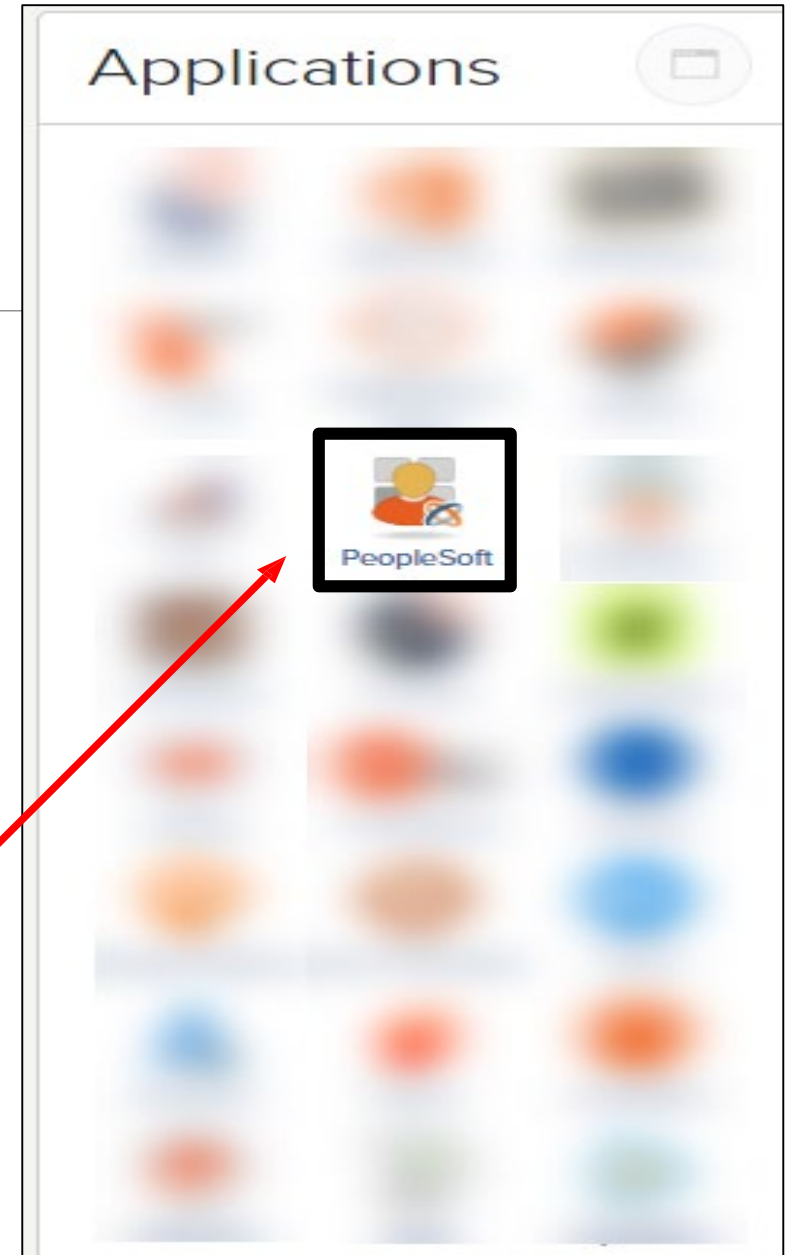
