

Find my employee classification

**Your employee classification determines the type of timesheet
you need to submit**

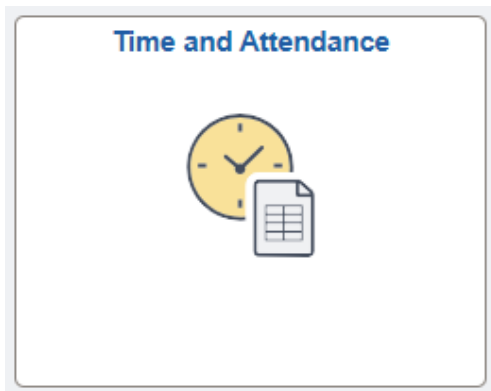
Important note

To ensure you have the most current information, please get this job aid from the website rather than referring to a locally-saved version.

Access PeopleSoft

Log into Peoplesoft: Go to my.utsa.edu, select UTShare/PeopleSoft, select UTSA if prompted, log in with your myUTSA ID.

Under Employee Self Service, select the Time and Attendance tile, then select the Enter Time tile.



See Employee Classification

This takes you to the Enter Time view, which shows the following information:

1. Your Employee Type is either Salaried or Hourly
2. Your FLSA Status is either Exempt or Nonexempt
3. Your Employee Classification is either Administrative and Professional (A&P), Classified or Student

Enter Time

Employee Information

Name		FTE	1.000000	1	Manager	
Empl ID		Type	Salaried		Manager	
Empl Rcd	0	FLSA Status	Exempt	2	Manager ID	
3	Empl Class	Classified	Earliest Change Date	0	XX	

[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

Contact Us

If you have questions about this job aid, you can contact us at

Payroll Management Services

[Payroll Management Services website](#)

Email: payroll@utsa.edu

Phone: (210) 458-4280

Thank you

The University of Texas at San Antonio

UTSA Financial Affairs

<https://www.utsa.edu/financialaffairs/>