Fluid Timesheet Training Guide

Managers



THE UNIVERSITY *of* TEXAS SYSTEM **THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.** OFFICE OF SHARED INFORMATION SERVICES



The University of Texas System Thirteen Institutions. Unlimited possibilities. Office of shared information services

Contents

Review and Approve Timesheets	3
Step 1 of 7 – HRMS Approval Tile	3
Step 2 of 7 – Pending Approvals	3
Step 3 of 7 – Selecting Employee Time	4
Step 4 of 7 – Approve Reported Time	4
Step 5 of 7 – Viewing Employee Comments (As Needed)	5
Step 6 of 7 – Adding Approver Comments (As Needed) / Approving Time	6
Step 7 of 7 - Confirmation	6
Review and Approve Absence Requests	7
Step 1 of 7 – HRMS Approval Tile	7
Step 2 of 7 – Pending Approvals	7
Step 3 of 7 – Selecting Employee Absence	8
Step 4 of 7 – Approve Absence Request	8
Step 5 of 7 – Confirmation	9
Step 6 of 7 – (As Needed) Deny Request	9
Step 7 of 7 – (As Needed) Denial Confirmation	9
Submit Timesheet on behalf of Employee	10
Step 1 of 6 - Team Time and Attendance Tile	10
Step 2 of 6 - Get Employees	10
Step 3 of 6 - Filter	11
Step 4 of 6 – Submit Elapsed and/or Punch Timesheets	12
Step 5 of 6 – Confirmation	13
Step 6 of 6 – Comments (As Needed)	13



Fluid Timesheets

Employees will enter and submit time with the new Fluid Timesheet which provides ease of access for entering time and absences on smartphones, tablets, and personal computers.

The Timesheets will continue to be routed to managers to enable managers to easily review submitted timesheets and absences awaiting their approval as well as submit a timesheet on behalf of their employees. The recommended approval process is detailed in the following steps.

Review and Approve Timesheets

Step 1 of 7 – HRMS Approval Tile

From the **Manager Self Service** or **Employee Self Service**, click on the **HRMS Approvals** Tile. The tile displays the number of transactions that require approval action in the lower right corner of the tile.



Step 2 of 7 – Pending Approvals

The **Pending Approvals** page opens with a list of items that have been routed for approval. The default pulls up **All** items by **Type**—the manager may click on the item from this view to drill down to the action to approve. To view only the timesheets that need approval, click **Reported Time** in the collection menu on the left side of the page. The **Reported Time** view displays employees alphabetically by date.

< 0 ♡		Q. Search in Monu	\cap	۵	0
Pending Approvals					ï
View By Type 💙	All				î
💿 Ali 🛛 😢	T				
Absence Request 1	eForms Transactions		Rout	ed 1/2023	,
Reported Time (22)	eForms Transactions		Rout 06/21	ed 3/2023	<u>,</u>
	Absence Request	FMLA Sick S40, 16 Hours 66/01/2023 % 66/02/2023	Rout 05/27	ed 7/2023	>
	Reported Time	Quantity for Approval 40.00 Hours 06/19/2023 - 06/23/2023	Rout 05/21	ed 1/2023	,
	Reported Time	Quantity for Approval 40.00 Hours 06/12/2023 - 06/14/2023	Rout 06/21	ed 3/2023	,
	Reported Time	Quantity for Approval 40 00 Hours 06/05/2023 - 06/09/2023	Rout 05/21	ed 1/2023	,
	Reported Time	Quantity for Approval 40.00 Hours 05/28/01/23 - 06/02/28/23	Rout 05/21	ed 3/2023	,
	eForms Transactions		Rout 07/06	ed \$/2023	>

