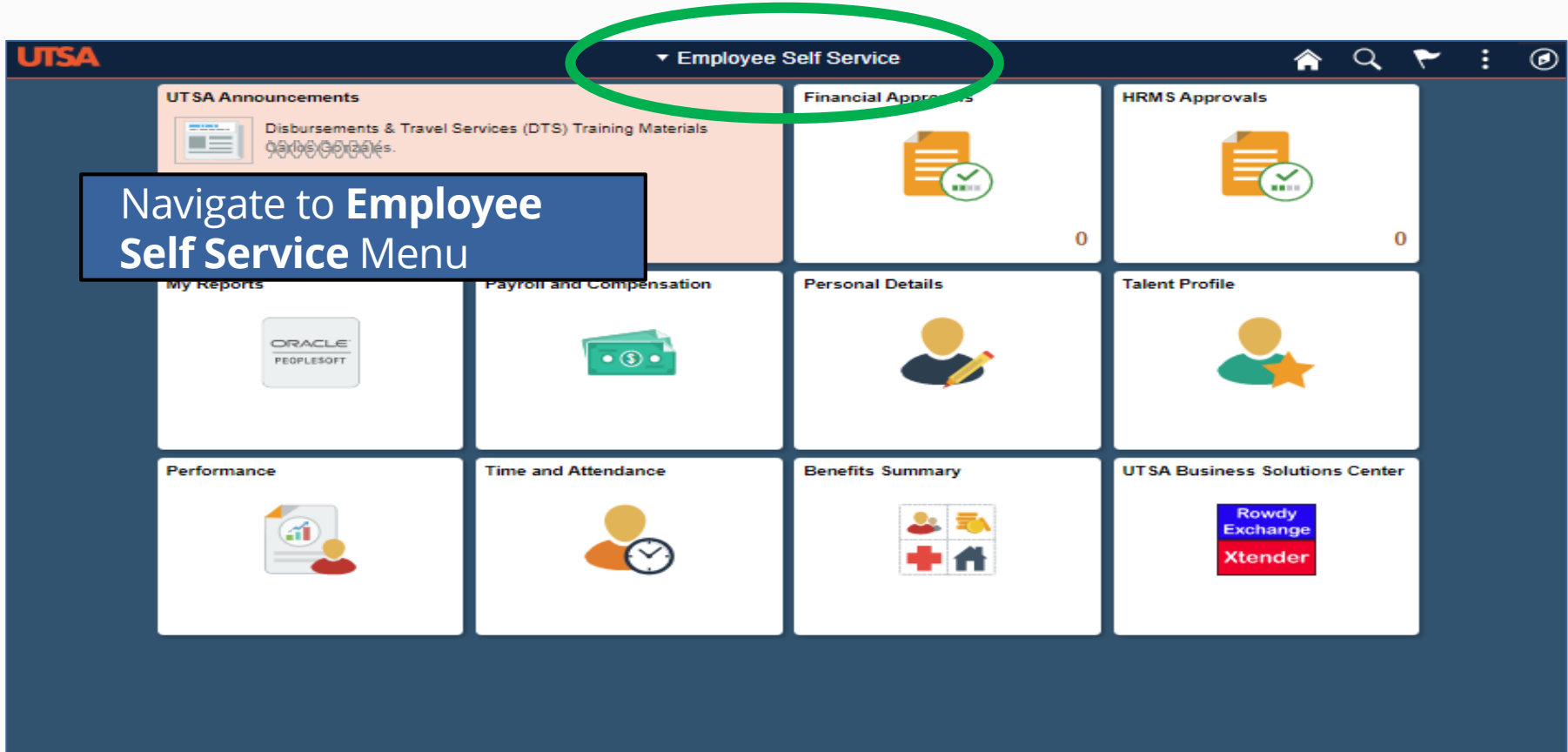


Work-Study Timesheet

Employee Self-Service



Access UTShare/PeopleSoft through **myUTSA**, or go to: <https://my.utshare.utsystem.edu/>

UTSA Employee Self Service

UTSA Announcements

- Disbursements & Travel Services (DTS) Training Materials
- IMPORTANT - Pay Advice ESS Instructions

Financial Approvals 0

HRMS Approvals 0

Time and Compensation

Personal Details

Talent Profile

Performance

Time and Attendance

Benefits Summary

UTSA Business Solutions Center

Rowdy Exchange
Xtender

Select the **Time and Attendance** icon

Employee Self Service **Time and Attendance**

Timesheet

Jane Doe
LAB ASSISTANT
Manager Name
Earliest Change Date 06/07/2020 FLSA Status Nonexempt

0.475000
Hourly

Reported Hours 0.00

Select Another Timesheet

*View By Week
*Date 06/01/2020

From 06/01/2020 to 06/07/2020

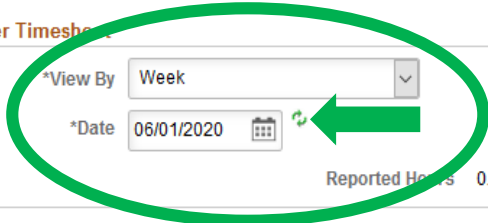
In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
10:00:00AM			2:00:00PM		
10:00:00AM			2:00:00PM		
10:00:00AM			2:00:00PM		
10:00:00AM			2:00:00PM		
10:00:00AM			1:00:00PM		

