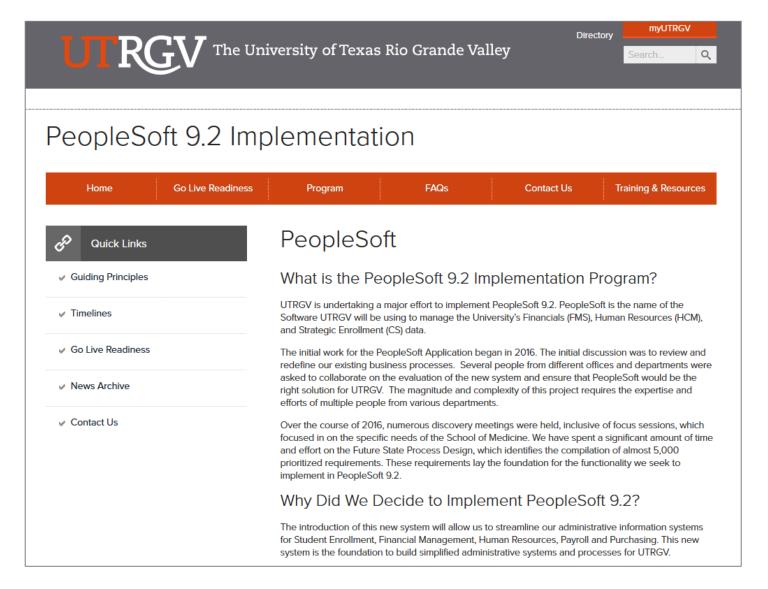# Employee Self Service- Non-Exempt Timecard

https://www.utrgv.edu/peoplesoft/

Duo 2 Factor (2FA) Authentication

Access to PeopleSoft from remote locations (off-campus) <u>requires</u> Duo 2-Factor Authentication

◦ *Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.*

[Enroll now through July 31, 2018](#)

1. Add or update Mobile Phone number in our current Oracle EBS system.
2. Instructions to complete activation process will be sent to mobile device.

Enrollment after September 1, 2018

1. Request Mobile Phone number from employment candidates in PeopleAdmin; Include mobile number when creating new employee records.
2. Employees update Mobile Phone number in PeopleSoft.

More information is available at www.utrgv.edu/peoplesoft

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.

PeopleSoft

Applications

FPT

Blackboard

Office 365

ASSIST

Oracle 24/7

Course Evals

Career Connection

iTravel

Engagement Zone

E-Learn

V Link

vSoftware

Submittable

PeopleSoft

iShop

ServiceNow

PeopleSoft

Tableau

vPrint

Navigate to the Employee Self Service Menu

Click the NavBar button to easily access functions

Select Navigator icon

Self ServiceMenu. Select Time Reporting

Select Timesheet

Timesheet

Request Absence

Cancel Absences

View Requests

Absence Balances

Overtime Requests

Extended Absence Request

Extended Absence History

Time and Labor Launch Pad

Leave Transfer Requests

Schedule

Detailed Leave Balances

William Lloyd

Accountant IV

Supervisor Name David Clarke

Actions ▾

Employee ID 0000000461   FTE 1.000000

Empl Record 0   Empl Type Salaried

Empl Class Classified

Earliest Change Date 05/01/2018

Select Another Timesheet

*View By Calendar Period   ▼   Previous Period Next Period

Sched

From Wednesday

Time Reporting Code		Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12
EMCL - Emergency						
HLTKN - Holiday Tak						
SICKS - Sick - Salarie						
VACS - Vacation - Sa						
▼						

Below you can see the time reporting codes that might need approval

Save for Later   Submit   Review Time Card

Reported Time Status | Absence

Reported Time Status   Personalize | Find | 🗗 | 📊   1-6 of 6

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
08/01/2018	Saved	2.00	EMCL	Emergency Closure	0.00	💬
08/01/2018	Saved	6.00	SICKS	Sick - Salaried	0.00	
08/02/2018	Saved	8.00	HLTKN	Holiday Taken - Salaried	0.00	💬
08/23/2018	Needs Approval	8.00	VACS	Vacation - Salaried	8.00	
08/29/2018	Saved	6.00	SICKS	Sick - Salaried	8.00	
08/30/2018	Saved	8.00	SICKS	Sick - Salaried	8.00	

