Non-Exempt Timesheet

Employee Self-Service
Access UTShare/PeopleSoft through myUTSA, or go to: https://my.utshare.utsystem.edu/
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

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

Hours auto-populate with employee's assigned work schedule

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

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

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

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

- 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.
Absence & Time Scenario: Recommend submitting absences prior to submitting.

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.

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.
### 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
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.

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

Office of Financial Affairs (utsa.edu/financialaffairs)