Submit Clear

Instructions:

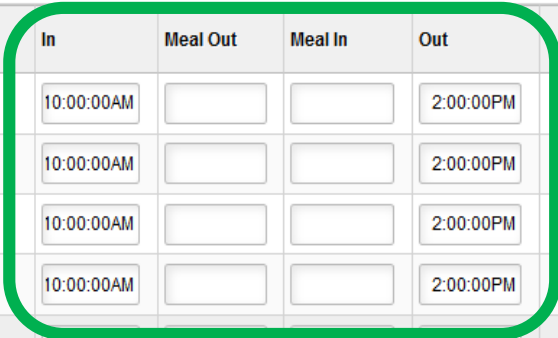
1. "Week" defaults in **View By** field, no action required
2. Enter Monday's date for the required week
3. Select the **refresh icon** button

Defaults to the **Timesheet** page



- 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



Click **Submit** after all work periods entered

Time and Attendance

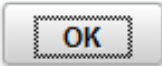
Timesheet

Submit Confirmation



The Submit was successful.

Time for the Week of 2020-06-01 to 2020-06-07 is submitted



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

Time and Attendance

Timesheet

Jane Doe

LAB ASSISTANT

Manager Name Be

[Actions](#)

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

Earliest Change Date 06/01/2020 FLSA Status Nonexempt

Select Another Timesheet

*View By

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

*Date

Reported Hours 19.00

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

From 06/01/2020 to 06/07/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	6/1	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Tue	6/2	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	<input type="text"/>
	Wed	6/3	Needs Approval						<input type="text"/>
	Thu	6/4	Needs Approval						<input type="text"/>
	Fri	6/5	Needs Approval	10:00:00AM	<input type="text"/>	<input type="text"/>	1:00:00PM	3.00	<input type="text"/>
	Sat	6/6	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Sun	6/7	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

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

Submit

Clear

Deleting or Adding Time-Rows

Example:
Employee worked on Tuesday and incorrectly submitted hours for Monday
Monday: Click on **minus sign (-)** to delete 6/01 row of time

Reported Hours 19.00 [Print Timesheet](#) [Elapsed Timesheet](#)

From 06/01/2020 to 06/07/2020 ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	6/1	Needs Approval	10:00:00AM			2:00:00PM	4.00			CST	6/1	+	-
	Tue	6/2	Needs Approval	10:00:00AM			2:00:00PM	4.00			CST	6/2	+	-
	Wed	6/3	Needs Approval	10:00:00AM										
	Thu	6/4	Needs Approval	10:00:00AM										
	Fri	6/5	Needs Approval	10:00:00AM			1:00:00PM	3.00			CST	6/5	+	-
	Sat	6/6	New								CST	6/6	+	-
	Sun	6/7	New								CST	6/7	+	-

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

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

LAB ASSISTANT

Empl Record 0

Empl Type Hourly

Manager Name Best Boss

Empl Class Student

Enter the work periods on the correct day - Tuesday

1. Enter start time on 6/2 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 06/01/2020 to 06/07/2020 ?

Add Comments	Date	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	6/1	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Tue	6/2	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	<input type="text"/>
	Wed	6/3	Needs Approval	10:00:00AM	<input type="text"/>	<input type="text"/>	2:00:00PM	4.00	<input type="text"/>
	Thu	6/4	Needs Approval	10:00:00AM	<input type="text"/>	<input type="text"/>	2:00:00PM	4.00	<input type="text"/>
	Fri	6/5	Needs Approval	10:00:00AM	<input type="text"/>	<input type="text"/>	1:00:00PM	3.00	<input type="text"/>
	Sat	6/6	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Sun	6/7	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Submit

Click **Submit** after all corrections are completed

Shortcuts

Timesheet

Jane Doe

LAB ASSISTANT

Manager Name Best Boss

Actions ▾

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

Earliest Change Date 06/01/2020 FLSA Status Nonexempt

Select Another Timesheet

*View By

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

Hours 19.00

[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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.00	<input type="text"/>
8A	12P	1P	5P	5.00	<input type="text"/>
10A	<input type="text"/>	<input type="text"/>	13.3P	4.00	<input type="text"/>
10A	<input type="text"/>	<input type="text"/>	13.P	4.00	<input type="text"/>
10A	<input type="text"/>	<input type="text"/>	15.3P	3.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Submit

Clear

The screenshot shows the 'Employee Self Service' interface. At the top left is the 'UTSA' logo. The main header is 'Employee Self Service'. On the right side, there is a navigation menu with options: 'Personalize Homepage', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is circled in green. A large green arrow points from a callout box to this option. The callout box is a dark blue rectangle with white text that reads: 'Select **Sign Out** to sign out of PeopleSoft'. The main content area contains several tiles: 'Payroll and Compensation' (with a money icon), 'Personal Details' (with a person and pencil icon), 'Talent Profile' (with a person and star icon), a clock icon, a grid of icons (person, money, plus, house), 'UTSA Announcements' (with two news items), 'UTSA Business Solutions Center' (with 'Rowdy Exchange' and 'Xtender' logos), 'My Reports' (with the Oracle PeopleSoft logo), 'Financial Approvals' (with a document and checkmark icon, and a '1' below it), and 'HRMS Approvals' (with a document and checkmark icon, and a '0' below it).

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