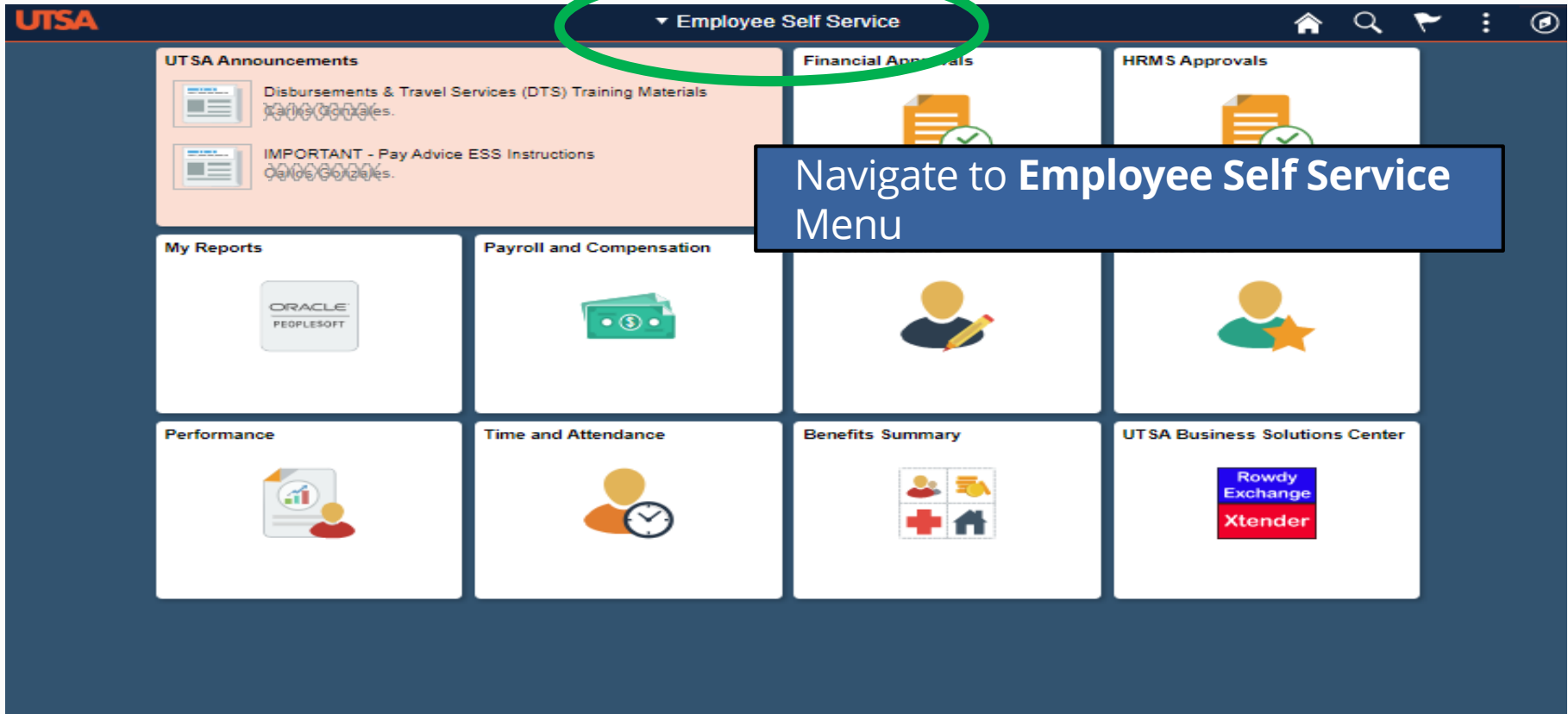


Hourly Timesheet

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 interface. At the top left is the UTSA logo. The main header is "Employee Self Service" with navigation icons for home, search, and user profile. The dashboard is organized into several sections:

- UTSA Announcements:** Contains two items: "Disbursements & Travel Services (DTS) Training Materials" and "IMPORTANT - Pay Advice ESS Instructions".
- Financial Approvals:** Shows a document icon with a green checkmark and a count of 0.
- HRMS Approvals:** Shows a document icon with a green checkmark and a count of 0.
- My Reports:** A section with a blue callout box that says "Select the Time and Attendance icon".
- Payroll and Compensation:** Shows a stack of money icon.
- Personal Details:** Shows a person icon with a pencil.
- Talent Profile:** Shows a person icon with a star.
- Performance:** Shows a chart and person icon.
- Time and Attendance:** Shows a person icon with a clock, circled in green.
- Benefits Summary:** Shows icons for a person, a document, a red cross, and a house.
- UTSA Business Solutions Center:** Features logos for "Rowdy Exchange" and "Xtender".