Request Absence

Self Service

← → C ⌂ | ● Secure | https://zbhr-uat.utshare.utsystem.edu/psc/ZBHRUAT/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTIDPARAMS=TEMPLATE_ID%3aPTPPNAVCOL&scname=HC_TIME&AJAXTransfer=Y&PanelCollapsible=Y&PTPPB_GROUPLET_ID=... ⊕ ☆ :

< **Employee Self Service**   **Time and Attendance**   🏠 🔍 🚩 ☰ ⊚

👤 **Timesheet**	
📑 Request Absence	
🗑 Cancel Absences	
📅 View Requests	
📑 Absence Balances	
📋 Overtime Requests	
📋 Extended Absence Request	
📋 Extended Absence History	
📋 Time and Labor Launch Pad	
👥 Leave Transfer Requests ⌄	
📋 Schedule	
📋 Detailed Leave Balances	

To add an event to the timecard (Vacation, Sick, Voting Leave, etc.) click on Absence

		Fri	Sat	Sun
		/10	8/11	8/12

VACS - Vacation - Salaried

[▼]

| Save for Later | Submit | Review Time Card |

Reported Time Status   **Absence**

Absence Events   Personalize | 🔲

| Absence Take | Forecast Results | 🔲▶ |

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
08/01/2018	08/01/2018	Sick	6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	☐	Forec;	Edit
08/23/2018	08/23/2018	Vacation Leave	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	☐	Forec;	Edit
08/29/2018	08/30/2018	Sick	16.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	☐	Forec;	Edit

| Add Absence Event | Submit Absence |

Request Absence
Self Service

Secure | https://zbhr-uat.utshare.utsystem.edu/psc/ZBHRUAT/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTIDPARAMS=TEMPLATE_ID%3aPTPPNAVCOL&scname=HC_TIME&AJAXTransfer=Y&PanelCollapsible=Y&PTPPB_GROUPLET_ID=...

< Employee Self Service   **Time and Attendance**

- **Timesheet**
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Overtime Requests
- Extended Absence Request
- Extended Absence History
- Time and Labor Launch Pad
- Leave Transfer Requests ⌄
- Schedule
- Detailed Leave Balances

Supervisor Name David Clarke

Select Start/End date

	Fri /10	Sat 8/11	Sun 8/12

Save for Later   Submit   Review Time Card

Reported Time Status | **Absence**

Absence Events ?

Absence Take | Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Dele
08/01/2018	08/01/2018	Sick		6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	☐	Forec	Edit	
08/23/2018	08/23/2018	Vacation Leave		8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	☐	Forec	Edit	
08/29/2018	08/30/2018	Sick		16.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	☐	Forec	Edit	
08/01/2018	08/01/2018	Select Absence ▼				Details	New	Approval Monitor	Employee Timesheet	☐	Forec	Edit	D

Add Absence Event   Submit Absence

Request Absence
Self Service
Time Reporting

Select type of absence event

← → C ⟳   🔒 Secure | https://zbhr-uat.utshare.utsystem.edu/psc/ZBHRUAT/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTIDPARAMS=TEMPLATE_ID%3aPTPPNAVCOL&scname=HC_TIME&AJAXTransfer=Y&PanelCollapsible=Y&PTPPB_GROUPLET_ID=...   🔍 ☆ ⋮

‹ Employee Self Service   **Time and Attendance**   🏠 🔍 🚩 ☰ ⊚

Menu	
🕐 **Timesheet**	
💼 Request Absence	
📱 Cancel Absences	
📋 View Requests	
📱 Absence Balances	
▤ Overtime Requests	
▤ Extended Absence Request	
▤ Extended Absence History	
▤ Time and Labor Launch Pad	
👥 Leave Transfer Requests ⌄	
▤ Schedule	
▤ Detailed Leave Balances	

Supervisor Name David Clarke

Click Submit Absence

Save for Later	Submit	Review Time Card

Reported Time Status | **Absence**

Absence Events ?   Personalize | ⤢

Absence Take | Forecast Results | 〔▥〕

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
08/01/2018	08/01/2018	Sick	6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	☐	Foreca	Edit	
08/23/2018	08/23/2018	Vacation Leave	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	☐	Foreca	Edit	
08/29/2018	08/30/2018	Sick	16.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	☐	Foreca	Edit	
08/03/2018 🛗	08/03/2018 🛗	Sick ▼		Hours	Details	New	Approval Monitor	Employee Timesheet	☐	Foreca	Edit	Del

Add Absence Event	Submit Absence

Save for Later

Request Absence
Self Service
Time Reporting

Secure | https://zbhr-uat.utshare.utsystem.edu/psc/ZBHRUAT/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTIDPARAMS=TEMPLATE_ID%3aPTPPNAVCOL&scname=HC_TIME&AJAXTransfer=Y&PanelCollapsible=Y&PTPPB_GROUPLET_ID=...

