

The University of Texas Rio Grande ValleyTM

UTRGV PeopleSoft

Time and Absence Reporting for Timekeepers

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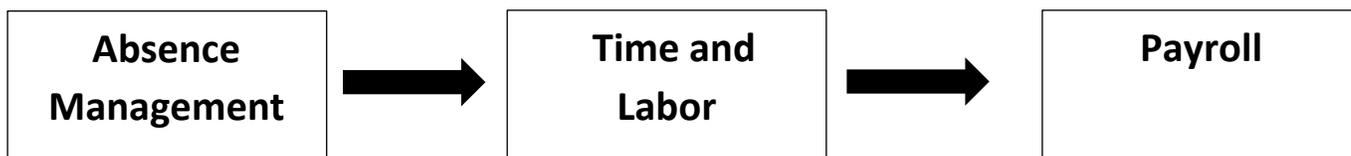
Overview

UTRGV PeopleSoft Time and Absence Reporting for Timekeepers describes how to report and edit absence events and report time worked using the PeopleSoft system.

The “Desk Reference” explains the differences between Positive and Elapsed employees and how to enter time and absences for the different groups.

Time and Absence Reporting Basics

The Time and Labor module and the Absence Management module in PeopleSoft will replace the EIS Time Reporting system. The following flowchart gives a visual representation of how the PeopleSoft modules work together.



The benefits of using both the Time and Labor module and Absence module in PeopleSoft are:

- PeopleSoft allows employees and Timekeepers to record and change pre-approved time and absence details.
- PeopleSoft allows Time Reporting for previous, current and future periods. Previous time and absence events up to 90 days or Future time and absence events up to 30 days
- *PeopleSoft* restricts Timekeepers from entering/changing their own timesheet and viewing unauthorized data via system security.
- Time and Absence modules are integrated with Human Resources and Payroll.

Employee Responsibilities

1. Work the scheduled hours designated by supervisor
2. Submit own absence events and timesheets via Employee Self Service in PeopleSoft to immediate supervisor in a timely manner by the employee deadline.
3. Non-exempt employees must report time and absence events to account for all hours scheduled.
4. Exempt employees must acknowledge they worked their scheduled hours by submitting a no leave taken timesheet or report any exceptions to the scheduled hours.
5. Notify immediate supervisor of any adjustments to the current work schedule
6. Communicate to immediate supervisor any absence events or changes in work time in a timely manner
7. Report time worked and absences taken accurately and completely regardless of available leave balance.
8. Submit adjustment of absence event changes for approved leave in a timely manner.
9. Make any modifications indicated by Timekeeper on returned timesheets and submit revised timesheets for approval.
10. Responsible to make sure supervisor approves all absence and time entries submitted in a timely manner.
11. Responsible to report the need for leave involving a serious health condition that would necessitate the employee being absent from work for three (3) or more days via Employee Self Service in PeopleSoft.
12. Understanding state and federal requirements and UTRGV policies and procedures related to timekeeping and Absence Management

Supervisor Responsibilities

1. Create a departmental procedure to help ensure awareness of time worked and absences taken by direct report's
2. Establish and modify employee's work schedules to meet department operational needs
3. Review and approve or deny each direct report's timesheet for accuracy and appropriateness on a timely manner
4. Approve or deny absence requests and verify that all time worked is reported accurately and completely
5. Review that absences taken are indicated with appropriate absence categories
6. Ensure that timekeeping for attendance and absences is in compliance with relevant policies, procedures and other requirements, and provide guidance to employees when needed
7. Reject and/or modify inaccurate employee timesheets and/or absence events, discuss the reasons for changes with the employee, and acquire employee's acknowledgment of corrected timesheets and/or absence events.
8. Monitor employees' accrued hours of state and overtime compensatory balances and ensure employees do not exceed regulatory limits.
9. Manage and request Overtime hours and Overtime Payouts for direct report's
10. Approve employee's absence requests and timesheets and submit final approved timesheets using Manager Self-service by Absence Management and Payroll deadlines
11. Designate and create delegation for alternate approver if time away from the office is anticipated
12. Serve as alternate approver when delegated by another Supervisor and may approve any employees in the department in case of an emergency.
13. Initiate an Off-Cycle Check Request when a missing timesheet(s) causes a pay discrepancy that creates a financial hardship for the employee.

Role of the Timekeeper/Leave Administrator

The Timekeeper/Leave Administrator acts as a liaison between the Timekeeper's assigned department(s) and the Human Resources and Payroll Offices.

The role of liaison includes:

1. Being the key employee responsible for time and absence event records and inquiries in the department.
2. Communicating relevant information received, including policies and procedures, from Absence Management and Payroll to employees in the assigned department(s).
3. Provide necessary training for new and existing employees.
4. Ensures department complies with Absence & Payroll deadlines.
5. Coordinates security needs with Payroll and Human Resources.
6. Understanding state and federal requirements and UTRGV policies and procedures related to timekeeping and Absence Management; informing assigned departments of the importance of adhering to these requirements; and providing notice to supervisors of noncompliance.
7. Submitting/adjusting time entry and absence records for employees in the assigned department(s) when necessary.
8. Providing information to Payroll and Human Resources on PeopleSoft Self Service usage.
9. Coordinate with designated department and time/absence administration to designate alternate timesheet and absence event approver on emergency circumstance.

Policies and Guidelines

UTRGV Guidelines for Employees and Managers

General leave provisions are governed by the Texas State Government Code and UTRGV HOP.

[HOP- Sick Leave](#)

[HOP- Vacation Leave](#)

[HOP- Leave of Absence Without Pay](#)

[HOP- Emergency Leave](#)

[HOP- Jury Duty](#)

If you would like to read more about the policies, you can visit the following web sites:

- [Texas Government Code, §661](#)
- <https://www.utrgv.edu/hop/handbook/index.htm>

Benefits Eligible Employees (excluding positions that require student status)

- Definition: employees appointed to work at least 20 hours per week for a period of 4 ½ months or longer.
- Are eligible to earn and use leave as outlined in the Handbook of Operating Procedures.

If you would like to read more about additional extended leave information for Eligible Employees, visit the Human Resources website:

<https://www.utrgv.edu/hr/benefits/family-medical-leave-act/index.htm>

Calculation of FMLA entitlement

- Employees are eligible if they have worked for the University or another state agency for at least one year and no less than 1,250 hours over the previous 12 months.
- Eligible employees are entitled to take up to 12 work weeks during a rolling 12-month period measured backward from the date an employee uses FMLA leave (each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the immediately preceding 12 months).

For additional information, visit:

<https://www.utrgv.edu/hop/policies/adm-04-608.pdf>

Overtime

As per [UTRGV Policy Number: ADM 04-406](#)

It is UTRGV policy to comply with the overtime provisions of the Fair Labor Standards Act (FLSA) and corresponding Texas laws. Overtime for non-exempt staff employees **must be pre-approved** in accordance with this policy. Temporary non-exempt staff employees are not permitted to earn overtime from UTRGV.

Except in unusual circumstances dictated by UTRGV operations, the work activities of non-exempt staff employees shall be organized so they are not required to work more than 40 hours within a workweek.

Overtime Accrual

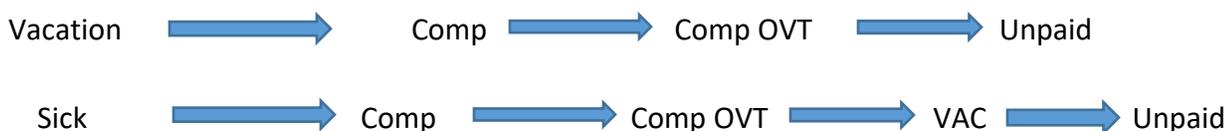
- i. Any overtime anticipated or required of a non-exempt staff employee or group of staff employees must have the prior approval of management.
- ii. A Request for Overtime Authorization must be completed by the immediate supervisor and be forwarded through management, up to the department head. The form can be found under the forms tab on the Office of Human Resources website.
- iii. The department head will return the approved or disapproved authorization form to the immediate supervisor. The immediate supervisor must retain the authorization form in the department's employee file in accordance with UTRGV's records retention requirements (see HOP ADM 10-102, Records Management and Retention). If the overtime request is approved, the authorization form must be readily available for review or audit upon request. Overtime approved and earned by a staff employee will be certified by the immediate supervisor in UTRGV's official Time Entry System.
- iv. Unauthorized accrual of overtime is prohibited. Violations of this policy will be dealt with as a performance matter and may warrant disciplinary action.
- v. Overtime may be accrued only for work performed at the staff employee's regular or temporarily-assigned place of employment. A staff employee's personal residence is not considered to be a regular or temporarily-assigned place of employment without the prior written authorization of the President or designee.
- vi. Reimbursements for approved overtime expenses due to the staff employee's department (e.g., by an event or other project account) should be handled by the staff employee's department and the reimbursing department through UTRGV interdepartmental transfer procedures.

Cascading Program

PeopleSoft provides a Cascading Program within the Absence Management (ABM) module to automatically deduct employee’s submitted absence hours against a prioritized order of accrued leave type balances. PeopleSoft recommends that the cascading feature be implemented in order to formulate a common use of accrued leave and prevent negative leave type balances from occurring.

It is important to note that Requests to use earned overtime or comp time hours before any leave accruals, must be entered in the timesheet as hours taken versus an absence event.

