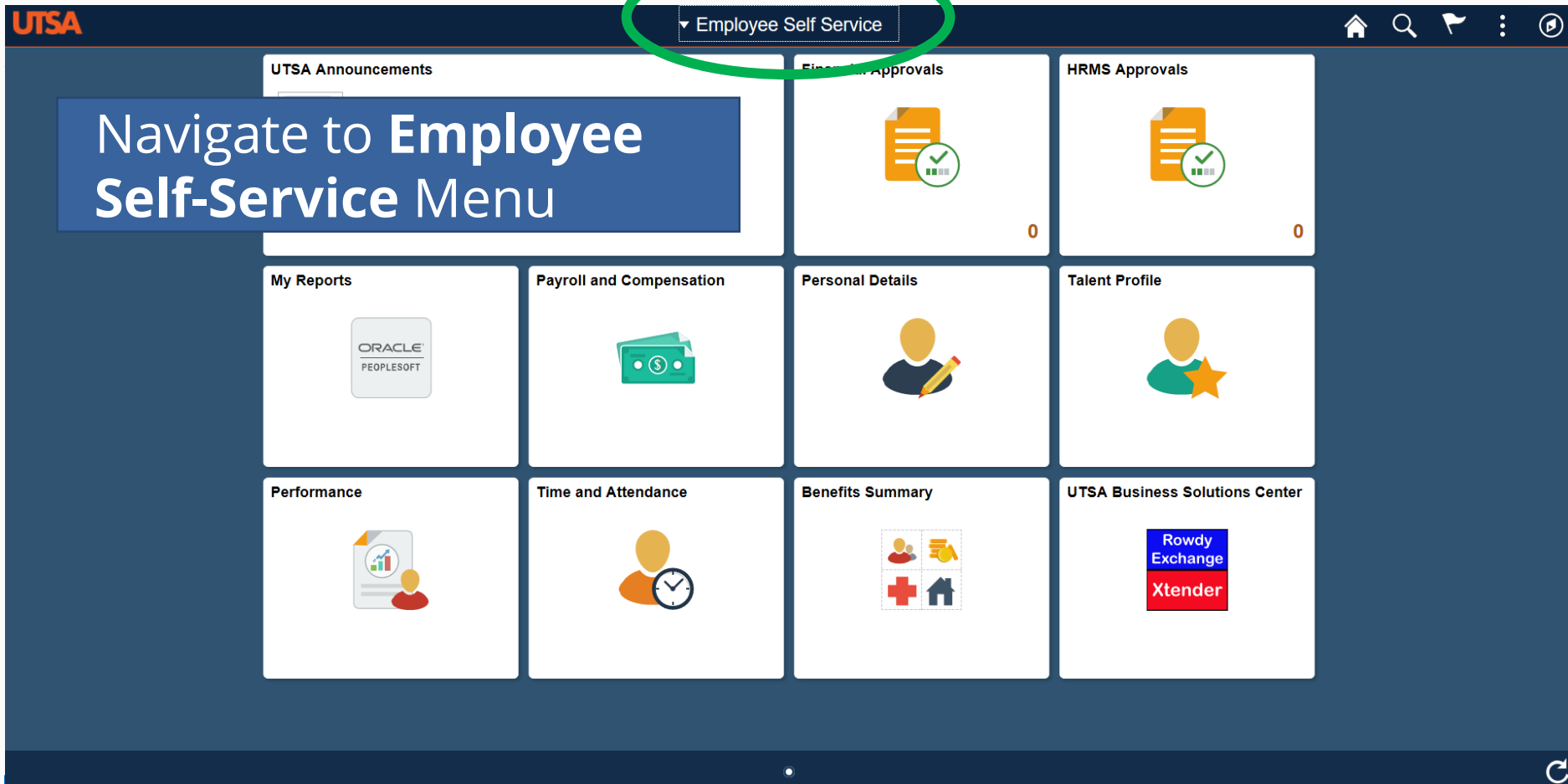


# Employee Time Exempt

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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 interface. At the top left is the UTSA logo. A dropdown menu is set to "Employee Self Service". The top right contains navigation icons for home, search, notifications, and user profile. The main content area is a grid of tiles:

- UTSA Announcements:** Contains two items: "Disbursements & Travel Services (DTS) Training Materials" by Carlos Gonzales and "IMPORTANT - Pay Advice ESS Instructions" by Carlos Gonzales.
- Financial Approvals:** Shows a document icon with a green checkmark and a "0" count.
- HRMS Approvals:** Shows a document icon with a green checkmark and a "0" count.
- 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 and a person.
- Time and Attendance:** Shows a person icon with a clock. This tile is circled in green, and a blue callout box with white text says "Select the Time and Attendance icon".
- Benefits Summary:** Shows icons for a person, a hand holding a document, a red cross, and a house.
- UTSA Business Solutions Center:** Contains logos for "Rowdy Exchange" and "Xtender".

Begin by selecting the correct weekly timesheet:

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

Default is the Timesheet screen

Hours populate with employee's assigned work schedule

The screenshot shows the 'Employee Self Service' interface. The 'Timesheet' menu item is circled in green. A blue box highlights the 'Default is the Timesheet screen' text. A large blue box contains a list of instructions. The 'Select Another Timesheet' section has a green circle around the '\*View By' dropdown (set to 'Week') and the '\*Date' field (set to '04/20/2020') with a green arrow pointing to the refresh icon. A green circle also highlights the first three columns of the timesheet table (Mon 4/20, Tue 4/21, Wed 4/22) which show '8.00' hours. The 'Submit' button is visible at the bottom.

| Mon 4/20 | Tue 4/21 | Wed 4/22 | Thu 4/23 | Fri 4/24 | Sat 4/25 | Sun 4/26 | Total |
|----------|----------|----------|----------|----------|----------|----------|-------|
| 8.00     | 8.00     | 8.00     | 8.00     | 8.00     |          |          | 40.0  |

### Time and Attendance



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

#### Timesheet

Manager Name

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

[Actions](#) ▾

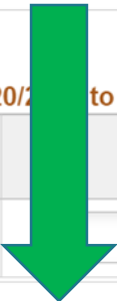
[Previous Week](#) [Next Week](#)

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

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

From Monday 04/20/2020 to Sunday 04/26/2020 ?

| Mon 4/20                          | Tue 4/21                          | Wed 4/22                          | Thu 4/23                          | Fri 4/24                          | Sat 4/25             | Sun 4/26             | Total |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------|----------------------|-------|
| <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text"/> | <input type="text"/> | 40.0  |



If there are **exceptions** continue through the slides to review the following scenarios

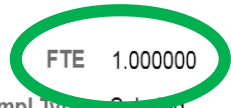
# Change in work hours Scenario: With supervisor's approval - partially change work hours from one workday to another

## 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

\*Date 04/06/2020

Enter 6 on Wednesday  
Enter 10 on Thursday



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

02/01/2020 FLSA Status Exem

[Previous Week](#) [Next Week](#)

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

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

Enter 0 on Wednesday  
Enter 8 on Saturday

\*Date 04/06/2020

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 |
|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------|-------|---------------------|
| <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="0"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text"/> |       | WRKS - Hours Worked |
| <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

Submit

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

## Timesheet

Jane Doe

Manager Name Best Boss

Employee ID  FTE 1.000000  
 Empl Record 0 Empl Type Salaried  
 Empl Class Administrative / Professional  
 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

Select Another Timesheet

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

Empl Type

Salary

Manager N

Actions

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** 1-24 of 24

After a timesheet is submitted, the status changes to "Needs Approval"

| 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 PeopleSoft Employee Self Service interface. At the top, there is a navigation bar with the UTSA logo, the text 'Employee Self Service', and icons for home, search, and a menu. Below the navigation bar are three main sections: 'Payroll and Compensation', 'Personal Details', and 'Talent Profile'. A large blue banner with white text reads 'Select **Sign Out** to sign out of PeopleSoft'. A green arrow points from this banner to a dropdown menu in the top right corner. The dropdown menu contains the following items: 'Personalize Homepage', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is circled in green. Below the main sections are several other tiles: 'UTSA Announcements' with two items, 'UTSA Business Solutions Center' with 'Rowdy Exchange' and 'Xtender' logos, 'My Reports' with the Oracle PeopleSoft logo, 'Financial Approvals' with a document icon and a '1' count, and 'HRMS Approvals' with a document icon and a '0' count.

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