

# Employee Self-Service Timesheets Exempt & Non-Exempt, Salaried Employees

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The University of Texas at  
**TYLER**<sup>TM</sup>



# 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.

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## 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:**

Remember for session

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



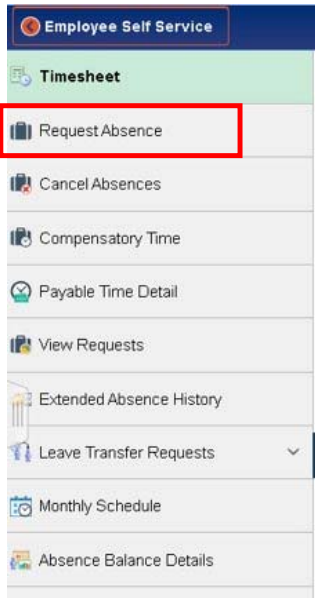
<p><b>Payroll and Compensation</b></p> 	<p><b>Personal Details</b></p> 	<p><b>Talent Profile</b></p> 
<p><b>Performance</b></p> 	<p><b>Total Rewards</b></p>  <p>No Statement Available</p>	<p><b>Time and Attendance</b></p> 
<p><b>Benefits Summary</b></p> 		

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

- 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.

## Add Absence Event For Exempt & Non-Exempt Employees

7. Click  
Submit

### Request Absence

\*Absence Name Sick Leave

1. Select your leave type

\*Start Date 04/13/2020

2. Select the start and end date

End Date 04/13/2020

Duration 8.00 Hours

3. If the leave is for one full day, the duration will automatically calculate 8 hours and set Partial Days to "None".

Partial Days None

5. You may attach any documentation related to your Absence. Your Manager will be able to review any attachments.

Comments

4. You may enter comments related to your absence. Comments are optional.

### Attachments

You have not added any Attachments.

Add Attachment

### Balance Information

As Of 02/15/2020 85.00 Hours\*\*

View Balances

View Requests

Disclaimer The current balance does not reflect absences that have not been processed.

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*.



# 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**.

\*Absence Name Sick Leave  
\*Start Date 04/09/2020  
End Date  
Duration 8.00 Hours

1. Partial Days None

Partial Days  
2. All Days

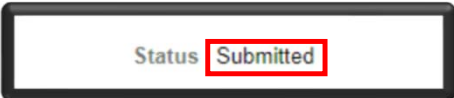
Partial Days All Days  
Duration 2 Hours  
3.

4. Done

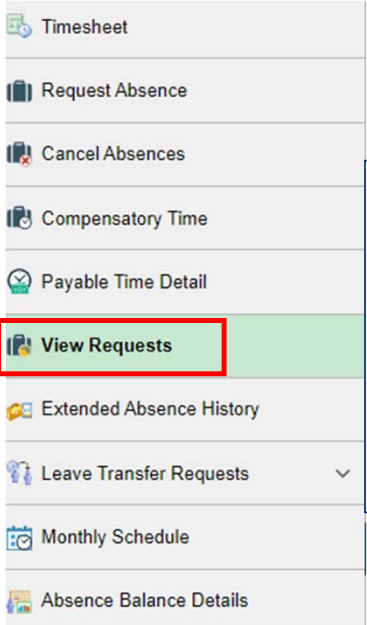
# Add Absence Event For Exempt & Non-Exempt Employees



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.



# Cancel Absence Requests

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



### Cancel Absences

View Requests 7 rows

Vacation Leave Submitted	04/29/2020 8 Hours	>
Vacation Leave Submitted	04/13/2020 - 04/16/2020 32 Hours	>

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.



### Cancel Absence

Return to Cancel Absences

**Cancel Absence**

#### Absence Details

Absence Name	Vacation Leave
Start Date	04/29/2020
End Date	04/29/2020
Duration	8.00 Hours
Status	Submitted
Comments	

#### Attachments

You have not added any Attachments.

Add Attachment

#### Cancel Details

Comments

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.

1. To cancel an Absence Request, select **Cancel Absences** from the Time and Attendance menu



# Access Timesheet

1. From the Time and Attendance menu select **Timesheet**

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

2. Timesheet displays

**Timesheet**

Employee Name:  Employee ID: 1234567899 FTE: 1.000000  
HR Specialist:  Empl Record: 0 Empl Type: Salaried  
Manager Name:  Empl Class: Classified  
Actions:  Earliest Change Date: 05/01/2020 FLSA Status: Nonexempt

Select Another Timesheet

\*View By: Week [Previous Week](#) [Next Week](#)  
\*Date: 03/30/2020 [Print Timesheet](#) [Punch Timesheet](#)  
Reported Hours: 0.00

From Monday 03/30/2020 to Sunday 04/05/2020

Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Total	Time Reporting Code	*Taskgroup		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	PSNONCATSK	+	-
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	PSNONCATSK	+	-
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	PSNONCATSK	+	-

**Reported Time Status** | Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Reported Time Status

Date	Total	TRC	Description	Add Comments
	0.00			

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.

# 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](#)

# 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.

## EXAMPLE 1

From Monday 04/27/2020 to Sunday 05/03/2020 ⓘ

Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/1	Sat 5/2	Sun 5/3	Total	Time Reporting Code
8.00	8.00	8.00	8.00	8.00				WRKS - Hours Worked

Submit

## EXAMPLE 2

From Monday 04/27/2020 to Sunday 05/03/2020 ⓘ

Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/1	Sat 5/2	Sun 5/3	Total	Time Reporting Code	*Taskgroup
		8.00					8.00	VACS - Vacation - Salaried	PSNONCATSK

Submit

From Monday 04/27/2020 to Sunday 05/03/2020 ⓘ

Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/1	Sat 5/2	Sun 5/3	Total	Time Reporting Code
		8.00					8.00	VACS - Vacation - Salaried
8.00	8.00		8.00	8.00				WRKS - Hours Worked

Submit

# Entering State Comp / Overtime Comp

Reported Time Status | Summary | **Leave / Compensatory Time** | Absence | Exceptions | Payable Time

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

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	2.25	0		
Comp Time	<b>STRAIGHT</b>	<b>2.75</b>			

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.

From Monday 05/04/2020 to Sunday 05/10/2020 ?

Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Sat 5/9	Sun 5/10	Total	Time Reporting Code
8.00	6.00	8.00	8.00	8.00				WRKS - Hours Worked
	2.00							STCTS - State Comp Taken Salaried

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.

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.

Timesheet

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**Submit Confirmation**



The Submit was successful.

Time for the Week of 2020-01-06 to 2020-01-12 is submitted

OK





# 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

