Manager Self Service Team Time & Attendance

The University of Texas at







Managers may now approve employee timesheets and Absence Requests online through Manager Self Service (MSS) in PeopleSoft / UT Share.

New Workflow:

- Employee reports hours worked and/or absence request in UT Share
- Manager receives workflow notifications by e-mail
- Manager reviews/approves timesheet and/or absence request
- Payroll Processes
- Employees are responsible for reporting their hours worked and absences in UT Share.
- Managers are responsible for reviewing and approving timesheets in UT Share.

Access UT SHARE

- Employees are issued e-mail credentials as a part of the onboarding process.
- Once you have your employee e-mail address and password please visit http://www.uttyler.edu/utshare.
- Click the PeopleSoft HR/Finance Login link.



UT Share

PeopleSoft® HR/Finance Implementation

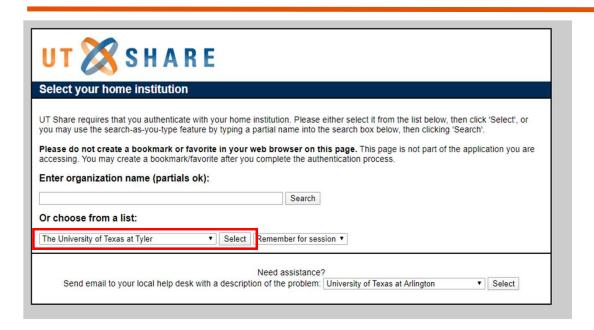
UT Share identifies a project that provides solutions to support unlimited possibilities across the UT System. PeopleSoft® HR/Finance Implementation is a UT Share project.

Important links:

- PeopleSoft HR/Finance Login Select The University of Texas at Tyler from the drop-down list.
- UT Tyler eSHOP "Shopper" link UT Tyler user ID and password required.
- Sharepoint Work Around Forms
- Employee Self-Service Training
- Financial Services Forms
- · Timesheets for Hourly, Student and Non-exempt Employees
- Tutoring Topics & Cutover Dates



Access UT SHARE

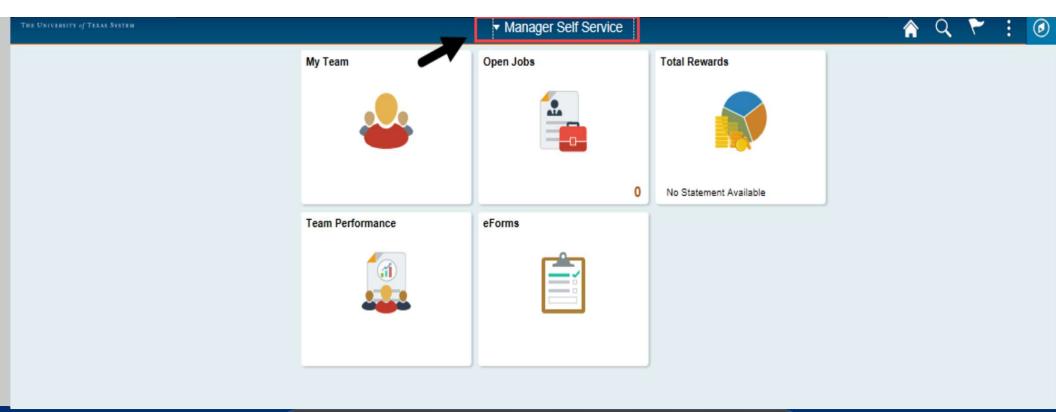


- On the dropdown menu select The University of Texas at Tyler
- Proceed to enter your e-mail address and password and click *Login*