Pending Approvals			:
View By Type 👻	Reported Time		
All (2)	Ŧ		
Absence Request	Reported Time	Guantity for Approval 40.00 Hows 66/19/02621 - 06/23/0223	Routed > 05/25/2023
Reported Time Z eForms Transactions 9	Reported Time	Quantity for Approval 40.00 Hours 06/12/2023 - 06/16/2023	Routed > 06/28/2023
~ ~ ~	Reported Time	Quantity for Approval 40.00 Hours 06/05/2023 - 06/09/2023	Routed > 06/28/2023
	Reported Time	Quantity for Approval 40.00 Hours 05/28/2023 - 06/82/2023	Routed > 06/28/2023
	Reported Time	Currently for Approval 48 00 News 006/20123 - 005/00233 a Delogated by	Routed 07/12/2023 >



Step 3 of 7 – Selecting Employee Time

From the **Pending Approvals**, click on the line of **Reported Time** to approve the time for a specific employee's time period. There may be multiple lines for the same employee if the manager has not approved time from the previous period. The **Reported Time** approval page opens for the employee for the time period.

Pending Approvals	nding Approvals								
View By Type	~	Reported Time							
(i) Al	(32)	τ							
Absence Request	1	Reported Time	Quantity for Approval 40 00 Hours 06/19/0203 - 06/32/0203	22 z rows Routed 06/29/2023					
Reported Time eForms Transactions	•	Reported Time	Quantity for Approval 40.00 Hours 06/12/2023 - 06/16/2023	Routed > 06/28/2023					
		Reported Time	Quantity for Approval 40.00 Hours 06/05/2023 - 06/09/2023	Routed > 06/28/2023					
		Reported Time	Quantity for Approval 40.00 Hours 05/25/2023 - 06/02/2023	Routed > 06/28/2023					
		Reported Time	Guantity for spaperoval 48 00 Hours 90-07-0273 - 969-70-023 J∰ Delegated by	Rouled 07/12/2023 >					

< © ♡					0.0.00			
Reported Time								
	Agrove Deny							
5 line(s) are p	inding your approval							
Summary								
	Time Period 06/12	2/2023 - 06/16/2023						
	Quantity for Approval 40.00	0 Hours		Quantity Scheduled 40.00 Hours				
	Quantity Submitted/ Approved 0.00	Hours		Quantity Reported 40.00 Hours				
	Quantity Denied 0.00	Hours						
View Legend								
~ Reported Tim	e Details							
Pending A	1							
0					UTURS .			
Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date				
•	06/12/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>			
•	06/13/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 5.00 Hours	>			
	06/14/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>			
0	06/15/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>			
•	06/16/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>			
Approver Comm	nts							
	6							
Approval Chain	>							
	· · · · · ·							

Step 4 of 7 – Approve Reported Time

The manager selects to either **Approve** (or **Deny**) all rows of the time period by clicking the box above **Select** or **Approve** (or **Deny**) individual lines by clicking the box under Select for the specific date.

~ Rep	orted Time Details					
Pen El						5 rows
Selec	From Date	From Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
2		06/12/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
		06/13/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
		06/14/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
2		06/15/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
2		06/16/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>

	Pending	All					
							5 rows
	Select	From Date	From Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
			06/12/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
	8		06/13/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
			06/14/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
	8		06/15/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
			06/16/2023	WRKS - Salaried Worked	8.00 Hours	8.00 Hours / 8.00 Hours	>
_							



THE UNIVERSITY OF TEXAS SYSTEM THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES. OFFICE OF SHARED INFORMATION SERVICES

Step 5 of 7 – Viewing Employee Comments (As Needed)

Managers may view comments left by employees by clicking on the specific line of time under **Reported Time Details** on the **Reported Time** Approval page to drill into the Approval Line Detail.

