

Employee Self Service- Non-Exempt Timecard

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.

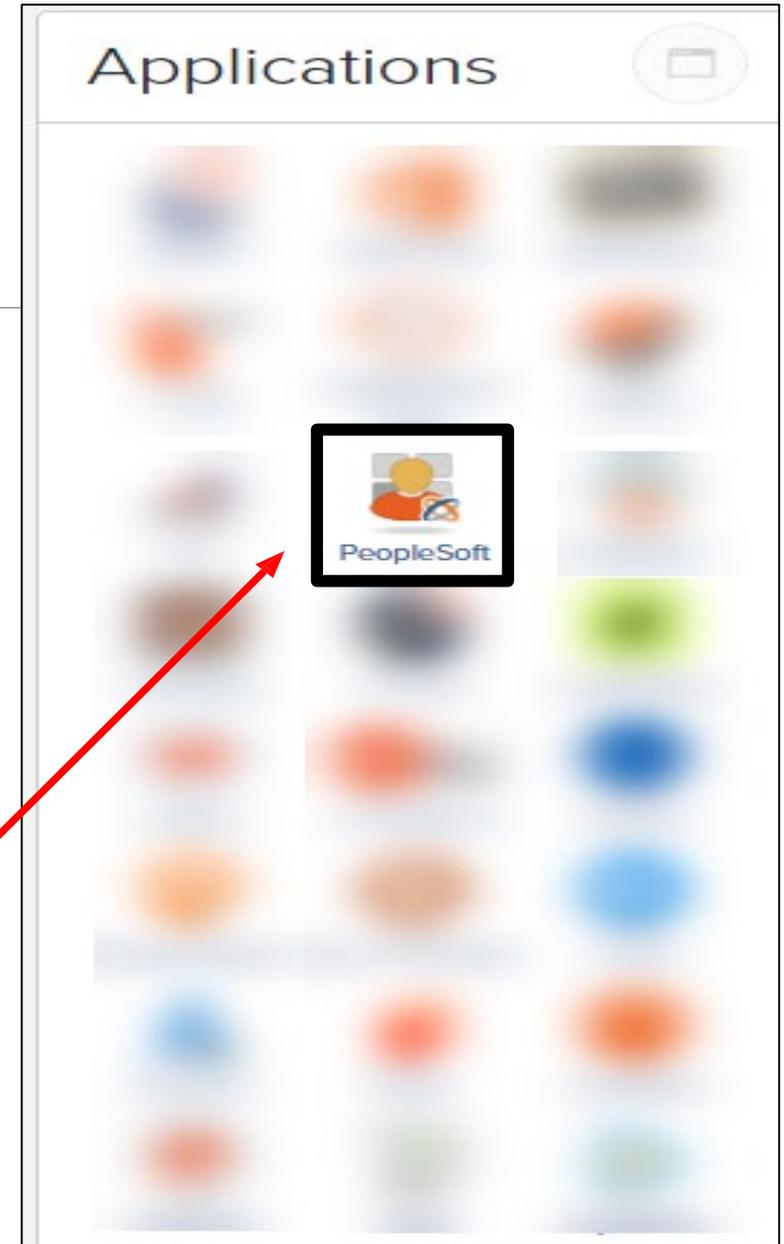
For more information please visit:

