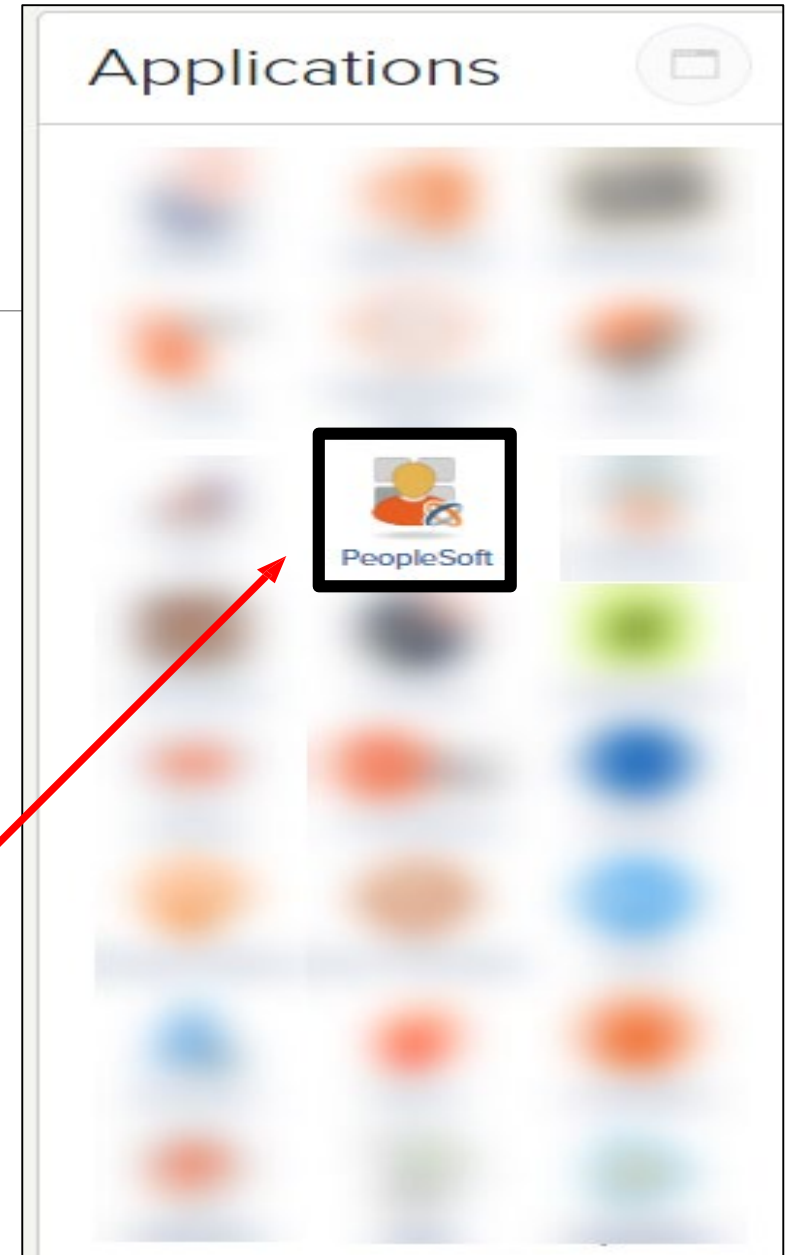


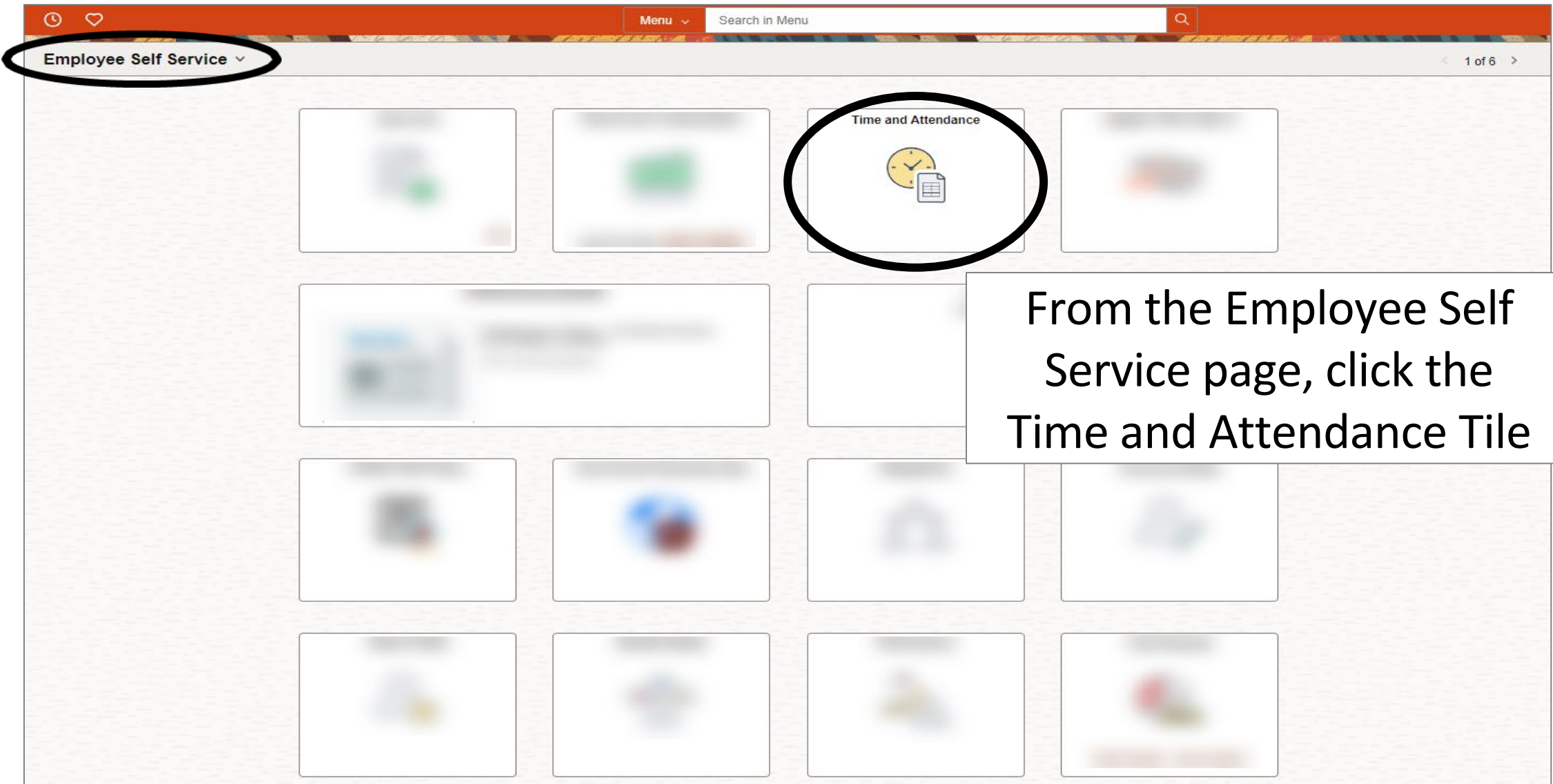
# Employee Self Service- Non-Exempt Timecard

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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

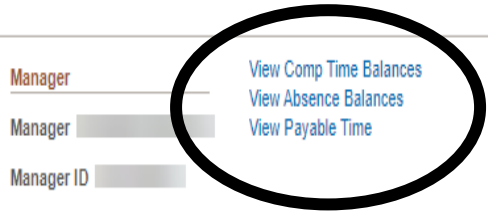
**Enter Time**  
04/01/24 - 04/30/24

● Reported 0.00  
● Scheduled 176.00

# Enter Time

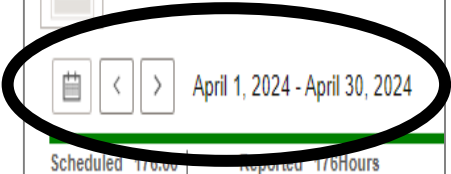
## Employee Information

Name [redacted] FTE 1.000000  
Empl ID [redacted] Type Salaried  
Empl Rcd 0 FLSA Status Nonexempt  
Empl Class Classified Earliest Change Date 04/01/2024



To view leave 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.



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

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

*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 ☺
		8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8
REG - Regular	176.00	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00

## 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 Nonexempt **Manager ID** [redacted] [View Payable Time](#)  
Empl Class Classified 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 176Hours

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

### \*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 ☺
	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8

REG - Regular 176.00 + - 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00

Regular hours will prepopulate according to assigned scheduled. If no absences were taken, review/adjust the hours worked, and click Submit.

