Timesheet View and Approval

Manager Self-Service
Navigate to the Manager Self Service

Access UTShare/PeopleSoft through myUTSA, or go to: https://my.utshare.utsystem.edu/
Select Team Time and Attendance icon
Timesheet is the default page

Employee Selection Criteria:
1. Select **Get Employees**
2. Enter Monday’s date for the week needed
3. Select the refresh icon button

Employees populate in this location after selecting the “**Get Employees**” button

4. Select employee by **Last Name** field to begin reviewing

Financial Affairs
1. Review the **Reported Status** field for pending approval transactions
2. Notice reported time is automatically selected in the **Select** column

3. Review reported time for accuracy
4. Notice the partial day absence (Sick)
5. Select the **Approve** if time is correct or **Push Back** for required correction
1. After selecting **Approve**, confirm the time selection

2. Select **Yes** to confirm, or **No** to stop and review time details again.
1. Approve confirmation
2. Select **OK** to continue and return to the timesheet view
1. After the reported time is approved, the status is changed to “Approved”

**Note:** Sick absence submitted requires review

2. Select **Absence** tab to begin the absence event review
1. Review the Absence Take for accuracy
2. Review the employee has sufficient Entitlement balance

3. Select the absence in the Select field
4. Select Approve if correct or Push Back for required corrections

Note: If Push Back is selected, comments are required
1. Confirm manager’s selection
2. Select **Yes** to confirm, or **No** to stop and review time details again
Select **OK** to confirm the absence approval and return to the timesheet view.
1. The manager reviews to ensure all their employees’ transactions have an *Approved* status.

2. Select **Return to Select Employee** button to select and review the next employee, or **sign out**, if complete.
Select **Sign Out** to sign out of PeopleSoft.
Close your browser to securely end the PeopleSoft online session

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