Submit OT Comp Payout

Manager Self-Service
Access UTShare/PeopleSoft through myUTSA, or go to: https://my.utshare.utsystem.edu/
Select **Time and Attendance** icon
Employee Selection Criteria:
1. Enter **Employee ID** or **Last Name** fields
2. Click **Get Employees**
3. Search and select employee from **Last Name** field

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

Default is the Timesheet screen.

**Jane Doe**
Select the Leave/Compensatory Time Tab to review if employee’s overtime balance is sufficient.

- 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

- Select “OCP” Time Reporting Code in a blank time row
- Enter quantity
- Click Submit to submit

Example: Payout 40 hours of employee’s OT Comp balance
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
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