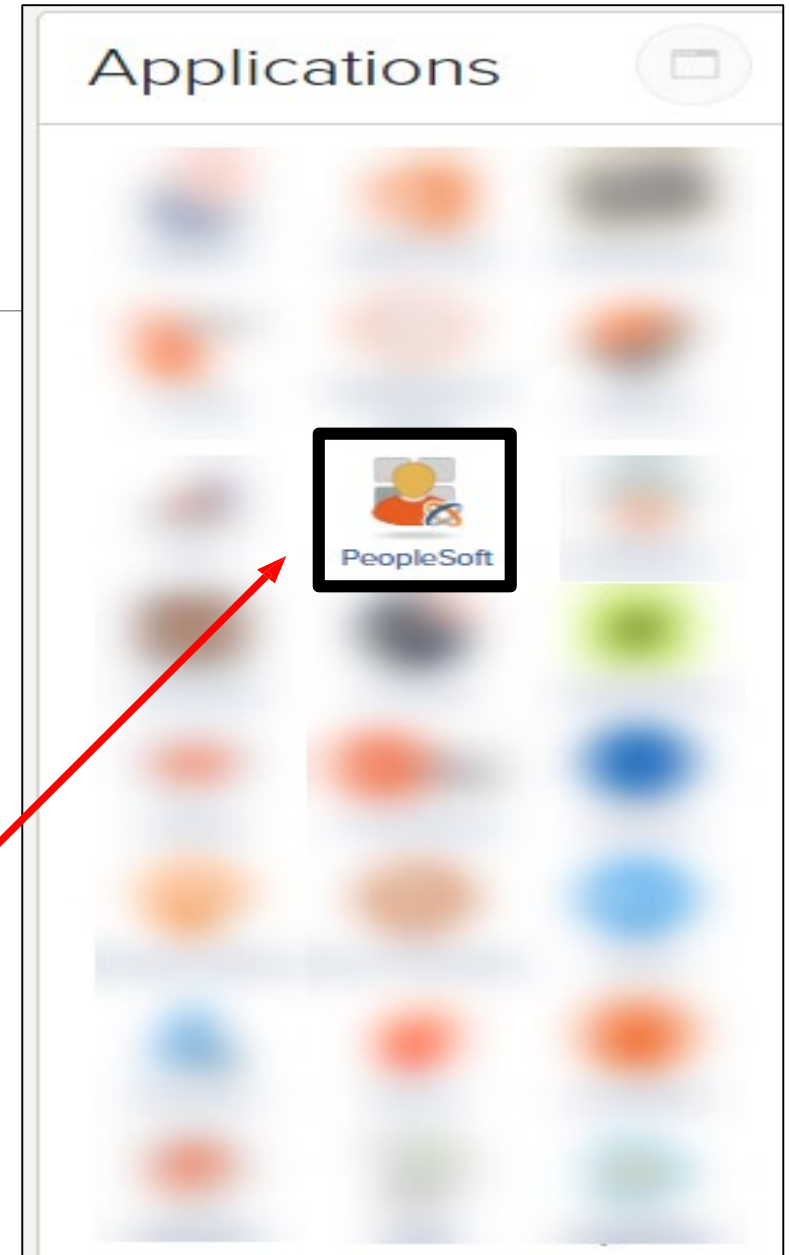


Manager Self Service- Overtime Payout

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.



