Employee Time
Exempt

Employee Self-Service
Navigate to **Employee Self-Service** Menu

Access UTShare/PeopleSoft through **myUTSA**, or go to: [https://my.utshare.utsystem.edu/](https://my.utshare.utsystem.edu/)

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Financial Affairs
Select the **Time and Attendance** icon.
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
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

Enter **6** on Wednesday
Enter **10** on Thursday

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

**Timesheet**

<table>
<thead>
<tr>
<th>Day</th>
<th>Total Time Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 4/6</td>
<td>8.00</td>
</tr>
<tr>
<td>Tue 4/7</td>
<td>8.00</td>
</tr>
<tr>
<td>Wed 4/8</td>
<td>6.00</td>
</tr>
<tr>
<td>Thu 4/9</td>
<td>10.00</td>
</tr>
<tr>
<td>Fri 4/10</td>
<td>8.00</td>
</tr>
<tr>
<td>Sat 4/11</td>
<td></td>
</tr>
<tr>
<td>Sun 4/12</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

WRKS - Hours Worked

**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

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

Click Submit after completing time adjustments
**Full day absence and timesheet Scenario:** Recommend submitting absences *prior* to submitting timesheet

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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**

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**Click Submit** after completing time adjustments

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**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

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

Financial Affairs