SALARIED NON-EXEMPT MONTHLY TIMECARD SUBMISSION & APPROVAL

EMPLOYEE & SUPERVISOR QUICK GUIDE

1	**POLICY & TIMECARD DUE DATE** • Salaried employee time records are due on the first working day of the month following the pay period (i.e., payday). • Review the Monthly Payroll Schedule for each Time Entry Due Date.
2	**ACTION FOR EMPLOYEES** • Complete and submit your monthly timecard accurately. • Best practice: Submit by the end of the last business day of the month so your supervisor has time to approve it by the due date.
3	**ACTION FOR SUPERVISORS** • Review timecards for accuracy and ensure they are submitted and approved by the published time entry due date. • Reinforce employee submission by the last business day of each month to allow time for review and approval. • Supervisors may approve multiple or all timecards from the PeopleSoft Pending Timecard Approval queue, as appropriate. • Supervisors may authorize another supervisor to approve timecards on their behalf during an absence using the PeopleSoft Delegation functionality.
4	**MONITORING & FOLLOW-UP** • Employees and supervisors may use the Timecard_Status_Report to monitor outstanding timecards and promptly address records in Missing, Saved, or Needs Approval status.
5	**HELPFUL RESOURCES** • **General:** o ADM 04-408 - Time Records Policy o Monthly Payroll Schedule o Timecard Status Report User Guide • **Employee:** o Non-Exempt Timecard Entry Guide • **Supervisor:** o Single Timecard Approval Process Guide o Batch Timecard Approval Process Guide o Mass Timecard Approval Process Guide o Manage Delegations - Delegator
6	**QUESTIONS & SUPPORT** • Timecard: Payroll Office at 956-665-2558 or payroll@utrgv.edu. • Absence and Leave: Human Resources Leave Administration at Leave@utrgv.edu. • Training Sessions: David Guerra, Training Coordinator, at david.guerra@utrgv.edu, or visit Training portal at utrgv.edu/trainings to get a list of upcoming sessions.

Payroll & Tax Compliance Office

Thank you for helping keep monthly timecard processing accurate and on time.