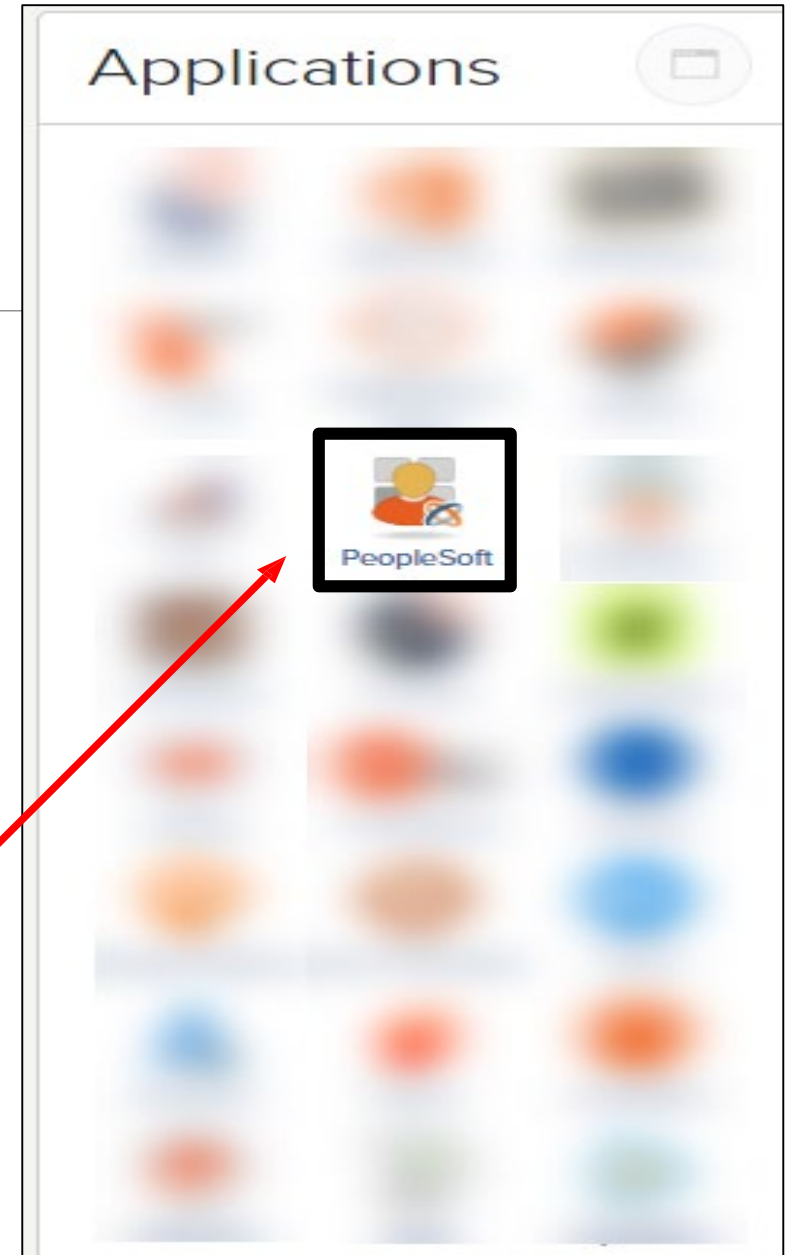


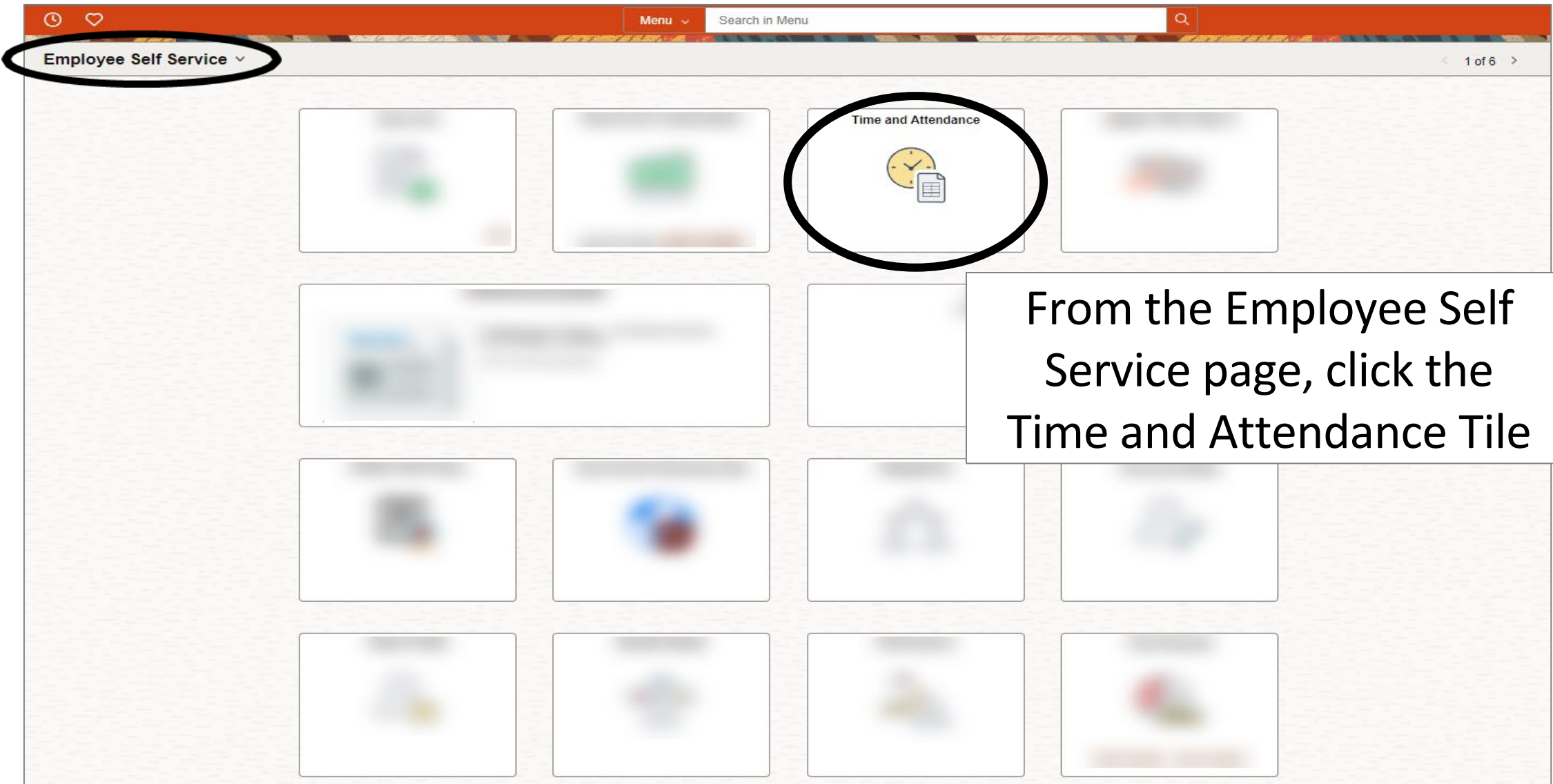
# Employee Self Service- Hourly Timecard

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# Log In

1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.





From the Employee Self Service page, click the Time and Attendance Tile

← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | 🔔 | ⋮ | 🔄

### Time and Attendance

Click the Enter Time tile to open the Timesheet

Enter Time  
04/16/24 - 04/30/24  
Reported 0.00

Below you can enter the time worked, Select REG – Regular and Enter in and out time.

May 1, 2024 - May  
Scheduled 0.00 | Reported 0.00H

\*View By Period

Save for Later Submit Clear Print Timesheet

Day Summary	In	Out	In	Out	Time Reporting Code	Time Details	Comments
01 Wednesday May Reported 0.00	9:00:00AM	2:30:00PM			02 REG - Regular		
02 Thursday May Reported 0.00	8:30:00AM	3:00:00PM			02 REG - Regular		
03 Friday May Reported 0.00	8:30:00AM	2:00:00PM			02 REG - Regular		

You have the option  
to save and complete  
at a later time.

