

# Employee Self Service- Hourly Timecard

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# 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.

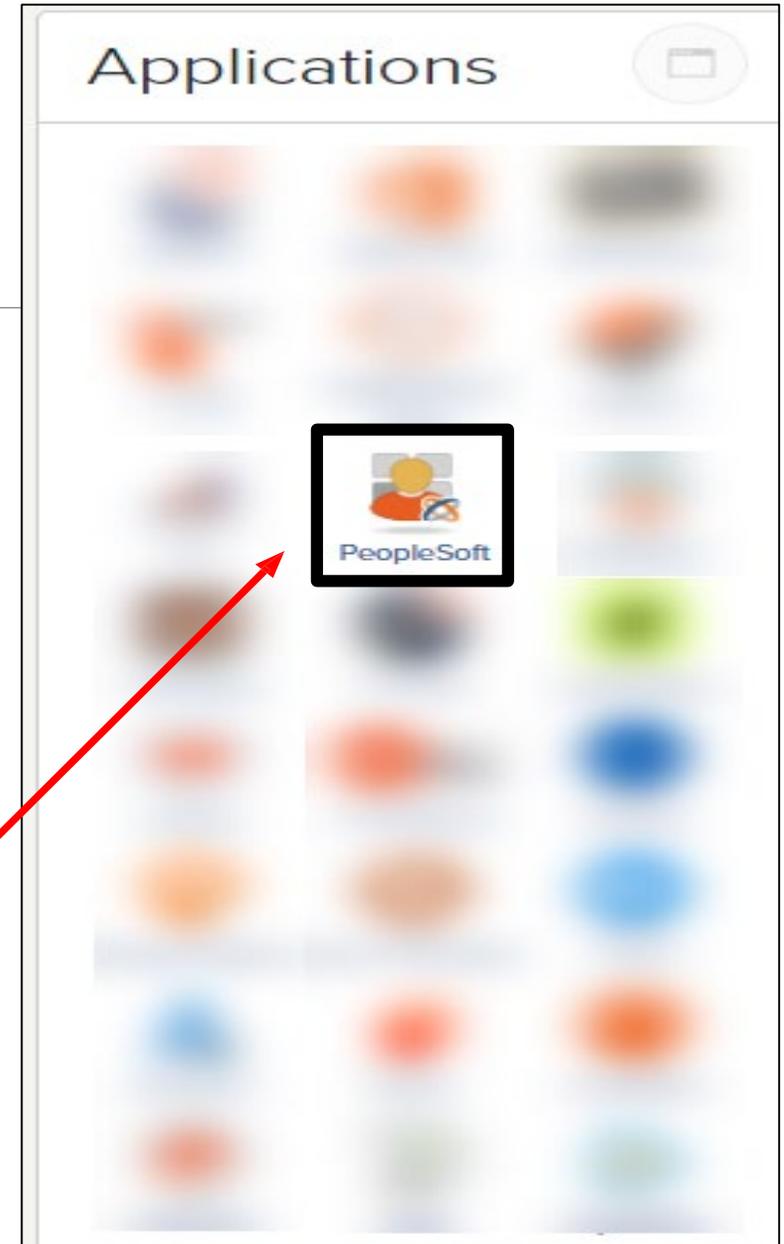
For more information please visit:

