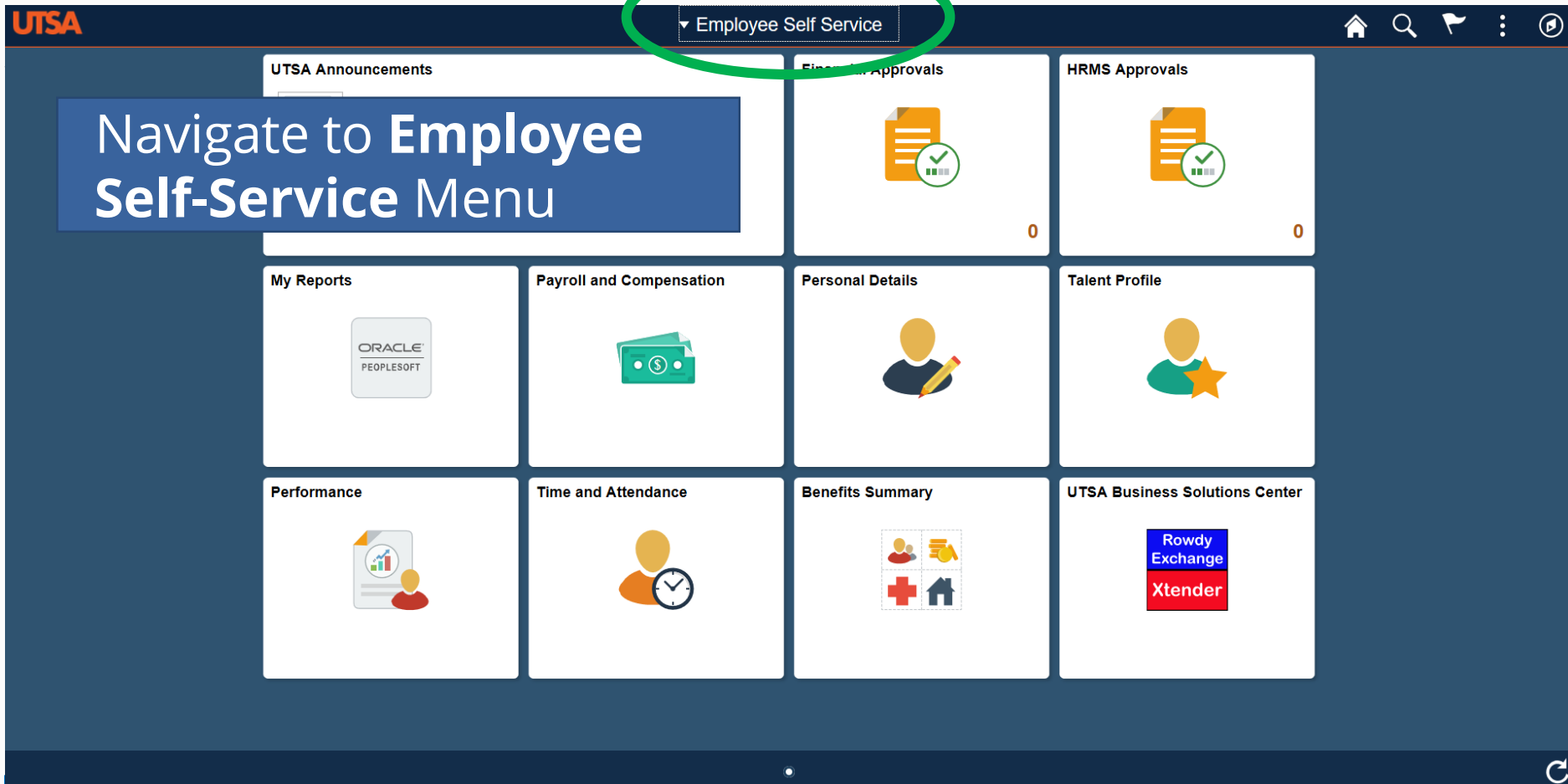


Non-Exempt Timesheet

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 a dropdown arrow. On the right side of the header are 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" below it.
- HRMS Approvals:** Shows a document icon with a green checkmark and a "0" below it.
- Compensation:** Shows a document icon with a green checkmark.
- 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 icon.
- Time and Attendance:** Shows a person icon with a clock. This tile is circled in green.
- Benefits Summary:** Shows icons for a person, a hand holding a document, a red cross, and a house.
- UTSA Business Solutions Center:** Shows logos for "Rowdy Exchange" and "Xtender".