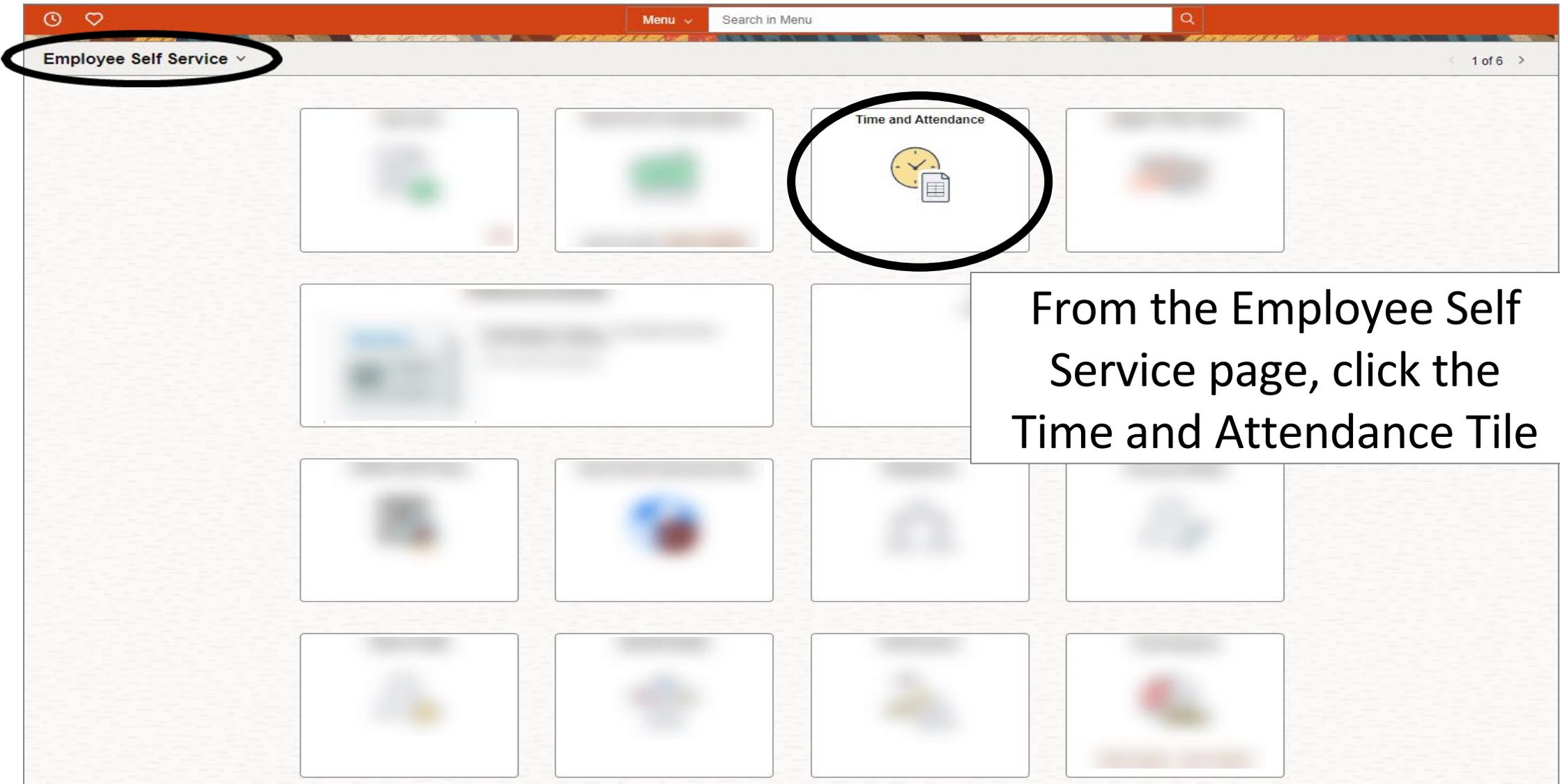
<https://utrgv.edu/mfa>



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.





From the Employee Self Service page, click the Time and Attendance Tile

← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | 🔔 | ⋮ | 🔄

Time and Attendance

Click the Enter Time tile to open the Timesheet

Enter Time
04/01/24 - 04/30/24

Reported 0.00
Scheduled 176.00

Enter Time

Employee Information

Name [redacted] FTE 1.000000
Empl ID [redacted] Type Salaried
Empl Rcd 0 FLSA Status Nonexempt
Empl Class Classified Earliest Change Date 04/01/2024

Manager [redacted]
Manager [redacted]
Manager ID [redacted]

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

To view leave balances. Click on link

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-D's Grande Valley policy.