Click on Team Time and Attendance
tile under Manager Self Service

Team Time and Attendance



Search in Menu

Team Time and Attendance

Timesheet

Enter Time

Time Summary

Leave / Comp Time

Payable Time Detail

Manage Absences

Cancel Absences

Multiple Absences Approval

View Requests

Absence Balances

Compensatory Time

Overtime Requests

Assign Work Schedule

Manager Search Options

Absence Balance Details

Enter Time

As of Date04/26/2024

Apply

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Filter

Under Enter Time,
Click on filter to
search for employees

Search in Menu

Team Time and Attendance

Timesheet

Enter Time

Time Summary

Leave / Comp Time

Payable Time Detail

Manage Absences

Cancel Absences

Multiple Absences Approval

View Requests

Absence Balances

Compensatory Time

Overtime Requests

Assign Work Schedule

Manager Search Options

Absence Balance Details

Enter Time

As of Date04/26/2024

Apply

Filter

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Cancel

Filters

Done

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Job Description

Reports To Position Number

Workgroup

Position Number


Reset

Reports to position will default to Supervisor's position, you can narrow the search by adding more filters if needed and Click Done

Team Time and Attendance











- 👤 Timesheet ^
- Enter Time
- Time Summary
- 👤 Leave / Comp Time
- 📅 Payable Time Detail
- 📅 Manage Absences
- 📅 Cancel Absences
- 📅 Multiple Absences Approval
- 📅 View Requests
- 👤 Absence Balances
- 📅 Compensatory Time
- 📅 Overtime Requests
- 📅 Assign Work Schedule
- 📅 Manager Search Options
- 📅 Absence Balance Details

Enter Time

As of Date 

📘 Hours to be Approved and Exception counts are as of 04/26/2024.

Select Employee



Name/Title		to be Approved	
			
			
			
			
			

Select employee from the list




In this example employee worked 50hrs in one week and 50hrs in another week and has accrued a total of (each week = 50hrs - 40hrs=10hours X 1.5) 30hrs overtime.

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 05/01/2024


By clicking submit, I certify that the time hereon is
absence is in accordance with UT Rio Grande Vall

 [REDACTED] 

[Return to Select Employee](#)

   May 1, 2024 - May 31, 2024

Scheduled 184.00 | Reported 184Hours



Reported time on or after 05/01/2024 is for a future period

*Time Reporting Code / Time Details

Row Total

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




HLTKN - Holiday Taken - Salaried 8.00 + - 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00

Leave/Compensatory Time Balances

Empl ID 6001035060 Empl Record 0 Start Date 05/01/2024 End Date 05/31/2024

Leave and Compensatory Time Balances

3 rows

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
1 Comp Time	OVERTIME	30.00	-9999		
2 Comp Time	STRAIGHT	15.50	-9999		
3 Comp Time	OVERTIMTRS				

[Close](#)

[Previous](#) [Next](#)

*View By Period

[Save for Later](#) [Submit](#) [Print Timesheet](#)

5 Sun 0 of 0 6 Mon 8 of 8 7 Tue 8 of 8 8 Wed 8 of 8 9 Thu 8 of 8

Employee Information

Empl ID	Type	Salaries
---------	------	----------

Manager

[View Payable Time](#)

edge and that work time and

Next

*View By Period ▾

Scheduled	184.00	Reported	184Hours	Unapproved Time	0.00
-----------	--------	----------	----------	-----------------	------

[No Title]

[Print Timesheet](#)

Row Totals

8 of 8

8 of 8

8 of 8

0 of 0

0 of 0

8 of 8

8 of 8

8 of 8

8 of 8

176.00

+

—

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 05/01/2024

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.



[redacted] z

Previous

Next

[Return to Select Employee](#)



April 1, 2024 - April 30, 2024

*View By Period

Scheduled 176.00 | Reported 196Hours | Unapproved Time 0.00

[Save for Later](#)

[Submit](#)

[Print Timesheet](#)

Click on plus sign
to add a row

*Time Reporting Code / Time Det

	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue

REG - Regular



196.00



10.00

10.00

10.00

10.00

10.00

10.00

8.00

Manage Approvals

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 Nonexempt Manager ID [View Payable Time](#)
Empl Class Classified Earliest Change Date 05/01/2024

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.



