


DocuSign Form

Timecard Correction – Salaried Non-Exempt



Begin Signing Process

PowerForm Signer Information

Salaried Non 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 Non-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.”

Review Disclosure Information

Please Review & Act on These Documents



Payroll
The University of Texas At Rio Grande Valley



Powered by DocuSign

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

Department: _____ Division: -- select --

Employee ID: _____

Empl Record #: _____

Timecard Approver: _____

Amount	Leave Type1	Amount2	Leave Type2	Amount3
_____	-- select --	_____	-- select --	_____
_____	-- select --	_____	-- select --	_____
_____	-- select --	_____	-- select --	_____
_____	-- select --	_____	-- select --	_____
_____	-- select --	_____	-- select --	_____
_____	-- select --	_____	-- select --	_____
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_____	-- select --	_____	-- select --	_____
_____	-- select --	_____	-- select --	_____
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_____	-- select --	_____	-- select --	_____
_____	-- select --	_____	-- select --	_____
_____	-- select --	_____	-- select --	_____

Review the disclosure information and check the box stating you agree to sign electronically, then click "Continue."

CONTINUE

FINISH LATER

OTHER ACTIONS

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:

January
February
March
April
May
June
July
August
September
October
November
December

2018
2019
2020
2021

-- 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. 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

PeopleSoft

Employee Self Service Time and Attendance

Timesheet

Request Absence
Cancel Absences
View Requests
Absence Balances
Overtime Requests

Supervisor Name: UTRGV Vaquero Mascot

1 Department

8

6 Employee ID 000000007
7 Empl Record 0
Empl Class Classified
Earliest Change Date 10/01/2021

Previous Period

Complete Timecard Correction

Department: Division:

Employee Name: Employee ID:

Month of Timecard: Empl Record #:

Today's Date: Timecard Approver:

Date	Time Reporting Code	Amount	Leave Type1	Amount2	Leave Type2	Amount3
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
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<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text" value="-- select --"/>	<input type="text"/>

COLUMN A - Time Reporting Code

Select **Regular** from the drop-down if you work scheduled hours.

Select **Day Off** from the drop-down to indicate weekends off.

Select **Holiday Taken** from the drop down to indicate a UTRGV Holiday off.

Select **Holiday Worked** from the drop-down to indicate a UTRGV Holiday you worked.

COLUMN B - Amount

Indicate the number of hours when selecting Regular, Holiday Taken, or Holiday Worked.

COLUMN C - Leave Type

Select the leave from the drop-down to indicate the time taken off.

COLUMN D - Amount

Indicate the number of hours taken off.

NOTE:

- Submit one month per template form.
- Select values either from A or C column, or both.
- Must enter the date for each day of the month.
- Ensure at least 40 hours are accounted for each week.
- Please see examples on the next pages.

Example 1: Report Hours Worked

Department:
 Division:

Employee Name:
 Employee ID:

Month of Timecard:
 Empl Record #:

Today's Date:
 Timecard Approver:

Date	Time Reporting Code	Amount	Leave Type1	Amount2	Leave Type2	Amount3
02/01/2019	Regular	8	-- select --		-- select --	
02/02/2019	Day Off		-- select --		-- select --	
02/03/2019	Day Off		-- select --		-- select --	
02/04/2019	Regular	8	-- select --		-- select --	
02/05/2019	Regular	8	-- select --		-- select --	
02/06/2019	Regular	8	-- select --		-- select --	
02/07/2019	Regular	8	-- select --		-- select --	
02/08/2019	Regular	8	-- select --		-- select --	
02/09/2019	Day Off		-- select --		-- select --	
02/10/2019	Day Off		-- select --		-- select --	
02/11/2019	Regular	8	-- select --		-- select --	
02/12/2019	Regular	8	-- select --		-- select --	
02/13/2019	Regular	8	-- select --		-- select --	
02/14/2019	Regular	8	-- select --		-- select --	
02/15/2019	Regular	8	-- select --		-- select --	
02/16/2019	Day Off		-- select --		-- select --	
02/17/2019	Day Off		-- select --		-- select --	
02/18/2019	Regular	8	-- select --		-- select --	
02/19/2019	Regular	8	-- select --		-- select --	
02/20/2019	Regular	8	-- select --		-- select --	
02/21/2019	Regular	8	-- select --		-- select --	
02/22/2019	Regular	8	-- select --		-- select --	
02/23/2019	Day Off		-- select --		-- select --	
02/24/2019	Day Off		-- select --		-- select --	
02/25/2019	Regular	8	-- select --		-- select --	
02/26/2019	Regular	8	-- select --		-- select --	
02/27/2019	Regular	8	-- select --		-- select --	
02/28/2019	Regular	8	-- select --		-- select --	
	-- select --		-- select --		-- select --	
	-- select --		-- select --		-- select --	
	-- select --		-- select --		-- select --	