A blue callout box with white text is overlaid on the left side of the grid, containing the text: "Select the Time and Attendance icon".

Employee Self Service

Timesheet

Jane Doe
LEARNING TECH SPECIALIST I
Manager Name John Manager
Actions

Earliest Change Date 02/01/2020 FLSA Status Nonexempt

Select Another Timesheet

*View By Week
*Date 04/06/2020
Reporting Hours 0.00

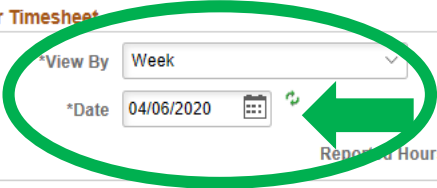
From 04/06/2020 to 04/12/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	4/6	New	8:00:00AM	2:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours
	Tue	4/7	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours
	Wed	4/8	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours
	Thu	4/9	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours
	Fri	4/10	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours
	Sat	4/11	New						
	Sun	4/12	New						

Submit Clear

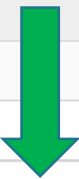
Begin by selecting the correct weekly timesheet:
 1. "Week" defaults in **View By** field, no action needed
 2. Enter Monday's date for the required week
 3. Select the **refresh icon** button

Default is the **Timesheet** screen



Hours auto-populate with employee's assigned work schedule

If there are no adjustments, click **Submit**



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

Change Work Hours Scenario:

With supervisor's approval - partially adjust work hours from one workday to another with no absence taken

ce New Window | Help

FTE 1.000000

Empl Type - Salaries

FLSA Status Nonexempt

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

Example:
Monday: left at 3 p.m.
Wednesday: extended lunch - 11 a.m.
Saturday: worked 3 hrs. to make up time

*View By Previous Week Next Week

*Date Print Timesheet Elapsed Timesheet

Reported Hours 0.00

From 04/06/2020 to 04/12/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	4/6	New	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM		WRKS - Hours Worked		CST	4/6	+	-
	Tue	4/7	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours Worked		CST	4/7	+	-
	Wed	4/8	New		11:00:00AM	1:00:00PM	5:00:00PM		WRKS - Hours Worked		CST	4/8	+	-
	Thu	4/9	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours Worked		CST	4/9	+	-
	Fri	4/10	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours Worked		CST	4/10	+	-
	Sat	4/11	New	10:00:00AM			1:00:00PM		WRKS - Hours Worked		CST	4/11	+	-
	Sun	4/12	New								CST	4/12	+	-

Instruction: Adjust time accordingly for each day's worked time

Click **Submit** after completing time adjustments

Time and Attendance

Example:

Monday: left at 3 p.m.
 Wednesday: extended lunch - 11 a.m.
 Saturday: worked 3 hrs. to make up time

FTE 1.000000
 empl Type Salaried
 A Status Nonexempt

*View By Previous Week Next Week
 *Date

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time
	Mon	4/6	New	8:00:00AM	2:00:00PM	1:00:00PM	3:00:00PM		WRKS - Hours Worked
	Tue	4/7	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours Worked
	Wed	4/8	New	8:00:00AM	11:00:00AM	1:00:00PM	5:00:00PM		WRKS - Hours Worked
	Thu	4/9	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours Worked
	Fri	4/10	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		WRKS - Hours Worked
	Sat	4/11	New	10:00:00AM			1:00:00PM		WRKS - Hours Worked
	Sun	4/12	New						WRKS - Hours Worked

- Enter start time in the **In** column
- Enter punch-out/punch-in for lunch or unpaid break in the **Meal Out** and **Meal In** columns
- Enter punch-out time at the end of every day in the **Out** column

Each employee must enter a "Time In" and a "Time Out" for each day

Time and Attendance

Absence & Time Scenario: Recommend submitting absences **prior** to submitting

LEARNING TECH SPECIALIST I

Empl Record 0 Empl Type Salaried

Manager Name Dustin Barrows

Empl Class Classified

Actions Nonexempt

Absence event inserts a line for any pending or approved absence requests.

