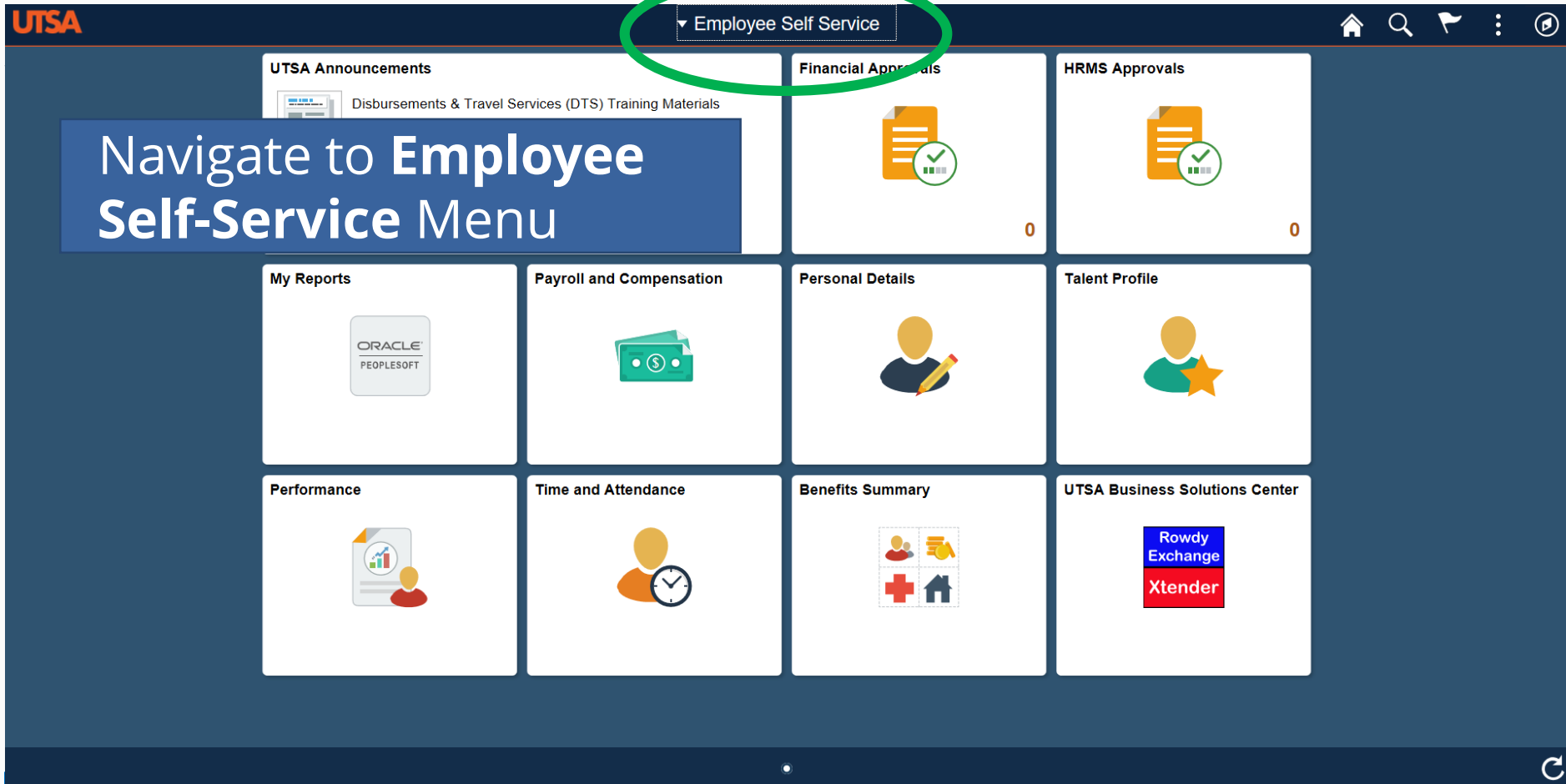


# Employee Time A&P

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Employee Self-Service



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

**UTSA** Employee Self Service

**UTSA Announcements**

- Disbursements & Travel Services (DTS) Training Materials  
Carlos Gonzales.
- IMPORTANT - Pay Advice ESS Instructions  
Carlos Gonzales.

