

PEOPLESOFT FLUID TIMESHEETS for

Exempt Timecard Entry

Microsoft Authenticator (MFA)

Access to PeopleSoft from remote locations (off - campus) requires Microsoft Authenticator (MFA)
Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.
UTRGV uses Microsoft Multifactor Authenticator (MFA) to keep our information and applications secure.

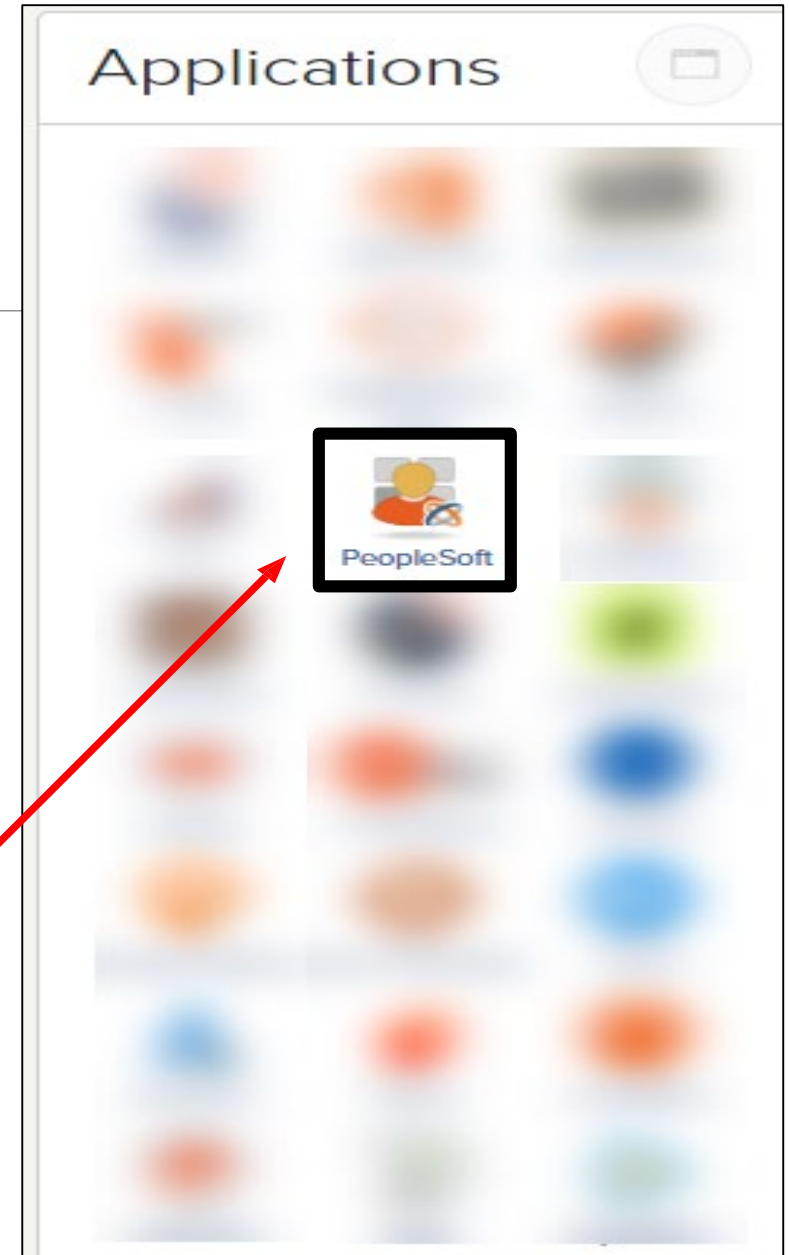
For more information please visit:

