

## Important note

If you use assistive technology such as a screen reader, please use the PowerPoint version instead.

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- Don't use a screen reader
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To ensure you have the most current information, please get this job aid from the website rather than referring to a locally-saved copy.

# **Supervisor Approval Team Time & Attendance**

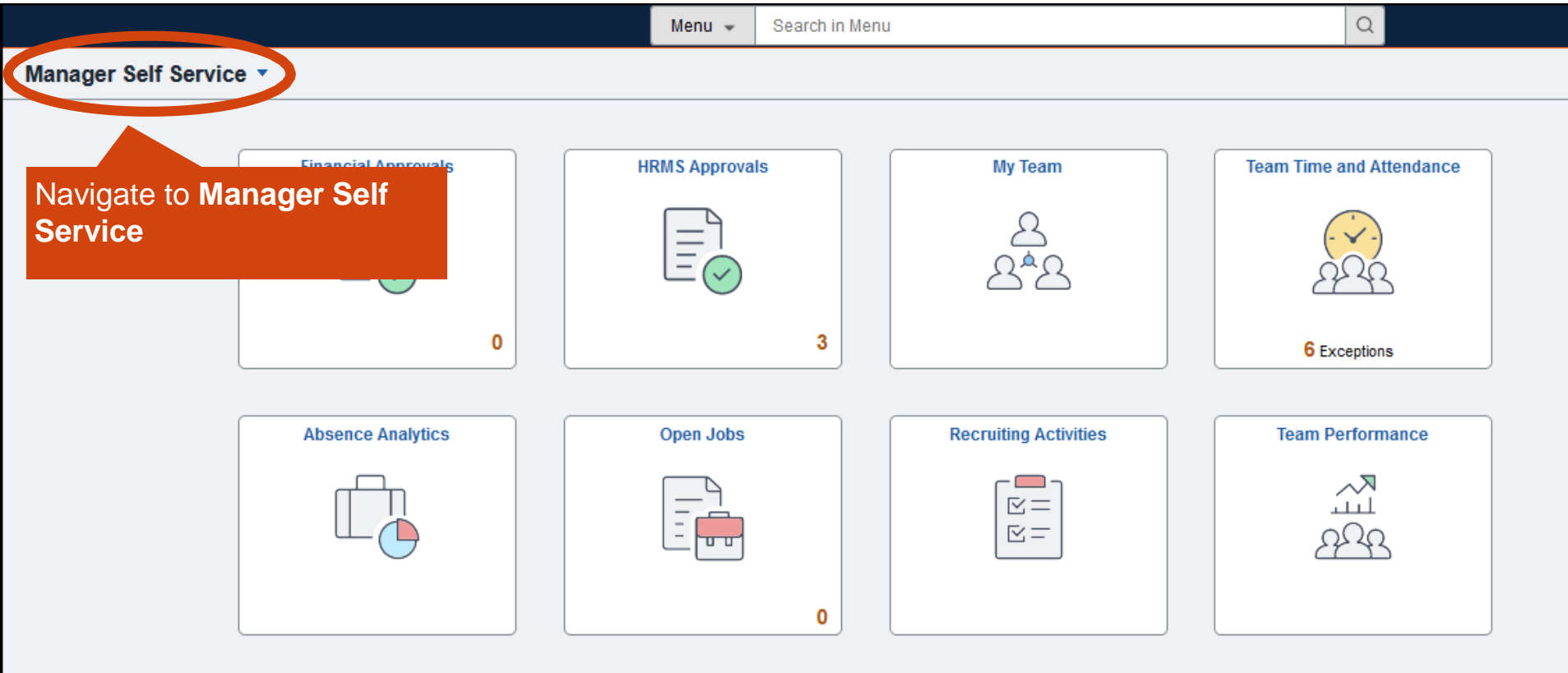
## Approve Employee Timesheets

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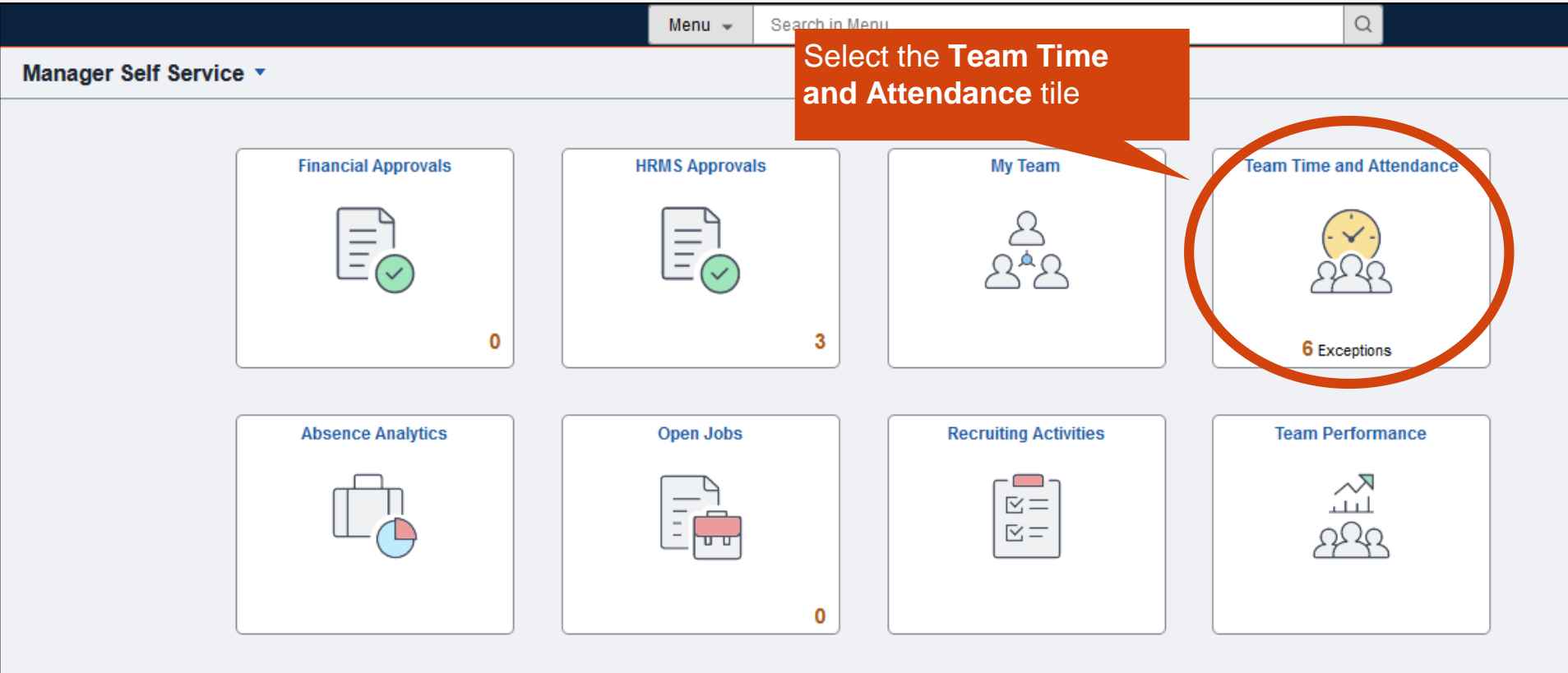
Manager Self Service

# Manager Self Service in PeopleSoft

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



# Team Time and Attendance



# Reported Hours Submitted by Employee (part 1)

**Timesheet** is the default page

The Position ID number will show by default in the **Reports to Position Number** field

1. In **Employee Selection**, select **Get Employees**.

2. Select the **calendar icon** to enter Monday's date for the week needed.

3. Select the **refresh icon**.

**Employees For:** Best Boss **Totals From** 09/19/2022 - 09/25/2022

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Do	Jane	1XXXXXXXXXX	0	40.00	40.00	40.00			0.00	0.00
Do	John	1XXXXXXXXXX	1	40.00	40.00	40.00			0.00	0.00
Do	Jane	1XXXXXXXXXX	0	40.00	40.00	40.00			0.00	0.00
Do	John	1XXXXXXXXXX	1	40.00	40.00	40.00			0.00	0.00
Do	Jane	1XXXXXXXXXX	0	40.00	40.00	40.00			0.00	0.00

# Reported Hours Submitted by Employee (part 2)

Manager Self Service
Team Time and Attendance

- Timesheet
- Approve Reported Time
- Payable Time Detail
- Request Absence
- Cancel Absences
- Absence Requests
- View Requests
- Compensatory Time
- Time and Labor Launch Pad
- Monthly Time Calendar
- Assign Work Schedule
- Manager Search Options
- Absence Balance Details