Welcome to the UT Tyler Authentication System

Email Address	Employee@uttyler.edu	
Password		
Login		

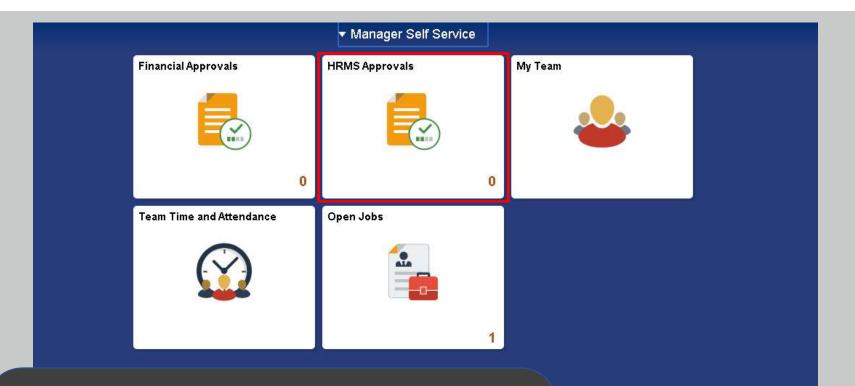


Step 1 – Manager Self Service

Managers navigate to the **Manager Self Service Menu**.

- Access UT Share
- Navigate to the **Manager Self Service Menu**.
- Notify Human Resources if you cannot access PeopleSoft and navigate to Manager Self Service





Step 2 - HRMS Approvals

The HRMS Approvals tile shows the total number of pending approvals. If no pending approvals are available, the tile does not display a number count.

Click on **HRMS Approvals** tile to approve any pending requests.





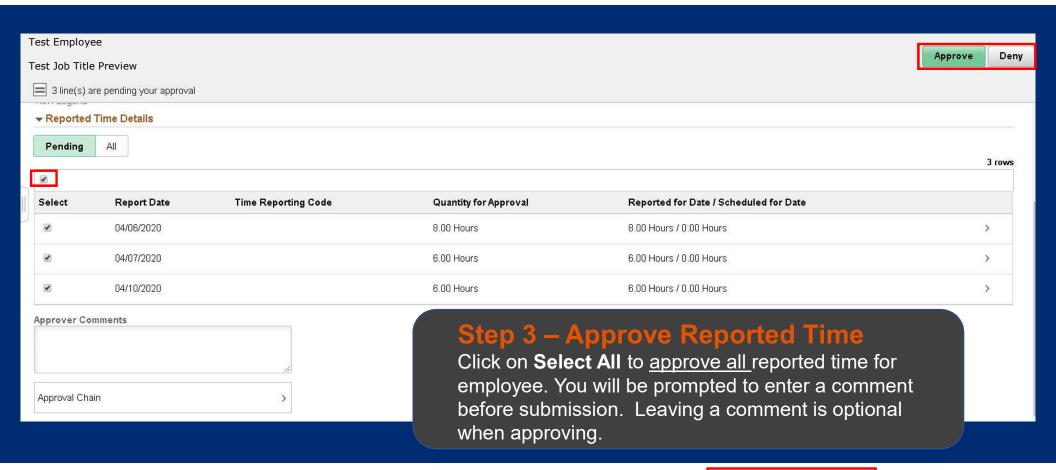




Step 2 – View Pending Approvals

Any pending approvals will show on this page as a list, with employee name on the left.

Click on the **employee name** to view reported time



(Optional) Select one row individually and click to view details. On the details page you can Adjust Reported Time and Add Additional Comments before clicking Approve/Deny.

Adjust Reported Time Comments View Exception





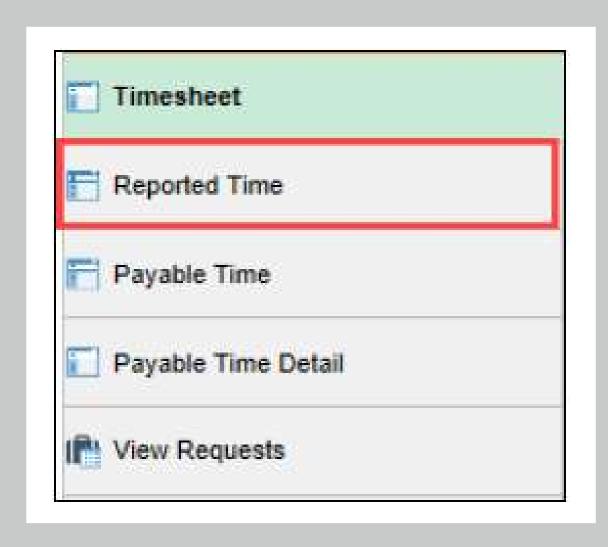
Team Time and Attendance Tile

The Team Time and Attendance Tile is an **additional** way to view reported time and absences for employees