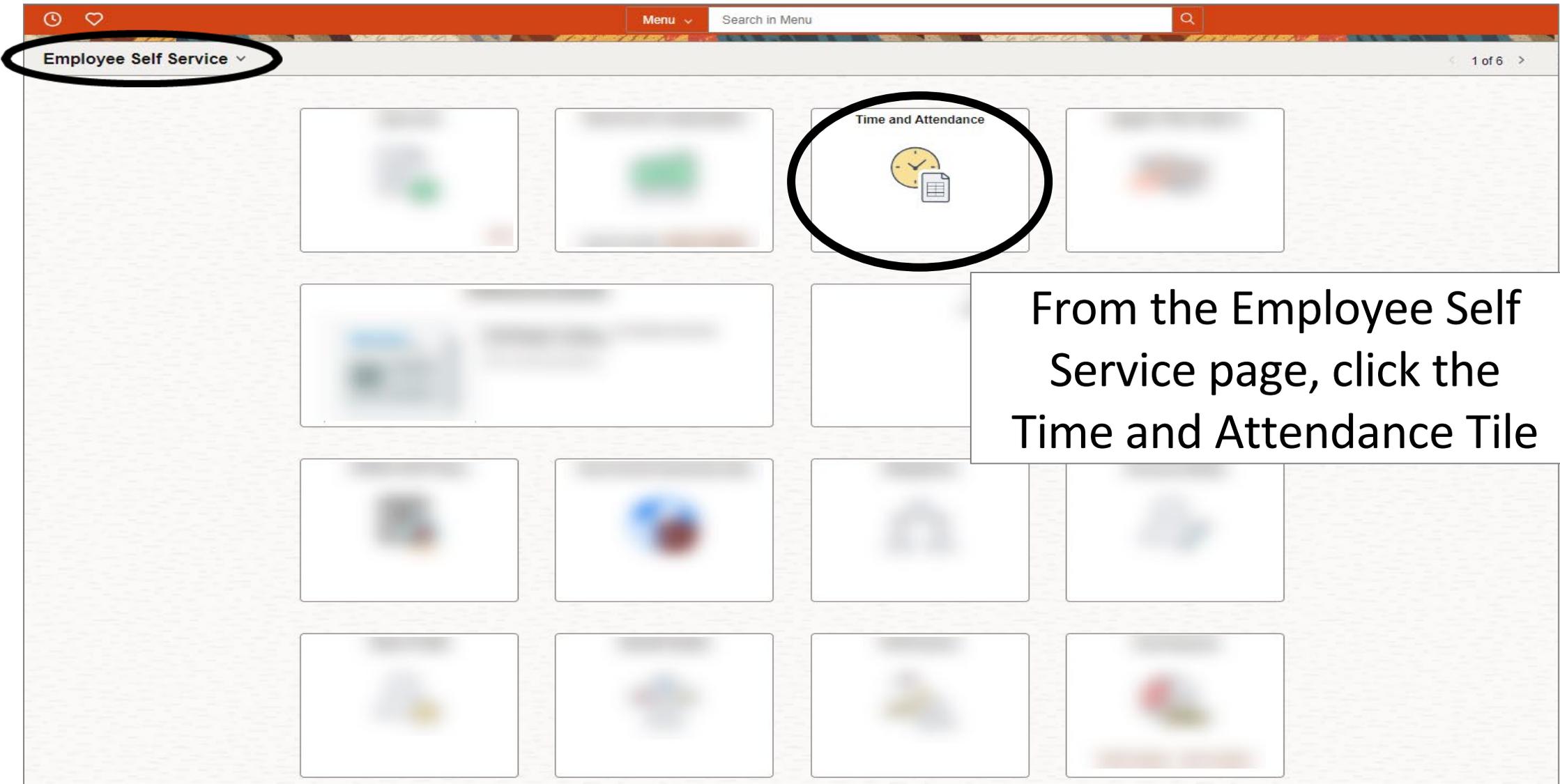
<https://utrgv.edu/mfa>



# 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  
04/16/24 - 04/30/24  
Reported 0.00

Below you can enter the time worked, Select REG – Regular and Enter in and out time.

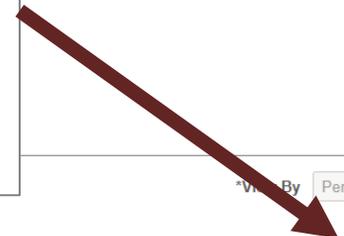
April 1, 2024  
Scheduled 0.00 | Reported 0.00

\*View By Period

Submit

Day Summary		In	Out	In	Out	Time Reporting Code	Comments
01	Tuesday	<input type="checkbox"/>	<input type="text" value="9:00:00AM"/>	<input type="text" value="2:30:00PM"/>	<input type="text"/>	<input type="text" value="00 REG - Regular"/>	<input type="text"/>
02	Wednesday	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03	Thursday	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You have the option  
to save and complete  
at a later time.  
Click on ... button



April 1, 2025 - April 15, 2025

Scheduled 0.00 | Reported 0.00 Hours

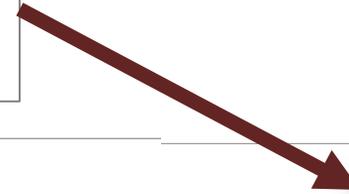
View By Period



Select All [Delete](#)