< Employee Self Service

Time and Attendance

New Window | Help

- Timesheet
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Overtime Requests
- Extended Absence Request
- Extended Absence History
- Time and Labor Launch Pad
- Leave Transfer Requests
- Schedule
- Detailed Leave Balances

You can now see the absence event on your timecard, yet still need supervisor approval

| | Fri 8/10 | Sat 8/11 | Sun 8/12 |

HLTKN - Holiday Taken - Salaried ▼		8.00	
SICKS - Sick - Salaried	6.00	8.00	
VACS - Vacation - Salaried			

Save for Later | Submit | Review Time Card

Reported Time Status | **Absence**

Absence Events ?

Personalize | 🔲

Absence Take | Forecast Results | 🔲

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
08/01/2018	08/01/2018	Sick	6.00 Hours		Details	Saved	Approval Monitor	Employee Timesheet	☐	Foreca	Edit
08/03/2018	08/03/2018	Sick	8.00 Hours		Details	Saved	Approval Monitor	Employee Timesheet	☐	Foreca	Edit
08/23/2018	08/23/2018	Vacation Leave	8.00 Hours		Details	Needs Approval	Approval Monitor	Employee Absence Request	☐	Foreca	Edit
08/29/2018	08/30/2018	Sick	16.00 Hours		Details	Saved	Approval Monitor	Employee Timesheet	☐	Foreca	Edit

Add Absence Event | Submit Absence

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

← → C ⌂ | 🔒 Secure | https://zbhr-uat.utshare.utsystem.edu/psp/ZBHRUAT/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TL_MSS_EE_SRCH_PRD.GBL

< **Employee Self Service**

New Window | Help

Once you are ready, click submit.

Ti								Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15
H														
EMCL - Emergency Closure ▼	2.00													
NLT - No Leave Taken - Salaried ▼			0.00			0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

Save for Later	Submit	Review Time Card

Reported Time Status | Absence

Reported Time Status

Personalize | Find | 🗔 | 🖩   1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