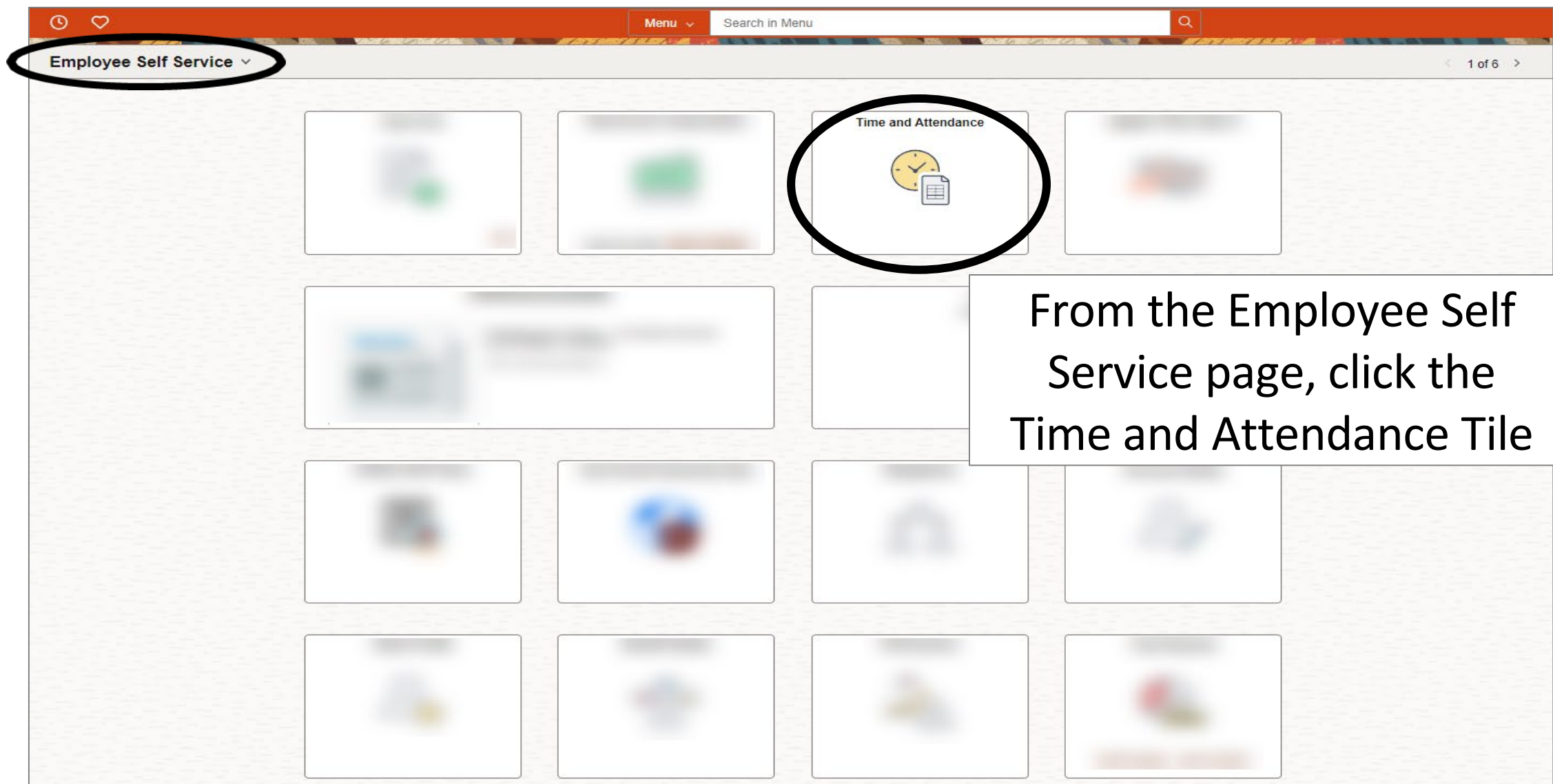
<https://utrgv.edu/mfa>

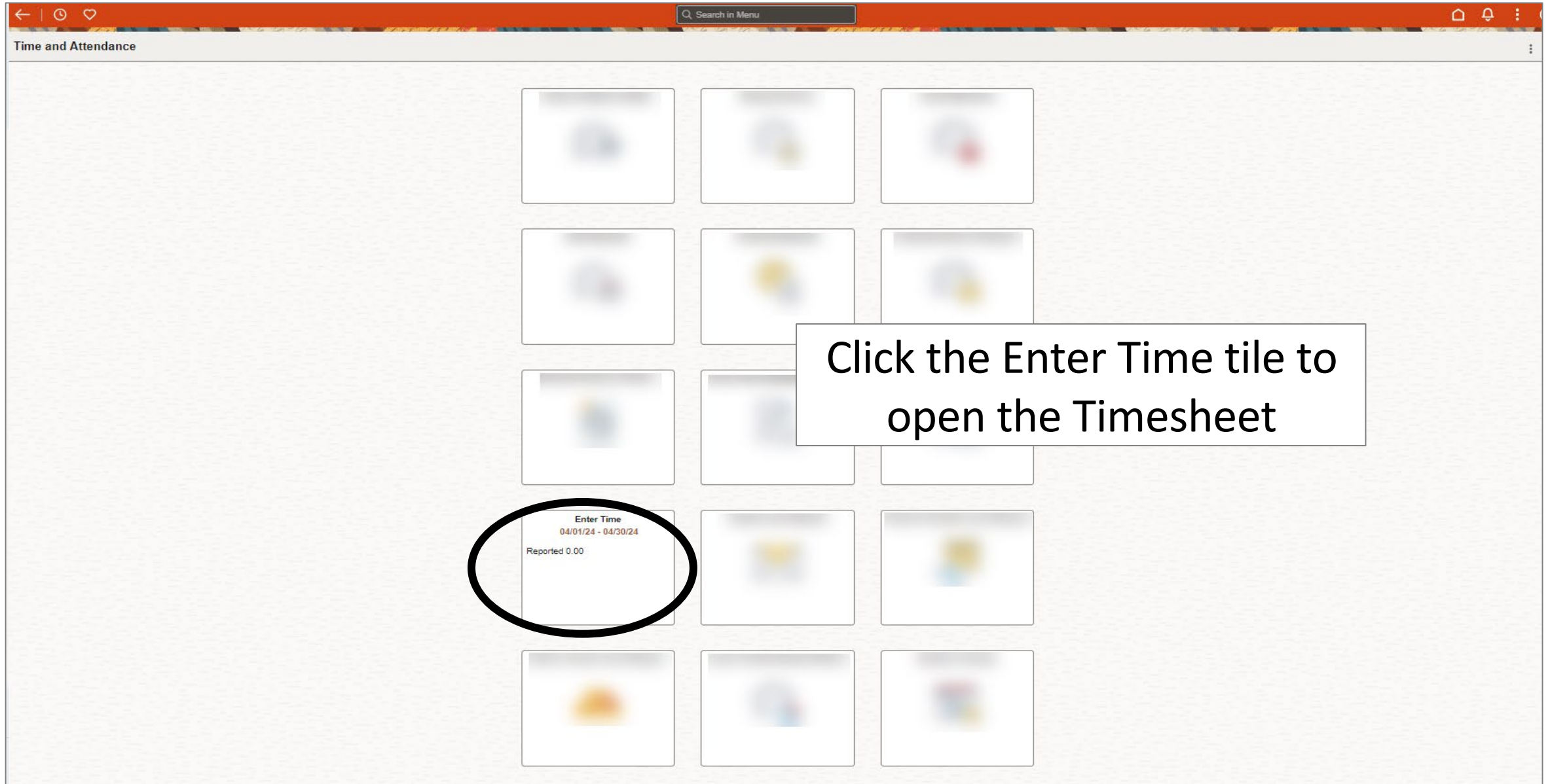


Log In

1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.







Employee Information

Name		FTE	1.000000
Empl ID		Type	Salaried
Empl Rcd	0	FLSA Status	Exempt
Empl Class		Earliest Change Date	04/01/2024

[View Comp Time Balances](#)
[View Absen.v: Balances](#)
[View Payable Time](#)

To view balances, click on link.