~ 0 ~					/ U	- 1 .	ः ७
Reported Time					and a source of		
					Annual Da		abback
S line(s) are pending ;	tont approval						
Summary							
	Time Period 66/14/	2023 - 06/16/2023					
	Quantity for Approval 40.00		Quantity Schwitz	ded 40.00 Hours			
	Guantity Denied 0.00 H	lans					
View Legend	ita						
Pending At							6 rows
0							
Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Schedaled for Date			_
0	08/14/2023	STCTS - State Comp Taken Salaried	4.00 Hours	8.00 Hours / 8.00 Hours		>	
	08/14/20223	WHRS - Saturned Worked	4.00 Mours	8.02 Hours / 8.00 Hours		>	
0	08/15/2023	WRICS - Salariad Worked	8.00 Hours	5.09 Hours / 5.00 Hours		>	
0	00/16/2023	WRK5 - Salaried Worked	0.00 Hours	0.00 Hours / 0.00 Hours		>	
	08/17/2023	WRK5 - Salaried Worked	8.00 Hours	8.09 Hours / 8.00 Hours		>	
•	08/18/2023	WRK8 - Salaried Worked	\$.00 Hours	8.09 Hours / 8.00 Hours		>	
Approver Comments							

Click on the blue **Comments** link for the Comments pop-up box to open.

$\leftarrow \odot \bigcirc$			
Approval Line Detail			
Reported Time Line Det	sils		
	Report Date 08/14/2023		
	Reported for date 8.00 Hours		
	Scheduled for date 8.00 Hours		
	Time Reporting code STCTS - State Comp Taken Salaried		
	Quantity 4.00 Hours		
	Comments View Exception		
Time details			
Quantity	Taskgroup	Billable Indicator	Time Zone
4 Hours	PSNONCATSK - Commitment Accounting	No	CST

The comment is time date stamped. Managers can add an additional comment if they choose by typing in the box and clicking Add Comment. Click the x to return to the **Approval Line Detail**.



To return to the Reported Time page, click the back button on the top left of the main banner.

← © ♡				0 9 9 0
Approval Line Detail				
Reported Time Line Detai	ils			
	Report Date 0	5/14/2023		
	Reported for date 8	00 Mours		
	Scheduled for date &	00 Hours		
	Time Reporting code S	TCTS - State Comp Taken Salaried		
	Quantity 4	00 Hours		
		Comments View Exception		
Time details				
Quantity	Taskgroup		Billable Indicator	Time Zone
4 Hours	PSNONCATSK	- Commitment Accounting	No	CST



THE UNIVERSITY OF TEXAS SYSTEM THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES. OFFICE OF SHARED INFORMATION SERVICES

Step 6 of 7 – Adding Approver Comments (As Needed) / Approving Time

Comments can be added, in the Approver Comments box under the Time Section. Click the **Approve** button at top right of the **Reported Time** page. An **Approve** pop-up window opens for the user to verify the submission. The pop-up allows the user to edit any comments entered in the **Approver Comments** box under the time selection section, or if none were entered, comments may be entered in the **Approve** pop-up in the box. Click the **Submit** button to finalize the approval of the employee's time.

Reported Tim	•							
								Approve Deny Pushback
5 line(s) are	pending your approval							
Summary								
	Time	Period 06/12/2023 - 06/16/2023						
	Quantity for Ap	proval 40.00 Hours			Quantity Scheduled 40.	00 Hours		
	Quantity Submitted/ App	aroved 0.00 Hours			Quantity Reported 40.	00 Hours		
	Quantity I	Jenied 0.00 Hours						
View Legend								
~ Reported Ti	me Details					_		
Pending	All			Cancel	Approve	Submit		5 rows
2								
Select	From Date	From Date	Time Reporting Code	You are about to approve	this request.		for Date	
53		06/12/2023	WRKS - Salaried Worked	Approver Comments				>
53		06/13/2023	WRKS - Salaried Worked	Approved				>
53		06/14/2023	WRKS - Salaried Worked					>
53		06/15/2023	WRKS - Salaried Worked					>
53		06/16/2023	WRKS - Salaried Worked					>
Approver Come	nents	<u>له</u> ۲						

If a mistake has been made, the manager can **Cancel** the action at the window and return to the **Reported Time** page to make any changes.