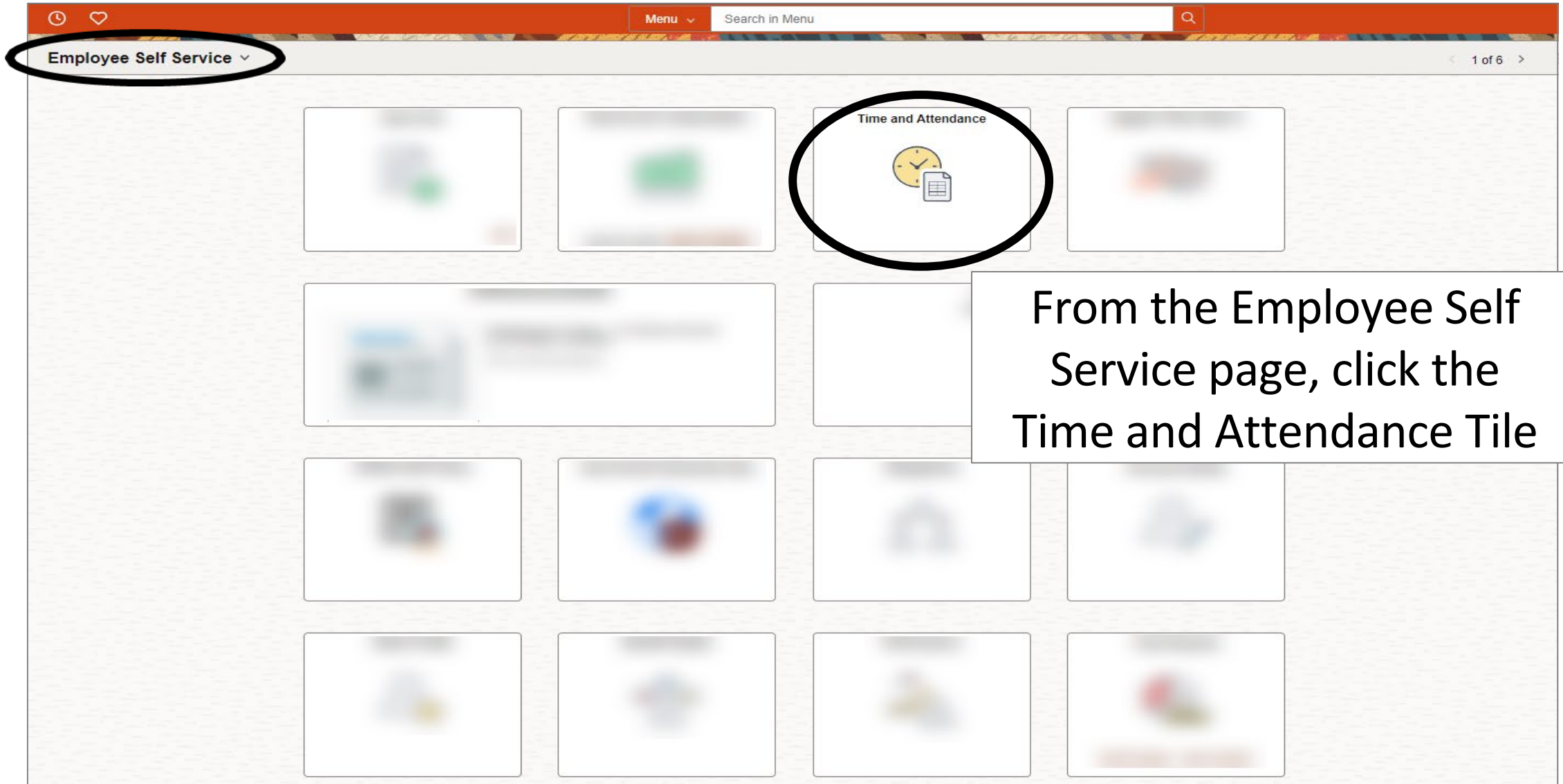