May 1, 2024 - May 15, 2024  
Scheduled 0.00 | Reported 0.00Hours

\*View By Period

Save for Later Submit Clear Print Timesheet

Day Summary	In	Out	In	Out	Time Reporting Code	Time Details	Comments
01 Wednesday May Reported 0.00	9:00:00AM	2:30:00PM			02 REG - Regular		
02 Thursday May Reported 0.00	9:30:00AM	3:00:00PM			02 REG - Regular		
03 Friday May Reported 0.00	8:30:00AM	2:00:00PM			02 REG - Regular		

As per policy ADM 04-408, time records are official certifications of time worked and as such should be completed carefully and accurately.

May 1, 2024 - May 15, 2024  
Scheduled 0.00 | Reported 0.00Hours  
\*View By Period

Save for Later Submit Clear Print Timesheet

Day Summary	In	Out	In	Out	Time
01 Wednesday May Reported 0.00	9:00:00AM	2:30:00PM			02 REG - Regular
02 Thursday May Reported 0.00	8:30:00AM	3:00:00PM			02 REG - Regular
03 Friday May Reported 0.00	8:30:00AM	2:00:00PM			02 REG - Regular

After all hours worked have been entered, click Submit.


Enter Time

Timesheet is Submitted for the period 2024-05-01 - 2024-05-15

Confirmation banner

Name Mia Adame FTE 0.475000 Manager [View Comp Time Balances](#)  
Empl ID 6001261685 Type Hourly Manager Constantine Tarawneh [View Absence Balances](#)  
Empl Rcd 0 FLSA Status Nonexempt Manager ID 6001142719 [View Payable Time](#)  
Empl Class Student Earliest Change Date 03/18/2024






By clicking submit, I certify that the time hereon is true and correct to the best of my knowledge and that work time and absence is in accordance with UT Rio Grande Valley policy.

 Mia Adame  
Student Assistant

   May 1, 2024 - May 15, 2024


\*View By

Scheduled 0.00 | **Reported 16.50Hours** ← Displays the total hours entered on the timesheet.

Day Summary	In	Out	In	Out	Time Reporting Code	Time Details	Comments
<b>01</b> Wednesday							
May <b>Reported 5.50</b>	<input type="text" value="9:00:00AM"/>	<input type="text" value="2:30:00PM"/>	<input type="text"/>	<input type="text"/>	02 REG - Regu		
 Pending Approvals Icon							
<b>02</b> Thursday							
May Reported 5.50	<input type="text" value="9:30:00AM"/>	<input type="text" value="3:00:00PM"/>	<input type="text"/>	<input type="text"/>	02 REG - Regu		
							
<b>03</b> Friday							
May Reported 5.50	<input type="text" value="8:30:00AM"/>	<input type="text" value="2:00:00PM"/>	<input type="text"/>	<input type="text"/>	02 REG - Regular	  <input type="button" value="+"/> <input type="button" value="-"/>	
							

Confirmation Banner will appear on top




Click on  icon to review status descriptions

Estimated 0.00 | Reported 16.50Hours ← Displays the total hours entered



Reported 5.50

 Pending Approvals Icon

Reported 5.50

Reported 5.50

### Legend







- Time Details
- Saved
- Approved
- Pending Approvals
- Denied
- Pushed Back
- Exception
- Absence
- Saved Absence
- Reported
- Reported Under Schedule
- Reported Over Schedule
- OFF Day

Period 2024-05-01 - 2024-05-15

Confirmation banner

\*View By Period

Save for Later Submit Clear Print Timesheet

Time Reporting Code	Time Details	Comments
02 REG - Regular		 + -
02 REG - Regular		 + -
02 REG - Regular		 + -

An icon will appear on each day to reflect the time status.