*Note: If any lines are denied an **Approver Comment** is required.

Step 7 of 7 - Confirmation

Once **Submit** is clicked, the system returns the manager to the **Pending Approvals** page with the list of employees who need time approved, and a green banner confirmation appears for three seconds at the top of the page confirming the approval. Select the next employee and follow the same steps.

Pending Approvals				:
			You have approved the request.	×
💷 Al	30	Ŧ		10 court
Absence Request	1	Reported Time	Ocenthy for Approved 40.01 Hours 06/10/2022 - 06/23/2023	Routed > 06/28/2023
 Reported Time eForms Transactions 	(8)	Reported Time	Outstifty for Approval 40.00 Hours Confirmation green banner displays 00/05/2023 - 00/00/2023 for 3 seconds and disappears.	Routed > 06/28/2023
		Reported Time	Quantity for Approval 40.00 Hours 05/29/2023 - 05/02/2023	Routed > 06/28/2023
		Reported Time	Controls for Argennal 400 Hours 66/202023 - 660002023 3	Routed 07/12/2023 >
		Reported Time	Ouxelle for Agence II 3 00 Hours Ønheizet2- ohnences III die Gescher und die Gescherungstere	Routed 07/12/2023 >
		Reported Time	Outshifty for Ageneral 10 to Tourn 07/15/2023 - 07/16/2023 ■ (2) elegical by Julie Good Conservatione	Routed 07/12/2023 >
		Reported Time	Guantity for Approval 32:00 Hours 07164/2423 - 07107/2023	Rouled > 07/14/2023



Review and Approve Absence Requests

Step 1 of 7 – HRMS Approval Tile

From the **Manager Self Service** or **Employee Self Service**, click on the **HRMS Approvals** Tile. The tile displays the number of transactions that require approval action in the lower right corner of the tile.



Step 2 of 7 – Pending Approvals

The **Pending Approvals** page opens with a list of items that have been routed for approval. The default pulls up **All** items by **Type**—the manager may click on the item from this view to drill down to the action to approve. To view only **Absence Requests** that need approval, click **Absence Request** in the collection menu on the left side of the page. The **Absence Request** view displays employees alphabetically by date.

$\leftarrow \odot \odot$		Q, Search in Menu	۵.	¢ :	0
Pending Approvals					:
View By Type 👻	All				î
💷 Ali 💿	Ŧ				
Absence Request 1	eForms Transactions		Rout	ted	,
Reported Time 22	eForms Transactions		Rod	fed	
🛃 eForms Transactions 🕘			06/2	0/2023	<u>`</u>
	Absence Request	FMLA Sick SAD, 16 Hours 06/01/2023 To 06/02/2023	Rout 06/2	ied 7/2023	>
	Reported Time	Quantity for Approval 40.00 Hours 06/19/2023 - 06/23/2023	Rout 06/2	ted 8/2023	,
	Reported Time	Quantity for Approval 40.00 Hours 06/12/2023 - 06/16/2023	Rout 06/2	ted 8/2023	,
	Reported Time	Quantity for Approval 40.00 Hours 06/05/2023 - 06/09/2023	Rout 06/2	ted 8/2023	,
	Reported Time	Quantity for Approval 40.00 Hours 05/28/2023 - 06/02/2023	Rout 06/2	ted 8/2023	>
	eForms Transactions		Rout 07/0	ted 6/2023	>



Step 3 of 7 – Selecting Employee Absence

From the **Pending Approvals**, click on the line for **Absence Request** for an employee to approve the absence. There may be multiple lines for the same employee if the employee has submitted multiple absence requests or the manager has not approved previous requests. The **Absence Request** approval page opens for the employee for the selected date. Review the date and duration of the request. The employee's balance for that leave type is displayed with a disclaimer. Any comments the employee provided display under **Requester Comments**.