Employee Self Service- Exempt Timecard

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

Enter Time
04/01/24 - 04/30/24
Reported 0.00

Click the Enter Time tile to open the Timesheet

Enter Time

Employee Information

Name [Redacted] FTE 1.000000
 Empl ID [Redacted] Type Salaried
 Empl Rod 0 FLSA Status Exempt
 Empl Class [Redacted] Earliest Change Date 04/01/2024

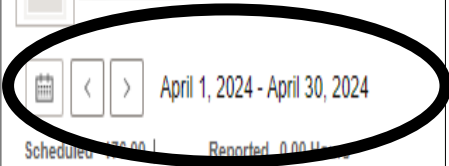
Manager [Redacted]
 Manager [Redacted]
 Manager ID [Redacted]



To view balances, click on link.

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.

[Profile Icon] [Redacted]
 [Calendar Icon] [Back Arrow] [Forward Arrow] April 1, 2024 - April 30, 2024



Reporting period defaults to the current period. Click on the back/forward arrows or use the calendar icon to select a period.

*Time Reporting Code / Time Details

Row Totals	1 Mon ☺	2 Tue ☺	3 Wed ☺	4 Thu ☺	5 Fri ☺	6 Sat ☺	7 Sun ☺	8 Mon ☺	9 Tue ☺	10 Wed ☺	11 Thu ☺	12 Fri ☺	13 Sat ☺	14 Sun ☺
	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

NLT - No Leave Taken - Salarie

Enter Time

Employee Information

Name [Redacted] FTE 1.000000 **Manager** [View Comp Time Balances](#)
 Empl ID [Redacted] Type Salaried **Manager** [Redacted] [View Absence Balances](#)
 Empl Rcd 0 FLSA Status Exempt **Manager ID** [Redacted] [View Payable Time](#)
 Empl Class [Redacted] Earliest Change Date 04/01/2024

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



No leave taken 0 hours will prepopulate according to assigned scheduled. If no absences were taken, click Submit to acknowledge that no leave was taken.

April 1, 2024 - April 30, 2024

*View By Period

Scheduled 176.00 | Reported 0.00 Hours

*Time Reporting Code / Time Details

Row Totals	1 Mon ☺	2 Tue ☺	3 Wed ☺	4 Thu ☺	5 Fri ☺	6 Sat ☺	7 Sun ☺	8 Mon ☺	9 Tue ☺	10 Wed ☺	11 Thu ☺	12 Fri ☺	13 Sat ☺	14 Sun ☺
	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

NLT - No Leave Taken - Salarie

Enter Time

Employee Information

Name [redacted] FTE 1.000000 Manager [redacted] [View Comp Time Balances](#)
 Empl ID [redacted] Type Salaried Manager [redacted] [View Absence Balances](#)
 Empl Rod 0 FLSA Status Exempt Manager ID [redacted] [View Payable Time](#)
 Empl Class [redacted] Earliest Change Date 04/01/2024

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.



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 0.00 Hours

If absences are pending to be submitted, click Request absence

Save for Later Submit **Request Absence** Print Timesheet

*Time Reporting Code / Time Details	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun
Row Totals	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

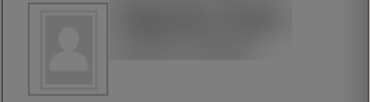
NLT - No Leave Taken - Salarie [dropdown] [plus] [minus] [0.00] [0.00] [0.00] [0.00] [0.00] [] [] [0.00] [0.00] [0.00] [0.00] [0.00] [] []

Enter Time

Employee Information

Name [Redacted]
Empl ID [Redacted]
Empl Rcd 0
Empl Class [Redacted]
[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

By clicking submit, I certify that the time reported is accurate in accordance with UT Rio Grande Valley policy.



📅 < > April 1, 2024 -
Scheduled 176.00 | Reported

📄 ⓘ

*Time Reporting Code / Time Details

NLT - No Leave Taken - Salaried

Request Absence

[Profile Icon] [Redacted Name]

***Start Date** 04/15/2024

End Date 04/15/2024 [+1 Day](#)

***Absence Name** Sick

Balance 765.00 Hours

Partial Days None

Duration 8.00 Hours

Comments

Attachments
You have not added any Attachments.

Select Absence Name and click on Apply Absence

Enter Time

Employee Information

Name [Redacted]
Empl ID [Redacted]
Empl Rcd 0
Empl Class [Redacted]

View Comp Time Balances
View Absence Balances
View Payable Time

By clicking submit, I certify that the time is reported in accordance with UT Rio Grande Valley policy.

April 1, 2024 - April 1, 2024
Scheduled 176.00 | Reported 0.00

*Time Reporting Code / Time Details
NLT - No Leave Taken - Salaried

Request Absence

[Profile Icon] [Redacted]

*Start Date 04/15/2024 [Calendar Icon] End Date 04/15/2024 [Calendar Icon] [+1 Day]

*Absence Name Sick [Apply Absence] Balance 789.00 Hours**

Partial Days None

Duration 8.00 Hours

Comments [Text Area]

Attachments
You have not added any Attachments.
Add Attachment

Submit

Submit Confirmation

Are you sure you want to Submit this Absence Request?

