



Timecard Status Report (Query) User Guide

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Overview

Report (Query) Name: Timecard_Status_Report_Pending.

This report extracts pending timecard(s) for active employees within the user-selected date range (September 2024 onwards) and includes only those from departments you are authorized to access. The pending statuses are as follows:

- Missing = Not started
- Saved = Started but not Submitted
- Needs Approval = Employee Submitted; Supervisor has not approved it.

To get a list of pending timecards before the September 2024 period, please email the payroll office at payroll@utrgv.edu.

If you would like to verify your current access or request access to additional department(s), please refer to the Requesting Access section, item#3 or #4, for further guidance.

Requesting Access

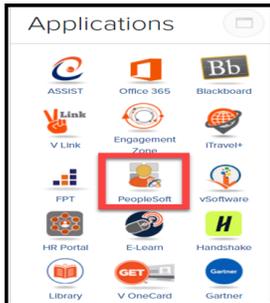
Employees with a PeopleSoft Manager Self-Service or Timekeeper role can access this report directly. Others are required to submit an access request for the report and PeopleSoft (PS) Query Viewer.

- Log in to [Get Access](#) portal with your UTRGV username and password, following steps outline in [this guide](#).
- In the **Description** field on the portal, enter one of the following request narratives that applies to you.

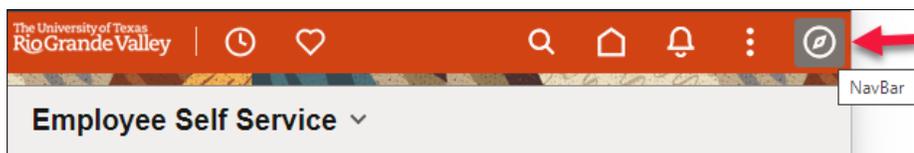
| No | Request Type | Request Narrative |
|----|---|---|
| 1 | First time user of PS Query Viewer | Please grant me access to Query Viewer in PeopleSoft and run Timecard_Status_Report_Pending query. |
| 2 | Existing user of PS Query Viewer | Please grant me access to run Timecard_Status_Report_Pending query. |
| 3 | Verify user's department access. | Please advise what department(s) I have access to. |
| 4 | Request access to additional department (s) | Please grant me access to the department(s) listed below. Note: user needs to include the department's full name in the access request. |

Navigating PeopleSoft Query Viewer

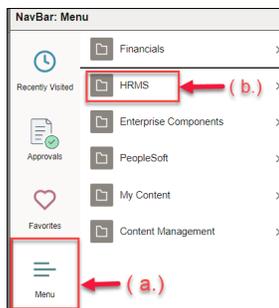
1. Login to my.utrgv.edu with your UTRGV username and password.
2. PeopleSoft may be found in the Application section of your MyUTRGV Homepage.



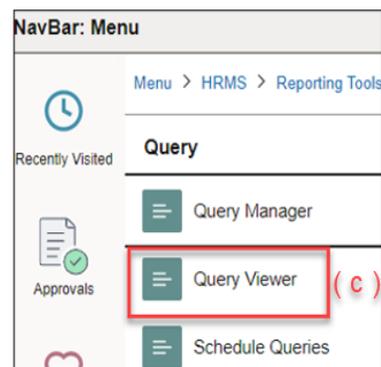
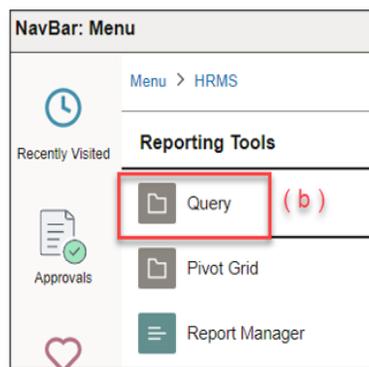
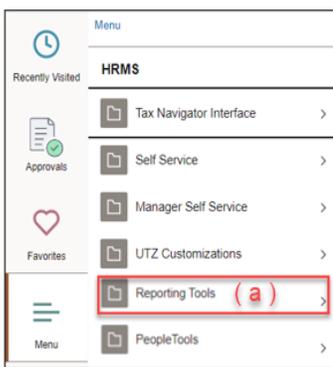
3. Navigate to the NavBar, located at the top right-hand corner of the screen.



4. Select Menu (a) then HRMS (b) from the populated list.



5. Select Reporting Tools (a), then Query (b), and finally Query Viewer (c) to find the report you want to run.



Running Report

1. Search for query.

Once Query Viewer is open, you will type in Timecard_Status_Report_Pending and hit search.

Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

2. Select the hyperlink HTML.

- a. Once you see the query, click on HTML.
- b. If you can add this query to your favorites, please do so for easier access.

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|--------------------------------|--------------------------------|--------|--------|----------------------|--------------|------------|----------|-----------------------------------|--------------------------|
| TIMECARD_STATUS_REPORT_PENDING | TIMECARD_STATUS_REPORT_PENDING | Public | RAM | HTML | Excel | XML | Schedule | Lookup References | Favorite |

3. Enter report parameter.

- a. Only the *Start Date and *End Date are required.
- b. Leave all other parameter fields blank unless you want to narrow the search results. If no additional parameters are required, skip this section, and proceed to section 4: Run Report.

Employee ID

*Start Date

*End Date

Unit

Dept ID

Exclude Workgroup

Include Workgroup

- i. Employee ID: Enter only if running for a specific employee.
- ii. *Start Date:
 - Timecard period start date.
 - It's defaulted to 09/01/2024. You can edit dates only from this date onward.
- iii. *End Date: Timecard period end date.
- iv. Unit: Leave blank (For the Payroll & Tax Compliance office used only).

- v. Dept ID: Enter only if running for a specific department.
- vi. Exclude Workgroup: To get a list of salaried pending timecard(s) only, select RGVHOURLY (to exclude hourly) using the magnifying glass. Otherwise, leave it blank.

Employee ID

*Start Date

*End Date

Unit

Dept ID

Exclude Workgroup

Include Workgroup

- vii. Include Work group: To get a list of wages/hourly pending timecard (s), select RGVHOURLY using the magnifying glass. Otherwise, leave it blank.

Employee ID

*Start Date

*End Date

Unit

Dept ID

Exclude Workgroup

Include Workgroup

4. Run Report

- After entering the parameters (a), selecting View Results (b), the pending timecard data will be extracted and displayed (c).
- You can download the results as an Excel spreadsheet (d).

TIMECARD_STATUS_REPORT_PENDING

Employee ID

*Start Date

*End Date

Unit

Dept ID

Exclude Workgroup

Include Workgroup

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(17 kb\)](#)

| Row | Empl ID | Empl Record | Employee Name | FLSA Status | Empl Class | Job Code | Workgroup | Dept ID | Dep | Unit | Division | Reports To | Supervisor ID | Supervisor Name |
|-----|---------|-------------|---------------|--------------------|------------|----------|-----------|---------|------------------------------|-------|--------------------------------|------------|---------------|-----------------|
| 1 | | | | Salaried Nonexempt | CL | 16345 | RGVNONEX | 208013 | University Police | UTR04 | Div Finance & Business Affairs | | | |
| 2 | | | | Salaried Nonexempt | CL | 15289 | RGVNONEX | 204020 | Campus Facilities Operations | UTR04 | Div Finance & Business | 7 | | |