Employee Self-Service Timesheets
Non-Exempt, Hourly Employees
(Punch In / Punch Out)

The University of Texas at TYLER™

Overview

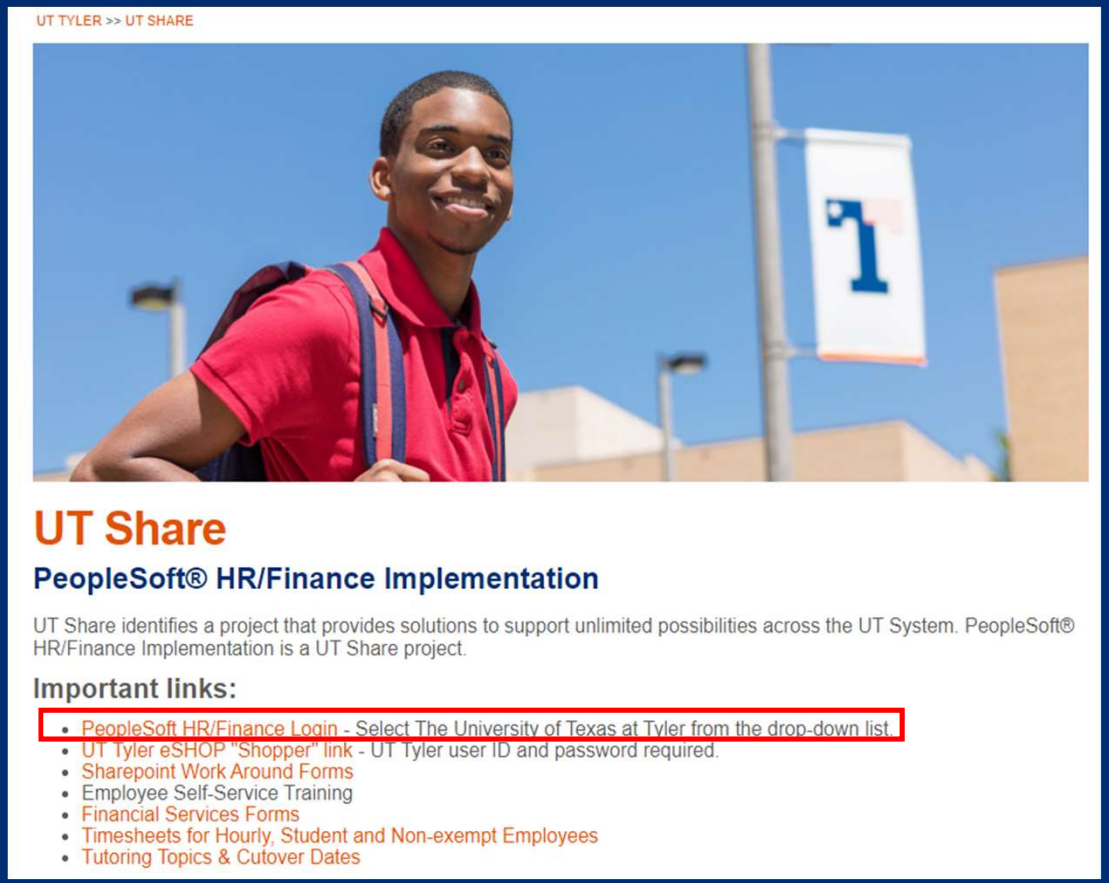
Employees may now enter and review their timesheets online through Employee Self Service. Employees can view previous weeks, view a timesheet summary, and view payable time.

New Workflow:

- Employee reports hours worked in UT Share
- Manager receives workflow notifications by e-mail
- Manager reviews/approves timesheet
- Payroll Processes
- **Employees are responsible for reporting their hours worked in UT Share by the timesheet approval due date.**
- **Managers are responsible for reviewing and approving timesheets in UT Share by the timesheet approval due date.**

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.



