Hourly Timesheet

Employee Self-Service
Access UTShare/PeopleSoft through **myUTSA**, or go to: https://my.utshare.utsystem.edu/
Select the **Time and Attendance** icon
Instructions:
1. “Week” defaults in View By field, no action required
2. Enter Monday’s date for the required week
3. Select the refresh icon button
4. Enter start time in the In column for each worked day
5. Enter times for lunch/dinner break in the Meal Out and Meal In columns, if applicable
6. Enter end work time in the Out column for the work day

Click Submit after all work periods entered

- Leave Time Reporting Code field blank
- Only use other codes when directed by your supervisor, Human Resources or Payroll Services departments
Click OK to confirm the submission of the timesheet
The supervisor receives notification indicating a timesheet has been submitted and ready for review and approval.

After a timesheet is submitted, the status changes to "Needs Approval"
Deleting or Adding Time-Rows

Example:
An employee worked on Tuesday and incorrectly submitted hours for Monday

Monday:
Click on minus sign (-) to delete 6/22 row of time

You may delete or add a row as needed to report your work period times using the + and - signs.
Click **Yes - Delete** to confirm the row deletion
Enter the work time periods on the correct day - Tuesday

1. Enter start time on 6/23 row in the **In** column
2. Enter punch-out/punch-in for lunch/dinner break in the **Meal Out** and **Meal In** columns
3. Enter punch-out time at the end of every day in the **Out** column

Click **Submit** after all corrections are completed
The Timesheet has built in shortcuts to reduce keystrokes allowing for quicker time entry.

Use A or P for AM and PM, respectively
- Enter “10A” for “10:00 AM”
- Enter “12P” for “12:00 PM”

Use “.” (period) Or “:” (colon) to designate minutes of time
- Enter “2.3P” for “2:30 PM”

Use of military time is included
- Enter “14.3P” for “2:30 PM” (military time)
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](mailto:the.utsharehelpdesk@utsa.edu) with a description of the problem.
Thank you!

The University of Texas at San Antonio

UTSA Financial Affairs

Office of Financial Affairs (www.utsa.edu/financialaffairs)