Example of the most common cascading order is shown below:



Vacation Lop-Off

Although all employees are encouraged to utilize their annual vacation hours (with the required supervisory approval) in the year accrued, employees may carry forward unused vacation hours from one fiscal year to the next. Any annual leave not used before the end of the fiscal year (August 31) will be carried over to the next fiscal year. However, there's a limit to the number of hours employees may carry from year to year. The schedule below indicates the maximum hours authorized to carry forward. Any hours above this limit will transfer to the employees sick leave balance.

Part time, regular benefits-eligible employees will accrue annual vacation leave on a proportionate basis, and the maximum hours to carry forward will also be proportionate.

The current process is as follows, unused Vacation accrual hours which exceed the Vacation Allowable Carryover (outlined in UTRGV’s HOP) are automatically transferred to sick balances.

Employees with total state service credit of:	Hours accrued per month	Maximum carryover hours to next fiscal year for full-time employees
Less than 2 years	8	180
At least 2 years but less than 5	9	244
At least 5 years but less than 10	10	268
At least 10 years but less than 15	11	292
At least 15 years but less than 20	13	340
At least 20 years but less than 25	15	388
At least 25 years but less and 30	17	436
At least 30 years but less than 35	19	484
At least 35 years or more	21	53

<http://www.utrgv.edu/hop/policies/adm-04-602.pdf> - Add Texas Code Link

Terminology for Time Reporting

It is important when we are describing a process, policy, or new application that we all use the same words and definitions. Below are just a few terms described in this section

PeopleSoft	Description	Examples
Employee ID (Empl ID)	A unique identifier assigned to each employee.	600101XXXX
Record Number	Each job an employee holds. The PeopleSoft term for Assignments is Multiple Jobs.	600101XXXX Rec Number 0 600101XXXX Rec Number 1
Reported Time	Entries recorded on Timesheet by employees.	Hours Worked, Holiday
Payable Time	Time that is generated for Nonexempt employees by the Time Admin process and is submitted for supervisors' approval.	Comp Time Earned
Assigned Work Schedule	The pre-defined days/hours an employee works in a week.	EMTWTWF8HOUR

Time Reporting Codes (TRCs)

Reporting codes are used to track an employee's time.

TRC	Description
REG	Used to indicate hours worked that are part of the employee's normal schedule.
ELWRK	Used to indicate hours worked on emergency closure day.
EMCL	Used to indicate hours not worked due to emergency closure.
HLWRK	Used to indicate hours worked on holiday.
HLTKN	Used to indicate hours not worked due to holiday.
OCP	Used by manager to pay out overtime.
OCTRS/OCNTR	OCP is turned into OCTRS/OCNTR through the Overtime Comp Payout process. Depending if compensation is TRS (Earned on current period) or Non TRS (Earned on prior periods) eligible.
OC240	To Pay any Overtime exceeding 240 hours (Nonexempt) automatically by the Overtime Comp Payout process.
OC480	To Pay any Overtime exceeding 480 hours (RGV Police) automatically by the Overtime Comp Payout process.

Time Records Due Dates

Timecards Due Dates for hourly employees

Timecards for hourly employees are due at the Payroll Office on the **FIRST** working day following the pay period. Supervisors, please ensure that your employees' timecards are submitted and approved by the **due date**, as failure to approve will delay your employee's pay until the next payroll cycle.

Timecards Due Dates for Salaried employees

Salaried time records are due at the Payroll Office by the **FIRST** working day of the month following the pay period. Salaried time records are important for determining applicable overtime pay and for maintaining accurate vacation, sick, and other leave balances. Supervisors' responsibility is to ensure that your employee's timecards are **submitted and approved by the Time Entry Due Date** as noted in schedule below. Failure to approve timecard by the Time Entry Due Date will result in inaccurate overtime calculations, and incorrect leave balances.

Employee Types

Employee Type	FLSA Status	Schedule	Manager Approves
Hourly	Non-exempt	None	Payable Time
Salaried Non-exempt	Non-exempt	Schedule	Payable Time
Salaries Exempt	Exempt	Schedule	Reported Time

Hourly Employees

- Hourly Employees are **NOT** set up with a schedule.
- If hours are not submitted and approved prior to payroll deadlines, employee will **not** be paid.
- Report all hours worked as they occur, but at a minimum twice a month.
- Must record time in and time out.
- Employees record time on the Hourly timesheet.

Salaried Nonexempt Employees

- Report absence events and all hours worked as they occur, but at a minimum Monthly.
- Salaried Nonexempt ARE set up with a schedule. Scheduled employees will automatically be paid the equivalent hours of the length of their shift per day (i.e. 8 or 4 hours per day).
- If hours are not submitted into PeopleSoft prior to payroll deadlines, employee will still receive full pay.
- Comp Time will only be available for use or pay once earned, reported and processed.

Salaried Exempt Employees

- Report absences, including time worked on holidays using the Salaried Exempt timesheet at a minimum once per month.
- Salaried Exempt employees are set up with a regular schedule.
- Employees will automatically be paid the equivalent hours of the length of their shift per day
- Must record time in total number of hours per day.

NOTE: The schedule needs to be accurate for rule application and Absence Management to work.

Faculty Employees:

- Timekeepers must report sick absences at a minimum once per month.
- Timekeepers will enter sick absence events using the Salaried timesheet. – Need changes in the terminology

Absence Events

An Absence Event is the period of time a payee is absent continuously for the same reason. PeopleSoft allows for absences to be recorded for previous, current, and future periods. However, previous events can only be recorded up to 90 days prior, and future events up to six months.

These details are entered, managed, and planned on the Absence Event PeopleSoft page.

The following are entered as absence events:

- Comp Time and a half
- Funeral Leave
- Jury Duty
- Leave without Pay
- Sick
- State Compensatory Time
- Vacation
- Voting

For all other eligible absence leave, types feel free to review the handbook of operating procedures:
<https://www.utrgv.edu/hop/handbook/index.htm>

Timely communication and documentation between employees, departments and HR Leave is still necessary and required.

Absence Management Terminology

PeopleSoft	Description	Examples
Absence Event	The period of time a payee is absent continuously for the same reason.	Vacation 5/29-5/30 Sick 5/31
Partial Days (All Days)	Absences of less than full days.	Vacation 5/22 for 2 hours Sick 5/7-5/11 for 20 hours
Partial Days (None)	Absence of full day based on the employees scheduled hours	Vacation 5/23 for 8 hours Sick 5/9 for 8 hours
Cascading	Automatic depletion of available absence hours in a prioritized cascading order (based on the leave requested).	Vacation Request: Vacation > Comp Time > Comp Ovt > Unpaid

Steps to Record a Full Day Absence Event

Click the Apply Schedule button.

- These step will fill in the timesheet with the employee’s regular work schedule
- Fluid Page: Manager Self Service >Time and Attendance Tile>Team Time and Attendance
- Click the “Request Absence” – select the employee
- This step will open the Absence Event panel

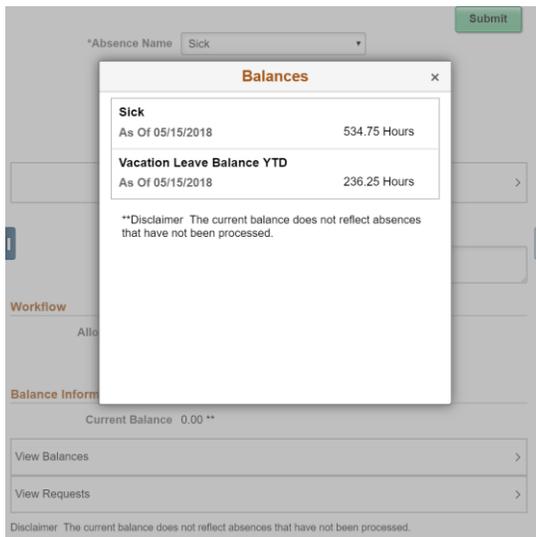
Name / Title / ID - Record	Directs / Total	Status / Type	Department / Location
		Active Employee	
		Active Employee	
	14/27	Active Employee	

- Select Absence Name under the dropdown

*Absence Name

- Verify the absence event that is being entered in the start date and end date.
- Check eligibility using the Forecast option to validate current balances. Remember, the absence balances reflect the hours as of the previous month.

1. Enter the Start and End Date of the absence event by clicking the calendar icon.
2. Enter the Absence Name (Sick Leave, Vacation, etc.).
3. Click “None” in the Partial Days field for full day absence or Click “All Days” in Partial Days field for partial hours.
4. Enter the Comments, if required (Illness-Self, Illness-Family Member, etc.).
5. Enter Request As “Manager”
6. Click the View Balances, which will open the Balances page.



7. Click the Check Eligibility to forecast requested absence.
8. Click View Eligibility Details
9. Click the Submit button.

Request Absence



[Return to Select Employee](#)

Absence Name Sick 2
Start Date 05/24/2018 1
End Date 05/24/2018
Duration 8.00 Hours

Partial Days None 3

Status Approved

Comments 4

Workflow

Allow Request By Employee and Manager

Request As Manager 5

Balance Information

Current Balance 0.00

[Request History](#)

[Approval Chain](#)

Disclaimer: The current balance does not reflect absences that have not been processed.