Day Summary		In	Out	In	Out	Time Reporting Code	Comments
01	Tuesday						
Apr	Reported 0.00	<input type="checkbox"/>	<input type="text" value="9:00:00AM"/>	<input type="text" value="2:30:00PM"/>	<input type="text"/>	<input type="text" value="00 REG - Regular"/>	<input type="text"/>
02	Wednesday						
Apr	Reported 0.00	<input type="checkbox"/>	<input type="text" value="8:00:00AM"/>	<input type="text" value="11:30:00AM"/>	<input type="text"/>	<input type="text" value="00 REG - Regular"/>	<input type="text"/>
03	Thursday						
Apr	Reported 0.00	<input type="checkbox"/>	<input type="text" value="9:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text"/>	<input type="text" value="00 REG - Regular"/>	<input type="text"/>

Click on  
SAVE FOR LATER



April 1, 2025 - April 15, 2025

Scheduled 0.00 | Reported 0.00 Hours

- Save for Later
- Clear Unsaved Punches
- Print Timesheet

Select All [Delete](#)

Day Summary		In	Out	In	Out	Time Reporting Code	Comments	ts		
01	Tuesday									
Apr	Reported 0.00	<input type="checkbox"/>	<input type="text" value="9:00:00AM"/>	<input type="text" value="2:30:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="00 REG - Regular"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02	Wednesday									
Apr	Reported 0.00	<input type="checkbox"/>	<input type="text" value="8:00:00AM"/>	<input type="text" value="11:30:00AM"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="00 REG - Regular"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03	Thursday									
Apr	Reported 0.00	<input type="checkbox"/>	<input type="text" value="9:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="00 REG - Regular"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## IMPORTANT:

If you have **submitted** the wrong timesheet, you can delete the timesheet. Using the **DELETE** button will remove the timesheet.

Please proceed with submitting the correct timesheet to your Supervisor.

April 1, 2025 - April 15, 2025 \*View By Period ▾

Scheduled 0.00 | Reported 0.00 Hours

Submit ⋮

Select All Delete

Day Summary		In	Out	In	Out	Time Reporting Code	Comments
01	Tuesday						
Apr	Reported 0.00	<input type="checkbox"/>	<input type="text" value="9:00:00AM"/>	<input type="text" value="2:30:00PM"/>	<input type="text"/>	<input type="text" value="00 REG - Regular"/>	<input type="text"/>
02	Wednesday						
Apr	Reported 0.00	<input type="checkbox"/>	<input type="text" value="8:00:00AM"/>	<input type="text" value="11:30:00AM"/>	<input type="text"/>	<input type="text" value="00 REG - Regular"/>	<input type="text"/>
03	Thursday						
Apr	Reported 0.00	<input type="checkbox"/>	<input type="text" value="9:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text"/>	<input type="text" value="00 REG - Regular"/>	<input type="text"/>

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

April 1, 2025 - April 15, 2025  
Scheduled 0.00 | Reported 0.00 Hours  
\*View By Period

Select All Delete

Day Summary	In	Out	In	Out	Time Reporting Code	Comments
01 Tuesday Apr Reported 0.00	<input type="checkbox"/> 9:00:00AM	<input type="checkbox"/> 2:30:00PM	<input type="checkbox"/>	<input type="checkbox"/>	00 REG - Regular	<input type="checkbox"/> + -
02 Wednesday Apr Reported 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
03 Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Submit

After all hours worked have been entered, click Submit.

Timesheet is Submitted for the period 2024-05-01 - 2024-05-15

FTE: 0.475000

Manager

[View Comp Time Balances](#)

[View Absence Balances](#)

[View Payable Time](#)

Type: Hourly

FLSA Status: Nonexempt

Earliest Change Date: 03/18/2024

Confirmation banner

Confirmation Banner will  
appear on top

Click on  icon to review status descriptions

### Legend

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

Period 2024-05-01 - 2024-05-15

Confirmation banner

\*View By

Submit 

Estimated 0.00 | **Reported 16.50Hours** ← Displays the total hours entered

Day Summary		In
01	Wednesday	
May	Reported 5.50 	9:00:00AM
02	Thursday	
May	Reported 5.50 	9:30:00AM
03	Friday	
May	Reported 5.50 	8:30:00AM

 Pending Approvals Icon

An icon will appear on each day to reflect the time status.

