

DocuSign Form

Timecard Correction – Hourly

Begin Signing Process

PowerForm Signer Information

Hourly

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Employee

Your Name: *

Your Email: *

Please provide information for any other
signers needed for this document.

Supervisor Name and Email

Name: *


Email: *

BEGIN SIGNING

- Click on “[Hourly-Timecard Correction](#)” to navigate to DocuSign page.
- Fill in your name and email as well as your supervisor’s information, DocuSign will send the document to the recipient in the form of an email requesting review and signature.
- When you are finished, click “Begin Signing.”

Acknowledgement

Please Review & Act on These Documents

 Payroll
The University of Texas At Rio Grande Valley


Powered by 

Please review the documents below.

CONTINUE FINISH LATER OTHER ACTIONS ▾


Month of Timecard: [-- select ▾] [-- select ▾] Empl Record # []
Today's Date: [] Timecard Approver: []

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

GOT IT

Acknowledge finish later options by clicking "Got It" and then click "Continue."

Date				

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Complete Employee Information

DocuSign

**Red boxed fields must be filled*

1 Department:

2 Employee Name:

3 Month of Timecard:

4 Today's Date:

5 Division:

6 Employee ID:

7 Empl Record #:

8 Timecard Approver:

Division dropdown menu:

- select --
- select --
- Division of the President
- Div Acad Affrs & P16 Integrat
- Division of Inst Advancement
- Div Finance and Planning
- Div Gvtmntal & Comm Relations
- Division of Health Affairs
- Div Res Grad Studies New Pgms
- Div Strat Enrol & Studnt Affrs
- Student Success
- Div Administration Sup Srvc

PeopleSoft

Time and Attendance

Timesheet

UTRGV Vaquero Mascot

8 Supervisor Name:

1

6 Employee ID: 0000000079 FTE

7 Empl Record: 0 Empl Type

Empl Class: Classified

Earliest Change Date: 10/01/2021 FLSA Status

Previous Period Next Period

1. Enter department name.
(Found by hovering over your name on your PeopleSoft Timesheet page).
2. Employee name entered on sign in page will appear.
3. Select the month and the year for the period you are submitting.
4. Enter today's date.
5. Select the drop-down arrow to find division name.
- 6 & 7. Enter employee ID and Empl Record number.
(Found on the top right corner of your PeopleSoft Timesheet page).
8. Enter approver/supervisor first and last name

Example

Department:

 Division:

Employee Name:

 Employee ID:

Month of Timecard:

 Empl Record #:

Today's Date:

 Timecard Approver:

Date	In	Out	In2	Out2	Total
06/01/2021	8:00AM	11:00AM	3:00PM	6:00PM	6
06/02/2021	8:00AM	12:00PM			4
06/03/2021	8:00AM	12:00PM			3
06/04/2021	8:00AM	12:00PM			3
06/05/2021					
06/06/2021					
06/07/2021	8:00AM	11:00AM			3
06/08/2021	8:00AM	10:00AM			1
06/09/2021	8:00AM	11:00AM			2
06/10/2021	8:00AM	12:00PM			3
06/11/2021	8:00AM	12:00PM			3
06/12/2021					
06/13/2021					
06/14/2021	10:00AM	2:00PM			4
06/15/2021	8:00AM	10:00AM	2:00PM	4:00PM	3
Grand Total					33

- Enter everyday of the period.
- For each day worked enter your in and out times using format H:MM AM/PM.
- Enter number of hours worked per day.
- Make sure to include the total number of hours for the period in the Grand Total box.

Comments and Initials

The screenshot shows a web form with three main sections: 'Optional Employee Comments', 'Supervisor Comments', and a signature/initials section. A blue arrow points from the 'Initials' field in the signature section to a modal window titled 'Adopt Your Initials'. The modal contains fields for 'Full Name*' and 'Initials*', a 'PREVIEW' section showing a signature and initials, and a red 'ADOPT AND INITIAL' button. A green circle with the number '3' is next to the button. A green circle with the number '1' is next to the 'Employee Comments' field. A green circle with the number '2' is next to the 'Initials' field in the signature section. The signature section includes a 'Sign' button with a downward arrow, a date field '10/28/2021', and a 'Your Name' field. Below the signature section is a 'Payroll Use Only' section with a 'Sign' button and a date field.

Once reporting entries are completed scroll to the bottom of the page:

1. Fill comment section if needed.
2. Click the Initial field to create your initials and review signature.
3. Click "Adopt and Initial" to continue.

Sign and Finish

Select the sign field to create and add your signature.

FINISH

FINISH LATER

OTHER ACTIONS ▾

2

Employee Comments
<input type="text"/>
Supervisor Comments
<input type="text"/>

Payroll Use Only:
Date Entered: <input type="text"/>
Entered by: <input type="text"/>

Initials

<input type="text"/>

I certify that the time hereon is true and correct and that work time and absence is in accordance with the applicable collective bargaining agreement.

Employee Name (Print)

1



Employee Signature

Supervisor Name (Print)

Supervisor Signature

1. Select "Sign" to apply signature:
 2. Click "Finish" to complete the process.
- After you click "Finish," supervisor will receive an email from DocuSign with a link to review and submit electronic signature.

Congratulations!
You have successfully completed this topic.
End of Procedure.