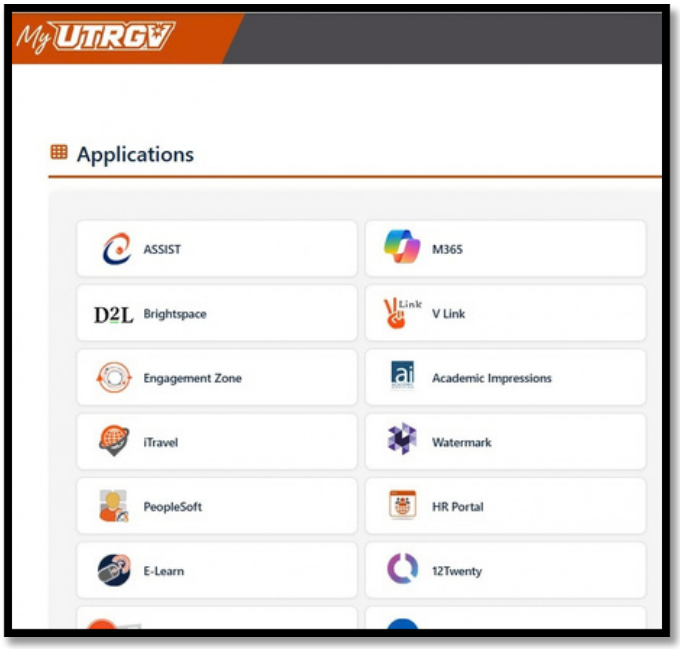
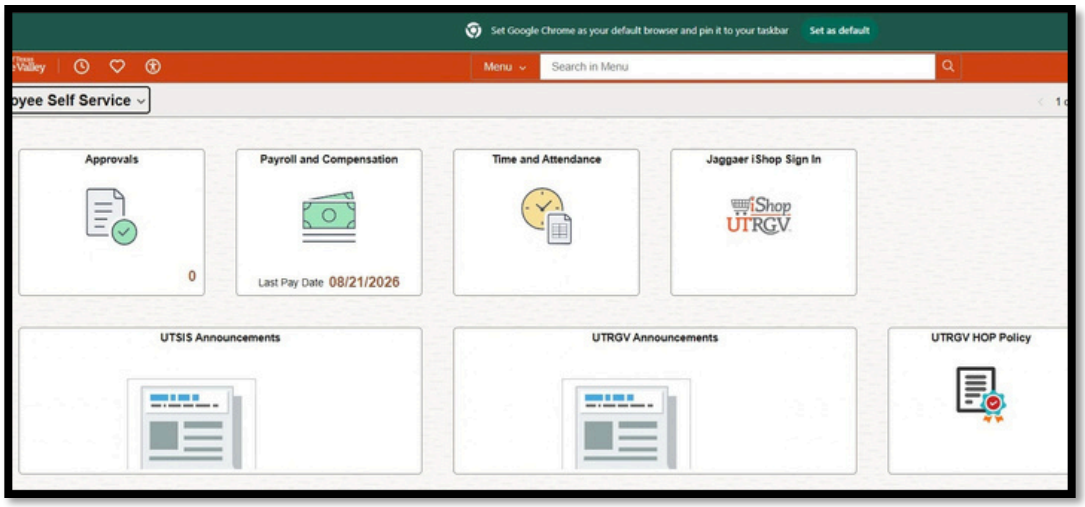
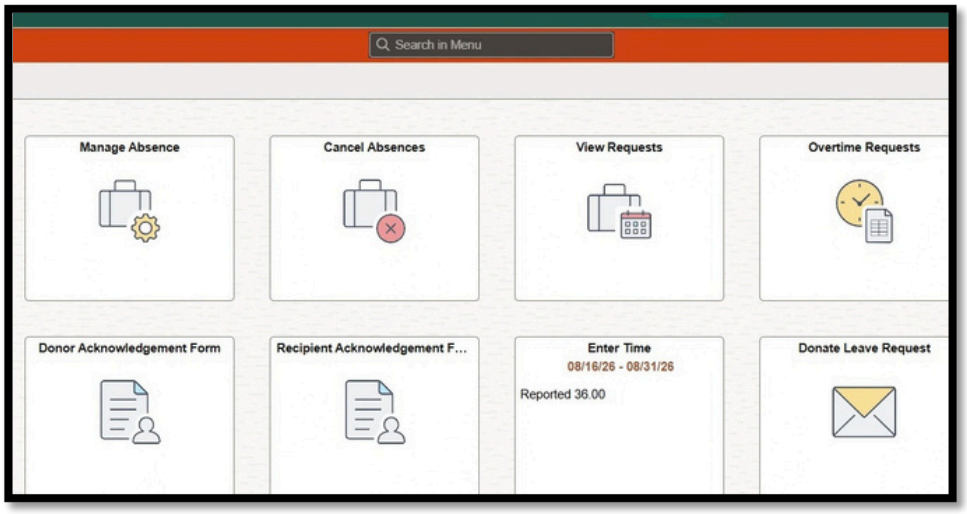
How to Submit a Timesheet