Comments may be added if needed in the Reporter Comments box. (i.e. Employee on FMLA, pre-approved Vacation, etc.)

Notice the current balance for the absence being entered is available bottom portion **.

Once you click the Submit button, you will come to a Submit Confirmation page.

- Click Yes or No

Are you sure you want to Submit this Absence Request?

Once you receive the Submit Confirmation, the absence event that was submitted appears on a new row in the timesheet for the specific date(s) entered. Notice the “Reported Time” column indicates 8:00 and the row below also shows the Time Reporting Code of SICKS – Sick – Salaried with 8:00 in the quantity field. Because the employee is scheduled to work on Thursday’s and an absence event was entered for that day.

The Status column for the absence event now indicates “Approved” because it has been successfully submitted (See image on the next page).

Actions ▾ Earliest Change Date 09/01/2015

Select Another Timesheet

*View By Calendar Period ▾ [Previous Period](#) [Next Period](#)

*Date 05/01/2018 📅 ↻

Scheduled Hours 168.00 Reported Hours 20.00 [Print Timesheet](#)

From Tuesday 05/01/2018 to Thursday 05/31/2018 ?

Time Reporting Code	Tue 5/1	Wed 5/2	Thu 5/3	Fri 5/4	Sat 5/5	Sun 5/6	Mon 5/7	Tue 5/8	Wed 5/9
JURYS - Jury Salaried									
SICKS - Sick - Salaried									
HLTKN - Holiday Taken - Salaried ▾									
EMCL - Emergency Closure ▾									
NLT - No Leave Taken - Salaried ▾	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 Payable Time

Reported Time Status Personalize | Find | 📄 | 📅 | 1-3 of 3

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
05/22/2018	Approved	8.00	JURYS	Jury Salaried	8.00	
05/23/2018	Approved	4.00	JURYS	Jury Salaried	0.00	
05/24/2018	Approved	8.00	SICKS	Sick - Salaried	8.00	

[Return to Select Employee](#)
[Request Absence](#)
[Approve Absence](#)
[Manager Self Service](#)
[Time Management](#)

Note: Timesheets may be submitted as many times as needed. Timesheet and absence event entries and corrections may be entered up to 90 days back and six months in the future.

If multiple absence events need to be entered in a week, they must be submitted separately. Once the absence event has been submitted the "Add Absence Event" button will become available to enter the next absence event of the week.

Timesheet Data:

Day	Date	TRC	Quantity	Reported Status	Elements
Tuesday	2018-05-22	JURYS	8	NW	JURYS, H, CST, N, AM, 0, PSNONCATSK,
Wednesday	2018-05-23	JURYS	4	NW	JURYS, H, CST, N, AM, 0, PSNONCATSK,
Wednesday	2018-05-23	EMCL	4	NW	EMCL, CST, N, 0, PSNONCATSK,
Thursday	2018-05-24	SICKS	8	NW	SICKS, H, CST, N, AM, 0, PSNONCATSK,
Monday	2018-05-28	HLTKN	8	NW	HLTKN, CST, N, 0, PSNONCATSK,

Reported Time Status						
Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
05/22/2018	Approved	8.00	JURYS	Jury Salaried	8.00	
05/23/2018	Approved	4.00	JURYS	Jury Salaried	0.00	
05/24/2018	Approved	8.00	SICKS	Sick - Salaried	8.00	

Partial Days

Partial Days- Absences less than full days

1. All Days = Use if the days entered are all partial days and each day is the same number of hours.
2. None = This is the default value. Do not change this if none of the days are partial days.

Partial Days Examples

All Days	Mon. 12/09	Tues. 12/10	Wed. 12/11	Thurs. 12/12	Fri. 12/13	Expected Duration
	Regular	6	6	6	8	8
Absence	2	2	2			6

As stated above, enter the Start and End Date(s) of the absence event, and select the Absence Name. Then click the Details link, which will open the Absence Event Details page.

From Friday 06/01/2018 to Saturday 06/30/2018

Time Reporting Code	Fri 6/1	Sat 6/2	Sun 6/3	Mon 6/4	Tue 6/5	Wed 6/6	Thu 6/7	Fri 6/8	Sat 6/9	Sun 6/10	Mon 6/11	Tue 6/12
REG - Regular	8.00				8.00	8.00	8.00	8.00			8.00	8.00
EMCL - Emergency Closure				4.00								

Save for Later Submit Review Time Card

Reported Time Status Summary Absence Payable Time

Absence Events

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
<input type="checkbox"/>	06/01/2018	06/01/2018	Vacation Leave		Hours	Details	New	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forec	Edit	Del

Add Absence Event Submit Absence

Approval

Select All Deselect All Approve Push Back

Absence Entitlement Balances

Entitlement Name	Balance as of 07/15/2018**	From	To	Accrual Period
Sick Leave Balance	98.25 Hours	09/01/2017	08/31/2018	Year to Date
Vacation Leave Balance	420.00 Hours	09/01/2017	08/31/2018	Year to Date

1. Click "Start and End Days" in the Partial Days field.
2. Enter the number of hours the employee is taking off for the Start Day and the End Day. The hours for this Partial Days option do not need to be the same.
3. Click the Calculate End Date or Duration button and validate the Duration number of hours. For this example, the first day is a partial day of 2 hours, while the last day is a partial day of 4 hours. Based on the employees work schedule, the full day is equal to 8 hours, and the partial days equal a total of 6 hours, making the duration equal 14.0.
4. Click the OK button

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date 06/01/2018 [x] View Monthly Calendar

End Date 06/01/2018 [x]

Filter by Type All [v]

*Absence Name Vacation Leave [v] Current Balance 420.00 Hours**

Partial Days None [v]

Duration [] Hours

Calculate End Date or Duration

Comments

Reporter Comments: []

OK Cancel

* Required Field
**Disclaimer The current balance does not reflect absences that have not been processed.

Comments may be added if needed in the Reporter Comments box. (i.e. Employee on FMLA, pre-approved Vacation, etc.)

Notice the current balance for the absence being entered is available on the right hand side.

From Friday 06/01/2018 to Saturday 06/30/2018

Time Reporting Code	Fri 6/1	Sat 6/2	Sun 6/3	Mon 6/4	Tue 6/5	Wed 6/6	Thu 6/7	Fri 6/8	Sat 6/9	Sun 6/10	Mon 6/11	Tue 6/12
REG - Regular	8.00				8.00	8.00	8.00	8.00			8.00	8.00
EMCL - Emergency Closure				4.00								

Save for Later Submit Review Time Card

Reported Time Status Summary Absence Payable Time

Absence Events [Personalize](#)

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
<input type="checkbox"/>	06/01/2018	06/01/2018	Vacation Leave		Hours	Details	New	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forec.	Edit	Del

Add Absence Event **Submit Absence**

Approval

Select All Deselect All Approve Push Back

Absence Entitlement Balances [Personalize](#)

Entitlement Name	Balance as of 07/15/2018**	From	To	Accrual Period
Sick Leave Balance	98.25 Hours	09/01/2017	08/31/2018	Year to Date
Vacation Leave Balance	420.00 Hours	09/01/2017	08/31/2018	Year to Date

Once the absence event has been submitted the event will populate in a new row under the corresponding days, be sure to modify the number of hours worked for the days with partial hours and delete the hours worked from the days with a full day absence event. Click the submit button again, once the hours worked have been adjusted. Note that a timesheet may be submitted as many times needed. Timesheet and absence event entries and corrections may be entered up to 90 days back and 30 days in the future.

Cancel an Absence Event

To cancel an absence event that has been submitted, do the following:

1. Click the "Edit" button on the far right of the absence event.
2. Click the Cancel check box.
3. Click the Submit button.

The status of the absence event will change from Approved to Cancelled. Be sure to return to the timesheet and adjust the hours worked as needed and submit the updated timesheet again.

From Wednesday 08/01/2018 to Friday 08/31/2018

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11
REG - Regular	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
SICKS - Sick - Salaried	8.00										

Save for Later Submit Review Time Card

Reported Time Status Summary Absence

Absence Events

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
08/01/2018	08/01/2018	Sick	8.00 Hours		Details	Approved	Approval Monitor	Employee Timesheet	<input checked="" type="checkbox"/>	Forecast	Edit

Add Absence Event Submit Absence

Absence Entitlement Balances

Entitlement Name	Balance as of 07/15/2018**	From	To	Accrual Period
Sick Leave Balance	16.00 Hours	09/01/2017	08/31/2018	Year to Date
Vacation Leave Balance	24.00 Hours	09/01/2017	08/31/2018	Year to Date

From Wednesday 08/01/2018 to Friday 08/31/2018

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11
REG - Regular	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	

Save for Later Submit Review Time Card

Reported Time Status Summary Absence

Absence Events

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
08/01/2018	08/01/2018	Sick	8.00 Hours		Details	Cancelled	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit

