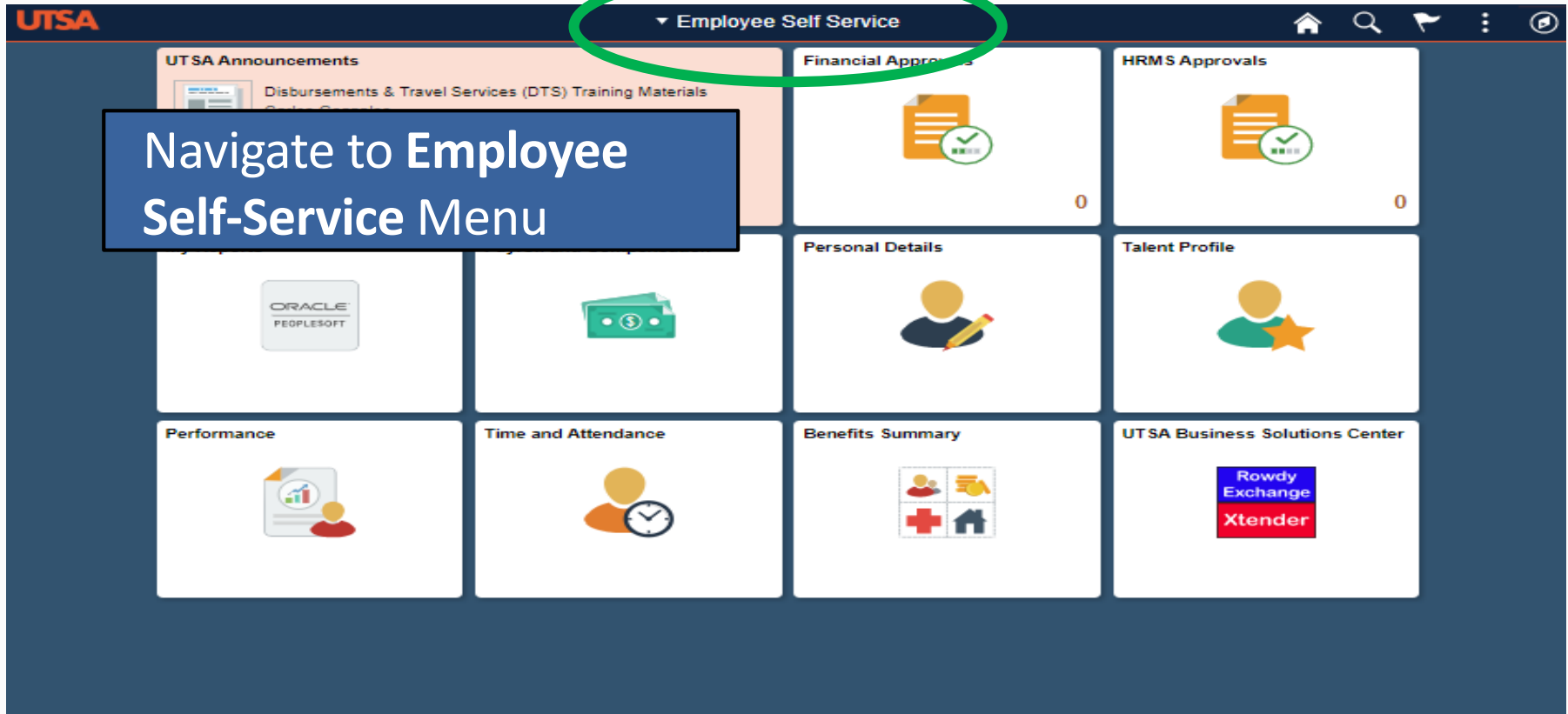


# Submit Comp Time

---

Employee Self-Service



Access UTShare/PeopleSoft through **myUTSA**, or go to: <https://my.utshare.utsystem.edu/>

The screenshot shows the UTSA Employee Self Service portal. At the top left is the UTSA logo. The main header is "Employee Self Service" with navigation icons for home, search, and user profile. The dashboard is divided into several sections:

- UTSA Announcements:** Contains two items: "Disbursements & Travel Services (DTS) Training Materials" and "IMPORTANT - Pay Advice ESS Instructions", both by Carlos Gonzales.
- Financial Approvals:** Shows a document icon with a green checkmark and a count of 0.
- HRMS Approvals:** Shows a document icon with a green checkmark and a count of 0.
- Personal Details:** Shows a person icon with a pencil.
- Talent Profile:** Shows a person icon with a star.
- Performance:** Shows a document icon with a bar chart.
- Time and Attendance:** Shows a person icon with a clock. This icon is circled in green.
- Benefits Summary:** Shows a grid of icons representing various benefits.
- UTSA Business Solutions Center:** Contains logos for "Rowdy Exchange" and "Xtender".

A blue callout box with white text is overlaid on the left side of the dashboard, pointing to the "Time and Attendance" icon. The text reads: "Select the Time and Attendance icon".