April 16, 2024 - April 30, 2024

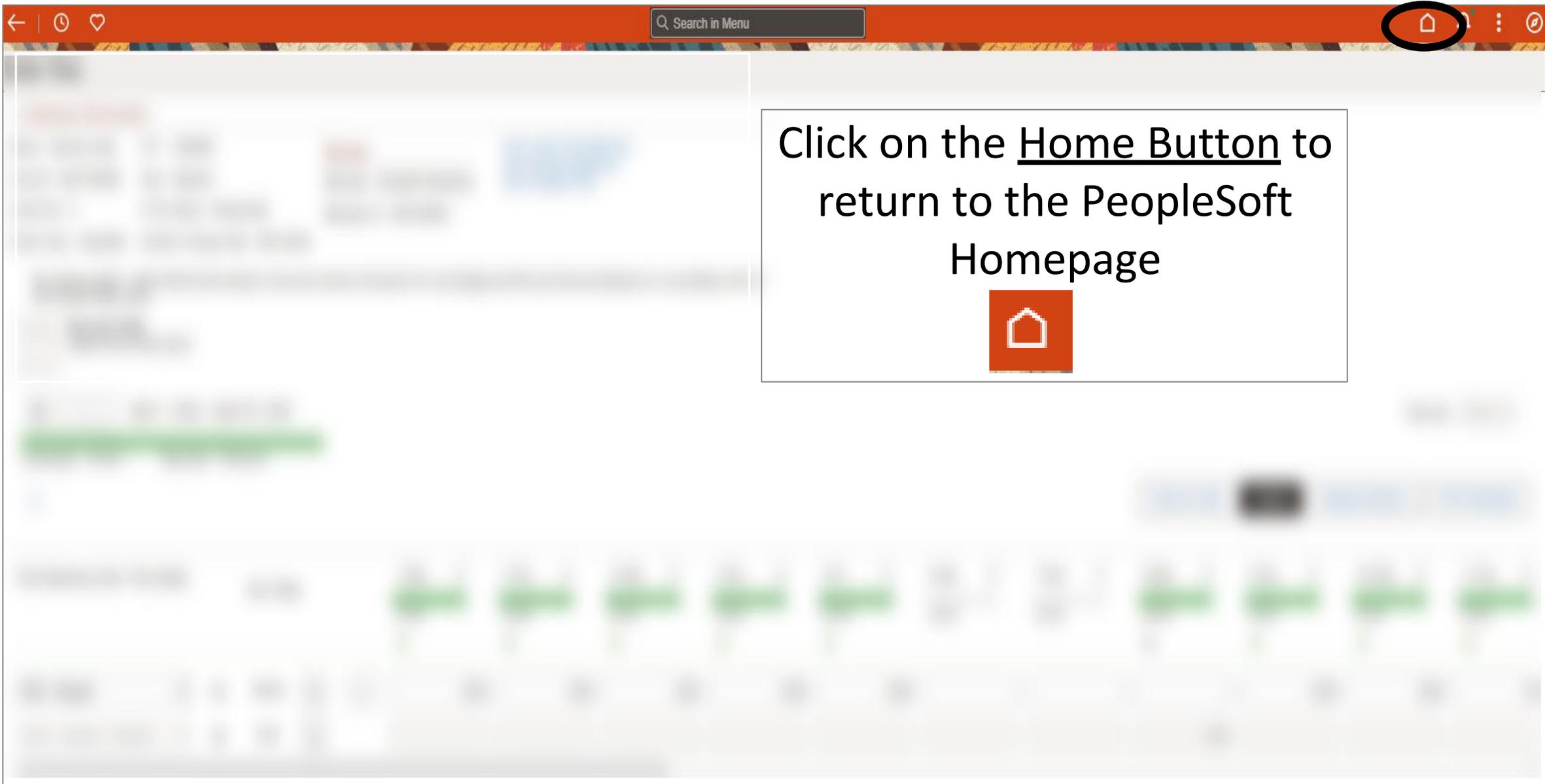
Scheduled 0.00 | Reported 16.50Hours

View By Period

Submit

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

Day Summary		Reporting Code	Time Details	Comments
16	Tuesday	Regular		
Apr	Reported 5.50			
	✓			
17	Wednesday			
Apr	Reported 5.50	9:30:00AM	3:00:00PM	00 REG - Regular
	✓			
18	Thursday			
Apr	Reported 5.50	8:30:00AM	2:00:00PM	00 REG - Regular
	✓			



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 '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)`

Congratulations!

You have successfully completed this topic.

**End of Procedure.**