Self Service

Time Reporting

New Window | Help | Personalize Page

Click on the Home Button to return to the PeopleSoft Homepage

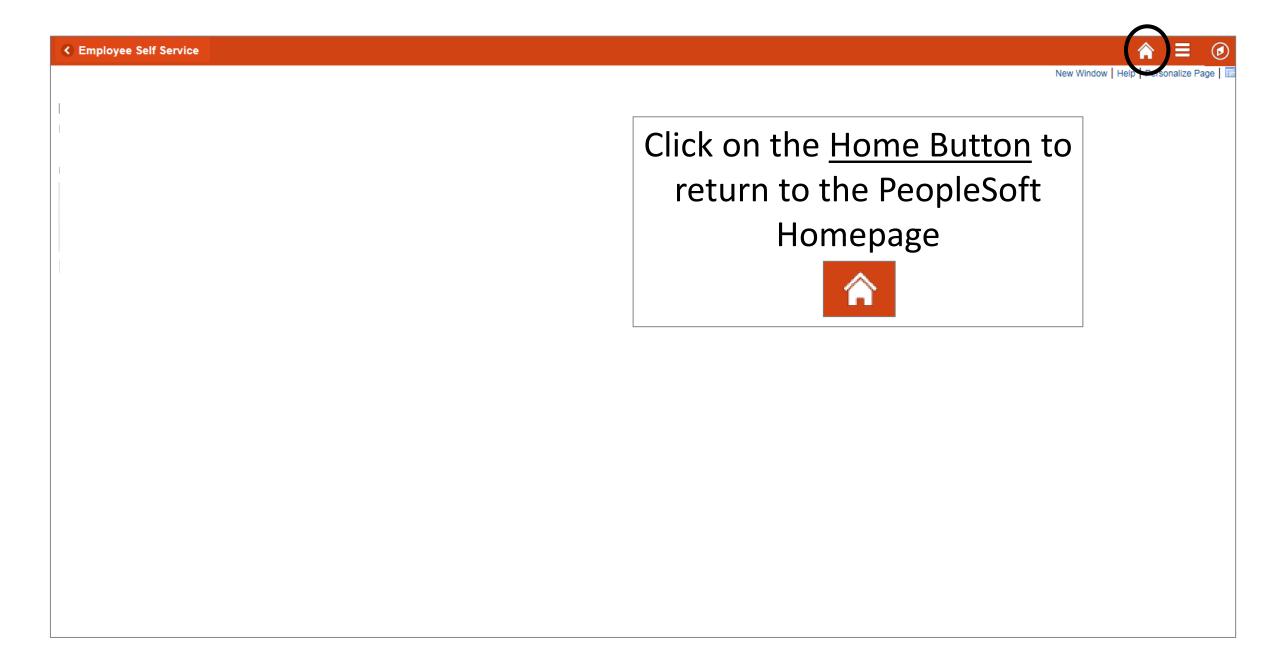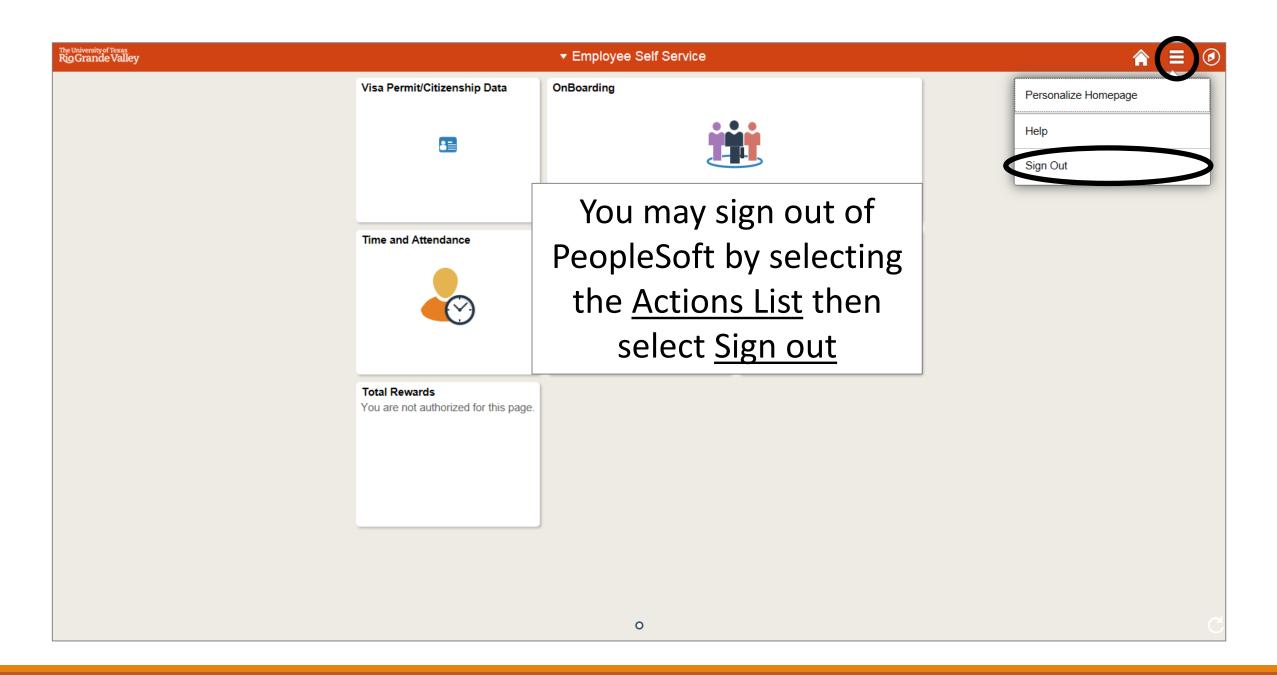You may sign out of PeopleSoft by selecting the Actions List then select Sign out

Congratulations!

You have successfully completed this topic.

End of Procedure.