# 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 Nonexempt **Manager ID** [redacted] [View Payable Time](#)  
Empl Class Classified 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

\*View By

Scheduled 176.00 | Reported 176Hours



\*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
	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8

REG - Regular

≡

176.00

+

-

8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

8.00

## 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 Nonexempt [View Payable Time](#)  
Empl Class Classified Earliest Change Date 04/01/2024

By clicking submit, I certify that the time hereon is true and correct according to the Rio Grande Valley policy.



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 176Hours



\*Time Reporting Code / Time Details

Row Totals

REG - Regular 176.00

### Request Absence



Submit

\*Start Date 04/08/2024

End Date 04/08/2024

+1 Day

\*View By Period

\*Absence Name Vacation

Apply Absence

Partial Days None

Duration 8.00 Hours

Comments

Check Eligibility

### Attachments

You have not added any Attachments.

Add Attachment

Select Absence Name  
and click Apply  
Absence



## Enter Time

### Employee Information

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

Manager [Redacted] [View Comp Time Balances](#)  
[View Absence Balances](#)  
Manager [Redacted] [View Payable Time](#)

By clicking submit, I certify that the time hereon is true and correct according to Rio Grande Valley policy.



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 176Hours



\*Time Reporting Code / Time Details

Row Totals

REG - Regular

176.00

### Request Absence



Submit

\*Start Date 04/08/2024

End Date 04/08/2024

+1 Day

\*View By Period

\*Absence Name Vacation

[Apply Absence](#)

Balance 115.25 Hours\*\*

Partial Days None

Duration 8.00 Hours

Comments

### Attachments

You have not added any Attachments.

[Add Attachment](#)

### Submit Confirmation

Are you sure you want to Submit this Absence Request?

Yes

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

Enter Time

Employee Information

Name [redacted] FTE 1.000000  
Empl ID [redacted] Type Salaried  
Empl Rcd 0 FLSA Status Nonexempt  
Empl Class Classified 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 LIT Rio Grande Valley policy.



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 176Hours

Save for later Submit Request Absence Print Timesheet

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.

After all absences have been requested, review/adjust the hours worked, and click Submit.

*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
VACS - Vacation - Salaried	8.00								8.00			
REG - Regular	168.00	8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00

# 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 Nonexempt Manager ID [redacted] [View Payable Time](#)  
Empl Class Classified Earliest Change Date 04/01/2024

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

By clicking submit, I certify that the information reported is true and correct. I understand that providing false information may result in disciplinary action, up to and including termination, and may be a violation of the Rio Grande Valley policy.

### Time and Labor Error Messages

1 Reported hours for week: 04-01-2024 to 04-07-2024 are below 40. (32003,79) If week is crossover from previous period make sure previous period time sheet is submitted.

### Time and Labor Warning messages

2 rows

1 Hours indicated 04/05/2024 is less than scheduled hours 8. (32003,6)

2 Hours indicated 04/08/2024 is less than scheduled hours 8. (32003,6)

OK

\*View By Period

Print Timesheet

11 Thu

8 of 8

VACS - Vacation - Salaried	8.00	+								8.00			
REG - Regular	168.00	+	-	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00

# Enter Time

Timesheet is Submitted for the period 2024-04-01 - 2024-04-30

Name [redacted] FTE 1.000000 Manager [redacted]  
Empl ID [redacted] Type Salaried Manager [redacted]  
Empl Rcd 0 FLSA Status Nonexempt Manager ID [redacted]  
Empl Class Classified 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.

Click on icon to review Legend descriptions



### Legend

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

After submission, status icon will appear on each day

*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
REG - Regular	168.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00
VACS - Vacation - Salaried	8.00								8.00			

## 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 Nonexempt **Manager ID** [Redacted] [View Payable Time](#)  
Empl Class Classified 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 176Hours



