

# DocuSign Form

Timecard Correction – Salaried Exempt

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# Begin Signing Process

**PowerForm Signer Information**

Salaried Exempt  
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 “[Salaried Exempt-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.”



# Complete Employee Information

DocuSign

*\*Red boxed fields must be filled*

1 Department:

2 Employee Name:

3 Today's Date:

4 Division:

5 Employee ID:

6 Empl Record #:

7 Timecard Approver:

- 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

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. Enter today's date.
4. Select the drop-down arrow to find division name.
- 5 & 6. Enter employee ID and empl record number.  
(Found on the top right corner of your PeopleSoft Timesheet page).
7. Enter approver/supervisor first and last name

PeopleSoft

Employee Self Service Time and Attendance

Timesheet

UTRGV Vaquero Mascot

7 Supervisor Name

Select Another

1 Department

Name  
Title  
Department  
Manager  
E-Mail  
Phone  
Address

5 Employee ID 000000072  
6 Empl Record 1  
Empl Class Classified  
Earliest Change Date 10/01/2021

Previous Period N



# Examples

## 1. Report No Leave Taken:

Month	Time Reporting Code	Leave Type	Start Date	End Date	Number of hours
October 2020	No Leave Taken	-- select --	10/01/2020	10/31/2020	0
February 2021	No Leave Taken	-- select --	02/01/2021	02/28/2021	0
June 2021	No Leave Taken	-- select --	04/01/2021	04/30/2021	0

## 2. Report Holiday Taken and Holiday Worked:

Month	Time Reporting Code	Leave Type	Start Date	End Date	Number of hours
January 2021	Holiday Taken	-- select --	01/01/2021	01/01/2021	8
January 2021	Holiday Taken	-- select --	01/18/2021	01/18/2021	8
February 2021	No Leave Taken	-- select --	02/01/2021	02/28/2021	0
March 2021	Holiday Taken	-- select --	03/19/2021	03/19/2021	8
April 2021	No Leave Taken	-- select --	04/01/2021	04/30/2021	0

## 3. Partial Holiday Taken and Holiday Worked:

You can use the following values on a single day. If you worked 3 hours on a Holiday, you would indicate 3 Holiday Worked Hours and 5 Holiday Taken Hours to complete the 8 hours within that day.

Month	Time Reporting Code	Leave Type	Start Date	End Date	Number of hours
July 2019	Holiday Worked	-- select --	07/04/2021	07/04/2021	3
July 2019	Holiday Taken	-- select --	07/04/2021	07/04/2021	5

## 4. Report Absences (select a Leave Type from the list of values):

Month	Time Reporting Code	Leave Type	Start Date	End Date	Number of hours
May 2020	Holiday Taken	-- select --	05/25/2020	05/25/2020	8
May 2020	-- select --	Vacation Leave	05/26/2020	05/27/2020	16
June 2020	-- select --	Sick	06/09/2020	06/12/2020	32
July 2020	-- select --	Emergency Leave	07/27/2020	07/27/2020	8

# Comments and Initials

The screenshot displays a payroll system interface. At the top, there is a grid of dropdown menus. Below this, the 'Employee Comments' section is highlighted in yellow and contains a text input field marked with a green '1'. To the right, the 'Initials' section is highlighted in yellow and contains a button with a downward arrow and the word 'Initial', marked with a green '2'. Below the 'Initials' section is a signature line with the text: 'I certify that the time herein is true and correct to the best of my knowledge and that work time and absence is in accordance with UT Rio Grande policy.' Below the signature line is a 'Date' field. A modal window titled 'Adopt Your Initials' is open, showing fields for 'Full Name\*' and 'Initials\*', a signature preview, and buttons for 'ADOPT AND INITIAL' and 'CANCEL'. A blue arrow points from the 'Initials' field in the main form to the 'Adopt Your Initials' modal. At the bottom of the modal, there is a 'Payroll Use Only:' section.

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 ▾

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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"/>
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I certify that the time hereon is true and correct and that work time and absence is in accordance with company policy.

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.**