[Return to Select Employee](#)

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[Next](#)

April 1, 2024 - April 30, 2024

*View By

Scheduled 176.00 | Reported 226.00 Hours | Unapproved Time 0.00



[Save for Later](#)

[Submit](#)

[Print Timesheet](#)

*Time Reporting Code / Time Details

Row Totals

Mon

23 Tue

24 Wed

25 Thu

26 Fri

27 Sat

of 8

8 of 8

8 of 8

8 of 8

8 of 8

0 of 0



Select Time Reporting Code OCP

Enter number of hours to pay on the last day of the month

OCP - Overtime Comp Payout

30.00



8.00

8.00

8.00

30.00

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 05/01/2024

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.



[Return to Select Employee](#)

[Previous](#)

[Next](#)

April 1, 2024 - April 30, 2024

Period ▼

Click Submit

Scheduled 176.00 | Reported 226.00 Hours | Unapproved Time 0.00



[Save for Later](#)

Submit

[Print Timesheet](#)

*Time Reporting Code / Time Details	Row Totals	Mon ☹	23 Tue ☹	24 Wed ☹	25 Thu ☹	26 Fri ☹	27 Sat ☹	28 Sun ☹	29 Mon ☹	30 Tue ☹
		8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8
			✓	✓	✓	✓			✓	✓
REG - Regular ▼	196.00	+	-	8.00	8.00	8.00	8.00	8.00	8.00	8.00
OCP - Overtime Comp Payout ▼	30.00	+	-							30.00

Enter Time

Employee Information

Name

FTE 1.000000

Manager

View Comp Time Balances

View Absence Balances

Empl ID

Type Salaried

Empl Rcd 0

FLSA Status Nonexempt

Empl Class Classified

Earliest Change Date 05/0

By clicking submit, I certify that the time hereon is and absence is in accordance with UT Rio Grande

Return to Select Employee

<

>

April 1, 2024 - April 30, 2024

Scheduled 176.00

Reported 226.00 Hours

*Time Reporting Code / Time Details

REG - Regular

196.00

OCP - Overtime Comp Payout

30.00

Review Time Card

Time and Labor Error Messages

1

Time and Labor Warning messages

1 Hours entered more than scheduled hours 0 on 04/06/2024. (32003,7)

2 Hours entered more than scheduled hours 8 on 04/01/2024. (32003,7)

3 Hours entered more than scheduled hours 8 on 04/02/2024. (32003,7)

4 Hours entered more than scheduled hours 8 on 04/03/2024. (32003,7)

5 Hours entered more than scheduled hours 8 on 04/04/2024. (32003,7)

6 Hours entered more than scheduled hours 8 on 04/05/2024. (32003,7)

7 Total reported hours exceeds 40. (32003,11)

Click OK

OK

Note: Payroll will pay hours entered before 20th day of current month for any hours as of prior month

Example: Payroll will pay any OCP hours entered as of 09/30/2024 on 10/20/2024 for pay date of 11/01/2024

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

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.



[Previous](#) [Next](#)

[Return to Select Employee](#)

June 1, 2024 - June 3, 2024

*View By Period

Scheduled 160.00 | Reported 169Hours

[Save for Later](#) [Submit](#) [Print Timesheet](#)

*Time Reporting Code

HLTKN - Holiday Taken - Salary

OCP - Overtime Comp Payout

REG - Regular

Manage Approvals

Once the timecard has been submitted with the Overtime Comp Payout (OCP) Row, you will scroll down and click Approve

3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat
8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0
✓	✓	✓	✓	✓	
8.00	8.00	8.00			


Click Approve

Approve


Date Reported Status Total TRC Description Scheduled Work Hours

Important Information


- System will determine if overtime payment is subject to TRS or not based on the following logic.
1. Time earned and paid on current timesheet is eligible to accrue TRS value.
 2. Time earned from prior periods and paid later is not eligible to accrue TRS value.

