

**Manager Self Service
Team Time & Attendance**

**The University of Texas at
★ TYLER™**



Overview

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 TYLER >> UT SHARE



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

UT SHARE

Select your home institution

UT Share requires that you authenticate with your home institution. Please either select it from the list below, then click 'Select', or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking 'Search'.

Please do not create a bookmark or favorite in your web browser on this page. This page is not part of the application you are accessing. You may create a bookmark/favorite after you complete the authentication process.

Enter organization name (partials ok):

Or choose from a list:

Need assistance?

Send email to your local help desk with a description of the problem:

- 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

Password



My Team

Open Jobs

Total Rewards

Team Performance

eForms

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.



View By Type

- All 1
- Reported Time 1

All		1 row
Reported Time Test Employee	Quantity for Approval 0.00 Hours 01/06/2020 - 01/08/2020	Routed 04/02/2020

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

Reported Time Details

[Pending](#) [All](#)

3 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
<input checked="" type="checkbox"/>	04/06/2020		8.00 Hours	8.00 Hours / 0.00 Hours	>
<input checked="" type="checkbox"/>	04/07/2020		6.00 Hours	6.00 Hours / 0.00 Hours	>
<input checked="" type="checkbox"/>	04/10/2020		6.00 Hours	6.00 Hours / 0.00 Hours	>

Approver Comments

Approval Chain >

Step 3 – Approve Reported Time

Click on **Select All** to approve all reported time for employee. You will be prompted to enter a comment before submission. Leaving a comment is optional when approving.

(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](#)

▼ Manager Self Service

My Team



Team Time and Attendance



Open Jobs



0

Total Rewards



No Statement Available

Team Performance



eForms



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.

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"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	12345678
Location Code	<input type="text"/>
Company	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

(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.

Change View

All Time After
All Time Before
Day
Week

*View By

Include Absence

Show Schedule Information

Date 01/29/2020

Previous Week Next Week

Click on **Last Name** of employee.



Click on **Select All**



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

Employees For John Smith, Totals From 01/27/2020 - 02/02/2020

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
Davis	Carl	6001254096	0	0.00	0.00	40.00			0.00	0.00

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input checked="" type="checkbox"/>	01/06/2020	Needs Approval	0.00	WRKS	Hours Worked	
<input checked="" type="checkbox"/>	01/07/2020	Needs Approval	6.00	EMCL	Weather Closure	
<input checked="" type="checkbox"/>	01/09/2020	Needs Approval	0.00	WRKS	Hours Worked	
<input checked="" type="checkbox"/>	01/10/2020	Needs Approval	0.00	WRKS	Hours Worked	

Approval

Reported Time Status

Select	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
<input checked="" type="checkbox"/>	2/24	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8:00	WRKS - Hours Worked
<input checked="" type="checkbox"/>	2/25	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8:00	WRKS - Hours Worked
<input checked="" type="checkbox"/>	2/26	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8:00	WRKS - Hours Worked
<input checked="" type="checkbox"/>	2/27	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8:00	WRKS - Hours Worked

Approval

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**
- Approve Reported Time
- Payable Time Detail
- Request Absence
- Cancel Absences
- Absence Requests
- View Requests
- Compensatory Time
- Time and Labor Launch Pad
- Monthly Time Calendar
- Assign Work Schedule
- Manager Search Options
- Absence Balance Details

Timesheet Summary

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"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	12345678 <input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

- Timesheet
- Approve Reported Time
- Payable Time Detail
- Request Absence
- Cancel Absences
- Absence Requests
- View Requests
- Compensatory Time
- Time and Labor Launch Pad
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- Assign Work Schedule
- Manager Search Options
- Absence Balance Details

Employee Selection

Change View

*View By: Week Show Schedule Information

Date: 04/13/2020 Previous Week Next Week

Employees For Rick McGill - Total From 04/13/2020 - 04/19/2020

1-107 of 107

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
Name	Name	Empl ID	0	0.00	0.00	0.00			0.00	0.00
Name	Name	Empl ID	0	0.00	0.00	0.00			0.00	0.00
Name	Name	Empl ID	0	0.00	0.00	0.00			0.00	0.00
Name	Name	Empl ID	0	0.00	0.00	0.00			0.00	0.00

1. A list of employees who report to you will show. To select an individual employee, click on their last name.



2. You may enter the employee's hours worked and click **submit**.

From 04/13/2020 to 04/19/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	4/13	New	10			2p		WRKS
	Tue	4/14	New	10	11	12p	4p		WRKS
	Wed	4/15	New						
	Thu	4/16	New						
	Fri	4/17	New						
	Sat	4/18	New						
	Sun	4/19	New						

Submit Clear Apply Schedule

Timesheet

Test Employee
Test Job Title
Test Manager Name

Employee ID 6001234567 FTE 1.000000
Empl Record 0 Empl Type Salaried
Empl Class Classified
Earliest Change Date 05/01/2020 FLSA Status Exempt

*View By Week Previous Week Next Week
*Date 04/13/2020 Previous Employee Next Employee
Print Timesheet Punch Timesheet
Reported Hours 0.00

From Monday 04/13/2020 to Sunday 04/19/2020

Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Sun 4/19	Total	Time

Submit Apply Schedule

Reported Time Status Summary Absence Exceptions Payable Time



Click on the "Absence" Tab below the timesheet.

Reported Time Status Summary Absence Exceptions Payable Time

Absence Events

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status
<input type="checkbox"/>						Details	

Add Absence Event



Click on "Add Absence Event"

Approval

Select All Deselect All Approve Push Back

Absence Entitlement Balances

1-2 of 2

Entitlement Name	Balance as of 02/15/2020**	From	To	Accrual Period
Sick Leave	144.00 Hours	09/01/2019	08/31/2020	Year to Date
Vacation Leave	108.00 Hours	09/01/2019	08/31/2020	Year to Date



Select from the drop-down menu, what type of absence you would like to add to the employee's timesheet.

Absence Events

Absence Take

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	04/13/2020	04/13/2020	Sick Leave		Hours	Details	New	Approval Monitor	Manager Timesheet


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.

Absence Detail

* Start Date  [View Monthly Calendar](#)

End Date 

Filter by Type

* Absence Name

Partial Days

Duration Hours

Current Balance 144.00 Hours**

Comments



Reporter Comments:

* Required Field

1. Once the date and Absence Name are selected, click **Calculate End Date or Duration**, then **OK**. Comments are optional.

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**.

Absence Take

Select	* Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>	<input type="text" value="04/13/2020"/> 	<input type="text" value="04/13/2020"/> 	<input type="text" value="Sick Leave"/>	8.00	Hours	Details	New	Approval Monitor

Approval

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

3. Confirm the Absence Event by clicking **Yes**.

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.





SEMI-MONTHLY PAY PERIODS & TIMESHEET APPROVAL DUE DATES

<u>PAY PERIOD BEGIN DATE</u>	<u>PAY PERIOD END DATE</u>	<u>TIMESHEET APPROVAL DUE DATES</u>	<u>PAY DATE</u>
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 will not 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.

Q&A