Add Absence Event Submit Absence

Absence Entitlement Balances

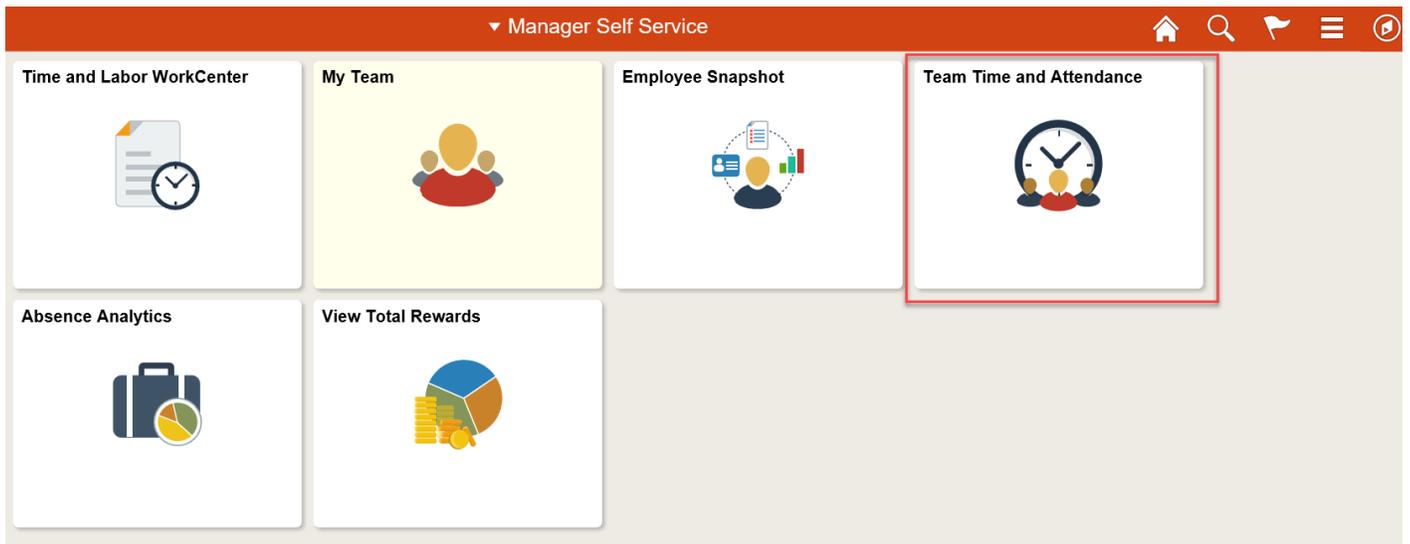
Entitlement Name	Balance as of 07/15/2018**	From	To	Accrual Period
Sick Leave Balance	16.00 Hours	09/01/2017	08/31/2018	Year to Date
Vacation Leave Balance	24.00 Hours	09/01/2017	08/31/2018	Year to Date

Timesheet

Navigating to the Timesheet

To navigate to the timesheet of an employee, you can use fluid menu to access

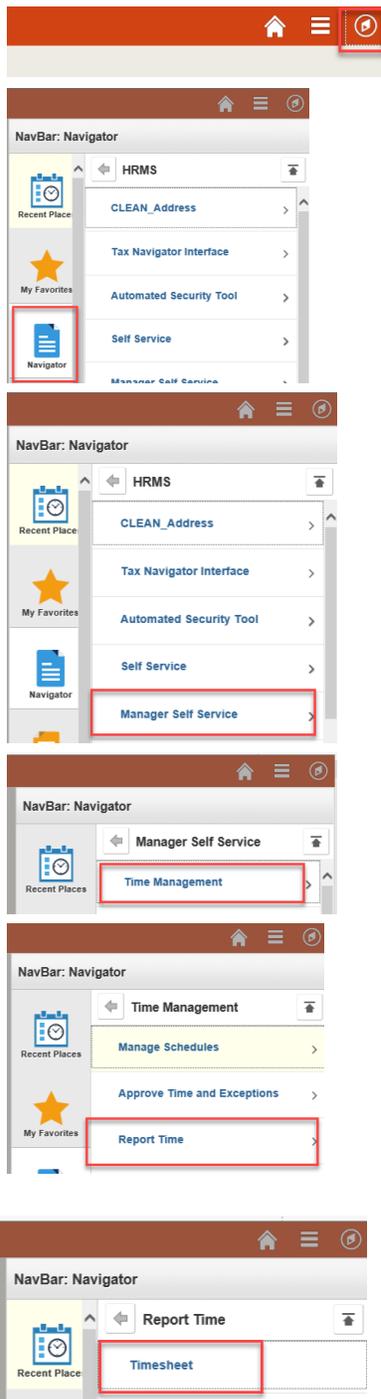
Fluid Navigation to the Timesheet



Menu Navigation to the Timesheet

You can also access by using the Navigating menus.

1. Click NavBar/Navigator/ Manager Self Service/ Time Management/Report Time/ Timesheet



After navigating, you arrive at the Timesheet Summary page.

The Timesheet Summary page is where you search for employees. There are three (3) options to search for an employee:

- Option 1: Enter the Employee ID
- Option 2: Invoke the list for all your Employees and select one employee from the list
- Option 3: Use delivered Search Criteria (i.e. Last Name)

Option 1: Enter the Employee ID

Steps:

1. Verify correct beginning date (beginning of the work week)
2. Enter Employee ID
3. Click “Get Employees” button
4. Employee’s name will appear on the bottom of the screen

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria	Selection Criterion Value
Employee ID	0000000072
Empl Record	
Last Name	
First Name	
Reports To Position Number	
Workgroup	

Get Employees

Clear Criteria

Save Criteria

Change View

*View By Week Show Schedule Information

Date 08/22/2018 Previous Week Next Week

Employees For Alejandro Chapa, Totals From 08/20/2018 - 08/26/2018 Personalize | Find | 1 of 1

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Bucks	Star	0000000072	0	40.00	0.00	40.00			40.00	0.00

Option 2: Invoke list for ALL your Employees and select one employee from the list

Using this method will produce a list of all the employees you are responsible for reporting time and absences for.

Steps:

1. Verify correct beginning date (beginning of the work week)
2. Click “Get Employees” button
3. Employee names will appear on the bottom of the screen alphabetically. Note: Only a maximum of 300 employees will appear; to list others, you will need to filter your search.

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Employee ID	00
Empl Record	
Last Name	
First Name	
Reports To Position Number	
Workgroup	

Get Employees
Clear Criteria
Save Criteria

Change View

*View By Week Show Schedule Information

Date 08/22/2018 Previous Week Next Week

Employees For Alejandro Chapa, Totals From 08/20/2018 - 08/26/2018 Personalize | Find | 1-88 of 88

Time Summary | Demographics | [...]

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Stark	Arya	000000122	0	0.00	0.00	40.00			0.00	0.00
Stark	Bran	000000124	0	0.00	0.00	40.00			0.00	0.00
Stark	Eddard	000000129	0	0.00	0.00	40.00			0.00	0.00
Stark	Sansa	000000123	0	0.00	0.00	15.00			0.00	0.00
Stark	Tony	000000079	0	0.00	0.00	40.00			0.00	0.00
Starr	Ringo	000000103	0	0.00	0.00	0.00			0.00	0.00
Strange	Stephen	000000107	0	0.00	0.00	40.00			0.00	0.00
Tarantino	Quentin	000000140	0	0.00	0.00	40.00			0.00	0.00
Targaryen	Daenerys	000000120	0	0.00	0.00	40.00			0.00	0.00
Texas	Dallas	000000006	0	0.00	0.00	32.00			0.00	0.00
Trump	Donald	000000063	0	0.00	0.00	40.00			0.00	0.00
USHARE	ORP	000000279	0	0.00	0.00	40.00			0.00	0.00
Wayne	Bruce	000000076	0	0.00	0.00	40.00			0.00	0.00
Williams	Serena	000000093	0	0.00	0.00	0.00			0.00	0.00

Option 3: Use delivered Search Criteria (i.e. First Name)

Steps:

1. Verify correct beginning date (beginning of the work week)
2. Enter the Employee's last name.
3. Click "Get Employees" button
4. Employee names will appear on the bottom of the screen

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text" value="Rogers"/>
First Name	<input type="text"/>
Reports To Position Number	<input type="text"/>
Workgroup	<input type="text"/>

Change View

*View By Week Show Schedule Information

Date 08/22/2018

Employees For Alejandro Chapa, Totals From 08/20/2018 - 08/26/2018 Personalize | Find | 1 of 1

Time Summary | [Demographics](#)

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Rogers	Steve	0000000085	0	0.00	0.00	0.00			0.00	0.00

Timesheet

Star Bucks

Part Time Non Student

Supervisor Name Alma Arce

Employee ID 0000000072 FTE 0.475000

Empl Record 0 Empl Type Hourly

Empl Class Classified Wages Acct

Earliest Change Date 09/01/2018

Select Another Timesheet

*View By Calendar Period

*Date 09/01/2018

Scheduled Hours 80.00 Reported Hours 0.00

Timesheet Overview

An employee's timesheet will have a different look depending on the workgroup. As shown below followed by a description of the key attributes.