Step 3 – Approve Reported Time

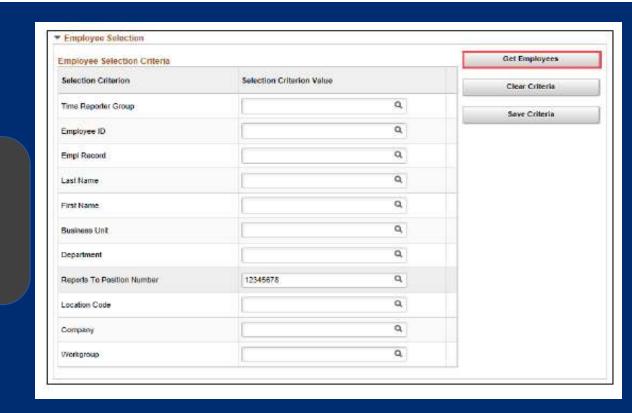
Once the **Team Time and Attendance** tile is selected the navigation collection will appear. Select **Reported Time**.





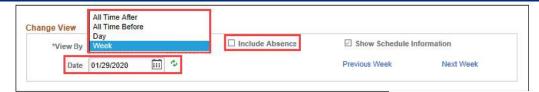
Step 4 – Get Employees

Click **Get Employees** to view all employees under your supervision based on the Reports To Position Number.

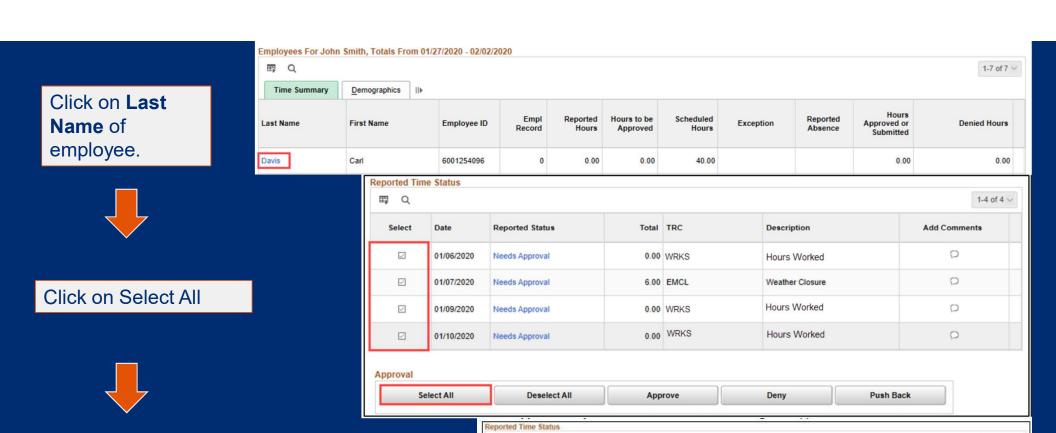


(Optional Step)

The options to change the view by type to **All Time After, All Time Before, Day, Week**, and **Date** is available. As well as **Include Absence** or exclude absences by checking off the Include Absence box.







Select

13

Approval

Date

2/24

2/25

2/26

Select All

Reported Status

Needs Approval

Needs Approval

Needs Approval

Needs Approval

Deselect All

Meal Out

12:00:00PM

12:00:00Pfv

12:00:00PM

12:00:00PM

Approve

1:00:00PM

1:00:00PM

1:00:00PM

5:00:00PM

5:00:00PM

5:00:00PM

5:00:00PM

Deny

MAGG:00:5

5:00:00AM

8:00:00AM

8:00:00AM

1-4 of 4 =

Punch Total Time Reporting Code

WRKS - Hours Worked

WRKS - Hours Worked

WRKS - Hours Worked

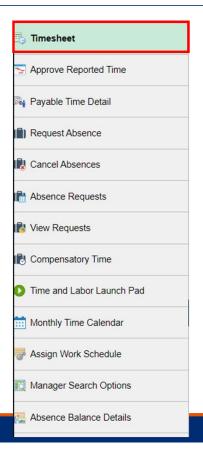
8.00 WRKS - Hours Worked

Push Back

Select **Approve**, **Deny** or **Push Back**. Confirmation message will appear. Select **Yes** and **OK**.