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 176.00 | Reported 176Hours

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
	8 of 8	0 of 0	0 of 0	8 of 8								

REG - Regular

176.00

+

-

8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

Enter Time

Employee Information

Name [redacted] FTE 1.000000 **Manager** [redacted]
Empl ID [redacted] Type Salaried **Manager** [redacted]
Empl Rcd 0 FLSA Status Nonexempt **Manager ID** [redacted]
Empl Class Classified Earliest Change Date 04/01/2024

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

Regular hours will prepopulate according to assigned scheduled. If no absences were taken, review/adjust the hours worked, and click Submit.

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



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 176Hours

*View By

*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
	8 of 8	0 of 0	0 of 0	8 of 8								

REG - Regular 176.00 + - 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00

Enter Time

Employee Information

Name [redacted] FTE 1.000000 **Manager** [View Comp Time Balances](#)
Empl ID [redacted] Type Salaried **Manager** [redacted] [View Absence Balances](#)
Empl Rcd 0 FLSA Status Nonexempt **Manager ID** [redacted] [View Payable Time](#)
Empl Class Classified 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 an Grande Valley policy.



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 176Hours



If absences are pending to be submitted, click
Click on ... (ellipses) button

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 ☺	8 Mon ☺	9 Tue ☺	10 Wed ☺	11 Thu ☺	12 Fri ☺
	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8				

REG - Regular



176.00



8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

Enter Time

Employee Information

Name [Redacted] FTE 1.000000

Manager [Redacted]

[View Comp Time Balances](#)

Empl ID [Redacted] Type Salaried

[View Absence Balances](#)

Empl Rcd 0 FLSA Status Nonexempt

Empl Class Classified Earliest Change Date 04/01/2024

By clicking submit, I certify that the time hereon is true and Grande Valley policy.



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 176Hours



Submit



A pop-up window will appear.
Click on
REQUEST ABSENCE

Save for Later
Request Absence
Print Timesheet

*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 ☺
	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8				

REG - Regular



176.00



8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

Enter Time

Employee Information

Name [redacted] FTE 1.000000 Manager [redacted] [View Comp Time Balances](#)
Empl ID [redacted] Type Salaried Manager [redacted] [View Absence Balances](#)
Empl Rcd 0 FLSA Status Nonexempt [View Payable Time](#)
Empl Class Classified Earliest Change Date 04/01/2024

By clicking submit, I certify that the time hereon is true and correct under the Rio Grande Valley policy.



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 176Hours



*Time Reporting Code / Time Details

Row Totals

REG - Regular 176.00

Request Absence



Submit

*Start Date 04/08/2024

End Date 04/08/2024

+1 Day

*View By Period

*Absence Name Vacation

Apply Absence

Partial Days None

Duration 8.00 Hours

Comments

Check Eligibility

Select Absence Name
and click Apply
Absence

Attachments

You have not added any Attachments.

Add Attachment

Enter Time

Employee Information

Name [redacted] FTE 1.000000
Empl ID [redacted] Type Salaried
Empl Rcd 0 FLSA Status Nonexempt
Empl Class Classified Earliest Change Date 04/01/2024

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

By clicking submit, I certify that the time hereon is true and correct according to the Rio Grande Valley policy.



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 176Hours



*Time Reporting Code / Time Details

Row Totals

REG - Regular

176.00

Request Absence



Submit

*Start Date 04/08/2024

End Date 04/08/2024

+1 Day

*View By Period

*Absence Name Vacation

[Apply Absence](#)

Balance 115.25 Hours**

Partial Days None

Duration 8.00 Hours

Comments

Attachments

You have not added any Attachments.

[Add Attachment](#)

Submit Confirmation

Are you sure you want to Submit this Absence Request?

Yes

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

Enter Time

Employee Information

Name [Redacted] FTE 1.000000
Empl ID [Redacted] Type Salaried
Empl Rcd 0 FLSA Status Nonexempt
Empl Class Classified Earliest Change Date 04/01/2024

By clicking submit, I certify that I have reviewed and approved this time record in accordance with Rio Grande Valley policy.