Timesheet for Hourly Employees

Star Bucks Employee ID 000000072 FTE 0.475000
 Part Time Non Student Empl Record 0 Empl Type Hourly
 Supervisor Name Alma Arce Empl Class Classified Wages Acct
 Actions Earliest Change Date 09/01/2018

Select Another Timesheet
 *View By Calendar Period Previous Period Next Period
 *Date 08/01/2018
 Scheduled Hours 88.00 Reported Hours 75.00 Print Timesheet

Add Comments	Time Reporting Code	Day	Date	Reported Status	In	Out	In	Out	Punch Total
		Wed	8/1	New					
	02 REG - Regular	Thu	8/2	Submitted	8:00:00AM	11:00:00AM			3.00
	02 REG - Regular	Fri	8/3	Submitted					
		Sat	8/4	New					
		Sun	8/5	New					
	02 REG - Regular	Mon	8/6	Submitted					
	02 REG - Regular	Tue	8/7	Submitted					
	02 REG - Regular	Wed	8/8	Submitted					
	02 REG - Regular	Thu	8/9	Submitted					
	02 REG - Regular	Fri	8/10	Submitted					

Key Attributes:

- Only available TRC is REG
- Must indicate all time worked down to the minute.
- Semi-monthly timesheet

Timesheet for Salaried NonExempt Employees

< My Homepage

| New Window | Help

Timesheet

Lays Baked
 Part Time Non Student
 Supervisor Name Homar Bahena
 Actions ▾

Employee ID 000000060 FTE 1.000000
 Empl Record 0 Empl Type Salaried
 Empl Class Classified Wages Acct
 Earliest Change Date 05/01/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 09/01/2018 Next Employee

Scheduled Hours 152.00 Reported Hours 0.00 Print Timesheet

From Saturday 09/01/2018 to Sunday 09/30/2018

Time Reporting Code	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15
REG - Regular				8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
HLTKN - Holiday Taken - Salaried			8.00												

Reported Time Status Personalize Find 1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

Return to Select Employee

Key Attributes:

- Available TRCs are REG, HLTKN, HLWRK, EMCL, ELWRK
- Timesheet is prepopulated with hours worked based on employee schedule
- Monthly timesheet
- Can request and submit absences/overtime

Timesheet for Salaried Exempt Employees

[My Homepage](#) Home Search Flag Menu Print New Window Help

Timesheet

Dallas, Texas Employee ID 0000000006 FTE 1.000000
 Asst. Provost Chief of Staff Empl Record 0 Empl Type Salaried
 Supervisor Name LeJuan James Empl Class Administrative / Professional
 Actions - Earliest Change Date 05/31/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
 *Date 08/01/2018
 Scheduled Hours 136.00 Reported Hours 0.00 Print Timesheet

From Wednesday 08/01/2018 to Friday 08/31/2018

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11
HLTKN - Holiday Taken - Salaried		8.00									
EMCL - Emergency Closure	2.00										
NLT - No Leave Taken - Salaried			0.00			0.00	0.00	0.00	0.00	0.00	

Reported Time Status Absence Payable Time

Reported Time Status Personalize Find 1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

[Return to Select Employee](#)

Key Attributes:

- Available TRCs are NLT, HLTKN, HLWRK, EMCL, ELWRK
- Timesheet is prepopulated with NLT
- Does not submit time for hours worked
- Does submit time for leave taken
- Does indicate hours HLTKN or HLWRK for holidays
- Does indicate hours EMCL or ELWRK for emergency closer days
- Monthly timesheet
- Can request and submit absences

Add/Delete Rows

Click the “plus” sign (shown below) and the system will add an extra row.

If you need to delete a row that was entered in error, delete a row by clicking, click the “minus” sign (shown below).

js	In	Out	In	Out	Punch Total		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	8:00:00AM	11:00:00AM	<input type="text"/>	<input type="text"/>	3.00	<input type="button" value="+"/>	<input type="button" value="-"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Time Entry Shortcuts

Time entry shortcuts are listed below:

1. If you do not enter ‘am’ or ‘pm’ the system will assume it is ‘am’ which is the default.
2. You can enter a single digit, such as 8, if the time is 8:00 am. For 8:00 pm you can enter 8p.
3. A tenth of an hour can be entered as 8.5 for 8:50. Minutes can be entered as 8.01 for 8:01 and adding a “p” to designate PM if necessary.

PeopleSoft allows time entry shortcuts when entering time. Below is an Employee’s Positive timesheet. In the example, the employee started their day on Monday at 8:00 am and left at 11:00 am. A shortcut is to enter 8; the system defaults to “am”.

In the next line the person started their day at 8:02 am, left for lunch at 11:01 am, came back from lunch at 1:05, pm and left for the day at 5:06 pm. Positive employees should report their time to the minute to be in compliance with the FLSA (Fair Labor Standards Act) laws.

02 REG - Regular	Mon	7/16	New	8:00:00AM	11:00:00AM	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
02 REG - Regular	Tue	7/17	New	8:02:00AM	11:01:00AM	1:05:00PM	5:06:00PM	<input type="button" value="+"/>	<input type="button" value="-"/>

Overlapping Days

Overlapping days is when an employee begins work one day and ends work on the next day. For example, an employee started work at 11:00 pm on Wednesday and ended their day at 4:00 am on Thursday. The employee would need to indicate out on Wednesday at 11:59pm and then sign in at 12am on Thursday followed by their 4am out time.

02 REG - Regular	Wed	8/8	New			11:00:00PM	11:59:00PM	+	-
02 REG - Regular	Thu	8/9	New	12:00:00AM	4:00:00AM			+	-

System Warnings

After you complete the time entry for the week, click the “Review” button located at the bottom of the page (highlighted below). PeopleSoft will calculate and verify system rules.

Review Time Card x

[Help](#)

SPONSORED PROJECT-FUNDED ASSIGNMENTS: All reported hours worked were for the sponsored project. IF NOT, I have advised Research Administration at research@utrgv.edu or 956-665-2889.

Time and Labor Error Messages	Personalize Find	First	1 of 1	Last
1				

Time and Labor Warning messages	Personalize Find	First	1 of 1	Last
1 Hours entered on University closure.				

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 policy.

University

There are two types of messages: error & warning.

- Error messages prevent the time card from being submitted this is because it usually indicates an impossible event due to policy or circumstance.
- Warning messages do not prevent the time card from being submitted this is because they work like reminders. Warning messages usually indicate an event that is unusual but possible and is merely reminding the submitter to verify the event is accurate.

Submit Confirmation

The Submit Confirmation page is your acknowledgement the Timesheet has been completed and is submitted.



Clicking Submit concludes your required actions for the Timesheet. Notice the items that have changed on the Timesheet:

- A. The Reported Status columns changed.
- B. Times were calculated for each day and shown in the Punch Total column. Converting minutes to a decimal format.
- C. Total amount of time was calculated and shown in the Reported Hours on the top of the page.
- D. A summary for each day is shown in the “Payable Time” panel.

Note: You will not see the payable time until Time Admin process has been run. The Time Admin Process will be running multiple times a time a day.

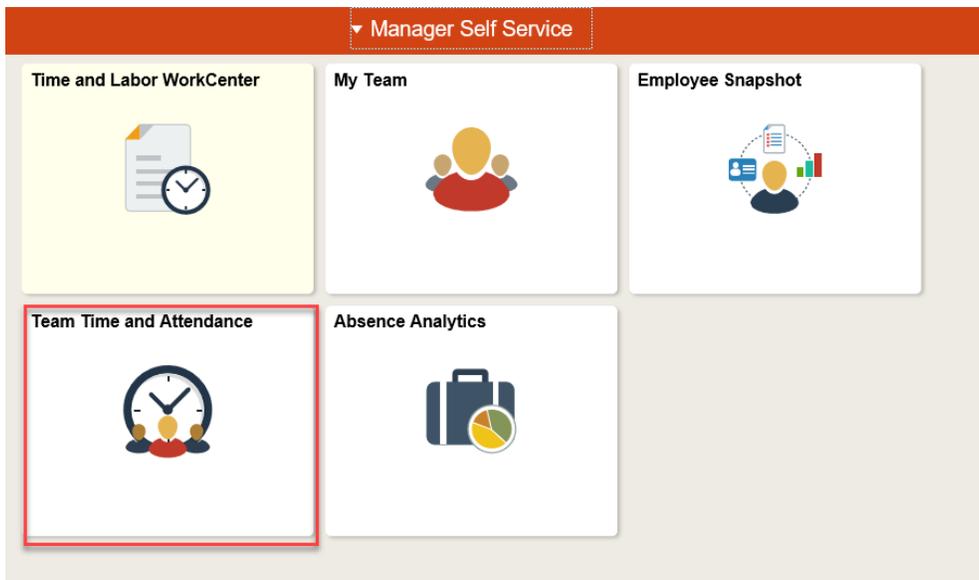
Date	TRC	Description	TRC Type	Payable Status	Quantity
05/16/2018	DWG	Direct Wages- Hourly	Hours	Needs Approval	10.00
05/17/2018	DWG	Direct Wages- Hourly	Hours	Needs Approval	18.00
05/18/2018	DWG	Direct Wages- Hourly	Hours	Needs Approval	12.00
05/18/2018	OVT	Overtime Hours	Hours	Needs Approval	6.00
05/22/2018	DWG	Direct Wages- Hourly	Hours	Needs Approval	17.00
05/23/2018	DWG	Direct Wages- Hourly	Hours	Needs Approval	15.00
05/28/2018	DWG	Direct Wages- Hourly	Hours	Needs Approval	8.00
05/29/2018	DWG	Direct Wages- Hourly	Hours	Needs Approval	8.00

Schedules

Work Schedules are used by the Time and Labor module as well as the Absence Management module to automate the system time rules. The work schedule tells Time and Labor when an employee is working; for example, the system will be able to apply rules and will be able to determine if the person is working Monday thru Friday or Tuesday thru Saturday. The work schedule will be determined by the type of job function or by the department guidelines.