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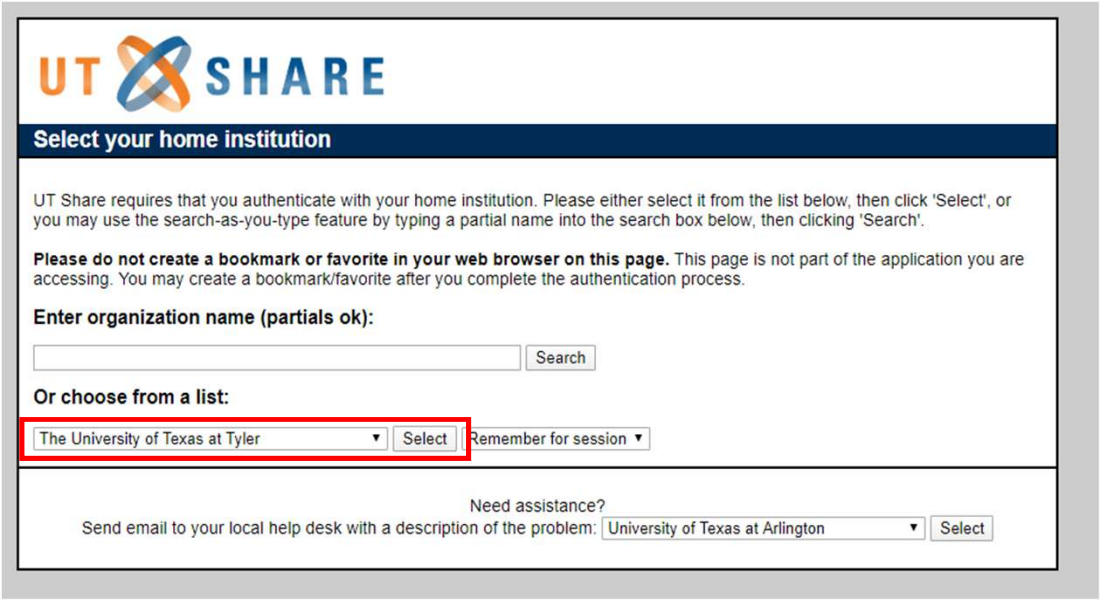
Access UT SHARE



- On the dropdown menu select ***The University of Texas at Tyler***

- Proceed to enter your e-mail address and password and click ***Login***

Timesheet Entry

Step 1 – Access Employee Self Service

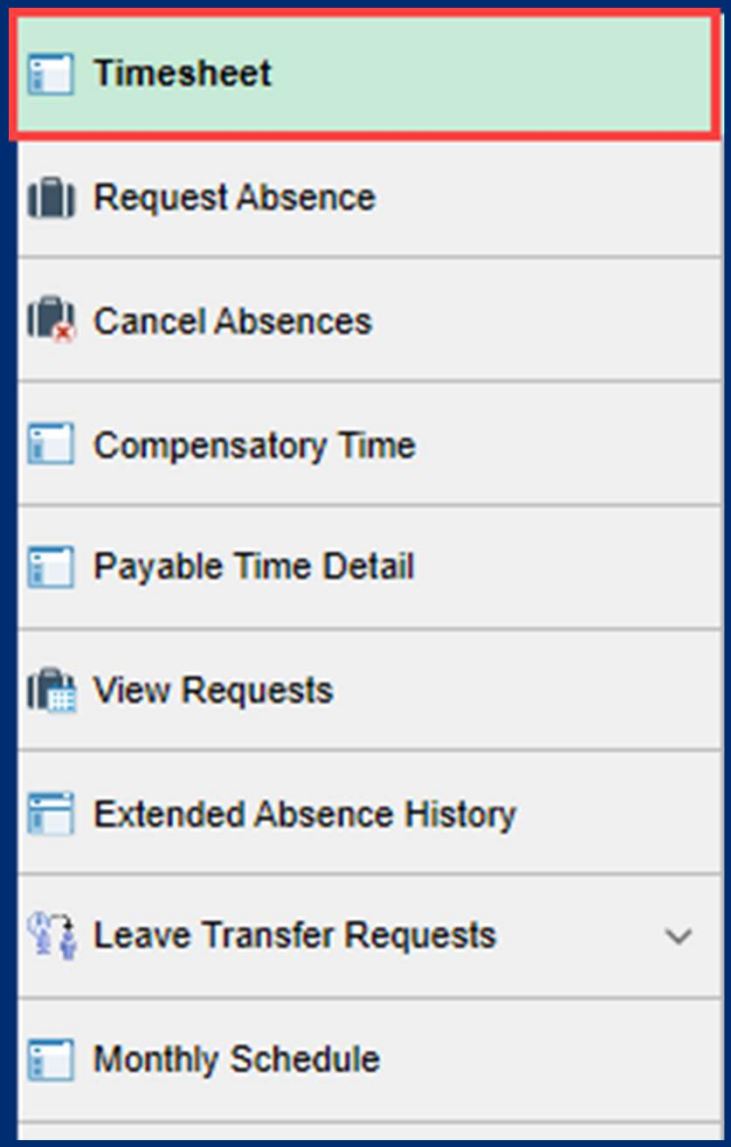
- Access UT Share
- Navigate to the **Employee Self Service Menu**.
- Notify Human Resources if you cannot access PeopleSoft and navigate to Employee Self Service