Manager Self Service Entering Time on behalf of Employee

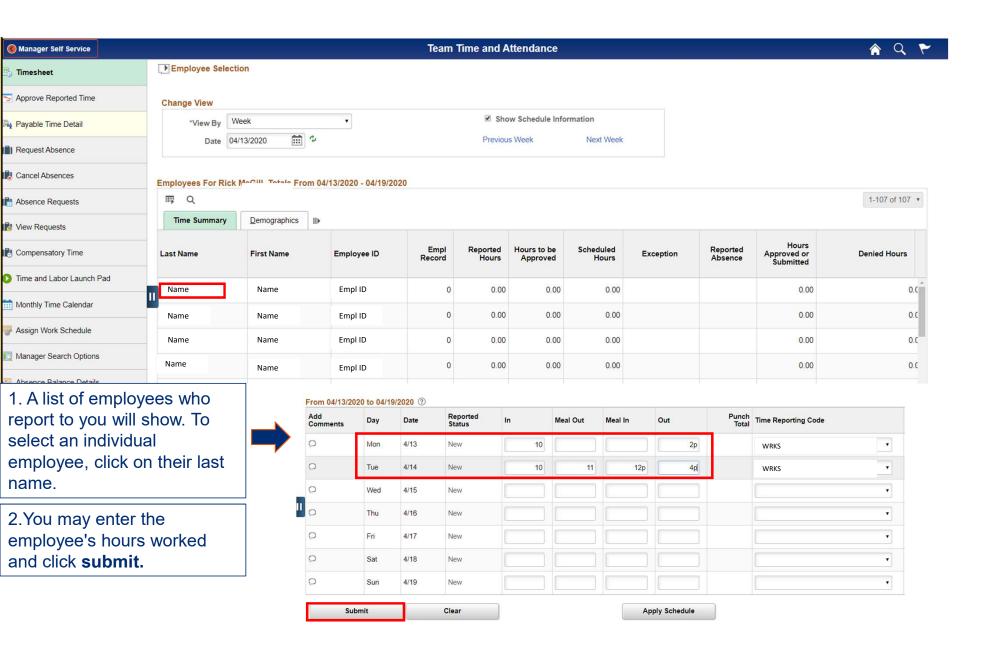
1. From the Manager Self Service menu, select **Timesheet.**

