Overview

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

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.
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*
• Access UT Share
• Navigate to the **Employee Self Service Menu**.
• Notify Human Resources if you cannot access PeopleSoft and navigate to Employee Self Service
• Click **Time and Attendance** tile.
• Notify Human Resources if you do not see the Time and Attendance tile in Employee Self Service.
Add Absence Event
For Exempt & Non-Exempt Employees

To add an absence event to the timesheet (Vacation, Sick Leave, etc.) click on the Request Absence tab.
1. Select your leave type
2. Select the start and end date
3. If the leave is for one full day, the duration will automatically calculate 8 hours and set Partial Days to "None".
4. You may enter comments related to your absence. Comments are optional.
5. You may attach any documentation related to your Absence. Your Manager will be able to review any attachments.
6. The current balance displayed in absence balances and requests will not reflect absences that have not been processed. For an Absence to be processed it must be submitted by you and approved by your Manager.
7. Click Submit
Entering Partial Days

1. Select **Partial Days** box to enter the partial days’ hours.
2. For a partial day hours (example: 2 hours), select the **Partial Days** as **All Days**.
3. Enter the number of partial days’ hours in the field below.
4. Click **Done**.
Add Absence Event
For Exempt & Non-Exempt Employees

1. Once you've clicked submit, click **Yes** to confirm your submission.

2. The Status of the Absence Request will change to Submitted.

3. To review your Absences, navigate back to the Time & Attendance menu. Click on **View Requests**

4. The Absence type, amount of hours, date, and status are viewable on this page.
1. To cancel an Absence Request, select **Cancel Absences** from the Time and Attendance menu.

2. A full list of all Absence Requests will show, including leave type, the status, the date(s) and amount of hours requested. From this page, click on the Absence Request you would like to cancel.

3. You will have the option to leave a comment and add any documentation as an attachment. To cancel the Absence, click **Cancel Absence**. The cancellation request will route to your Manager for Approval. Managers will have the ability to approve and deny requests, as well as send the requests back to the employee for modification if applicable. Managers will be required to enter a comment if denying a request.
Access Timesheet

1. From the Time and Attendance menu select Timesheet

Please note: The timesheet will automatically display three rows on your timesheet. This is PeopleSoft delivered. It is not an error. You will only need to report your hours worked on one row.
• 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.
**Time Entry**

- Non-Exempt employees will only need to enter the hours worked.

- Non-Exempt employees will use the **WRKS – Hours Worked** Time Reporting Code for reporting hours.

- Example 1: Employee worked 8 hours per day for the work week.

- Example 2: Employee entered an Absence Request. To enter hours worked for the remaining days click the + symbol to the right of the timesheet. A second row is populated, and the employee can enter hours worked for remaining days.
## Entering State Comp / Overtime Comp

1. To view Compensatory Time balances, click the Leave/Compensatory Time tab.

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Recorded Balance</th>
<th>Minimum Allowed</th>
<th>Maximum Allowed</th>
<th>View Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time</td>
<td>OVERTIME</td>
<td>2.25</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Comp Time</td>
<td>STRAIGHT</td>
<td>2.75</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

2. For this example, we're going to use 2.00 hours of Straight Comp on our timesheet.

To use Overtime Comp, Select **OTCTS – Overtime Comp Salaried Taken** in the Time Reporting Code column.
To use Straight Comp, Select **STCTS – State Comp Salaried Taken** in the Time Reporting Code column.

3. For this example, we are reporting partial hours (6.00) on 5/5 using the standard **WRKS – Hours Worked** TRC. On a separate row, you will select the **STCTS TRC** and enter the remaining two hours. You will receive a warning message notifying you that Straight Comp time has been entered.

### Time Reporting Code

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 5/4</td>
<td>8.00</td>
<td>WRKS - Hours Worked</td>
</tr>
<tr>
<td>Tue 5/5</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>Wed 5/6</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Thu 5/7</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Fri 5/8</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Sat 5/9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 5/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Submit**
• 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.
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 - 04/30/20 will need to be entered by the Employee.
Q&A