

# Reporting work hours that cross days

**Learn how to submit your timesheet for work hours that span different days**

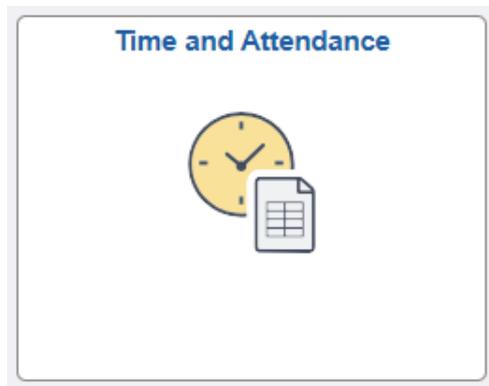
# Important note

To ensure you have the most current information, please get this job aid from the website rather than referring to a locally-saved version.

# Access timesheet in PeopleSoft

Log into Peoplesoft: Go to my.utsa.edu, select UTShare/PeopleSoft, select UTSA if prompted, log in with your myUTSA ID.

Under Employee Self Service, select the Time and Attendance tile, then select the Enter Time tile.



This takes you to your timesheet, where you will enter hours worked that cross days.

# Enter work hours that cross days (1)

Under each day, enter the total number of hours worked.

Example: You worked from 6:00 PM on Saturday until 2:00 AM on Sunday.

The screenshot shows a timesheet interface for the period April 14, 20XX - April 20, 20XX. The interface includes a calendar icon, navigation arrows, and a 'Submit' button. A table displays the days of the week with their respective scheduled and reported hours. The 'WRKS - Salaried Worked' row is highlighted, and the input fields for Saturday and Sunday are shown with values 6.00 and 2.00 respectively. Two callout boxes provide instructions: one for entering hours for Saturday and Sunday, and another for clicking the 'Submit' button.

1. On the WRKS – Salaried Worked row, enter six hours under Saturday and two hours under Sunday.

2. Select Submit to begin submitting your timesheet.

Time Reporting Code / Time Details	Row Totals	14 Mon	15 Tue	16 Wed	17 Thu	18 Fri	19 Sat	20 Sun
WRKS - Salaried Worked	40.00	8 of 8	8 of 8	8 of 8	8 of 8	0 of 8	6 of 0	2 of 0

# Enter work hours that cross days (2)

Review any Review Time Card warnings (example below), then select OK to complete submitting your timesheet.

Review Time Card	
<b>Time and Labor Error Messages</b> <span style="float: right;">1 row</span>	
1	
<b>Time and Labor Warning messages</b> <span style="float: right;">3 rows</span>	
1	Hours entered more than scheduled hours 0 on 04/19/20XX. (32003,7)
2	Hours entered more than scheduled hours 0 on 04/20/20XX. (32003,7)
3	Hours indicated 04/18/20XX is less than scheduled hours 8. (32003,6)
<input type="button" value="OK"/>	

Your timesheet will then route to your people leader for review and approval.

# Contact Us

If you have questions about this job aid, you can contact us at

## **Payroll Management Services**

[Payroll Management Services website](#)

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# Thank you

The University of Texas at San Antonio

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