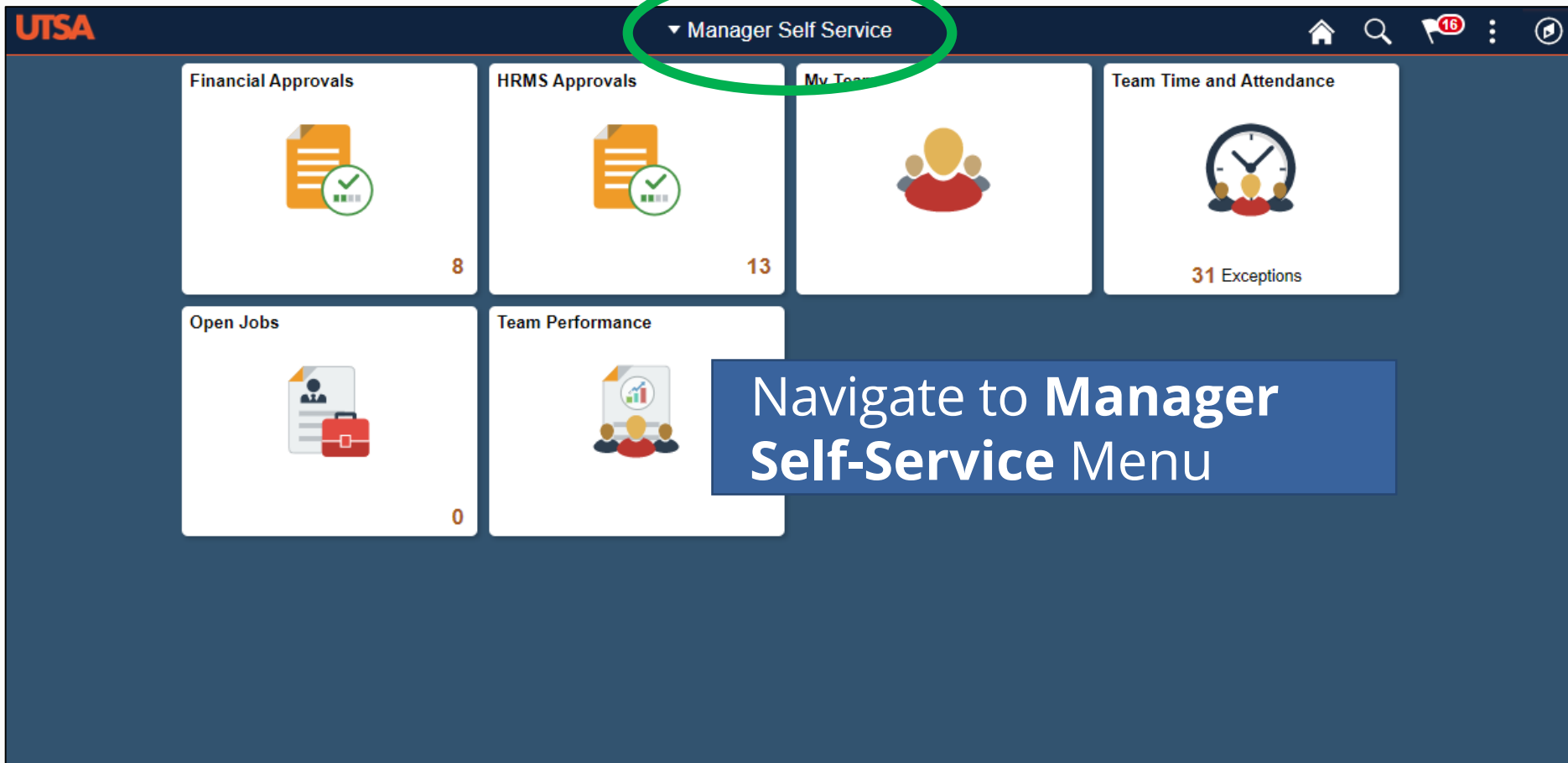


# Submit OT Comp Payout

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Manager Self-Service



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

The screenshot shows a 'Manager Self Service' dashboard with the following components:

- Financial Approvals:** 8 items, icon of a document with a checkmark.
- HRMS Approvals:** 13 items, icon of a document with a checkmark.
- My Team:** Icon of three people.
- Team Time and Attendance:** 31 Exceptions, icon of a clock and three people. This icon is circled in green.
- Open Jobs:** 0 items, icon of a document with a person and a briefcase.
- Team Performance:** Icon of a document with a bar chart and three people.

A blue callout box on the right side of the dashboard contains the text: **Select Time and Attendance icon**

## Team Time and Attendance

Timesheet

Approve Reported Time

Default is the Timesheet screen

Absence Requests

View Requests

Compensatory Time

Time and Labor Launch Pad

Monthly Time Calendar

Assign Work Schedule

Manager Search Options

Absence Balance Details

### Timesheet Summary

#### Employee Selection

##### Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	6XXXXXXXXX
Last Name	Doe
First Name	<input type="text"/>
Business Unit	<input type="text"/>

Get Employees  
Clear Criteria  
Save Criteria

Employee Selection Criteria:

1. Enter **Employee ID** or **Last Name** fields
2. Click **Get Employees**
3. Search and select employee from **Last Name** field

#### Change View

\*View: Week  Show Schedule Information

Employees will populate in this location after selecting **Get Employees** button

#### Employees For

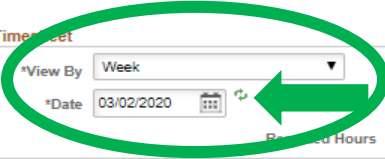
Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception
Jane Doe			0	0.000000	0.000000	0.000000	

## Example: Payout 40 hours of employee's OT Comp balance

Timesheet  
Jane Doe

Manager Name Best Boss

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



From 03/02/2020 to 03/08/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	3/2	Approved	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	3/2	+	-
	Tue	3/3	Approved	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	3/3	+	-
	Wed	3/4	Approved	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	3/4	+	-
								8.00			CST	3/5	+	-
								8.00			CST	3/6	+	-
	Sun	3/8	Approved						OCP - Overtime Comp Payout	40.00				

Select "OCP" Time Reporting Code in a blank time row

Enter quantity

Click **Submit** to submit

Summary **Leave / Compensatory Time** Payable Time

Select the **Leave/Compensatory Time** Tab to review if employee's overtime balance is sufficient

Leave and Compensatory Time Balances

Description	Plan	Recorded Balance	M
Comp Time	OVERTIME	203.99	
Comp Time	STRAIGHT	39.00	0

**Time and Attendance**

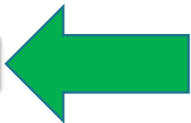
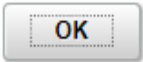
Timesheet

**Submit Confirmation**



The Submit was successful.

Time for the Week of 2020-04-06 to 2020-04-12 is submitted



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

The screenshot shows the 'Manager Self Service' interface. The top navigation bar includes the UTSA logo, the title 'Manager Self Service', and utility icons for home, search, notifications, and a user profile menu. The main content area is divided into four primary sections: 'Financial Approvals', 'HRMS Approvals', 'My Team', and 'Team Time and Attendance'. A dropdown menu is open from the user profile icon, listing 'Personalize Homepage', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is circled in green. A large blue text box is overlaid on the center of the screen, containing the instruction: '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