By clicking submit, I certify that the time hereon is true and correct

Reporting period defaults to the current period. Click on the back/forward arrows or use the calendar icon to select a period.

April 1, 2024 - April 30, 2024

Scheduled 170.00 | Reported 0.00 Hz

Submit

*Time Reporting Code / Time Details

Row Totals

1 Mon ☹	2 Tue ☹	3 Wed ☹	4 Thu ☹	5 Fri ☹	6 Sat ☹	7 Sun ☹	8 Mon ☹	9 Tue ☹	10 Wed ☹	11 Thu ☹	12 Fri ☹	13 Sat ☹	14 Sun ☹
0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

NLT - No Leave Taken - Salarie ▼



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Enter Time

▼ Employee Information

Name

FTE 1.000000

Manager

[View Comp Time Balances](#)

Empl ID

Type Salaried

Manager

[View Absence Balances](#)

Empl Rcd 0

FLSA Status Exempt

Manager ID

[View Payable Time](#)

Empl Class

Earliest Change Date 04/01/2024

By clicking submit, I certify that the time hereon is true and correct to the best of my knowledge and that work time and absence is in accordance with UT Rio

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April 1, 2024 - April 30, 2024

*View By

Period ▼

Scheduled 176.00 | Reported 0.00 Hours

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Submit

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*Time Reporting Code / Time Details		1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun
Row Totals		0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0
NLT - No Leave Taken - Salarie ▼		<div><div>+</div><div>-</div><div>0.00</div></div>	<div><div>+</div><div>-</div><div>0.00</div></div>	<div><div>+</div><div>-</div><div>0.00</div></div>	<div><div>+</div><div>-</div><div>0.00</div></div>	<div><div>+</div><div>-</div><div>0.00</div></div>	<div><div>+</div><div>-</div><div></div></div>	<div><div>+</div><div>-</div><div></div></div>	<div><div>+</div><div>-</div><div>0.00</div></div>	<div><div>+</div><div>-</div><div>0.00</div></div>	<div><div>+</div><div>-</div><div>0.00</div></div>	<div><div>+</div><div>-</div><div>0.00</div></div>	<div><div>+</div><div>-</div><div>0.00</div></div>	<div><div>+</div><div>-</div><div></div></div>	<div><div>+</div><div>-</div><div></div></div>

Employee Information

Name	FTE 1.000000	Manager	View Comp Time Balances
Empl ID	Type Salaried	Manager	View Absence Balances
Empl Rcd 0	FLSA Status Exempt	Manager ID	View Payable Time
Empl Class	Earliest Change Date 04/01/2024		

By clicking submit, I certify that the time hereon is true and correct to the best of my knowledge and that work time and absence is in accordance with UT Rio C

April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 0.00 Hours

*View By Period ▾

Submit

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*Time Reporting Code / Time Details

Row Totals

1 Mon ☹️	2 Tue ☹️	3 Wed ☹️	4 Thu ☹️	5 Fri ☹️	6 Sat ☹️	7 Sun ☹️	8 Mon ☹️	9 Tue ☹️	10 Wed ☹️	11 Thu ☹️	12 Fri ☹️	13 Sat ☹️	14 Sun ☹️
0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

NLT - No Leave Taken - Salarie ▼



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Search in Menu

Enter Time

Employee Information

Name

Empl ID

Empl Rcd 0

Empl Class

View Comp Time Balances

View Absence Balances

View Payable Time

By clicking submit, I certify that the time was worked in accordance with UT Rio Grande Valley policy.

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April 1, 2024

Scheduled 176.00

Reported

*Time Reporting Code / Time Details

NLT - No Leave Taken - Salaried

Request Absence

Submit

*Start Date

04/15/2024

End Date

04/15/2024

+1 Day

*Absence Name

Sick

Apply Absence

Balance 765.00 Hours

Partial Days

None

Duration

8.00

Hours

Comments

Attachments

You have not added any Attachments.