- Enter everyday of the month.
- For each day select Regular if you worked and Day Off to mark a weekend.
- Enter number of hours worked per day.

Example 2: Report Holiday Taken and Holiday Worked

Department:
 Division:

Employee Name:
 Employee ID:

Month of Timecard:
 Empl Record #:

Today's Date:
 Timecard Approver:

Date	Time Reporting Code	Amount	Leave Type1	Amount2	Leave Type2	Amount3
01/01/2021	Holiday Taken	8	-- select --		-- select --	
01/02/2021	Day Off		-- select --		-- select --	
01/03/2021	Day Off		-- select --		-- select --	
01/04/2021	Regular	8	-- select --		-- select --	
01/05/2021	Regular	8	-- select --		-- select --	
01/06/2021	Regular	8	-- select --		-- select --	
01/07/2021	Regular	8	-- select --		-- select --	
01/08/2021	Regular	8	-- select --		-- select --	
01/09/2021	Day Off		-- select --		-- select --	
01/10/2021	Day Off		-- select --		-- select --	
01/11/2021	Regular	8	-- select --		-- select --	
01/12/2021	Regular	8	-- select --		-- select --	
01/13/2021	Regular	8	-- select --		-- select --	
01/14/2021	Regular	8	-- select --		-- select --	
01/15/2021	Regular	8	-- select --		-- select --	
01/16/2021	Day Off		-- select --		-- select --	
01/17/2021	Day Off		-- select --		-- select --	
01/18/2021	Holiday Worked	8	-- select --		-- select --	
01/19/2021	Regular	8	-- select --		-- select --	
01/20/2021	Regular	8	-- select --		-- select --	
01/21/2021	Regular	8	-- select --		-- select --	
01/22/2021	Regular	8	-- select --		-- select --	
01/23/2021	Day Off		-- select --		-- select --	
01/24/2021	Day Off		-- select --		-- select --	
01/25/2021	Regular	8	-- select --		-- select --	
01/26/2021	Regular	8	-- select --		-- select --	
01/27/2021	Regular	8	-- select --		-- select --	
01/28/2021	Regular	8	-- select --		-- select --	
01/29/2021	Regular	8	-- select --		-- select --	
01/30/2021	Day Off		-- select --		-- select --	
01/31/2021	Day Off		-- select --		-- select --	

- Select Holiday Taken if you did not work during a UTRGV Holiday and enter the number of hours.
- Select Holiday Worked if you did not take time off during a UTRGV Holiday and enter the number of hours.

Example 3: Report Partial Holiday Taken and Holiday Worked

Department:
 Division:

Employee Name:
 Employee ID:

Month of Timecard:
 Empl Record #

Today's Date:
 Timecard Approver:

Date	Time Reporting Code	Amount	Leave Type1	Amount2	Leave Type2	Amount3
03/01/2021	Regular	8	-- select --		-- select --	
03/02/2021	Regular	8	-- select --		-- select --	
03/03/2021	Regular	8	-- select --		-- select --	
03/04/2021	Regular	8	-- select --		-- select --	
03/05/2021	Regular	8	-- select --		-- select --	
03/06/2021	Day Off		-- select --		-- select --	
03/07/2021	Day Off		-- select --		-- select --	
03/08/2021	Regular	8	-- select --		-- select --	
03/09/2021	Regular	8	-- select --		-- select --	
03/10/2021	Regular	8	-- select --		-- select --	
03/11/2021	Regular	8	-- select --		-- select --	
03/12/2021	Regular	8	-- select --		-- select --	
03/13/2021	Day Off		-- select --		-- select --	
03/14/2021	Day Off		-- select --		-- select --	
03/15/2021	Regular	8	-- select --		-- select --	
03/16/2021	Regular	8	-- select --		-- select --	
03/17/2021	Regular	8	-- select --		-- select --	
03/18/2021	Regular	8	-- select --		-- select --	
03/19/2021	Holiday Taken	4	-- select --		-- select --	
03/19/2021	Holiday Worked	4	-- select --		-- select --	
03/20/2021	Day Off		-- select --		-- select --	
03/21/2021	Regular	8	-- select --		-- select --	
03/22/2021	Regular	8	-- select --		-- select --	
03/23/2021	Regular	8	-- select --		-- select --	
03/24/2021	Regular	8	-- select --		-- select --	
03/25/2021	Regular	8	-- select --		-- select --	
03/26/2021	Day Off		-- select --		-- select --	
03/27/2021	Day Off		-- select --		-- select --	
03/28/2021	Regular	8	-- select --		-- select --	
03/29/2021	Regular	8	-- select --		-- select --	
03/30/2021	Regular	8	-- select --		-- select --	