Absence Request	
Start and End Dates of Request Absence	Approve Deny Pushback
Absence Details	
Absence Name SickLeave End Date 07/11/2023 Exart Date 07/11/2023 Duration 1 Hours Hours that their balance will be reduced upon approval.	
Current Balance 40.55 Hours 🕐 Disclaimer Icave balance displays for leave type requested with an information 'Disclaimer' link.	
V Requester Comments Comments lift by employee to support Dentist respect. (This is black if no comments are included on the respect.)	
Request History >	
Approver Comments	
Approval Chain >	

Clicking on the Disclaimer link displays the following message. Click **OK** to return to the Absence Request.

() Uiscainer	
**Disclaimer: The current balances do not reflect leave requests that have not been approved by your supervisor and unprocessed in the UT PeopleSoft	system.
OK	

Step 4 of 7 – Approve Absence Request

After reviewing the request, click the **Approve** button.

Absence Request		
🏦 In Process	-	Approve Deny Pushback
Absence Details		
Absence Name Sick Leave	End Date 07/11/2023	
Start Date 07/11/2023	Duration 1 Hours	
Partial Days All Days - 1 Hours		
Current Balance 40.55 Hours () Disclaimer	Cancer Approve Submit	
~ Requester Comments		
Dentist	You are about to approve this request.	
Denuest History		
request matery 2	Approver comments	
Approver Comments		
ĥ		
Assessed Choin		
Approval Citain		

An **Approve** pop-up window opens for the user to verify the submission. The pop-up allows the user to edit any comments entered in the **Approver Comments** box, or if none were entered, comments may be entered in the **Approve** pop-up in the box. Click the **Submit** button to finalize the approval the absence.



Step 5 of 7 – Confirmation

Once **Submit** is clicked, the system returns the manager to the **Pending Approvals** page with the list of **Absence Requests** by employee, and a green banner confirmation appears for three seconds at the top of the page confirming the approval. Select the next employee and follow the same steps.

\leftarrow (0) \heartsuit				<u> </u>
Pending Approvals				:
			You have approved the request.	×
All	47	Load More		<u>\</u>
Absence Request	1	Absence Request		Confirmation disappears
Beported Time	14	Ŧ		atter 5 seconds.
eForms Transactions	26	Absence Request	Sick Leave, 3.75 Hours 05/30/2023	Routed 06/02/2023
		Absence Request	Sick Leave, 8 Hours 05/31/2023	Routed > 06/02/2023
		Absence Request	Vacation Leave, 5 Hours 06/20/2023	Routed > 06/30/2023

Step 6 of 7 – (As Needed) Deny Request

Deny is also a function for the manager if the request is not approved, or the employee needs to make a change. If the manager clicks **Deny** on the **Absence Request**, the **Deny** pop-up box opens. The manager must enter **Approver Comments** in the box to **Submit** a denial.

← ◎ ♡	Q. Search in Menu	∆ ÷ € Ø
Absence Request		
Contract Contract		Approve Deny Pushback
A In Process		
Absence Details		
Absence Name Sick Leave	End Date	05/15/2023
Start Date 05/15/2023	Duration	1 Hours
Partial Days All Days - 1 Hours	Cancel Deny Submit	
Current Balance 40.55 Hours () Disclaimer		
~ Requester Comments	You are about to deny this request.	
migraine	Approver Comments	
Request History >	Enter reason or information that routes back to employee.	
Approver Comments		
Approval Chain >		

*Note: If a mistake has been made, the manager can **Cancel** their action at the window and return to the **Manager Absence Request** page for this request.

Step 7 of 7 – (As Needed) Denial Confirmation

Once **Submit** is clicked, the system returns the manager to the **Pending Approvals** page with the list of **Absence Requests** by employee, and a green banner confirmation appears for three seconds at the top of the page confirming the denial of the request.