The Time and Labor Office/Payroll will be assigning default regular schedules. If the schedule is incorrect or needs to change, the supervisor or department timekeeper will have the option to assign a different schedule.

Under Manager Self Service select Team Time and Attendance



You will see an option to assign Work Schedule

The screenshot shows the 'Team Time and Attendance' interface. On the left is a sidebar with various options, with 'Assign Work Schedule' highlighted in green and a red box around it. The main area is titled 'Assign Work Schedule' and contains a search form with fields for Empl ID, Empl Record, Name, Last Name, Business Unit, Department, and Organizational Relationship. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Once employee is selected, you can add a new row to assign a different schedule to employee.

Assign Work Schedule

The screenshot shows the 'Assign Schedules' interface for employee Peggy Carter (Employee ID 000000087). The employee's status is 'Part Time Non Student' and 'Employment Record 0'. The interface includes a table for 'Assign Schedules' with columns for Effective Date, Assignment Method, Schedule Group, Schedule ID, Description, and Show Schedule. The table contains one row for the 'Elapased MTWT 4.75 Hour Day' schedule. Below the table is a 'View history of Schedule Assignments, including default changes' section with a table for 'Primary Assignment History' showing the same schedule assignment. At the bottom are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
04/01/2018	Select Predefined Schedule	SHARE	EMTWT475HOUR	Elapased MTWT 4.75 Hour Day	Show Schedule

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
04/01/2018	Predefined Schedule	SHARE	EMTWT475HOUR	Elapased MTWT 4.75 Hour Day

NOTE: To avoid any incomplete hours in the week, always start a new schedule at the beginning of a workweek (Monday)

Approve Payable Time

Manager Self Service **Team Time and Attendance**

Approve Payable Time
Approve Time for Time Reporters

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"/>
Description	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Then click on Get Employees

Click on Approve Payable time

Approval Details

Personalize | Find | View All | First | 1-9 of 9 | Last

Select	Date	Time Reporting Elements	Accounting Date	Add Comments
<input checked="" type="checkbox"/>	09/03/2018	D	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	09/04/2018	D	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	09/05/2018	D	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	09/06/2018	DWG Needs Approval	6.00 Hours	<input type="text"/>
<input checked="" type="checkbox"/>	09/07/2018	DWG Needs Approval	2.00 Hours	<input type="text"/>
<input checked="" type="checkbox"/>	09/10/2018	DWG Needs Approval	3.00 Hours	<input type="text"/>
<input checked="" type="checkbox"/>	09/11/2018	DWG Needs Approval	6.00 Hours	<input type="text"/>
<input checked="" type="checkbox"/>	09/12/2018	DWG Needs Approval	2.00 Hours	<input type="text"/>
<input checked="" type="checkbox"/>	09/13/2018	DWG Needs Approval	6.00 Hours	<input type="text"/>

Select All Deselect All

Approve Push Back Review Time Card

Then click on Review Time Card

Click on the last name of the employee

If the time is accurate click on the check mark

Review Time Card

SPONSORED PROJECT-FUNDED ASSIGNMENTS: All reported hours worked were for the sponsored project. IF NOT, I have advised Research Administration at research@utrgv.edu or 956-665-2889.

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 policy.

OK

If the time is accurate click on the check mark

Approval Details ? Personalize | Find | View All | Print | First | 1-9 of 9 | Last

Overview | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Add Comments
<input checked="" type="checkbox"/>	09/03/2018	DWG	Needs Approval	3.00 Hours		<input type="text"/>	
<input checked="" type="checkbox"/>	09/04/2018	DWG	Needs Approval	6.00 Hours		<input type="text"/>	
<input checked="" type="checkbox"/>	09/05/2018	DWG	Needs Approval	2.00 Hours		<input type="text"/>	
<input checked="" type="checkbox"/>	09/06/2018	DWG	Needs Approval	6.00 Hours		<input type="text"/>	
<input checked="" type="checkbox"/>	09/07/2018	DWG	Needs Approval	2.00 Hours		<input type="text"/>	
<input checked="" type="checkbox"/>	09/10/2018	DWG	Needs Approval	3.00 Hours		<input type="text"/>	
<input checked="" type="checkbox"/>	09/11/2018	DWG	Needs Approval	6.00 Hours		<input type="text"/>	
<input checked="" type="checkbox"/>	09/12/2018	DWG	Needs Approval	2.00 Hours		<input type="text"/>	
<input checked="" type="checkbox"/>	09/13/2018	DWG	Needs Approval	6.00 Hours		<input type="text"/>	

Click Approve



Select All Deselect All

Correcting Timesheets

After timesheet has been submitted employees and supervisors have 90 days (Without crossing Fiscal Years) to make changes if needed and resubmit, any change made to timesheet after initial submission will require supervisors' approval.

After 90 days or crossing into a different Fiscal Year, all changes will require a manual correction Memo.

Review Payable Time

You may verify the data processed on the Payable Time. This review should be done after the Time Admin Process runs. The Time Admin Process calculates the rules and converts time to Payable Time. Payable Time is what Payroll will use to calculate pay.

The screenshot shows the 'Timesheet' page in the 'Manager Self Service' system. The page is titled 'Team Time and Attendance'. On the left is a navigation menu with options like 'Approve Reported Time', 'Payable Time', 'Approve Payable Time', 'Request Absence', 'Absence Requests', 'Cancel Absences', 'View Requests', 'Compensatory Time', 'Overtime Balances', 'Overtime Requests', 'Assign Work Schedule', 'Manager Search Options', and 'Detailed Leave Balances'. The main area shows a 'Timesheet' for an employee with ID [redacted], FTE 0.375000, and Empl Type Hourly. The 'View By' is set to 'Calendar Period' for the date 09/01/2018. The 'Reported Hours' are 38.00. Below this is a table of time reporting entries from 09/01/2018 to 09/15/2018. The table has columns for 'Add Comments', 'Time Reporting Code', 'Day', 'Date', 'Reported Status', 'In', 'Out', 'In', 'Out', and 'Punch Total'. The 'Payable Time' tab is selected, showing a summary of 'Payable Time Viewing Option' with 'Show In Detail' selected. Below this is a table of payable time entries with columns for 'Date', 'TRC', 'Description', 'TRC Type', 'Payable Status', 'Quantity', and 'Estimate'. Annotations include: 'make sure the right period is selected' pointing to the date field; 'move to different periods by select previous or next' pointing to 'Previous Period' and 'Next Period' buttons; 'click the payable time tab' pointing to the 'Payable Time' tab; and 'Payable time is different from reported time. It is payable time that is taken by payroll and from this tab it is possible to view the status of payable time' pointing to the 'Payable Status' column in the payable time table.

Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimate
09/04/2018	DWG	Direct Wages- Hourly	Hours	Taken by Payroll	3.75	\$37.50 USD
09/05/2018	DWG	Direct Wages- Hourly	Hours	Taken by Payroll	10.00	\$100.00 USD
09/06/2018	DWG	Direct Wages- Hourly	Hours	Taken by Payroll	5.25	\$52.50 USD
09/10/2018	DWG	Direct Wages- Hourly	Hours	Taken by Payroll	6.75	\$67.50 USD
09/11/2018	DWG	Direct Wages- Hourly	Hours	Taken by Payroll	2.83	\$28.33 USD
09/12/2018	DWG	Direct Wages- Hourly	Hours	Taken by Payroll	9.41	\$94.17 USD

- Taken by Payroll – Time has been moved to Payroll for processing
- Push Back – Days were pushed back and need changes
- Needs Approval – Time is pending Supervisor Approval
- Approved – Time has been approved and available for next regular Payroll run
- Rejected by Payroll – Employee might not have active job for time submitted

NOTE:

Managers will need to approve Payable time and Reported time depending on the type of employees

Employee Type	Manager Approves
Hourly	Payable Time
Salaried Non-exempt	Payable Time
Salaries Exempt	Reported Time

< Time and Attendance
Team Time and Attendance

- Timesheet
- Approve Reported Time
- Approve Payable Time
- Request Absence
- Absence Requests
- Cancel Absences
- View Requests
- Compensatory Time
- Overtime Balances
- Overtime Requests

Approve Reported Time
Timesheet Summary

Employee Selection

Selection Criterion	Selection Criterion Value
Employee ID	<input style="width: 95%;" type="text"/>
Empl Record	<input style="width: 95%;" type="text"/>
Last Name	<input style="width: 95%;" type="text"/>
First Name	<input style="width: 95%;" type="text"/>
Job Description	<input style="width: 95%;" type="text"/>
Reports To Position Number	<input style="width: 95%;" type="text"/>
Workgroup	<input style="width: 95%;" type="text"/>
Position Number	<input style="width: 95%;" type="text"/>

Get Employees
Clear Criteria
Save Criteria

There were no employees found with Reported Time to approve based upon your selection criteria.