**Employee Selection**

**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text" value=""/>

Get Employees  
Clear Criteria  
Save Criteria

**Employee ID**

**Empl Record**

**Last Name**

**First Name**

**Business Unit**

**Department**

**Reports To Position**

**Location Code**

**Company**

**Workgroup**

**Change View**

\*View By

Employees For: **Best Boss**    Totals From 09/19/2022 - 09/25/2022

Time Summary | Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Doe	Jane	1XXXXXXXXXX	0	40.00	40.00	40.00			0.00	0.00
Doe	John	1XXXXXXXXXX	1	40.00	40.00	40.00			0.00	0.00
Doe	Jane	1XXXXXXXXXX	0	40.00	40.00	40.00			0.00	0.00
Doe	John	1XXXXXXXXXX	1	40.00	40.00	40.00			0.00	0.00
Doe	Jane	1XXXXXXXXXX	0	40.00	40.00	40.00			0.00	0.00

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Select the **Report Hours** column to filter to **Reported Hours** that equal the **Scheduled Hours**. This indicates employees who have submitted their timesheets.

In the **Time Summary** table

4. **Reported Hours** – current total hours submitted by the employee.
5. **Hours to be Approved** – pending hours requiring your review.
6. **Scheduled Hours** – employees are required to report their **Scheduled Hours**.
7. **Hours Approved or Submitted** – current total, or balance, of approved hours.

# Reported Hours Submitted by Employee (part 3)

Manager Self Service
Team Time and Attendance

- Timesheet
- Approve Reported Time
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- Request Absence
- Cancel Absences
- Absence Requests
- View Requests
- Compensatory Time
- Time and Labor Launch Pad
- Monthly Time Calendar
- Assign Work Schedule
- Manager Search Options
- Absence Release Details

**Employee Selection**

**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	12345678
Location Code	<input type="text"/>
Company	<input type="text"/>
Workgroup	<input type="text"/>

**Change View**

\*View By: Week

Date: 09/19/2022

Show Schedule Information

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

employees For: **Best Boss** Totals From 09/19/2022 - 09/25/2022

Time Summary
Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Do	Jane	1XXXXXXXXX	0	40.00	40.00	40.00			0.00	0.00
Do	John	1XXXXXXXXX	1	40.00	40.00	40.00			0.00	0.00
Do	Jane	1XXXXXXXXX	0	40.00	40.00	40.00			0.00	0.00
Do	John	1XXXXXXXXX	1	40.00	40.00	40.00			0.00	0.00
Do	Jane	1XXXXXXXXX	0	40.00	40.00	40.00			0.00	0.00

8. Select employee by the Last Name field to begin reviewing

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**Team Time and Attendance**

**Timesheet**

Jane Doe Employee ID FTE 1.000000  
Job Title Empl Record 0 Empl Type Salaried  
Manager Name Best Boss

Reported Hours 40.00

From Monday 09/19/2022 to Sunday 09/25/2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code
						10/25	32.00	WRKS - Salaried Worked
							8.00	VACS - Vacation - Salaried

**Reported Time Status**

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input checked="" type="checkbox"/>	09/19/2022	Needs Approval	8.00	WRKS	Salaried Worked	
<input checked="" type="checkbox"/>	09/20/2022	Needs Approval	8.00	WRKS	Salaried Worked	
<input checked="" type="checkbox"/>	09/21/2022	Needs Approval	8.00	WRKS	Salaried Worked	
<input checked="" type="checkbox"/>	09/22/2022	Needs Approval	8.00	WRKS	Salaried Worked	
<input checked="" type="checkbox"/>	09/23/2022	Needs Approval	8.00	WRKS	Salaried Worked	

**Approval**

Select All Deselect All Approve Push Back

9. Ensure the **Total** equals the sum of reported and absence hours in the employee's weekly **Scheduled Hours**.

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11. Note: In the **Select** column, reported time is automatically selected.

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10. Review the **Reported Status** field for pending approval transactions.