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

\*View By

\*Time Reporting Code / Time Details

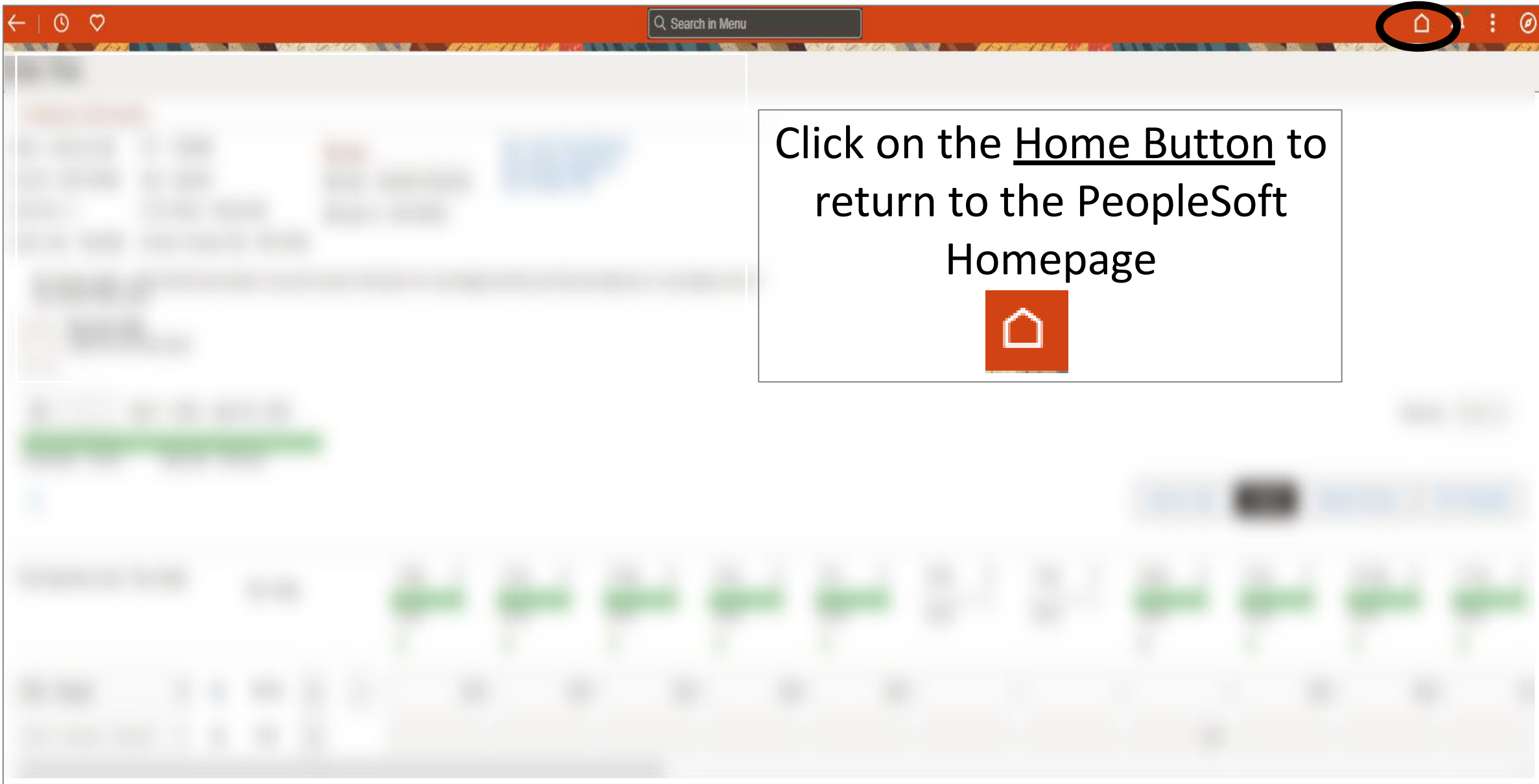
Row Totals

	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu
	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8



Code	Hours	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu
REG - Regular	168.00	8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00
VACS - Vacation - Salaried	8.00								8.00			

Approved



Click on the Home Button to return to the PeopleSoft Homepage



The image shows a screenshot of the PeopleSoft Actions List interface. The top navigation bar is orange and contains a 'Menu' dropdown, a search box labeled 'Search in Menu', and a home icon circled in black. A dropdown menu is open on the right side, listing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is circled in black. A central text box contains the following instructions:

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

At the bottom left of the screenshot, there is a small blue box containing the JavaScript code: `javascript:processing_win0(0,3000); void DoNewWindowFL(this)`

Congratulations!

You have successfully completed this topic.

**End of Procedure.**