Employee Self Service

Time and Attendance

Timesheet

Timesheet

Jane Doe

SENIOR POLICY ANALYST

Manager Name Best Boss

Actions

Earliest Change Date 07/01/2020 FLSA Status Nonexempt



Defaults to the Timesheet page

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

Select Another Timesheet

*View By Week

*Date 06/29/2020  

- Leave Time Reporting Code field blank
- Only use other codes when directed by your supervisor, Human Resources or Payroll Services departments

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

From 06/29/2020 to 07/05/2020

In	Meal Out	Meal In	Out
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM
1000:00AM			5:00:00PM

Punch Total

Time Reporting Code

- CBCMP - Call Back Comp - Comptime
- EMCL - Weather Closure
- FACH - Facility Closure - Hourly
- FACL - Facility Closure
- TRAVL - Travel

Click **Submit** after all work periods entered

Time and Attendance

Timesheet

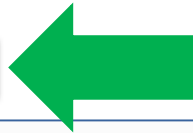
Submit Confirmation



The Submit was successful.

Time for the Week of 2020-06-29 to 2020-07-05 is submitted

OK



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

Time and Attendance

Timesheet

Jane Doe

SENIOR POLICY ANALYST

Manager Name Best Boss

Actions

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

Earliest Change Date 07/01/2020 FLSA Status Nonexempt

Select Another Timesheet

*View By

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

*Date

Reported Hours 20.50

[Print Timesheet](#) [Elapsed Timesheet](#)

From 06/22/2020 to 06/28/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
<input type="text"/>	Mon	6/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	6/22	+	-
<input type="text"/>	Tue	6/23	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	<input type="text"/>	<input type="text"/>	CST	6/23	+	-
<input type="text"/>	Wed	6/24	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	<input type="text"/>	<input type="text"/>	CST	6/24	+	-
<input type="text"/>	Thu	6/25	Needs Approval	1:00:00PM	<input type="text"/>	<input type="text"/>	5:30:00PM	4.50	<input type="text"/>	<input type="text"/>	CST	6/25	+	-
<input type="text"/>	Fri	6/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	6/26	+	-
<input type="text"/>	Sat	6/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	6/27	+	-
<input type="text"/>	Sun	6/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	6/28	+	-

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

Submit

Clear

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

From 06/22/2020 to 06/28/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	6/22	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	6/22	+	-
	Tue	6/23	New								CST	6/23	+	-
	Wed	6/24	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM							-
	Thu	6/25	Needs Approval	1:00:00PM			5:00:00PM							-
	Fri	6/26	New											-
	Sat	6/27	New								CST	6/27	+	-
	Sun	6/28	New								CST	6/28	+	-

You may delete or add a row as needed to report your work period times using the + and - signs

Submit Clear

Time and Attendance

Timesheet

Delete Confirmation



Are you sure you want to delete reported time? Row 1.

Yes - Delete

No - Do Not Delete



Click **Yes - Delete** to confirm the row deletion

Time and Attendance

Timesheet

Jane Doe
 SENIOR POLICY ANALYST

Employee ID 6XXXX96700 FTE 0.475000
 Empl Record 0 Empl Type Hourly
 Empl Class Classified Wages Act

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

From 06/22/2020 to 06/28/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	6/22	New						
	Tue	6/23	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Wed	6/24	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Thu	6/25	Needs Approval	1:00:00PM			5:30:00PM	4.50	
	Fri	6/26	New						
	Sat	6/27	New						
	Sun	6/28	New						

Click **Submit** after all corrections are completed

Submit

Time Entry Shortcuts

Timesheet

Jane Doe

SENIOR P

The Timesheet has built in shortcuts to reduce keystrokes allowing for quicker time entry

Manager Name Best Boss

Empl Class Classified Wages Acct

Actions

Earliest Change Date 08/01/2020 FLSA Status Nonexempt

Select Another Timesheet

*View By Week

Previous Week Next Week

Hours 18.50

Print Timesheet Elapsed Timesheet

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)

In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
10A	12P	1P	2.3P	3.00	
10A			15.3P	5.50	
10A			15.3P	5.50	
10A			14.3P	4.50	

Sun 6/21 New

Submit Clear

The screenshot shows the PeopleSoft Employee Self Service interface. At the top left is the UTSA logo. The main header is 'Employee Self Service'. The interface is divided into several sections: 'Payroll and Compensation', 'Personal Details', 'Talent Profile', 'Time and Attendance', and 'Benefits Summary'. Below these are 'UTSA Announcements' with two items by Carlos Gonzales, and 'UTSA Business Solutions Center' featuring 'Rowdy Exchange' and 'Xtender'. At the bottom are 'My Reports', 'Financial Approvals' (with a count of 1), and 'HRMS Approvals' (with a count of 0). A green arrow points from a blue callout box to the 'Sign Out' option in the user menu, which is also circled in green.

Employee Self Service

Payroll and Compensation

Personal Details

Talent Profile

Time and Attendance

Benefits Summary

UTSA Announcements

UTSA Business Solutions Center

My Reports

Financial Approvals

HRMS Approvals

Disbursements & Travel Services (DTS) Training Materials
Carlos Gonzales.

IMPORTANT - Pay Advice ESS Instructions
Carlos Gonzales.

Rowdy Exchange

Xtender

ORACLE
PEOPLESOFT

1

0

Personalize Homepage

My Preferences

Help

Sign Out

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

UTSA Financial Affairs