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## Team Time and Attendance

### Timesheet

Jane Doe  
Job Title  
Manager Name Best Boss

Employee ID FTE 1.000000  
Empl Record 0 Empl Type Salaried  
Empl Class Classified  
Earliest Change Date 12/01/2022 FLSA Status Exempt

Review reported time for accuracy:

Previous Week Next Week  
Previous Employee Next Employee  
Print Timesheet Punch Timesheet

From Monday 09/19/2022 to Sunday 09/25/2022

Mon 10/19	Tue 10/20	Wed 10/21	Thu 10/22	Fri 10/23	Sat 10/24	Sun 10/25	Total	Time Reporting Code
	8.00	8.00	8.00	8.00			32.00	WRKS - Salaried Worked
8.00							8.00	VACS - Vacation - Salaried

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Payable Time

### Reported Time Status

Select	Date	Time	Code	Description	Comments
<input checked="" type="checkbox"/>	09/19/2022			Salaried Worked	
<input checked="" type="checkbox"/>	09/20/2022			Salaried Worked	
<input checked="" type="checkbox"/>	09/21/2022			Salaried Worked	
<input checked="" type="checkbox"/>	09/22/2022	Needs Approval	8.00	WRKS Salaried Worked	
<input checked="" type="checkbox"/>	09/23/2022	Needs Approval	8.00	WRKS Salaried Worked	

12. If reported time is correct, select **Approve**.

13. If reported time is incorrect, select **Push Back** to send timesheet notification back to employee for correction. Ensure corrections are submitted and approved by timesheet deadline dates.

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### Approval

Select All

Deselect All

Approve

Push Back

From Monday 09/19/2022 to Sunday 09/25/2022 ?

Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24	Sun 9/25	Total	Time Reporting Code	*Taskgroup
8.00	8.00	8.00							PSNONCATSK

14. Select **Yes** to confirm your approval.  
15. Select **No** to stop and review time details again.

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

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### Reported Time Status

Select	Date	Reported Status	Total	TR		
<input checked="" type="checkbox"/>	09/19/2022	Needs Approval	8.00	WRKS	Salaried Worked	
<input checked="" type="checkbox"/>	09/20/2022	Needs Approval	8.00	WRKS	Salaried Worked	
<input checked="" type="checkbox"/>	09/21/2022	Needs Approval	8.00	WRKS	Salaried Worked	
<input checked="" type="checkbox"/>	09/22/2022	Needs Approval	8.00	WRKS	Salaried Worked	
<input checked="" type="checkbox"/>	09/23/2022	Needs Approval	8.00	WRKS	Salaried Worked	

### Approval

# Approve in Team Time and Attendance (part 1)

**Team Time and Attendance**

Timesheet

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**Approve Confirmation**

✓ Selected transactions were successfully approved.

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16. Under **Approve confirmation**, select **OK** to continue and return to the timesheet view.

# Approve in Team Time and Attendance (part 2)

From Monday 09/19/2022 to Sunday 09/25/2022 ?

Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24	Sun 9/25	Total	Time Reporting Code
8.00	8.00	8.00	8.00	8.00			40.00	WRKS - Salaried Worked

17. Under **Reported Status**, review to ensure each row has an **Approved** status, except rows that were pushed back for employee correction.

Reported Time Status

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Date	Reported Status	Total	TRC	Description	Add Comments
09/19/2022	Approved	8.00	WRKS	Salaried Worked	
09/20/2022	Approved	8.00	WRKS	Salaried Worked	
09/21/2022	Approved	8.00	WRKS	Salaried Worked	
09/22/2022	Approved	8.00	WRKS	Salaried Worked	
09/23/2022	Approved	8.00	WRKS	Salaried Worked	

[Return to Select Employee](#)

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18. Select **Return to Select Employee** to select and review the next employee. Or **sign out**, if complete.

# Sign Out (part 1)

The screenshot displays the PeopleSoft Manager Self Service interface. At the top, there is a navigation bar with a 'Menu' dropdown, a search box labeled 'Search in Menu', and a search icon. On the right side of the navigation bar, there is a home icon and a 'Actions' menu icon (three vertical dots) which is circled in orange. Below the navigation bar, the main content area is titled 'Manager Self Service' and contains several tiles: 'Financial Approvals', 'HRMS Approvals', 'Team Time and Attendance', 'Absence Analytics', and 'Open Jobs'. On the right side of the main content area, a dropdown menu is open, listing options: 'Personalize Homepage', 'Refresh', 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is circled in orange. An orange callout box with a white background and a pointer to the 'Sign Out' option contains the text: 'Under the **Actions** menu (three vertical dots), select **Sign Out** to sign out of PeopleSoft'. On the left side of the interface, there are icons for a clock and a heart.

## Sign Out (part 2)



Close your 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.

## Questions?

### Payroll contacts

Phone: (210) 458-4280

Email: [payroll@utsa.edu](mailto:payroll@utsa.edu)

# Thank You!

The University of Texas at San Antonio

**UTSA** Financial Affairs