**Financial Approvals** 0

**HRMS Approvals** 0

**Personal Details**

**Talent Profile**

**Performance**

**Time and Attendance**

**Benefits Summary**

**UTSA Business Solutions Center**

- Rowdy Exchange
- Xtender

Default is the  
**Timesheet** screen

## Time and Attendance

- Timesheet**
- Request Absence
- Cancel Absences
- Compensatory Time
- Payable Time Detail
- View Requests
- Extended Absence History
- Leave Transfer Requests

### Timesheet



Jane Doe

Manager Name Best Boss

Actions ▾

Employee ID  FTE 1.000000  
Empl Record 0 Empl Type Salaried  
Empl Class Administrative / Professional  
Earliest Change Date 02/01/2020 FLSA Status Exempt

#### Select Another Timesheet

\*View By  ▾  
\*Date   

From Wednesday 04/01/2020 to Thursday 04/30/2020 ?

| Wed<br>4/1 | Thu<br>4/2 | Fri<br>4/3 | Sat<br>4/4 | Sun<br>4/5 | Mon<br>4/6 | Tue<br>4/7 | Wed<br>4/8 | Thu<br>4/9 | Fri<br>4/10 | Sat<br>4/11 | Sun<br>4/12 | Mon<br>4/13 | Tue<br>4/14 | Wed<br>4/15 | Thu<br>4/16 | Fri<br>4/17 | Sat<br>4/18 | Sun<br>4/19 | Mon<br>4/20 | Tue<br>4/21 | Wed<br>4/22 | Thu<br>4/23 | Fri<br>4/24 | Sat<br>4/25 | Sun<br>4/26 | Mon<br>4/27 | Tue<br>4/28 | Wed<br>4/29 | Thu<br>4/30 |  |  |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--|--|
| 8.00       | 8.00       | 8.00       |            |            |            |            |            |            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |  |  |

Submit

Hours populate with employee's assigned work schedule

- 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

From Wednesday 04/01/2020 to Thursday 04/30/2020 ?

| Wed 4/1                           | Thu 4/2                           | Fri 4/3                           | Sat 4/4              | Sun 4/5              | Mon 4/6                           | Tue 4/7                           | Wed 4/8                           |
|-----------------------------------|-----------------------------------|-----------------------------------|----------------------|----------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> |
| <input type="text"/>              | <input type="text"/>              | <input type="text"/>              | <input type="text"/> | <input type="text"/> | <input type="text"/>              | <input type="text"/>              | <input type="text"/>              |

Submit

Use the scroll bar to review time for the entire month before submitting

at 25

| Sun 4/26             | Mon 4/27                          | Tue 4/28                          | Wed 4/29                          | Thu 4/30                          | Total | Time Reporting Code | *Taskgroup |
|----------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-------|---------------------|------------|
| <input type="text"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> |       | WRKS - Hours Worked | PSNONC     |
| <input type="text"/> | <input type="text"/>              | <input type="text"/>              | <input type="text"/>              | <input type="text"/>              |       |                     | PSNONC     |

### Time and Attendance



[New Window](#) | [Help](#)

#### Timesheet

Jane Doe

Employee ID FTE 1.000000

Empl Record 0 Empl Type Salaried

Empl Class Administrative / Professional

Earliest Change Date 02/01/2020 FLSA Status Exempt

Manager Name

[Actions](#) ▾

Select Another Timesheet

[Previous Period](#) [Next Period](#)

Hours 0.00

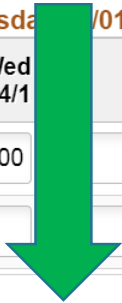
[Print Timesheet](#) [Punch Timesheet](#)

If there are **no** exceptions, click **Submit**, then **log out** and **exit**

From Wednesday 04/01/2020 to Thursday 04/30/2020 <sup>?</sup>

| Wed 4/1 | Thu 4/2 | Fri 4/3 | Sat 4/4 | Sun 4/5 | Mon 4/6 | Tue 4/7 | Wed 4/8 |
|---------|---------|---------|---------|---------|---------|---------|---------|
| 8.00    | 8.00    | 8.00    |         |         | 8.00    | 8.00    | 8.00    |
|         |         |         |         |         |         |         |         |

Submit



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

## Timesheet

Jane Doe

Employee ID

FTE 1.000000

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

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

\*View By Week

Previous Week Next Week

\*Date 04/06/2020

Enter 6 on Wednesday  
Enter 10 on Thursday

Print Timesheet Punch Timesheet

From Monday 04/06/2020 to Sunday 04/12/2020

| Mon 4/6 | Tue 4/7 | Wed 4/8 | Thu 4/9 | Fri 4/10 | Sat 4/11 | Sun 4/12 | Total | Time Reporting Code |
|---------|---------|---------|---------|----------|----------|----------|-------|---------------------|
| 8.00    | 8.00    | 6.00    | 10.00   | 8.00     |          |          |       | WRKS - Hours Worked |
|         |         |         |         |          |          |          |       |                     |

Click **Submit** after completing time adjustments

Submit

# One-time change in workday Scenario: With supervisor's approval - change a workday from one day to another - Absence is not taken

