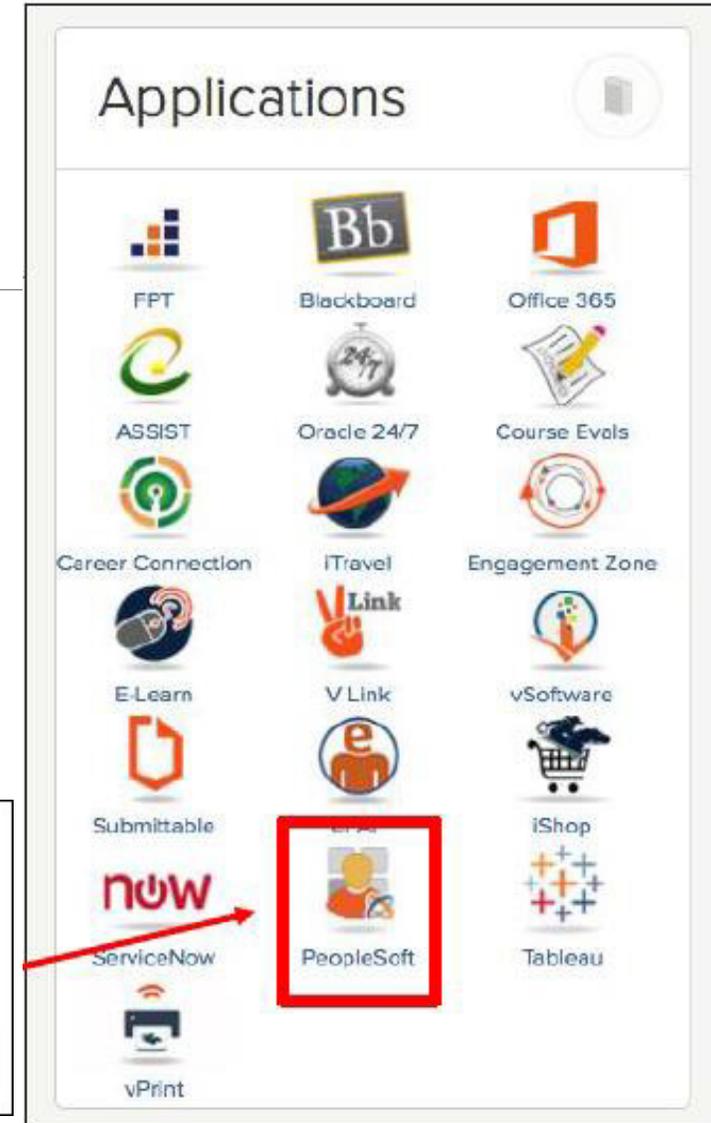


Manager Self Service (MSS)

- Review Payable Status
(Timesheet Status)

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.



First navigate to
Manager Self
Service

Manager Self Service

Time and Labor WorkCenter

My Team

Employee Snap

Team Time and Attendance

Absence Analytics

Select Team Time
and Attendance

Manager Self Service **Team Time and Attendance**

Timesheet ←

Approve Reported Time

Payable Time

Approve Payable Time

Request Absence

Absence Requests

To review status and details go to Timesheet

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Description	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Click on Get Employees

Click on the last name of the employee

Change Time in View

Start Date 09/01/2017 End Date 10/31/2018

Employees For Alejandro Chapa Personalize | Find | View All | First 1 of 1 Last

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours
<input type="checkbox"/>	Stark	Tony	0000000079	0	40.00

→

Previous Period Next Period



Use Previous Period or Next Period to navigate to a different calendar period

*View By Calendar Period
 *Date 09/16/2018
 Scheduled Hours 80.00 Reported Hours 36.00
 Previous Employee Print Timesheet

From 09/16/2018 to 09/30/2018

Add Comments	Time Reporting Code	Day	Date	Reported Status	In	Out	In	Out	Punch Total		
		Sun	9/16	New						+	-
	02 REG - Regular	Mon	9/17	Submitted	8:00:00AM	12:00:00PM			4.00	+	-
	02 REG - Regular	Tue	9/18	Submitted	8:00:00AM	12:00:00PM			4.00	+	-
	02 REG - Regular	Wed	9/19	Submitted	8:00:00AM	12:00:00PM			4.00	+	-
	02 REG - Regular	Thu	9/20	Submitted	8:00:00AM	12:00:00PM			4.00	+	-
		Fri	9/21	New						+	-
		Sat	9/22	New						+	-
		Sun	9/23	New						+	-
	02 REG - Regular	Mon	9/24	Submitted	8:00:00AM	12:00:00PM			4.00	+	-
	02 REG - Regular	Tue	9/25	Submitted	8:00:00AM	12:00:00PM			4.00	+	-
	02 REG - Regular	Wed	9/26	Submitted	8:00:00AM	12:00:00PM			4.00	+	-
	02 REG - Regular	Thu	9/27	Submitted	8:00:00AM	12:00:00PM			4.00	+	-
	02 REG - Regular	Fri	9/28	Submitted	8:00:00AM	12:00:00PM			4.00	+	-
		Sat	9/29	New						+	-
		Sun	9/30	New						+	-

Save for Later Submit Review Time Card Clear

Scroll to the bottom to review Payable Status (Timesheet Status).

Payable Time Viewing Option

By TRC and Status
 By TRC, Status and Day
 Show In Detail

View Full Detail

To view Total Click on By TRC and Status

Payable Time

Date	TRC	Description	TRC Type	Payable Status	Quantity
09/17/2018	REG	Regular	Hours	Approved	4.00
09/18/2018	REG	Regular	Hours	Approved	4.00
09/19/2018	REG	Regular	Hours	Approved	4.00
09/20/2018	REG	Regular	Hours	Approved	4.00
09/24/2018	REG	Regular	Hours	Approved	4.00
09/25/2018	REG	Regular	Hours	Approved	4.00
09/26/2018	REG	Regular	Hours	Approved	4.00
09/27/2018	REG	Regular	Hours	Approved	4.00
09/28/2018	REG	Regular	Hours	Approved	4.00

Payable Status Approved – Time has been approved and available for next regular Payroll

Payable Time ?

Date	TRC	Description	TRC Type	Payable Status
07/18/2023	DWG	Direct Wages- Hourly	Hours	Needs Approval

Payable Time ?

Date	TRC	Description	TRC Type	Payable Status
07/17/2023	DWG	Direct Wages- Hourly	Hours	Taken by Payroll

Payable Time ?

Date	TRC	Description	TRC Type	Payable Status
07/17/2023	DWG	Direct Wages- Hourly	Hours	Rejected by Payroll

Payable Status:

Needs Approval – Time is pending Supervisor Approval

Taken by Payroll – Time has been transitioned to Payroll for processing

Rejected by Payroll – Employee might not have active job for time submitted



Click on the Home Button to
return to the PeopleSoft
Homepage





Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Total Rewards

You are not authorized for this page.

Personalize Homepage

Help

Sign Out

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



Congratulations!
You have successfully completed this topic.
End of Procedure.