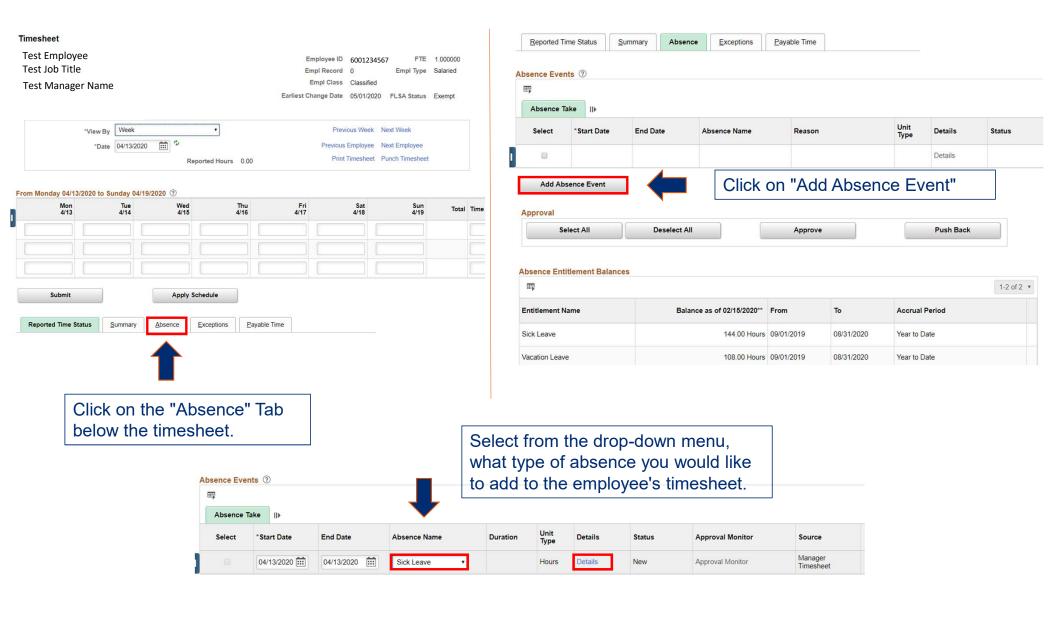




2. On the Employee Selection Criteria your position number will be prepopulated. Click Get Employees

Timesheet Summary ▼ Employee Selection Get Employees **Employee Selection Criteria** Selection Criterion Value Selection Criterion Clear Criteria Time Reporter Group Q Save Criteria Q Employee ID Q Empl Record Q Last Name Q First Name Q **Business Unit** Q Department Q Reports To Position Number 12345678 Q Location Code Q Company Q Workgroup





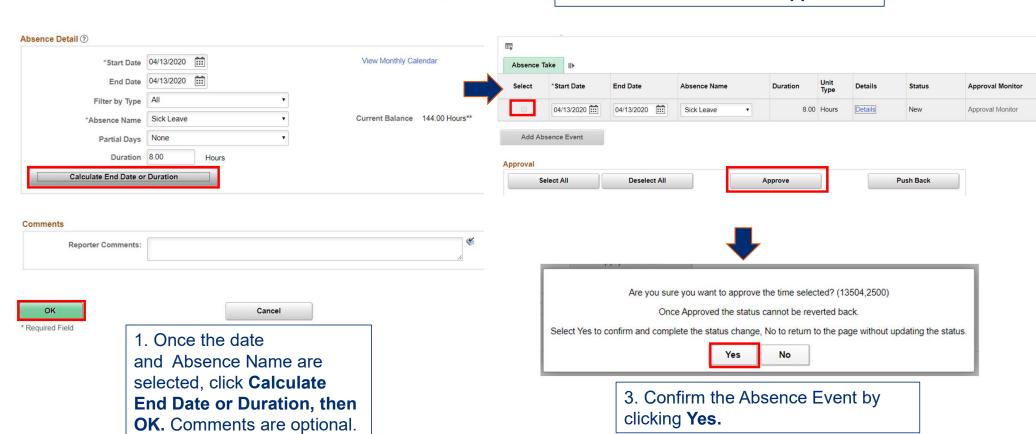
Absence Event Details

Name Job Title

▼ Instructions

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

2. This will take you back to the Absence Event where you can Approve the Absence on behalf of the employee. Select the event, then click **Approve**.



Departmental Decisions

- Every time an employee submits an absence request or timesheet, you will receive a workflow notification through e-mail.
- It is the Department's responsibility to set an expectation for their employees on how often they are to report time within a pay period.
- The options are daily, weekly, or semi-monthly.
- The Office of Human Resources recommends that all employees submit their time on a weekly basis.



The University of Texas at



SEMI-MONTHLY PAY PERIODS & TIMESHEET APPROVAL DUE DATES

PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	APPROVAL DUE DATES	PAY DATE	
3/1/2020	3/15/2020	3/16/2020	3/20/2020	
3/16/2020	3/31/2020	4/1/2020	4/7/2020	
4/1/2020	4/15/2020	4/16/2020	4/22/2020	
4/16/2020	4/30/2020	5/1/2020	5/7/2020	
5/1/2020	5/15/2020	5/18/2020	5/22/2020	
5/16/2020	5/31/2020	6/1/2020	6/5/2020	
6/1/2020	6/15/2020	6/16/2020	6/22/2020	
6/16/2020	6/30/2020	7/1/2020	7/7/2020	
7/1/2020	7/15/2020	7/16/2020	7/22/2020	
7/16/2020	7/31/2020	8/3/2020	8/7/2020	
8/1/2020	8/15/2020	8/17/2020	8/21/2020	
8/16/2020	8/31/2020	9/1/2020	9/8/2020	
Fiscal Year 2020				

Any time that is not entered and/or approved by the approval due date <u>will not</u> be paid on the current payroll, and will not qualify for an off-cycle pay check.

PLEASE NOTE

Specific to Deployment Group 1: Timesheet dates 04/01/20 - 04/12/20 will need to be entered by the Department Timekeeper. Timesheet dates 04/13/20 - 04/15/20 will need to be entered by the Employee. Timesheets for semi-monthly employees are due to be **submitted and approved** by 04/16/2020.





