the full work week as either hours worked or comp time taken
Scenario: Exempt employee reporting State Comp Time taken

Click OK to confirm the submission of the timesheet.
Begin by selecting the correct weekly timesheet:
1. “Week” defaults in View By field, no action required
2. Enter Monday’s date for the reporting week
3. Select the refresh icon button

Scenario: Non-Exempt employee reporting State Comp Time taken

Default is the Timesheet screen

Hours auto-populate with employee’s assigned work schedule
### Scenario: Non-Exempt employee reporting State Comp Time taken

**Example:**
Thursday: Worked 6 hours, took 2 hours of State Comp time
Friday: Worked 5.5 hours, took 2.5 hours of Overtime Comp time
Total week hours = 40.00

**Instructions:**
1. Click the “+” button to add a row on the timesheet for Thursday and Friday
2. Select STCTS code for Thursday enter 2 in the Quantity field
3. Select OTCTS code for Friday enter 2.5 in the Quantity field
4. Adjust time worked

**Salaried Non-exempt employees may be eligible to earn State and Overtime Comp time**

Click **Submit** after completing time adjustments
Scenario: Non-Exempt employee reporting State Comp Time taken

Click OK to confirm the submission of the timesheet
Select **Sign Out** to sign out of PeopleSoft.
Close the browser to securely end the PeopleSoft online session.

The “Sign out” process completed successfully. However you MUST close your browser to complete the process.

If this is a public computer you should also clear all browser cache and be sure to include all browser cookies. Instructions for Clearing Cache (PDF)

If this is a computer assigned to you in public setting lock your screen before leaving the computer unattended.

Need assistance? Send email to The UTShare Help Desk with a description of the problem.
Thank you!

The University of Texas at San Antonio

UTSA Financial Affairs