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.utttyler.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 SHOP "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 & Cutoff 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
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
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**.
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.
Click on **Last Name** of employee.

Click on **Select All**

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.
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.
Click on the "Absence" Tab below the timesheet.

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

Click on "Add Absence Event"
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**.

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.
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.

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<th>TIMESHEET APPROVAL DUE DATES</th>
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Fiscal Year 2020
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