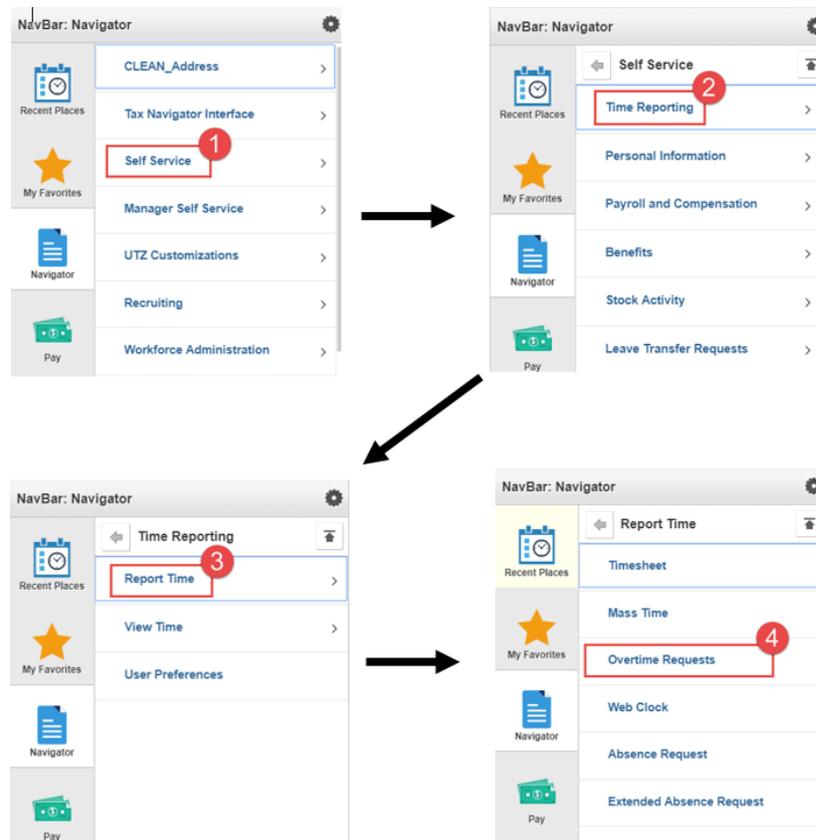
Change View

View By All Time After Include Absence Show Schedule Information

Date 09/01/2017 ↺ Previous Week Next Week

Overtime Request

To comply with UTRGV Policy, employees and supervisors must request and approve overtime requests prior to work. In order to request overtime, an employee must first navigate to the Overtime Request page as shown below.



Once on the overtime request page click Add Request.

View Options ?

Month Year

View All Requests

Overtime Requests ? Personalize | View All | First Last

Details	Date On Request	Overtime Hours	Date Submitted	Request Status ▲
Details	08/31/2018	10.00	05/17/2018	Approved

[Self Service](#)

[Time Reporting](#)

Simply select a date, the amount, comments if any, and submit.

Overtime Information ?

Date On Request (example: 08/30/2018)

Overtime Hours

Comment

[Cancel and Return to Overtime Requests](#)

In order to view the status of requests select the month and year then click View Requests.

View Options ?

Month Year

View All Requests

Overtime Requests ? [Personalize](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Details	Date On Request	Overtime Hours	Date Submitted	Request Status
Details	09/04/2018	4.00	08/30/2018	Submitted

[Self Service](#)
[Time Reporting](#)

Only overtime requests for that selected month will be visible. It is also possible to view all request just select View All Requests the click the View Requests button.

View Options ?

Month Year

View All Requests

Overtime Requests ? [Personalize](#) | [View 7](#) | [First](#) | 1-8 of 8 | [Last](#)

Details	Date On Request	Overtime Hours	Date Submitted	Request Status
Details	09/04/2018	4.00	08/30/2018	Submitted
Details	07/31/2018	1.00	07/30/2018	Submitted
Details	05/31/2018	2.00	05/18/2018	Approved
Details	05/20/2018	12.00	05/18/2018	Approved
Details	05/20/2018	12.00	05/18/2018	Approved
Details	05/18/2018	4.00	05/18/2018	Approved
Details	05/31/2018	2.00	05/18/2018	Denied
Details	08/31/2018	10.00	05/17/2018	Approved

Navigating to Comp Time Balances

Navigate to compensatory time balances by clicking the Leave/Compensatory Time tab on the Timesheet page.

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 08/01/2018 Print Timesheet

Scheduled Hours: 184.00 Reported Hours: 0.00

From Wednesday 08/01/2018 to Friday 08/31/2018

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7
REG - Regular	8.00	8.00	8.00			8.00	8.00

Save for Later Submit Review Time Card

Reported Time Status Summary **Leave / Compensatory Time** Absence Payable Time

Leave and Compensatory Time Balances Personalize | Find | 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	240.00	-9999		

Return to Select Employee

Request Absence
Approve Absence
Manager Self Service
Time Management

The Leave/Compensatory Time tab shows the balance.

The date Accrued can be seen by clicking the View Detail icon.

Reported Time Status Summary **Leave / Compensatory Time** Absence Payable Time

Leave and Compensatory Time Balances Personalize | Find | 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	240.00	-9999		

↓

Leave and Compensatory Time Personalize | Find | View All | 1-2 of 2 | Last

Plan	Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
OVERTIME	Overtime Comp Plan	Hours	04/01/2019	240.000000	800.000000	0.000	240.000	04/01/2018
OVERTIME	Overtime Comp Plan	Hours	01/01/2098	0.000000	0.000000	560.000	240.000	04/01/2018

Overtime Comp Payouts

There are four types of Overtime Comp Payouts:

1. OCP
2. EXP
3. OC240
4. OC480

OCP

OCP is a payout initiated by an employee's manager. In the below example, an employee who has worked 50hrs in one week has accrued a total of 15hrs overtime.

Mon 5/7	Tue 5/8	Wed 5/9	Thu 5/10	Fri 5/11	Sat 5/12	Sun 5/13
<input type="text"/>						
10.00	10.00	10.00	10.00	10.00	<input type="text"/>	<input type="text"/>

After submitting their timesheet, the employee only has Reported Time. Payable Time is not generated, yet.

From Tuesday 05/01/2018 to Thursday 05/31/2018 ?

Time Reporting Code	Tue 5/1	Wed 5/2
HLTKN - Holiday Taken - Salaried	<input type="text"/>	<input type="text"/>
REG - Regular	8.00	8.00

Reported Time Status

Date	Reported Status	Total	TRC
05/01/2018	Submitted	8.00	REG
05/02/2018	Submitted	8.00	REG

Once Time Admin is run Payable Time is generated. Time Admin will also create overtime if there is any.

From Tuesday 05/01/2018 to Thursday 05/31/2018 ?

Time Reporting Code	Tue 5/1	Wed 5/2
HLTKN - Holiday Taken - Salaried		
REG - Regular	8.00	8.00

[Save for Later](#)
[Submit](#)
[Review Time Card](#)

[Reported Time Status](#)
[Summary](#)
[Absence](#)
[Payable Time](#)

Payable Time Viewing Option

By TRC and Status
 By TRC, Status and Day
 Show In Detail
 [View Full Detail](#)

Payable Time ?

Date	TRC	Description	TRC Type
05/01/2018	REG	Regular	Hours
05/02/2018	REG	Regular	Hours

Leave balance is now available.

From Friday 06/01/2018 to Saturday 06/30/2018 ?

Time Reporting Code	Fri 6/1	Sat 6/2	Sun 6/3	Mon 6/4	Tue 6/5	Wed 6/6
REG - Regular	8.00				8.00	8.00
EMCL - Emergency Closure				4.00		

[Save for Later](#)
[Submit](#)
[Review Time Card](#)

[Reported Time Status](#)
[Summary](#)
[Leave / Compensatory Time](#)
[Absence](#)
[Payable Time](#)

Leave and Compensatory Time Balances ? [Personalize](#) | [Find](#) | [Print](#) | [Refresh](#) 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	15.00	-9999		

[Return to Select Employee](#)

The Overtime Balance will be available to view in the following pay period.

- In this example, the overtime was accrued in May and the balance is available by navigating to June timecard.

Now that Payable Time has been created the manager can select the OCP TRC from the drop down menu if they wish to pay the overtime. First add a row by clicking the plus sign.

Fri 6/29	Sat 6/30	Total	Unit of Measure		
8.00				+	-
				+	-
				+	-

Then select the OCP TRC

From Friday 06/01/2018 to Saturday 06/30/2018 ?

Time Reporting Code	Fri 6/1	Sat 6/2	Sun 6/3	Mon 6/4	Tue 6/5	Wed 6/6
REG - Regular	8.00				8.00	8.00
EMCL - Emergency Closure				4.00		
OCP - Overtime Comp Payout						

Save for Later Submit Review Time Card

Reported Time Status Summary Leave / Compensatory Time Absence Payable Time

Leave and Compensatory Time Balances ? Personalize Find 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	15.00	-9999		

In this example we will payout 5hrs.

Thu 6/28	Fri 6/29	Sat 6/30	Total
8.00	8.00		
		5.00	

The amount of OCP to be paid out has to be entered on the last day of the month. Once entered the timecard must be reviewed and submitted one last time (by manager) in order for the OCP to be processed.

EXP

Any Overtime will be banked and available to use; however, if time has not been used or paid within 12 months then it will be automatically paid out.

In the below example, an employee who had accrued overtime on 06/01/2017 had their overtime paid out automatically on 06/01/2018.

From Sunday 07/01/2018 to Tuesday 07/31/2018 ?