Yes No

After selecting the dates and duration, click on Submit & Yes, then close the window to return to the timesheet

Enter Time

▼ Employee Information

Name [Redacted] FTE 1.000000 **Manager** [View Comp Time Balances](#)

Empl ID [Redacted] Type Salaried **Manager** [View Absence Balances](#)

Empl Rcd 0 FLSA Status Exempt **Manager ID** [View Payable Time](#)

Empl Class [Redacted] Earliest Change Date 04/01/2024

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

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 G



📅 < > April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 8Hours

*View By Period ▼

After all absences have been requested, click on Submit

[Save for Later](#)
[Submit](#)
[Request Absence](#)
[Print Timesheet](#)

*Time Reporting Code / Time Details	Row Totals	1 Tue	2 Wed	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon
	f 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	8 of 8

SICKS - Sick - Salaried	8.00	+															8.00
NLT - No Leave Taken - Salarie		+	-	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00			

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

Enter Time

Employee Information

Name [Redacted] FTE 1.000000 Manager [Redacted] [View Comp Time Balance](#)
Empl ID [Redacted] Type Salaried Manager [Redacted] [View Absence Balances](#)
Empl Rcd 0 FLSA Status Exempt Manager ID [Redacted] [View Payable Time](#)
Empl Class [Redacted] Earliest Change Date 04/01/2024

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 Grande Valley policy.

[Redacted]

📅 < > April 1, 2024 - April 30, 2024 *View By Period ▾

Scheduled 176.00 | Reported 8Hours

📌

*Time Reporting Code / Time Details

Row Totals	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun
0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8

SICKS - Sick - Salaried 8.00 +

HLWRK - Holiday Worked + - 0.00

Note: Error messages appearing on the top section will prevent timesheet from being submitted until corrections are made

Review Time Card

Time and Labor Error Messages 1 row

1 Total reported hours must be equal to or greater than the total scheduled hours. (32003,9)

Time and Labor Warning messages 1 row

1

OK

Save for Later Submit Request Absence Print Timesheet

8 Mon 9 Tue 10 Wed 11 Thu 12 Fri

0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

Enter Time

Employee Information

Name [redacted] FTE 1.000000

Empl ID [redacted] Type Salaried

Empl Rcd 0 FLSA Status Exempt

Empl Class [redacted] Earliest Change Date 04/01/202

Legend

- 📄 Time Details
- 📄 Saved
- ✅ Approved
- 🏠 Pending Approvals
- 🕒 Denied
- ↩ Pushed Back
- ⚠ Exception
- 📄 Absence
- 📄 Saved Absence
- 🟢 Reported
- 🔴 Reported Under Schedule
- 🟦 Reported Over Schedule
- ⬜ OFF Day

e with UT Rio

*View By Period

*Time Reporting Code / Time Details	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri
Row Totals	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8
	🏠	🏠	🏠	🏠	🏠			🏠	🏠	🏠	🏠	🏠

Click on icon to review Legend descriptions



After submission, status icon will appear on each day

Scheduled 176.00 | Reported 8Hours

NLT - No Leave Taken - Salarie	+	-	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
SICKS - Sick - Salaried	+												

Enter Time

Employee Information

Name [Redacted] FTE 1.000000 Manager [Redacted] [View Comp Time Balances](#)
Empl ID [Redacted] Type Salaried Manager [Redacted] [View Absence Balances](#)
Empl Rcd 0 FLSA Status Exempt Manager ID [Redacted] [View Payable Time](#)
Empl Class [Redacted] Earliest Change Date 04/01/2024

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.



