Employee Time
A&P
Employee Self-Service
Access UTShare/PeopleSoft through myUTSA, or go to: https://my.utshare.utsystem.edu/
Select the **Time and Attendance** icon
For a monthly timesheet view:

1. Select **Calendar Period** in the **View By** field
2. Enter the first date of the calendar month
3. Select the refresh icon button

Hours populate with employee's assigned work schedule
Use the scroll bar to review time for the entire month before submitting.
If there are **no** exceptions, click **Submit**, then **log out** and **exit**.

If there are **exceptions** continue through the slides to review the following scenarios.
**Change in work hours Scenario:** With supervisor’s approval - partially change work hours from one workday to another

**Example:**
Wednesday - Worked 6 hrs.
Thursday - Made up 2 hrs. = 10 hrs. worked
Total hours worked = 40

**Note:**
- All hours must be accounted for the full work week as either hours worked or absence taken

**Timesheet**

Enter 6 on Wednesday
Enter 10 on Thursday

Click **Submit** after completing time adjustments
One-time change in workday Scenario: With supervisor’s approval - change a workday from one day to another - Absence is not taken

Example:
Shift change workday from Wednesday to Saturday
Total hours worked = 40

Enter 0 on Wednesday
Enter 8 on Saturday

Click Submit after completing time adjustments

All hours must be accounted for the full work week as either hours worked or absence taken
Full day absence and timesheet Scenario: Recommend submitting absences *prior* to submitting timesheet

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<td>8.00</td>
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<td>8.00 VACS - Vacation - Salaried</td>
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<td>4.00 SICKS - Sick - Salaried</td>
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An absence event removes Hours Worked amount for the absence date

No need to enter 0 when a full day off is taken

Click **Submit** after completing time adjustments

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

Refer to the Absence Submit Guide
Partial day absence and timesheet Scenario: Recommend submitting absences *prior* to submitting timesheet

An absence event removes hours worked for the absence date. Enter hours to equal the daily scheduled hours. Enter 4 in hours worked row on Thursday to total 8 hours for the day.

All hours must be accounted for the full work week as either hours worked or absence taken.

Click **Submit** after completing time adjustments.

Refer to the Absence Submit Guide.
After a timesheet is submitted, the status changes to “Needs Approval.”

The supervisor receives notification indicating a timesheet, including absences, has been submitted and ready for review and approval.
Select **Sign Out** to sign out of PeopleSoft.
Close the browser to securely end the **PeopleSoft** online session

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<td>The “Sign out” process completed successfully. However <strong>you MUST close your browser</strong> to complete the process.</td>
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<td>If this is a public computer you should also clear all browser cache and be sure to include all browser cookies. <a href="https://example.com">Instructions for Clearing Cache</a> (PDF)</td>
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<td>If this is a computer assigned to you in public setting <strong>lock your screen</strong> before leaving the computer unattended.</td>
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Need assistance? Send email to [The UTShare Help Desk](mailto:helpdesk@utshare.com) with a description of the problem.
Thank You!

The University of Texas at San Antonio

UTSA® Financial Affairs