April 1, 2024

Scheduled 176.00 | Reported 176.00 hours

As per policy ADM 04-408, time records are official certifications of time worked and leave charged and as such should be completed carefully and accurately.

After all absences have been requested, review/adjust the hours worked, and click **Submit**.

*View By

*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
	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8				

VACS - Vacation - Salaried

8.00



REG - Regular

168.00



8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

Enter Time

Employee Information

Name [redacted] FTE 1.000000 Manager [redacted] [View Comp Time Balances](#)
Empl ID [redacted] Type Salaried Manager [redacted] [View Absence Balances](#)
Empl Rcd 0 FLSA Status Nonexempt Manager ID [redacted] [View Payable Time](#)
Empl Class Classified Earliest Change Date 04/01/2024

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

By clicking submit, I certify that the information reported is true and correct.
Rio Grande Valley policy

Time and Labor Error Messages

1 Reported hours for week: 04-01-2024 to 04-07-2024 are below 40. (32003,79) If week is crossover from previous period make sure previous period time sheet is submitted.

Time and Labor Warning messages

2 rows

1 Hours indicated 04/05/2024 is less than scheduled hours 8. (32003,6)

2 Hours indicated 04/08/2024 is less than scheduled hours 8. (32003,6)

OK

*View By Period

Submit

11 Thu

8 of 8

VACS - Vacation - Salaried	8.00	+								8.00				
REG - Regular	168.00	+	-	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00

Enter Time

Timesheet is Submitted for the period 2024-04-01 - 2024-04-30

Name [redacted] FTE 1.000000 Manager [redacted]
Empl ID [redacted] Type Salaried Manager [redacted]
Empl Rcd 0 FLSA Status Nonexempt Manager ID [redacted]
Empl Class Classified 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.

Click on icon to review Legend descriptions



Legend

- Time Details
- Saved
- Approved
- Pending Approvals
- Denied
- Pushed Back
- Exception
- Absence
- Saved Absence
- Reported
- Reported Under Schedule
- Reported Over Schedule
- OFF Day

After submission, status icon will appear on each day

*Time Reporting Code / Time Details

Row Totals

1 M

8 of 8

Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu
8 of 8	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8



REG - Regular	168.00	+	-	8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00
VACS - Vacation - Salaried	8.00	+										8.00		

Enter Time

Employee Information

Name [Redacted] FTE 1.000000 **Manager** [Redacted] [View Comp Time Balances](#)
Empl ID [Redacted] Type Salaried **Manager** [Redacted] [View Absence Balances](#)
Empl Rcd 0 FLSA Status Nonexempt **Manager ID** [Redacted] [View Payable Time](#)
Empl Class Classified 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 Grande Valley policy.



