

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.

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



Payroll and Compensation



Personal Details



Talent Profile



Performance



Total Rewards



No Statement Available

Time and Attendance



Benefits Summary



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

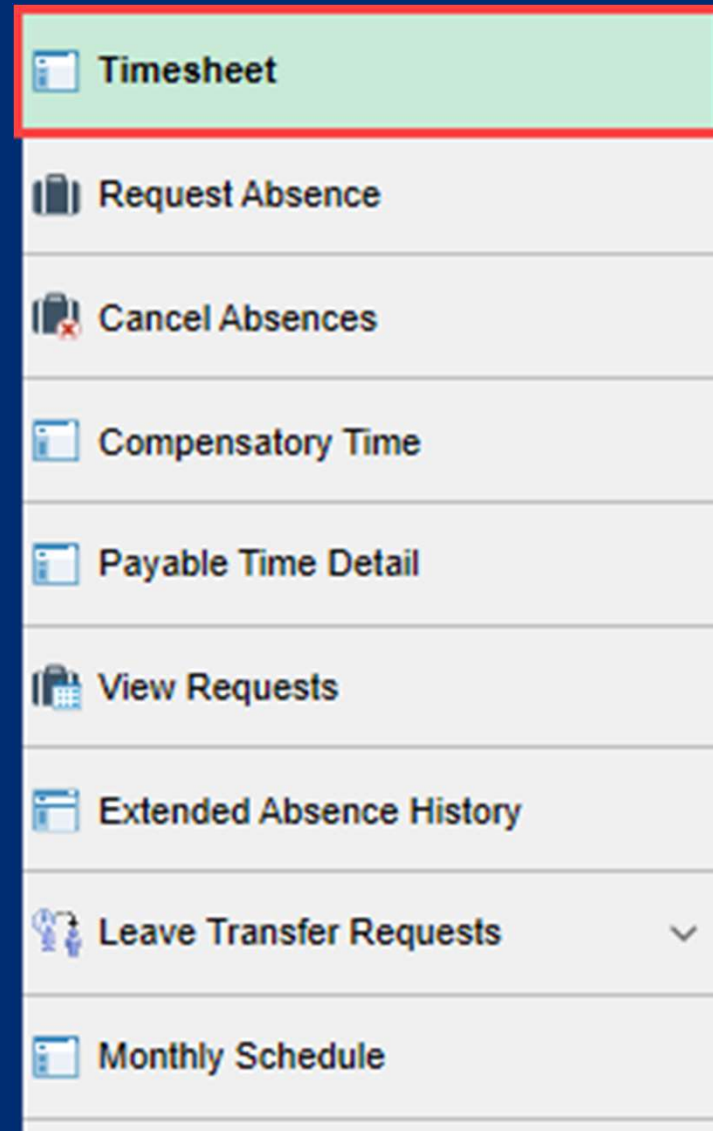
<p>Payroll and Compensation</p> 	<p>Personal Details</p> 	<p>Talent Profile</p> 
<p>Performance</p> 	<p>Total Rewards</p>  <p>No Statement Available</p>	<p>Time and Attendance</p> 
<p>Benefits Summary</p> 		

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



- Timesheet
- Request Absence
- Cancel Absences
- Compensatory Time
- Payable Time Detail
- View Requests
- Extended Absence History
- Leave Transfer Requests
- Monthly

Report Time Timesheet

Student Name

Search bar with a magnifying glass icon and a dropdown menu showing "1-2 of 2". Below the search bar is a green button labeled "Select Job" with a right-pointing arrow.

Job Title	Department ID	Department	Supervisor	Company Descr
Undergrad Assistant	123456	Department 1	Supervisor 1	University of Texas, Tyler
Undergrad Assistant	654321	Department 2	Supervisor 2	University of Texas, Tyler

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



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.

Timesheet



John Smith
Administrative Asst II
Manager Name Carl Davis

Employee ID 5000006006 FTE 1.000000
Empl Record 0 Empl Type Salaried
Empl Class Classified
Earliest Change Date 03/01/2020 FLSA Status Nonexempt

Actions▼

Select Another Timesheet

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

*Date  

Reported Hours 8.00 [Print Timesheet](#) [Elapsed 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.

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 04/06/2020

Reported Hours: 0.00 Print Timesheet Elapsed Timesheet

From 04/06/2020 to 04/12/2020

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	4/6	New	1p	3:30PM	4pm	5:30p				CST	4/6	+	-
	Tue	4/7	New								CST	4/7	+	-

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.

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2020-01-06 to 2020-01-12 is submitted

From 04/06/2020 to 04/12/2020 ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out
<input type="text"/>	Mon	4/6	Needs Approval	1:00:00PM	3:30:00PM	4:00:00PM	5:30:00PM





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 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