- Enter duplicate date for UTRGV Holiday Taken and Holiday Worked.
- For Holiday Taken enter the number of hours taken off.
- For Holiday Worked enter the number of hours worked.

Example 4: Report Absences

Department:

Division:

Employee Name:

Employee ID:

Month of Timecard:

Empl Record #

Today's Date:

Timecard Approver:

Date	Time Reporting Code	Amount	Leave Type1	Amount2	Leave Type2	Amount3
03/01/2021	Regular	5	Sick	3	-- select --	
03/02/2021	-- select --		Sick	8	-- select --	
03/03/2021	-- select --		Sick	8	-- select --	
03/04/2021	Regular	8	-- select --		-- select --	
03/05/2021	Regular	8	-- select --		-- select --	
03/06/2021	Day Off		-- select --		-- select --	
03/07/2021	Day Off		-- select --		-- select --	
03/08/2021	Regular	8	-- select --		-- select --	
03/09/2021	Regular	8	-- select --		-- select --	
03/10/2021	Regular	8	-- select --		-- select --	
03/11/2021	Regular	8	-- select --		-- select --	
03/12/2021	Regular	8	-- select --		-- select --	
03/13/2021	Day Off		-- select --		-- select --	
03/14/2021	Day Off		-- select --		-- select --	
03/15/2021	Regular	8	-- select --		-- select --	
03/16/2021	Regular	8	-- select --		-- select --	
03/17/2021	Regular	8	-- select --		-- select --	
03/18/2021	Regular	8	-- select --		-- select --	
03/19/2021	Holiday Taken	8	-- select --		-- select --	
03/20/2021	Day Off		-- select --		-- select --	
03/21/2021	Day Off		-- select --		-- select --	
03/22/2021	Regular	8	-- select --		-- select --	
03/23/2021	Regular	8	-- select --		-- select --	
03/24/2021	Regular	8	-- select --		-- select --	
03/25/2021	Regular	8	-- select --		-- select --	
03/26/2021	Regular	8	-- select --		-- select --	
03/27/2021	Day Off		-- select --		-- select --	
03/28/2021	Day Off		-- select --		-- select --	
03/29/2021	Regular	8	-- select --		-- select --	
03/30/2021	Regular	8	-- select --		-- select --	
03/31/2021	Regular	8	-- select --		-- select --	

- Enter Absence Name from Leave Type and number of hours taken off from work.
- In this scenario employee worked 5 hours and took 3 hours of Sick Leave on the same day, 3/1/2021.
- Employee also reported Sick Leave, full days, over the next two days.

Comments and Initials

The screenshot displays a web form for reporting time and absence. At the top, there are several dropdown menus labeled "-- select --". Below these are three main sections: "Optional Employee Comments" (highlighted in yellow and containing a text box labeled "1"), "Supervisor Comments" (highlighted in yellow and empty), and a signature area. The signature area includes a text field for "Your Name", a line for "Employee Name (Print)", and a date field set to "10/28/2021". A "Sign" button with a downward arrow is at the bottom right. A modal window titled "Adopt Your Initials" is overlaid on the form, containing a confirmation message, "Full Name*" and "Initials*" input fields, a "PREVIEW" section showing a signature and initials, and a red "ADOPT AND INITIAL" button labeled "3". A blue arrow points from the "Initials" button in the modal to the "Initials" button in the main form, which is labeled "2".

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 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.