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 176Hours



After supervisor's approval,
status icon will display as
Approved

View By Period

Submit

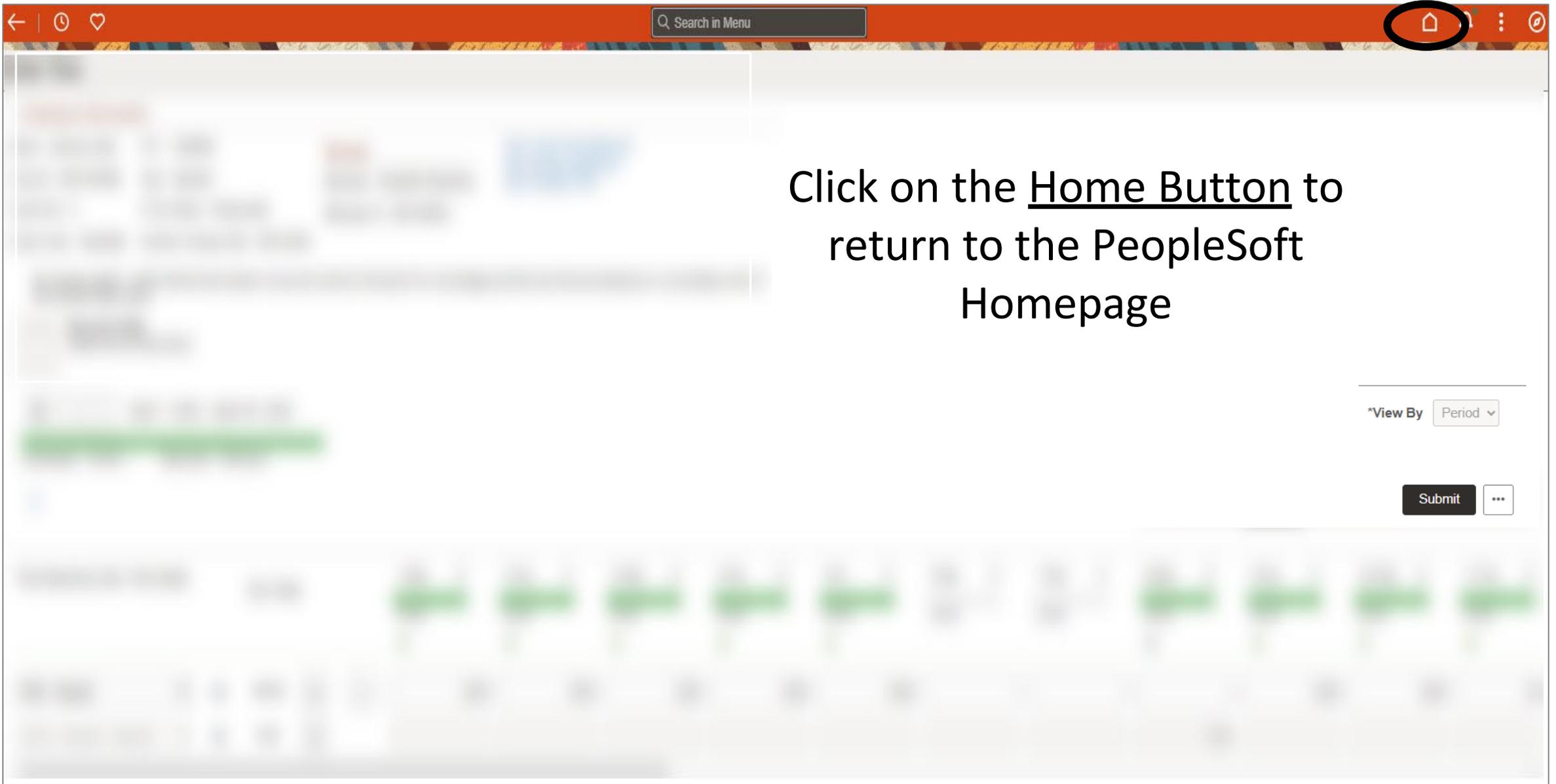
*Time Reporting Code / Time Details

Row Totals

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

	✓	✓	✓	✓	✓			🗑️	✓	✓	✓
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REG - Regular	168.00	+	-	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00
VACS - Vacation - Salaried	8.00	+							8.00				



Click on the Home Button to return to the PeopleSoft Homepage

The image shows a screenshot of the PeopleSoft Actions List interface. The top navigation bar is orange and contains a 'Menu' dropdown, a search box labeled 'Search in Menu', and a home icon circled in black. A dropdown menu is open on the right side, listing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is circled in black. A central text box contains the following text: 'You may sign out of PeopleSoft by selecting the Actions List then select Sign out'. At the bottom left of the screenshot, there is a small blue box containing the text: 'javascript:processing_win0(0,3000); void DoNewWindowFL(this)'. The background of the page is a grid of blurred action tiles.

You may sign out of
PeopleSoft by selecting
the Actions List then
select Sign out

javascript:processing_win0(0,3000); void DoNewWindowFL(this)

Congratulations!

You have successfully completed this topic.

End of Procedure.