Example: On 2/24, 8 hours vacation; on 2/28, 2 hours of sick time submitted

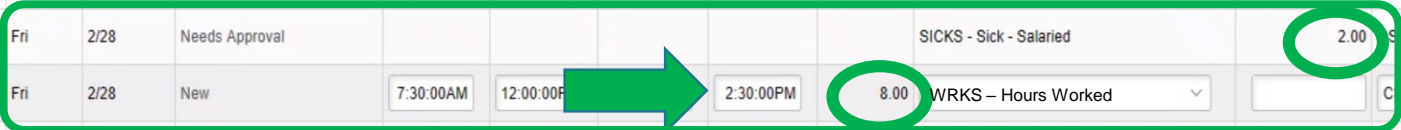
Instruction: Adjust time accordingly for each day's worked time

Comments	Day	Date	Reported Status	In										
	Mon	2/24	Needs Approval					VACS - Vacation - Salaried	8.00	CST	2/24	+		
	Mon	2/24	New	7:30:00AM	12:00:00PM	1:00:00PM	4:30:00PM	WRKS - Hours Worked		CS1 Q	2/24	+	-	
	Tue	2/25	New	7:30:00AM	12:00:00PM	1:00:00PM	4:30:00PM	8.00 WRKS - Hours Worked		CS1 Q	2/25	+	-	
								s Worked		CS1 Q	2/26	+	-	
								s Worked		CS1 Q	2/27	+	-	
	Fri	2/28	Needs Approval					SICKS - Sick - Salaried	2.00		2/28	+		
	Fri	2/28	New	7:30:00AM	12:00:00PM	2:30:00PM	8.00	WRKS - Hours Worked		CS1 Q	2/28	+	-	
	Sat	2/29	New											
	Sun	3/1	New											

Click on **minus sign (-)** to delete 2/24 row of time.



Update time to 2:30 p.m. to reflect day's work time
8 changes to 6 after it is submitted



Click **Submit** after completing adjustments



Refer to the Absence Submit Guide

Time and Attendance

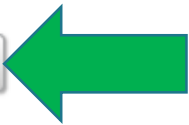
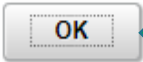
Timesheet

Submit Confirmation



The Submit was successful.

Time for the Week of 2020-04-06 to 2020-04-12 is submitted



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

Time and Attendance

Timesheet

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

Select Another Timesheet

*View By: Week
*Date: 04/06/2020
Previous Week Next Week

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

From 04/06/2020 to 04/12/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	4/6	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	6.00	WRKS - Hours Worked		CST	4/6	+	-
	Tue	4/7	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	WRKS - Hours Worked		CST	4/7	+	-
	Wed	4/8	Needs Approval	8:00:00AM	11:00:00AM	1:00:00PM	5:00:00PM	7.00	WRKS - Hours Worked		CST	4/8	+	-
	Thu	4/9	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	WRKS - Hours Worked		CST	4/9	+	-
	Fri	4/10	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	WRKS - Hours Worked		CST	4/10	+	-
	Sat	4/11	Needs Approval	10:00:00AM			1:00:00PM	3.00	WRKS - Hours Worked		CST	4/11	+	-
	Sun	4/12	New								CST	4/12	+	-

Submit Clear

The screenshot displays the PeopleSoft Employee Self Service (ESS) interface. At the top, the 'Employee Self Service' header is visible. Below it are three main navigation tiles: 'Payroll and Compensation', 'Personal Details', and 'Talent Profile'. A large blue box with white text is overlaid on the left side, stating 'Select **Sign Out** to sign out of PeopleSoft'. A green arrow points from this box to the 'Sign Out' option in the user menu, which is also circled in green. The user menu is located in the top right corner and includes options for 'Personalize Homepage', 'My Preferences', 'Help', and 'Sign Out'. Below the navigation tiles, there are several content blocks: 'UTSA Announcements' with two items by Carlos Gonzales, 'UTSA Business Solutions Center' featuring logos for Rowdy Exchange and Xtender, 'My Reports' with the Oracle PeopleSoft logo, 'Financial Approvals' with a document icon and a count of 1, and 'HRMS Approvals' with a document icon and a count of 0.

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