April 16, 2024 - April 30, 2024

\*View By Period ▾

Scheduled 0.00 | Reported 16.50Hours

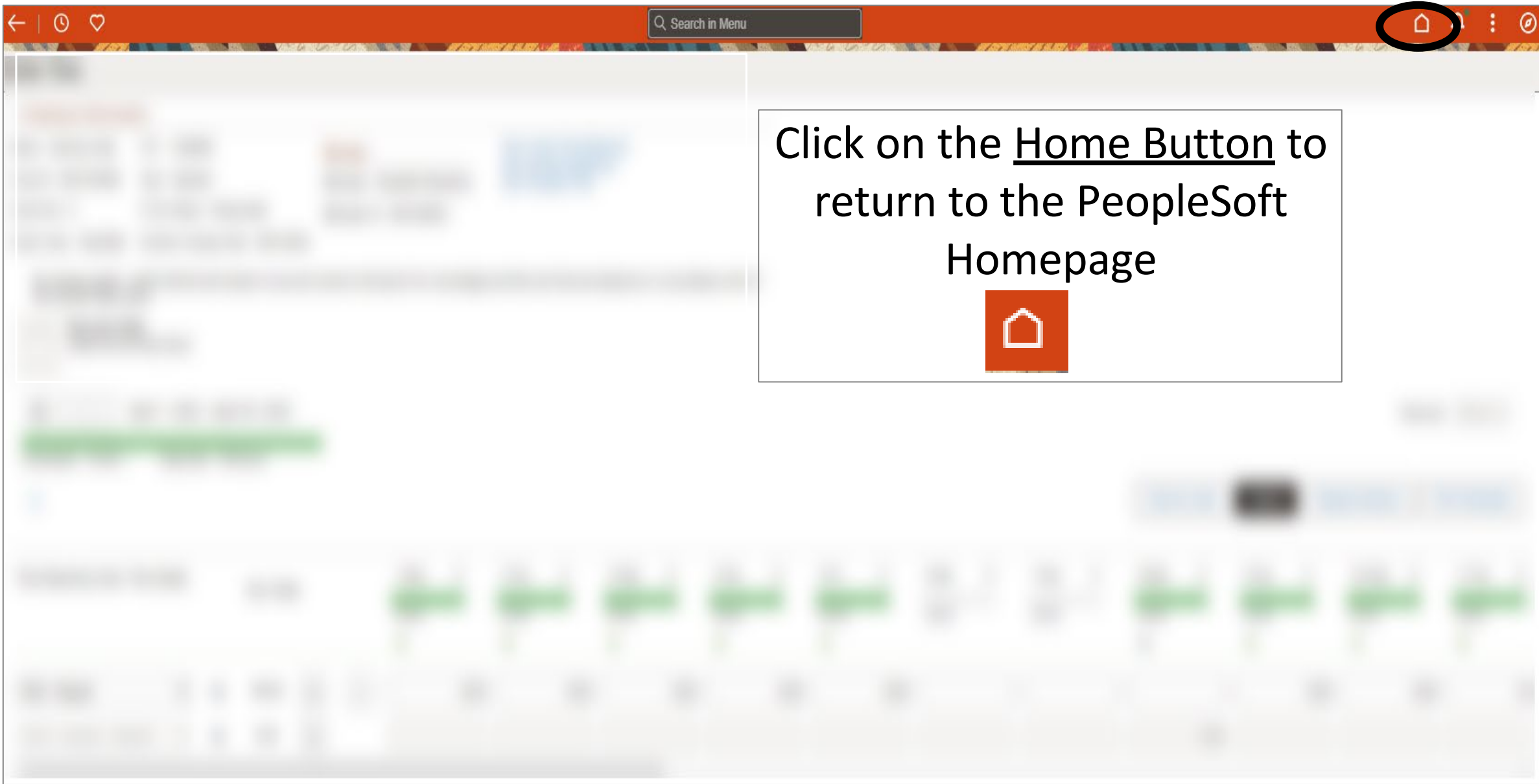


[Save for Later](#) [Submit](#) [Clear](#) [Print Timesheet](#)

Day	Time Reporting Code	Time Details	Comments
16 Apr Reported 5.50 ✓	00 REG - Regular		
17 Apr Reported 5.50 ✓	9:30:00AM 3:00:00PM	00 REG - Regular	
18 Apr Reported 5.50 ✓	8:30:00AM 2:00:00PM	00 REG - Regular	