\leftarrow	©				Ĉ	1	Ø
Per	iding Approvals						:
				You have denied the request.			×
۲	All	48	Load More				_
	Absence Request	5	Absence Request	Confirmation disappears			
0	Reported Time	14	Ŧ	aner 5 second).		5 m	OWS
8	eForms Transactions	29	Absence Request	Sick Leave, 8 Hours 05/31/2023	Route 06/02/	d 2023	>
			Absence Request	Vacation Leave, 5 Hours 06/20/2023	Route 06/30/	d 2023	>
			Absence Request	Sick Leave, 1 25 Hours 06/21/2023	Route 06/30/	d 2023	>



Submit Timesheet on behalf of Employee

Step 1 of 6 - Team Time and Attendance Tile

From the Manager Self Service page, click the Team Time and Attendance Tile.



Step 2 of 6 - Get Employees

From the left side collection menu, click Enter Time. Click Get Employees.

Team Time and Attendance					
Enter Time Enter Time					
10 Augusta Reported Tree	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options. Get Employees Filter				

Click the Employee that needs time entered.

Enter Time			
Select Employee			
T			↑↓
Name/Title	Exceptions	Hours to be Approved	
halfmage fails and			
Undergrad Assistant			
Tanks Reads			
Program Cord Hourly			
Werkstudy Student			
and the local second			
Undergrad Assistant			



Step 3 of 6 - Filter

If a manager has many employees, they can filter through to narrow down the results. Instead of clicking **Get Employees**, click the **Filter** button.

Team Time and Attendance				
Enter Time Enter Time				
 Approx Reported Tree Papeline Tree Trees 	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.			

Enter the information for the employee, then select **Done**.

Cancel	Filters	Done
Time Reporter Group	۵	
Employee ID	۵	
Empl Record	123456789 Q	
Last Name	٩	
First Name	٩	
Business Unit	٩	
Department	٩	
Reports To Position Number	10035837 Q	
Location Code	٩	
Company	٩	
Workgroup	٩	
	Reset	



Step 4 of 6 – Submit Elapsed and/or Punch Timesheets

Once the employee is selected, their timesheet opens to the current time period. If any time has been entered on the timesheet, review the entries, and make any necessary adjustments to the entries, and then click the **Submit** button. If no time has been entered, the manager can click the **Apply Schedule** button, or for the elapsed time reporter, enter the hours for each day worked and click the **Submit** button.

\leftarrow \odot \heartsuit		Q. Search in Menu		0 ÷ ÷ Ø
Team Time and Attendance				
Enter Time	Enter Time ~ Employee Information			
	Name FE L000000 Manager Empl ID Type Salaried Manager Empl Rd 0 FLSA Status Exempt Manager ID Empl Class Earliest Change Date Manager Intrum to Scient Employee July 17, 2023 - July 23, 2023 Scheduled Scheduled 40.00 Reported 40.00 Unapproved Time 0.00	View Comp Time Balances View Absence Balances View Rayable Time		Previous Next
			under an and and and an and	
	Time Reporting Code / Time Details Row Totals	17 Mon ⊙ 18 Tue 8 of 8 8 of 8	© 19 Wed ⊙ 20 Thu © 21 Fri © 22 Sat 8 of 8 8 of 8 8 of 8 0 of 0	☺ 23 Sun ☺ 0 of 0
	WRKS-Salaried Worked v H 40.00 +	8.00	8.00 8.00 8.00 8.00	

*Note: If entering time for a previous or future time period the manager clicks the back or forward buttons (or uses the calendar icon) next to the time period date range to change the date for time entry.

For the punch time reporter, if any time has been entered on the timesheet, review the entries, and make any necessary adjustments to the entries, and then click the **Submit** button. Be sure to enter the '**In**' and '**Out**' punches for the employee. If the employee has a schedule, the **Apply Schedule** button can be used; otherwise, all punches need to be entered for the dates the employee worked. Click **Submit** button.