Add Attachment

Check Eligibility

Select Absence Name
and click on Apply
Absence

Enter Time

Employee Information

Name [Redacted]
Empl ID [Redacted]
Empl Rcd 0
Empl Class [Redacted]

[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

By clicking submit, I certify that the time is entered in accordance with UT Rio Grande Valley policy.

[Request Absence](#)

*Start Date 04/15/2024 End Date 04/15/2024

*Absence Name Sick

Balance 789.00 Hours**

Partial Days None

Duration 8.00 Hours

Comments

Submit Confirmation

Are you sure you want to Submit this Absence Request?

Attachments

You have not added any Attachments.

*Time Reporting Code / Time Details

NLT - No Leave Taken - Salaried

After selecting the dates and duration, click on Submit & Yes, then close the window to return to the timesheet

Note: Error messages appearing on the top section will prevent timesheet from being submitted until corrections are made

Review Time Card

Time and Labor Error Messages 1 row

1	Total reported hours must be equal to or greater than the total scheduled hours. (32003,9)
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Time and Labor Warning messages 1 row

1	
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OK

← | ⌚ | ❤️ | 🔍 Search in Menu | 🏠 | 🔔 | ⋮ | 🗑️

Enter Time

Employee Information

Name [Redacted] FTE 1.000000 Manager [Redacted] View Comp Time Balance View Absence Balances View Payable Time

Empl ID [Redacted] Type Salaried Manager [Redacted]

Empl Rcd 0 FLSA Status Exempt Manager ID [Redacted]

Empl Class [Redacted] Earliest Change Date 04/01/2024

By clicking submit, I certify that the time hereon is true and correct to the best of my knowledge and that work time and absence is in accordance with Grande Valley policy.

[Profile Icon] [Redacted]

📅 < > April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 8Hours

ⓘ

*View By Period ▾

Submit ⋮

*Time Reporting Code / Time Details	Row Totals	1 Mon 🕒	2 Tue 🕒	3 Wed 🕒	4 Thu 🕒	5 Fri 🕒	6 Sat 🕒	7 Sun 🕒
SICKS - Sick - Salaried	8.00	+						
HLWRK - Holiday Worked		+	-	0.00	0.00	0.00	0.00	0.00

Enter Time

Legend

Employee Information

Name [redacted] FTE 1.000000

Empl ID [redacted] Type Salaried

Empl Rcd 0 FLSA Status Exempt

Empl Class [redacted] Earliest Change Date 04/01/2021

- 📅 Time Details
- 💾 Saved
- ✅ Approved
- 🏠 Pending Approvals
- 🕒 Denied
- ↩ Pushed Back
- ⚠ Exception
- 🏠 Absence
- 📅 Saved Absence
- Reported
- Reported Under Schedule
- ▨ Reported Over Schedule
- OFF Day

Click on icon to review Legend descriptions

Scheduled 176.00 | Reported 8Hours



*Time Reporting Code / Time Details	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri
Row Totals	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8
	🏠	🏠	🏠	🏠	🏠			🏠	🏠	🏠	🏠	🏠