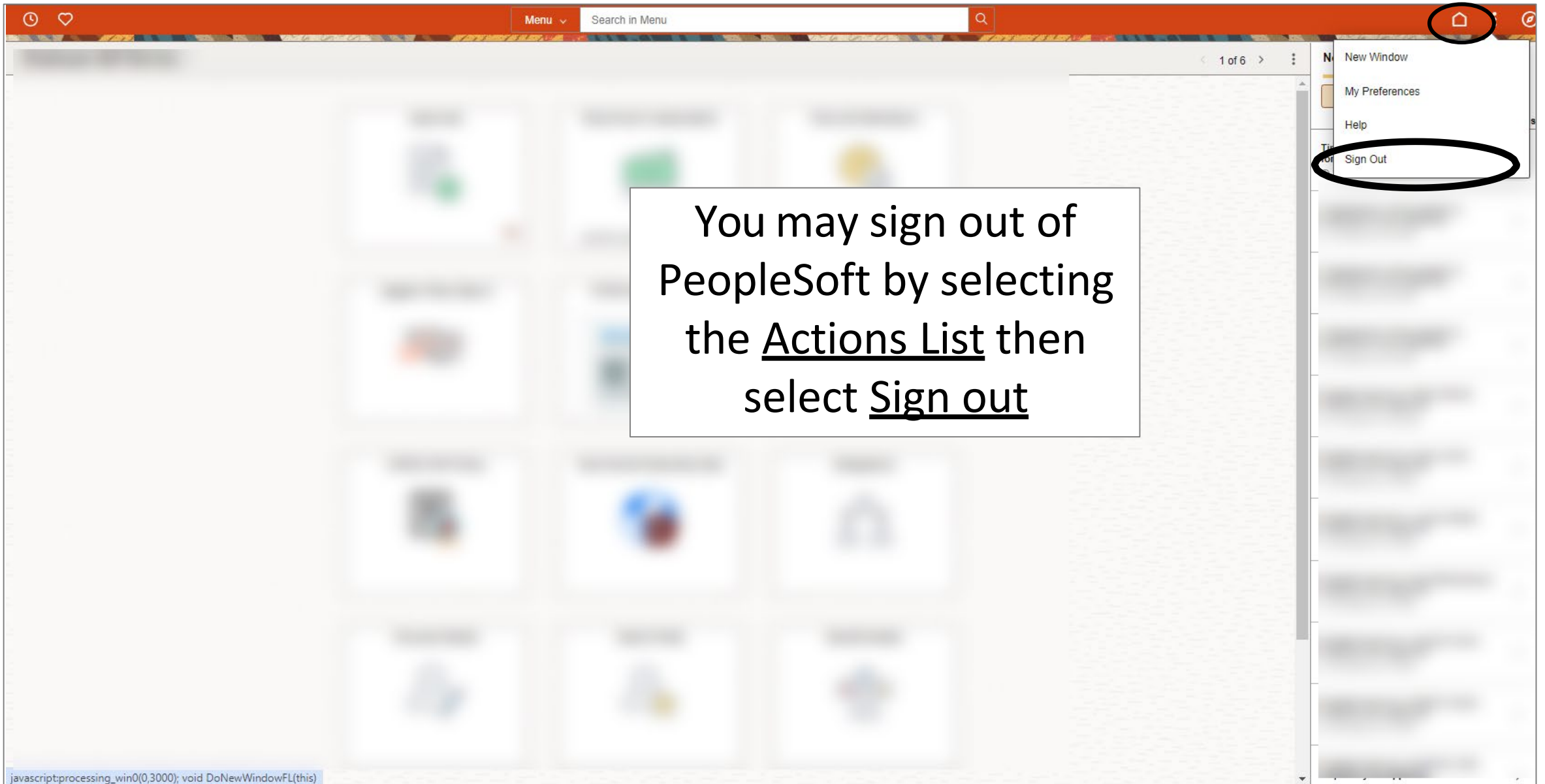
After supervisor's approval,  
status icon will display as  
Approved





Click on the Home Button to return to the PeopleSoft Homepage





You may sign out of PeopleSoft by selecting the Actions List then select Sign out

Congratulations!

You have successfully completed this topic.

**End of Procedure.**