How to Approve Salaried Employee Timesheet

Manager Self-Service
Select **HRMS Approvals** via Employee or Manager Self-Service

Either route goes to the **Pending Approvals** page

Access UTShare/PeopleSoft through **myUTSA**, or go to: [https://my.utshare.utsystem.edu/](https://my.utshare.utsystem.edu/)
"View By" Options

**Pending Approvals**

<table>
<thead>
<tr>
<th>View By</th>
<th>Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Absence Request</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Reported Time</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Default set to see all pending documents by type for a manager’s direct reports.

### Reported Time
- **Jane Doe1**
  - 01/20/2020 - 01/24/2020
- **Jane Doe2**
  - 01/20/2020 - 01/24/2020

### Absence Request
- **Jane Doe2**
  - Sick Leave, 1 Hours
  - 02/19/2020
- **Jane Doe2**
  - Sick Leave, 2 Hours
  - 02/06/2020
- **Jane Doe1**
  - Vacation Leave, 8 Hours
  - 01/23/2020
- **Jane Doe1**
  - Vacation Leave, 4 Hours
  - 01/24/2020

### Approval Status
- Routed
- 03/09/2020
- 04/01/2020
"View By" Options

Step 1: Select the “From” option in View By when an employee has a mix of absence(s) and time for review.

Step 2: Select employee.

Notice the documents are related for work week 1/20 - 1/24.

Step 3: Select anywhere on the Reported Time row to continue.

Note the two absence requests date and hours for the next slide.
### Review and Approve

#### Step 1: Select line(s) for approval

<table>
<thead>
<tr>
<th>Select</th>
<th>Report Date</th>
<th>Time Reporting Code</th>
<th>Quantity for Approval</th>
<th>Reported for Date / Scheduled for Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>01/20/2020</td>
<td>HOL - Holiday</td>
<td>8.00 Hours</td>
<td>8.00 Hours / 0.00 Hours</td>
</tr>
<tr>
<td>✔</td>
<td>01/21/2020</td>
<td>WRKS - Hours Worked</td>
<td>8.00 Hours</td>
<td>8.00 Hours / 8.00 Hours</td>
</tr>
<tr>
<td>✔</td>
<td>01/22/2020</td>
<td>WRKS - Hours Worked</td>
<td>8.00 Hours</td>
<td>8.00 Hours / 8.00 Hours</td>
</tr>
<tr>
<td>✔</td>
<td>01/23/2020</td>
<td>WRKS - Hours Worked</td>
<td>0.00 Hours</td>
<td>0.00 Hours / 8.00 Hours</td>
</tr>
<tr>
<td>✔</td>
<td>01/24/2020</td>
<td>WRKS - Hours Worked</td>
<td>4.00 Hours</td>
<td>4.00 Hours / 8.00 Hours</td>
</tr>
</tbody>
</table>

#### Step 2: Select Approve after reviewing and selecting lines for approval

- **Note:** 32 hours *scheduled* due to 1/20 holiday
- **Note:** 28 hours *reported* due to holiday and 1/23 and 1/24 absences
Review and Approve

- Select **Submit** button to confirm approval
- The direct supervisor is the final approver
- Payroll Services processes the time approved

You are about to approve this request.

**Approver Comments**

Approve | Comments are optional.
Other "View By" Options

When there are many documents or employees, consider using the View By options to assist in selecting which documents to review.

Example: Timesheet documents filtered by selecting Reported Time.

Example: Documents filtered by submitted this week.
Deny a Timesheet

Step 1: Select the line(s) to deny by marking the check box

Step 2: Select the Deny button to submit
Deny a Timesheet

Select **Submit** button to approve, or **Cancel** to go back to the previous screen.

You are about to deny this request. Approver comments, if provided, will be available on Timesheet page for time reporter view.

**Approver Comments**

Approver comments are required.
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