NLT - No Leave Taken - Salarie

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SICKS - Sick - Salaried

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8.00

After submission, status icon will appear on each day

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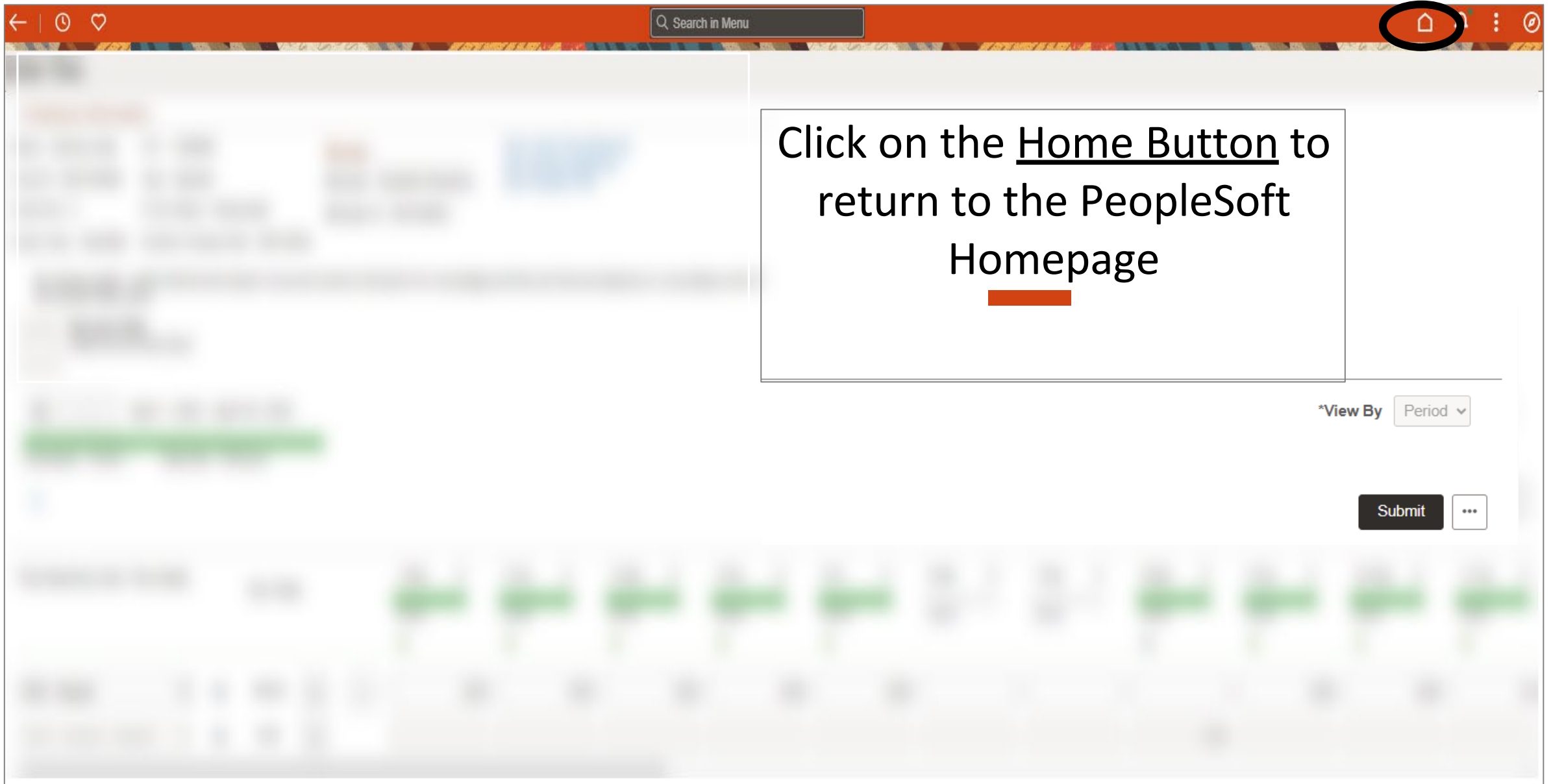
Q Search in Menu