Step 1: Log in to myUTRGV
Start by logging into your **myUTRGV** account. Once you are logged in, look for and select the **PeopleSoft** button.

Step 2: Select Time and Attendance
Once you select **PeopleSoft**, you will be taken to the PeopleSoft landing page. From there, locate **Time and Attendance** and click on it to continue.





Step 3: Select Enter Time

You will then be taken to another page. On this page, locate the **Enter Time** button and click on it to continue.

Step 4: Enter Your Hours

You will now be taken to the **Enter Time** page, where you can enter the hours, you worked for each day.

- Enter the **time you started and ended your shift**, making sure to include **AM or PM**.
- For each day you enter hours, use the **Time Reporting Code** drop-down menu and select **00 REG – Regular**.
- Continue entering your hours for each day you worked during the pay period.

Pay periods are typically:

- **1st–15th of the month**
- **16th–the end of the month**

Use the screenshot below as a visual guide for where to enter your hours and select the appropriate time reporting code.

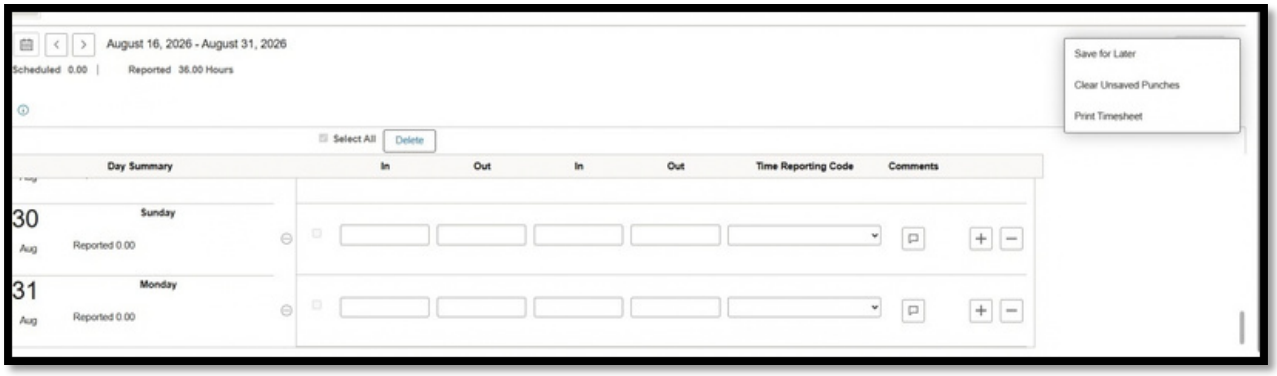


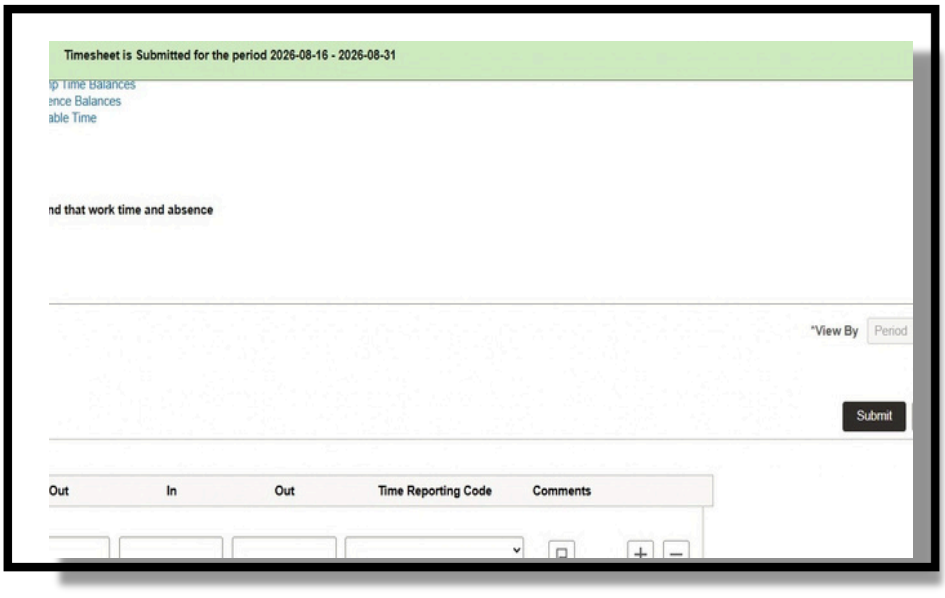
Step 5: Save Your Hours for Later

If you have entered your hours but **it is not yet time to submit your timesheet**, you can save your entries and return to them later.

1. After entering your hours, locate the **three dots (•••)** on the right side of the page.
2. Click on the three dots to open the options menu.
3. Select **Save for Later**.

This will save the hours you have entered so you can return to your timesheet and continue adding hours before it is time to submit.





Step 6: Submit Your Timesheet

You are now ready to submit your timesheet. Click the **black "Submit" button** located next to the three little dots you clicked on earlier.

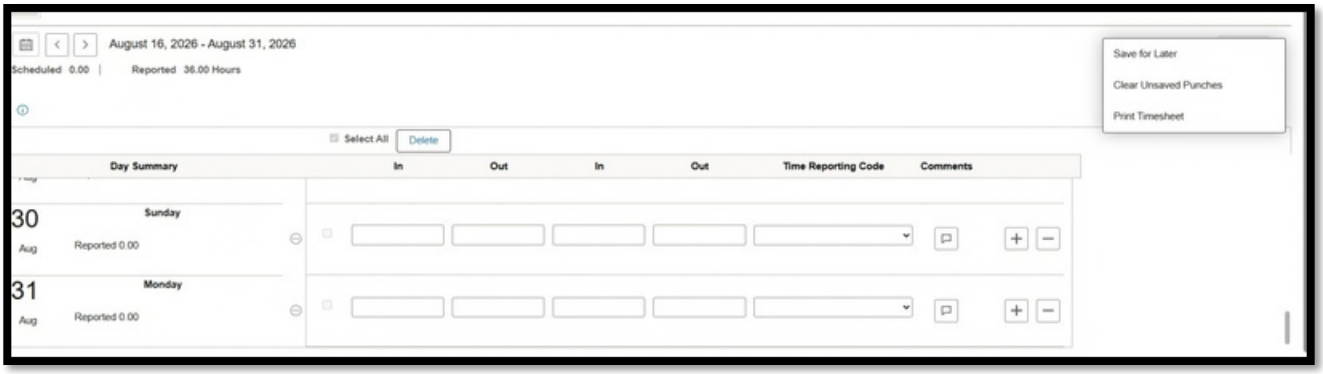
Once you click **Submit**, a small **yellowish banner** will briefly appear near the top of the page. This is your confirmation that the timesheet was successfully submitted.