Calendar icon | < > April 1, 2024 - April 30, 2024
Scheduled 176.00 | Reported 8Hours

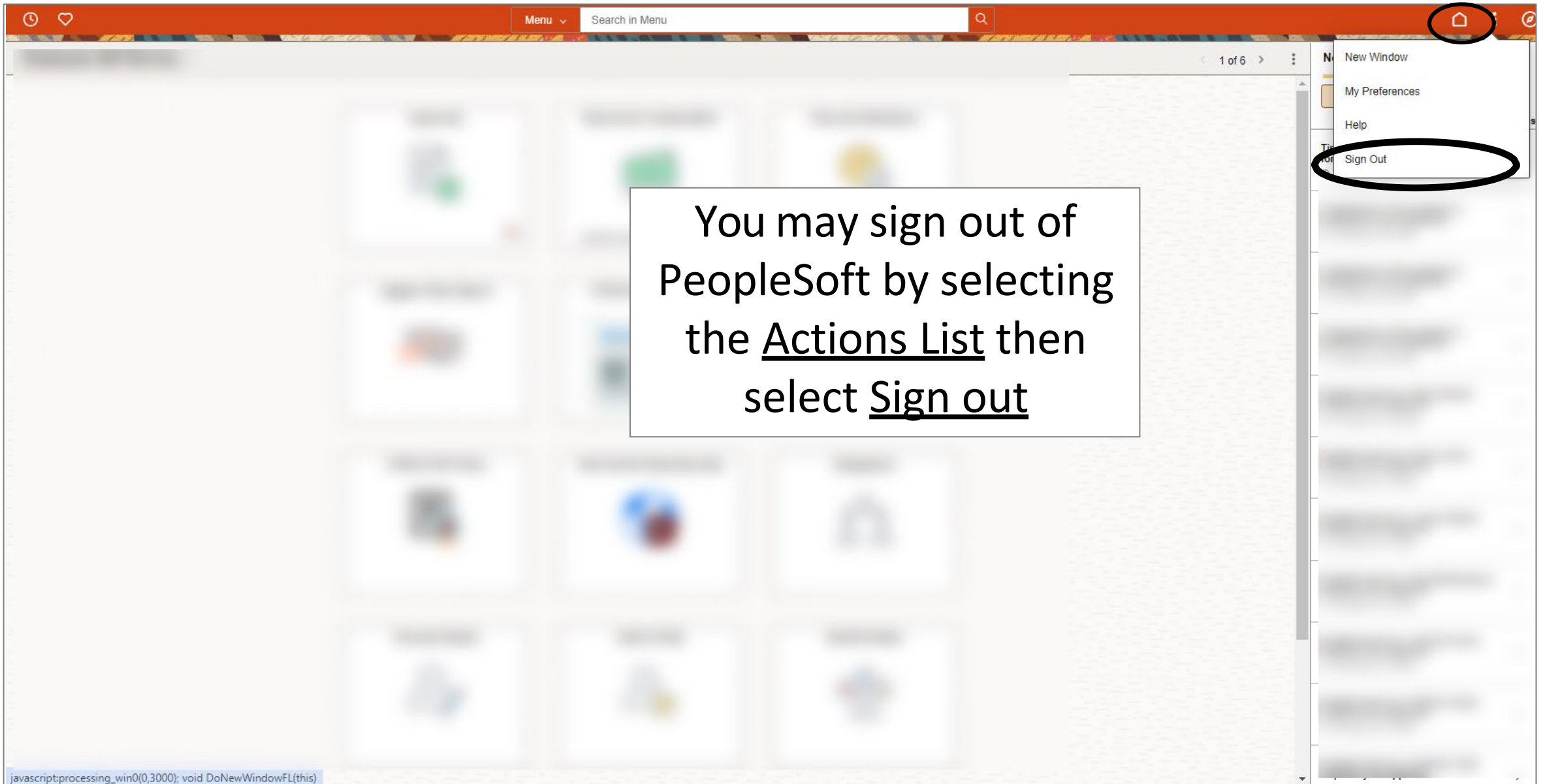
After supervisor's approval,
status icon will display as
Approved

*View By

*Time Reporting Code / Time Details	Row Totals	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu
NLT - No Leave Taken - Salarie		0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8
SICKS - Sick - Salaried	8.00											

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

javascript:processing_win0(0,3000); void DoNewWindowFL(this)

Congratulations!

You have successfully completed this topic.

End of Procedure.