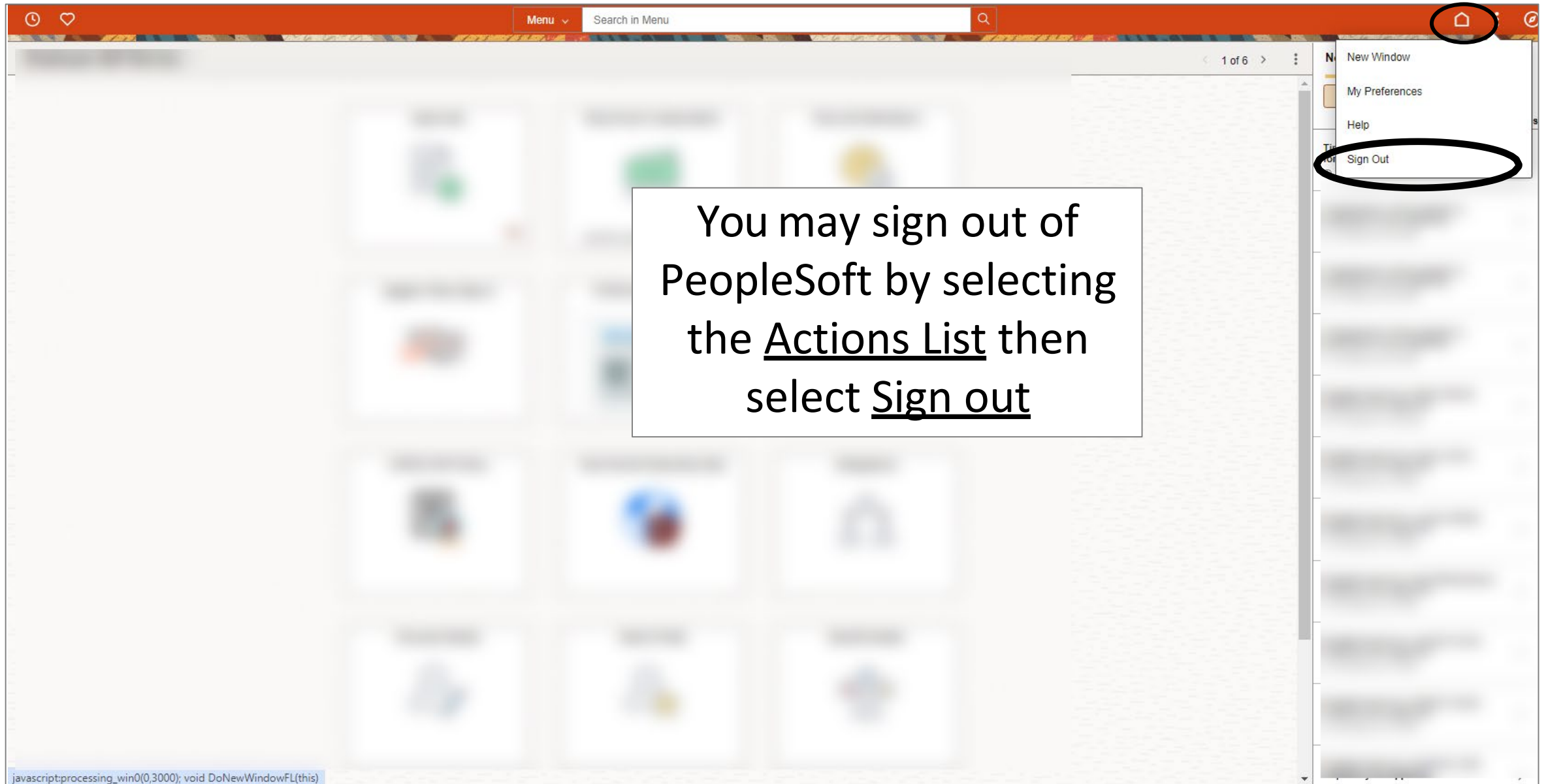
🏠

Click on the Home Button to
return to the PeopleSoft
Homepage

*View By Period ▾

Submit ...

The image shows a screenshot of a web application interface, likely PeopleSoft. At the top, there is a dark orange navigation bar. On the left side of this bar are three icons: a back arrow, a clock, and a heart. In the center is a search bar with the placeholder text "Search in Menu". On the right side of the bar, a home icon (a small house) is circled in black. Below the navigation bar, the main content area is blurred. A white rectangular box with a thin black border is overlaid on the right side of the page, containing the text "Click on the Home Button to return to the PeopleSoft Homepage". Below this box, on the right side of the page, there is a label "*View By" followed by a dropdown menu currently showing "Period". Further down and to the right, there are two buttons: a dark "Submit" button and a light button with three dots. The bottom of the page features a solid orange footer bar.



Congratulations!

You have successfully completed this topic.

End of Procedure.