← © ♡		Q, Search in Menu				00:00
Team Time and Attendance						
Exter Tese	Cited Tests - Copyrate Internation - Copyrate Internation Samp D Fill & Effect Samper - Weak Systems Samper Samp D Internation Samper - Weak Systems Samper Samp D Internation Samper - Weak Systems Samper Samper D Extended Samper Samper - Weak System Samper S				L Previus toor L −Vector δ ₀ (Termity V)	
	Scheluld 89 (Boynel 69 (Unoproved Time 80) () Exceet Previo Day Samary In 17 Montary In	Meal Out #	Meal In Out	Appy Totalsol Time Reporting Code Quantity Tim	s Subreit Citer Print Timesheet w Details Comments Reported Status	
	Ad Paperial 0.00			•	R 🖸 New	+ -
	18 Tuesday 20 Reported 505 ©			v	R C Nex	+ -



Step 5 of 6 – Confirmation

The manager receives a green confirmation banner at the top of the page confirming the time has been submitted.

Team Time and Attendance																
		Times	sheet is Submitted for	r the period	d 2023-07-17	7 - 2023-07	7-23									×
	Emblohee mounation															
	Name FTE 1.000000	Manager	View Comp Time Bala	ances												
	Empl ID Type Salaried	Manager	View Absence Balance View Payable Time	es												
	Empl Rcd 0 FLSA Status Exempt	Manager ID														
	Empl Class Earliest Change Date															
														👶 Prev	vious N	ext 💄
the second s	Return to Select Employee															
	🛗 < > July 17, 2023 - July 23,	2023												*Vi	ew By Weel	dγ 🛩
	Scheduled 40.00 Reported 40.00															
	① Elapsed Punch											Save fo	or Later	Submit	Print Time:	sheet
	Time Reporting Code / Time Details	Row Totals	17 Mon	o	18 Tue	\odot	19 Wed	\odot	20 Thu	\odot	21 Fri	\odot	22 Sat	\odot	23 Sun	\odot
			8 of 8		8 of 8		8 of 8		8 of 8		8 of 8		0 of 0		0 of 0	
			•		<u>0</u>		0		<u>0</u>		<u>0</u>					
	WRKS - Salaried Worked 🗸	40.00 +	-	8.00		8.00		8.00		8.00		8.00				

Step 6 of 6 – Comments (As Needed)

If the time reporter has left a comment for a specific date a comment icon is present below the date, click the small drop-drown $^{\odot}$ next to the date, and the **Actions** box opens. Click the **Add/View Comments** to view the comment.



() August 7, 2023 - August 13, 2023						Actions >	×										*vie	w By Weekly V
() tisped Punch						Time Summary Payable Time									Save for Later	Submit	Request Absence	Print Timesheet
Time Reporting Code / Time Details		Row Totals		7 Mon 8 of 8	0	Add/View Commen	a	9 Wed 8 of 8	Θ	10 Thu 8 of 8	۲	11 Pri 8 of 8	0	51 0	Sat if 0	©	13 Sun 0 of 0	Θ
				۵		۵		Ω		0		0						
Witxs - salaried Worked	•	40.00	+	-		00	8.0	•		.00	8.0	•		8.00				

A pop-up window appears where comments can be viewed.

Time Reporting Comment	ts ×
Comments related to Time entered for Comments related to Time entered for Comment once entered cannot be altered or removed.	
Add a new Comment	
Entered on 07/12/2023 10:58 AM by	Add Comment Clear



THE UNIVERSITY OF TEXAS SYSTEM THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES. OFFICE OF SHARED INFORMATION SERVICES

From here the manager clicks the \mathbf{x} to return to the timesheet, or they can leave a comment for the employee by typing in the box and clicking the **Add Comment** button. Multiple comments can be left on the same date by various roles including: the employee, manager, and time administrator.

Time Reporting Comments	s ×
Comments related to Time entered for Comment once entered cannot be altered or removed.	
Add a new Comment	<i>"</i>
Entered on 07/12/2023 10:58 AM by	Add Comment Clear
I did not take a lunch today.	