Time Reporting Code	Sun 7/1	Mon 7/2	Tue 7/3	Wed 7/4	Thu 7/5	Fri 7/6
REG - Regular		8.00	8.00		8.00	8.00
HLTKN - Holiday Taken - Salaried				8.00		

Save for Later Submit Review Time Card

Reported Time Status Summary **Leave / Compensatory Time** Absence Payable Time

Leave and Compensatory Time Balances ? Personalize | Find | 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	0.00	-9999		

*note the timecard has to be on the following month, in this case July, in order to see the balance.

By clicking View Detail button, it is possible to see both the accrual date and the expiration date.

Reported Time Status Summary **Leave / Compensatory Time** Absence Payable Time

Leave and Compensatory Time Balances ? Personalize | Find | 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	0.00	-9999		

↓

Leave and Compensatory Time Personalize | Find | View All | 1 of 1 First Last

Plan	Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
OVERTIME	Overtime Comp Plan	Hours	06/01/2018	0.000000	10.000000	0.000	10.000	06/01/2017

OC240 & OC480

Cap on Overtime Balances:

Non-exempt staff employees may not accumulate more than 240 hours of overtime credit. Since FLSA overtime is accumulated at time and one-half, this limitation is 160 hours of actual overtime work (160 hours of overtime work x 1.5 = 240 hours).

Non-exempt staff employees engaged in a public safety activity or an emergency response activity in accordance with 29 U.S.C. § 207(o) (3) (A) may accumulate up to 480 hours of overtime credit. Since FLSA overtime is accumulated at time and one-half, this limitation is 320 hours of actual overtime work (320 hours of overtime work x 1.5 = 480 hours).

From Friday 06/01/2018 to Saturday 06/30/2018 ?

Time Reporting Code	Fri 6/1	Sat 6/2	Sun 6/3	Mon 6/4	Tue 6/5	Wed 6/6
EMCL - Emergency Closure				4.00		
OC480 - Overtime more than 480						
REG - Regular	8.00			4.00	8.00	8.00

[Save for Later](#)
[Submit](#)
[Review Time Card](#)

[Reported Time Status](#)
[Summary](#)
[Leave / Compensatory Time](#)
[Absence](#)
[Payable Time](#)

Leave and Compensatory Time Balances ? Personalize | Find | 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	470.00	-9999		

Sat 6/16	Sun 6/17	Mon 6/18	Tue 6/19	Wed 6/20	Thu 6/21
10.00		8.00	8.00	8.00	12.00

10hrs on Saturday and 4hrs on Thursday = 14hrs. Since these are overtime hours they are multiplied at time and a half. $14 * 1.5 = 21$

When the July timecard is viewed there is a balance of 480hrs.

From Sunday 07/01/2018 to Tuesday 07/31/2018 ?

Time Reporting Code	Sun 7/1	Mon 7/2	Tue 7/3	Wed 7/4	Thu 7/5	Fri 7/6
REG - Regular		8.00	8.00	8.00	8.00	8.00
HLTKN - Holiday Taken - Salaried				8.00		

Leave and Compensatory Time Balances ? Personalize | Find | 1-2 of 2

Description	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	480.00	-9999		
Comp Time	STRAIGHT	8.00	-9999		

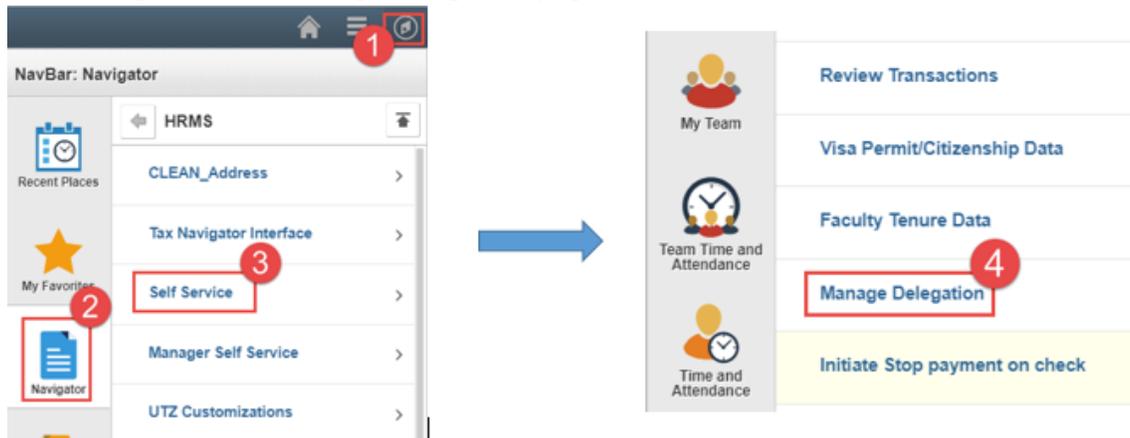
This is because $470+21=491$ which is 11hrs over 480 so those hours were automatically paid out for the pay period in which they went over. In this example, the pay period is June.

NOTE: Hourly employees will not bank overtime they will get their overtime paid out the same month earned.

Manager Delegation

Whenever a manager foresees that a situation might occur where they will not be able to approve timecards, they can choose to delegate that role to another manager for a period of time. The person whom the manager delegates this role to is called a proxy. The process is detailed below.

First, navigate to the manage delegation page.



Once on the manage delegation page click Create Delegation Request.

Manage Delegation

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Choose a date or dates when finished click Next.

Create Delegation Request

Enter Dates

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates

From Date

To Date

The page after shows a list of transactions to choose from. For the purposes of approving timesheets, choose either “Manage Approve Payable Time” or “TL reported Time” or both depending on the type of employees the delegating manager oversees. Click Next to continue.

Delegate Transactions

Transaction
<input type="checkbox"/> Approve Job Update for Group
<input type="checkbox"/> Confirm Compensation Proposals
<input type="checkbox"/> Initiate Job Update for Group
<input checked="" type="checkbox"/> Manage Approve Payable Time
<input type="checkbox"/> Manager Abs Cancelation Fluid
<input type="checkbox"/> Manager Absence Balance Fluid
<input type="checkbox"/> Manager Absence History Fluid
<input type="checkbox"/> Manager Absence Request Fluid
<input type="checkbox"/> Review Compensation Proposals
<input type="checkbox"/> Submit Compensation Proposals
<input checked="" type="checkbox"/> TL reported Time

Select All

Deselect All

The following page is a list of possible proxies to choose from. Only names from the generated list are possible options as PeopleSoft has restrictions on who can be delegated authority. Generally, the proxy should be at a similar level of authority or higher within a given department. PeopleSoft checks for this automatically when creating the list. Once a proxy has been selected click Next.

[Create Delegation Request](#)

Select Proxy by Hierarchy

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the *Search by Name* hyperlink to search for proxies outside your hierarchy.

[Search by Name](#)

Choose Delegate

Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/> ██████████	██████████	Employee	Student Asstant	IT End User Support	██████████
<input type="radio"/> ██████████	██████████	Employee	Student Asstant	Financial Services-Comptroller	██████████
<input type="radio"/> ██████████	██████████	Employee	Student Asstant	University Library	██████████
<input type="radio"/> ██████████	██████████	Employee	Student Asstant	University Library	██████████
<input type="radio"/> ██████████	██████████	Employee	Student Asstant	University Library	██████████
<input type="radio"/> ██████████	██████████	Employee	Student Asstant	University Library	██████████

The page after is a summary of the choices selected so far verify if correct and click Submit followed by the OK button.

Create Delegation Request

Delegation Detail

Proxy [REDACTED]

From Date 09/05/2018

To Date 09/07/2018

Transactions
Manage Approve Payable Time
TL reported Time

Submit Previous Cancel



Create Delegation Request

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

OK

The Manage Delegation page has more options now.

Manage Delegation

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[i Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

[Review My Delegated Authorities](#)

Clicking on “Review My Proxies” leads to the My Proxies page while “Review My Delegated Authorities” leads to the My Delegated Authorities page.

My Proxies

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status

Choose Delegate								
	Description	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	Manage Approve Payable Time	[REDACTED]	Dir of Continuing Education	06/07/2018	06/08/2018	Accepted	Active	i
<input type="checkbox"/>	Manage Approve Payable Time	[REDACTED]	Student Asstant	05/23/2018	10/31/2018	Revoked	Inactive	i
<input type="checkbox"/>	TL reported Time	[REDACTED]	Student Asstant	09/05/2018	09/07/2018	Submitted	Inactive	i
<input type="checkbox"/>	Manage Approve Payable Time	[REDACTED]	Student Asstant	09/05/2018	09/07/2018	Submitted	Inactive	i

Select All Deselect All
[Return to Manage Delegation](#)

From this page, it is possible to view the status of proxies. It is important to check on the status of proxies since the delegation request must be accepted by the other manager in order to take effect. If the person whom was chosen as a proxy were to reject or not accept the request a new proxy must be chosen or else responsibility of approving the timecards remains with the current manager. The status can be filtered by choosing an option from the “Show Requests by Status” drop down menu and clicking refresh. The default blank option shows all proxies. The revoke button cancels a delegation request.

Note: The My Delegated Authorities page is similar to the My Proxies page. The only difference between the two pages is the role the manager plays. In one (My Proxies) the role is sending a delegation request to another manager while in the other (My Delegated Authorities) the role is receiving delegation request made by another manager.