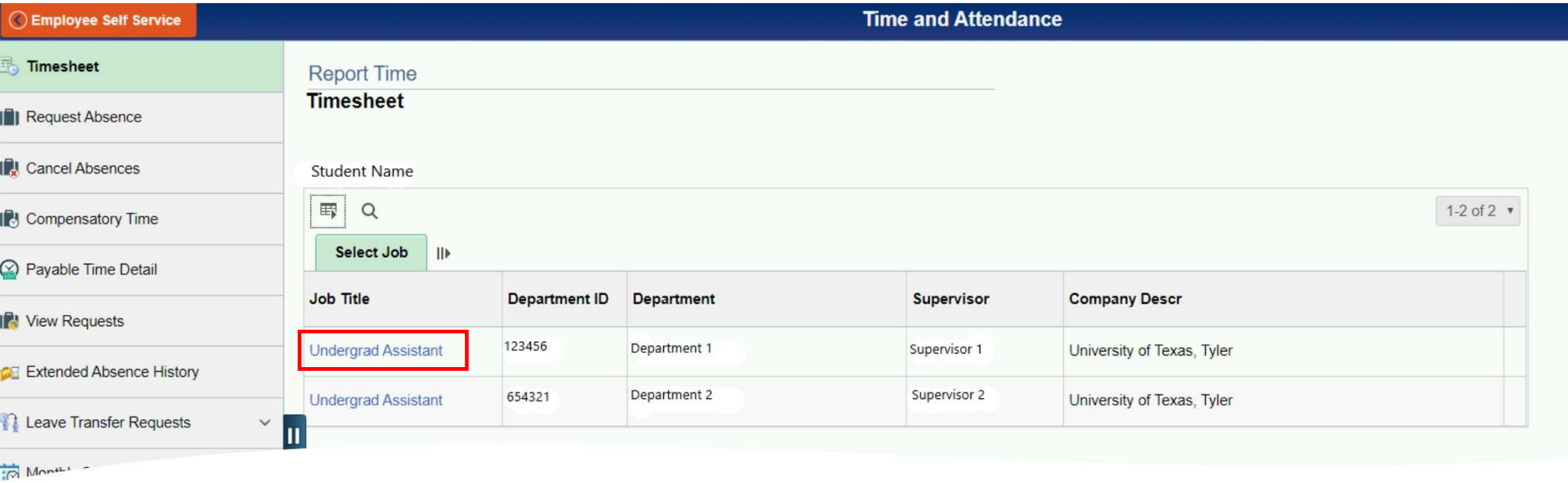
Step 2 – Click Time and Attendance Tile

- Click **Time and Attendance** tile.
- Notify Human Resources if you do not see the Time and Attendance tile in Employee Self Service.