# Scenario: Exempt employee reporting State Comp Time taken

Timesheet

Default is the Timesheet screen

Begin by selecting the correct weekly timesheet:

1. "Week" defaults in View By field, no action required
2. Enter Monday's date for the required week
3. Select the refresh icon button


Timesheet

Manager Name: Best Boss

Actions

Select Another Timesheet

\*View By: Week

\*Date: 05/04/2020 

Reported Hours: 40.00

[Print Timesheet](#) [Punch Timesheet](#)

From Monday 05/04/2020 to Sunday 05/10/2020

Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Sat 5/9	Sun 5/10	Total	Time Reporting Code	*Taskgroup
8.00	8.00	8.00	8.00	8.00					

Submit

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

All hours must be accounted for the full work week as either hours worked or comp time taken

Actions ▾

Employee ID: \_\_\_\_\_

Employment Record: 0

Employment Type: Salaried

Classification: Classified

Earliest Change Date: 04/25/2020

FLSA Status: Exempt

FTE: 1.000000

Select Another Timesheet

\*View By: Week

\*Date: 05/04/2020

Reported Hours: 40.00

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

From Monday 05/04/2020 to Sunday 05/10/2020

Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Sat 5/9	Sun 5/10	Total	Time Reporting Code	*Taskgroup
8.00	8.00	8.00	8.00	5.50				WRKS - Hours Worked	PSNONCATSK
				2.50				STCTS - State Comp Taken Salaried	PSNONCATSK

Submit

Click **Submit** after completing time adjustments

**Scenario: Exempt employee reporting State Comp Time taken**

**Time and Attendance**

Timesheet

**Submit Confirmation**



The Submit was successful.

Time for the Week of 2020-05-04 to 2020-05-10 is submitted

OK



Click **OK** to confirm the submission of the timesheet

# Scenario: Non-Exempt employee reporting State Comp Time taken

Time and Attendance

- Employee Self Service
- Timesheet**
- Request Absence
- Car
- Cor
- Payable Time Detail
- View Requests
- Extended Absence History
- Leave Transfer Requests
- Monthly Schedule
- Absence Balance Details

Default is the Timesheet screen

Timesheet

One

Best Boss

Time Source Schedule

Select Another Timesheet

\*View By Week

\*Date 05/04/2020

Reported Hours 0.00

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

Hours auto-populate with employee's assigned work schedule

From 05/04/2020 to 05/10/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	5/4	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
			New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
			New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
			New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Fri	5/8	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Sat	5/9	New						
	Sun	5/10	New						

Submit Clear

# Scenario: Non-Exempt employee reporting State Comp Time taken

Employee One Employee ID ETE 1.000000

**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

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

**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

\*Date 05/04/2020

From	Add	Com	Quantity	Time Zone	Date	
				CST	5/4	+
				CST	5/5	
				CST	5/6	
				CST	5/7	+
				CST	5/7	
				CST	5/8	
				CST	5/8	+
				CST	5/9	+
				CST	5/10	+

Day	Date	Status	Start	End	Hours	Code	Quantity	Time Zone	Date	Action
Wed	5/6	Approval In Process	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			
Thu	5/7	Approval In Process						STCTS - State Comp Taken Salaried	2.00	
		Approval In Process	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	6.00			
Fri	5/8	Approval In Process						OTCTS - Overtime Comp Salaried Take	2.50	
		Approval In Process	8:00:00AM	12:00:00PM	1:00:00PM	2:30:00PM	5.50			
Sat	5/9	New								
Sun	5/10	New								

Submit Click **Submit** after completing time adjustments



**Scenario: Non-Exempt employee reporting State Comp Time taken**

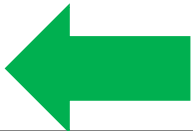
**Time and Attendance**

Timesheet

**Submit Confirmation**

The Submit was successful.  
Time for the Week of 2020-05-04 to 2020-05-10 is submitted

OK



**Click OK to confirm the submission of the timesheet**

The screenshot shows the 'Employee Self Service' dashboard. At the top, there are navigation icons: a home icon, a search icon, and a menu icon (three vertical dots) which is circled in green. Below the navigation is a grid of service tiles: 'Payroll and Compensation' (with a money icon), 'Personal Details' (with a person icon), 'Talent Profile' (with a person and star icon), 'Time and Attendance' (with a person and clock icon), and 'Benefits Summary' (with a person, money, and house icon). Below these are 'UTSA Announcements' (listing training materials and pay advice instructions by Carlos Gonzales) and 'UTSA Business Solutions Center' (with logos for Rowdy Exchange and Xtender). At the bottom are 'My Reports' (with the Oracle PeopleSoft logo), 'Financial Approvals' (with a document and checkmark icon, showing a count of 1), and 'HRMS Approvals' (with a document and checkmark icon, showing a count of 0). A large blue banner with white text reads 'Select Sign Out to sign out of PeopleSoft', with a green arrow pointing to the 'Sign Out' option in the user menu, which is also circled in green.

## Close the browser to securely end the PeopleSoft online session



### Sign Out Completed

The "Sign out" process completed successfully. However **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