The banner will say:

"Timesheet is submitted for the period of:"

It will then display the **time period** you just submitted.

Important: The confirmation banner will only appear for a few seconds, so make sure to watch for it after clicking **Submit**.

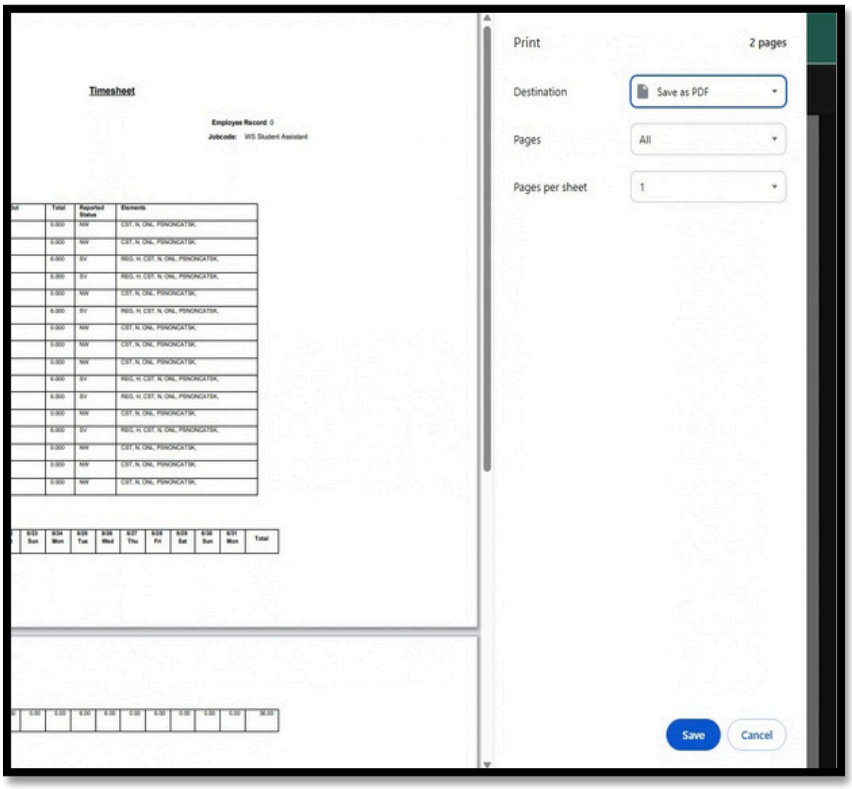


Step 7: Print Your Timesheet

Next, go back to the **three little dots** on the right side of the timesheet.

Click the three dots, and then select **"Print Timesheet."**

This will open the print options so you can print or save a copy of your submitted timesheet for your records.



Step 8: Save Your Timesheet as a PDF

Next, click **"Save as PDF"** in the print options.

Before saving, make sure to name your document using the following format:

TS-[First and Last Name] SA [Start Date]-[End Date]

Example:
TS-John Doe SA 08.16.26-08.31.26

Make sure the **dates match the pay period** on the timesheet you just submitted.



Step 9: Email Your Timesheet

Next, you will email your saved PDF timesheet to your **supervisor**. If you are required to include anyone else, make sure to **CC them on the email**. You will be told who needs to be included.

For the **subject line**, enter:

Timesheet

In the body of the email, include a short, professional message letting your supervisor know what is attached.

Example:

“Attached you will find my timesheet for the time period of [Start Date–End Date].”

Finally, **attach the PDF of your timesheet** to the email and send it to your supervisor, making sure any required individuals are CC’d.