Step 3 – Select Timesheet

- Once the Time and Attendance tile is selected, the Time and Attendance navigation menu appears.
- Select Timesheet





Multiple Positions

- If you are an employee who holds multiple positions on campus you will need to enter time for both positions.
- You will be able to select the appropriate position by reviewing the department title and supervisor name.
- Click on the job title to access the timesheet for that position

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Step 4 - Timesheet Layout

- Use the **View By** drop down list to display your timesheet by day, week, or calendar period.
- Click "Previous Week" or "Next Week" to change your timesheet dates to the previous or following week.
- Use the Calendar to change the day of your timesheet.

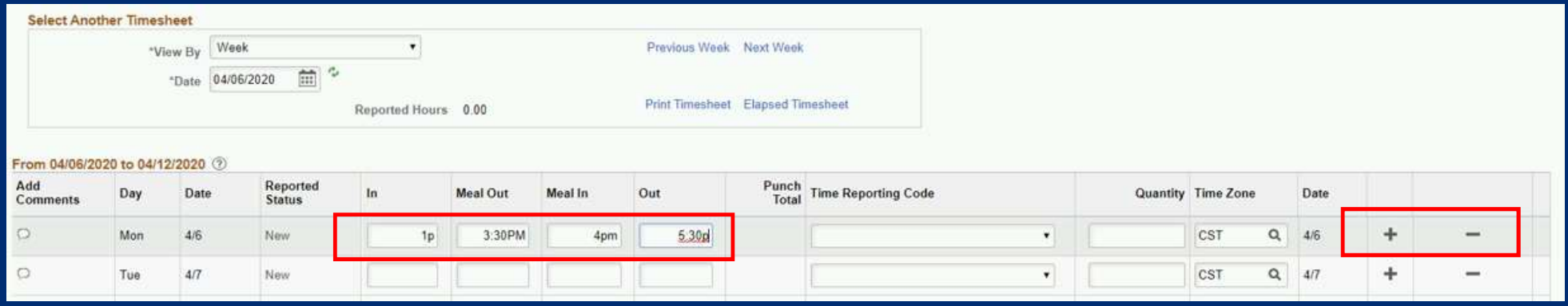
Step 5 – Time Entry

- Enter your start time (IN), punch out for lunch or an unpaid break (Meal Out/Meal In), punch out time at the end of every day (Out).
- When entering work hours, Time Reporting Code should be left blank.
- Use the plus and minus to add or delete rows.

Example: An employee came into work at 1:00 PM, took thirty-minute break and punched out for the day at 5:30 PM.

Step 6 – Time Entry Format

- Time may be entered in a variety of formats but must be consistent throughout the timesheet.
- With a colon separating the hours and minutes (1:30PM)
- With A/am or P/pm entered after the time (1:00p, 1:00PM, 1:00pm) (10A , 10:00AM, 10)
- You must enter “Time In” and “Time Out” for each day.



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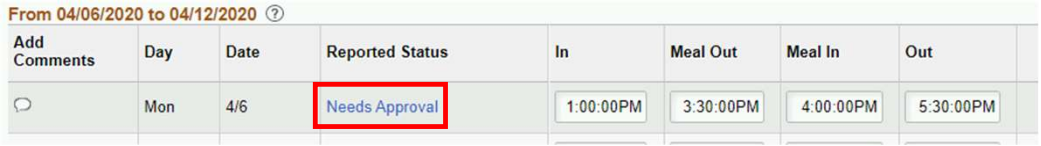
Step 7 – Click Submit
Step 8 – Click OK
Step 9 – Submit Confirmation

- The **Submit Confirmation** message will appear.
- Click **OK**.
- The **Reported Time Status** for the submitted dates displays **Needs Approval.**
- The Timesheet is automatically routed to the Manager for approval.



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SEMI-MONTHLY PAY PERIODS & TIMESHEET APPROVAL DUE DATES

PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	TIMESHEET 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 will not be paid on the current payroll, and will not qualify for an off-cycle pay check.

PLEASE NOTE

Specific to Deployment Group 2: Timesheet dates 05/01/20 - 05/03/20 will need to be entered by the Department Timekeeper. Timesheet dates 05/04/20 - 05/15/20 will need to be entered by the Employee. Timesheets are due to be **submitted and approved** by 05/18/2020.

Q&A