**Timesheet**

Jane Doe Employee ID  **FTE 1.000000**

Empl Record 0 Empl Type Salaried

Manager Name Best Boss Empl Class Administrative / Professional

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

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

\*Date 04/06/2020 02/01/2020 FLSA Status Exem

**Enter 0 on Wednesday**  
**Enter 8 on Saturday**

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

From Monday 04/06/2020 to Sunday 04/12/2020

| Mon 4/6              | Tue 4/7              | Wed 4/8              | Thu 4/9              | Fri 4/10             | Sat 4/11             | Sun 4/12             | Total | Time Reporting Code  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|----------------------|
| 8.00                 | 8.00                 | 0                    | 8.00                 | 8.00                 | 8.00                 |                      |       | WRKS - Hours Worked  |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |       | <input type="text"/> |

**Click Submit after completing time adjustments**



# Full day absence and timesheet Scenario: Recommend submitting absences *prior* to submitting timesheet

## Timesheet

Jane Doe

Employee ID

FTE 1.000000

Empl Record 0

Empl Type

Manager Name Best Boss

Empl Class Administrative / Professional

Actions

Earliest Change Date 02/01/2020 FLSA Status Exempt

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

An absence event removes Hours Worked amount for the absence date  
No need to enter 0 when a full day off is taken

From Monday 04/13/2020 to Sunday 04/19/2020

| Mon 4/13 | Tue 4/14 | Wed 4/15 | Thu 4/16 | Fri 4/17 | Sat 4/18 | Sun 4/19 | Total | Time Reporting Code        |
|----------|----------|----------|----------|----------|----------|----------|-------|----------------------------|
|          |          | 8.00     |          |          |          |          | 8.00  | VACS - Vacation - Salaried |
|          |          |          | 4.00     |          |          |          | 4.00  | SICKS - Sick - Salaried    |
| 8.00     | 8.00     |          | 4.00     | 8.00     |          |          |       | WRKS - Hours Worked        |

Submit



Click **Submit** after completing time adjustments

Refer to the Absence Submit Guide

# Partial day absence and timesheet Scenario: Recommend submitting absences *prior* to submitting timesheet

## Timesheet

Jane Doe

Employee ID  FTE 1.000000

Empl Record 0 Empl Type Salaried

Manager Name Best Boss Empl Class Administrative / Professional

01/2020 FLSA Status Exempt

Week Next Week

sheet Punch 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

From Monday 04/13/2020 to Sunday 04/19/2020

| Mon 4/13 | Tue 4/14 | Wed 4/15 | Thu 4/16 | Fri 4/17 | Sat 4/18 | Sun 4/19 | Total | Time Reporting Code        |
|----------|----------|----------|----------|----------|----------|----------|-------|----------------------------|
|          |          | 8.00     |          |          |          |          | 8.00  | VACS - Vacation - Salaried |
|          |          |          | 4.00     |          |          |          | 4.00  | SICKS - Sick - Salaried    |
| 8.00     | 8.00     |          | 4.00     | 8.00     |          |          |       | WRKS - Hours Worked        |

Submit

Click **Submit** after completing time adjustments

Refer to the Absence Submit Guide

Submit

**Reported Time Status** Summary Leave / Compensatory Time Absence Exceptions Payable Time

**Reported Time Status** After a timesheet is submitted, the status changes to "Needs Approval"

1-24 of 24

| Date       | Reported Status       | Total | TRC   | Description         | Add Comments |
|------------|-----------------------|-------|-------|---------------------|--------------|
| 04/01/2020 | <b>Needs Approval</b> |       |       |                     |              |
| 04/02/2020 | Needs Approval        |       |       |                     |              |
| 04/03/2020 | Needs Approval        |       |       |                     |              |
| 04/06/2020 | Needs Approval        | 8.00  | WRKS  | Hours Worked        |              |
| 04/07/2020 | Needs Approval        | 8.00  | WRKS  | Hours Worked        |              |
| 04/08/2020 | Needs Approval        | 8.00  | VACS  | Vacation - Salaried |              |
| 04/09/2020 | Needs Approval        | 8.00  | SICKS | Sick - Salaried     |              |

The supervisor receives notification indicating a timesheet, including absences, has been submitted and ready for review and approval

The screenshot shows the 'Employee Self Service' interface. At the top, there are three main sections: 'Payroll and Compensation', 'Personal Details', and 'Talent Profile'. Below these are two smaller sections with icons. The bottom section contains 'UTSA Announcements' with two items, 'UTSA Business Solutions Center' with logos for 'Rowdy Exchange' and 'Xtender', and three approval sections: 'My Reports' (Oracle PeopleSoft), 'Financial Approvals' (1 pending), and 'HRMS Approvals' (0 pending). On the right side, a user menu is open, showing options: 'Personalize Homepage', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is circled in green.

Select **Sign Out** to sign out of PeopleSoft

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



### Sign Out Completed

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