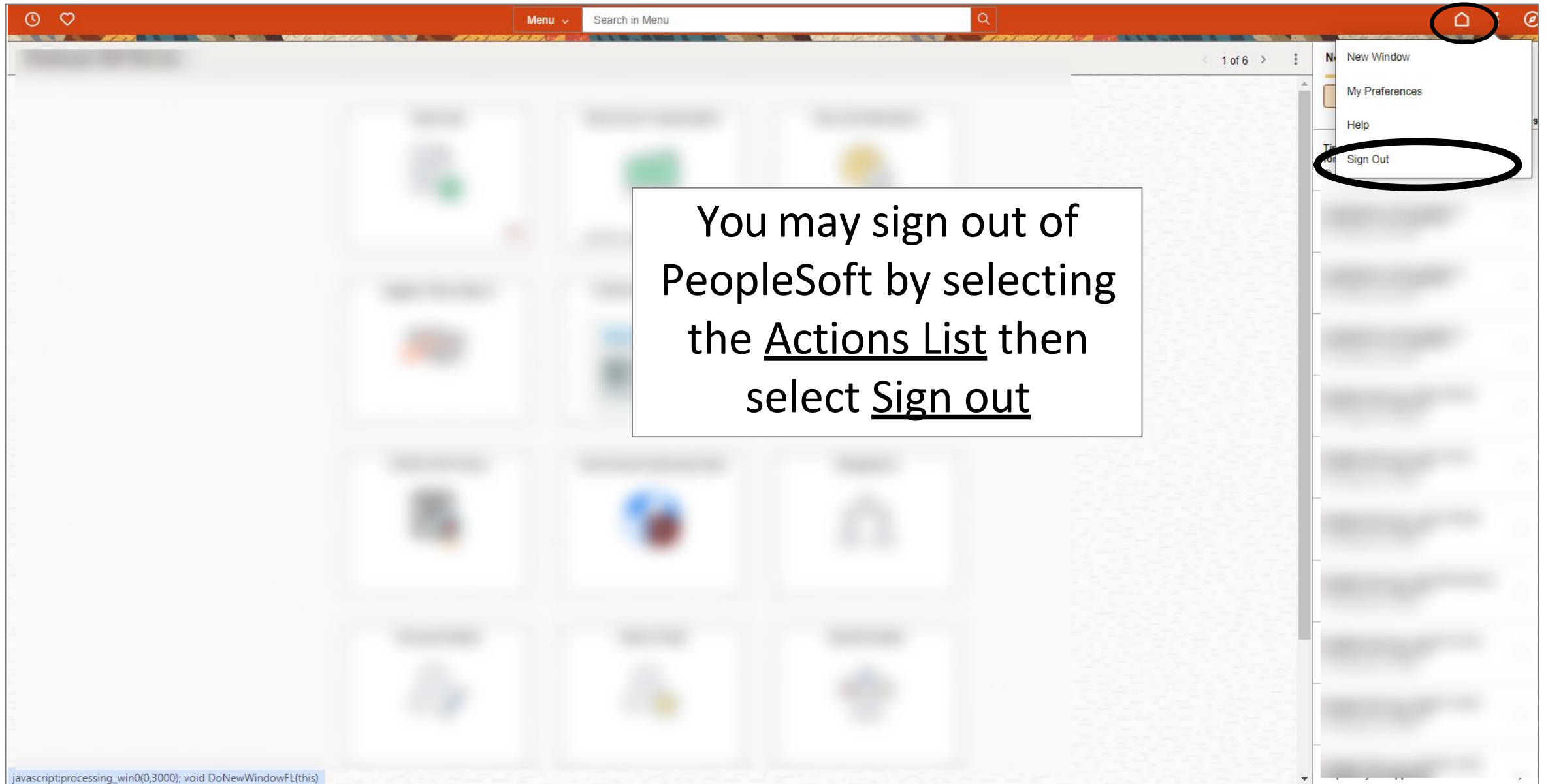


Search in Menu



Click on the Home Button to return to the PeopleSoft Homepage





Congratulations!

You have successfully completed this topic.

End of Procedure.