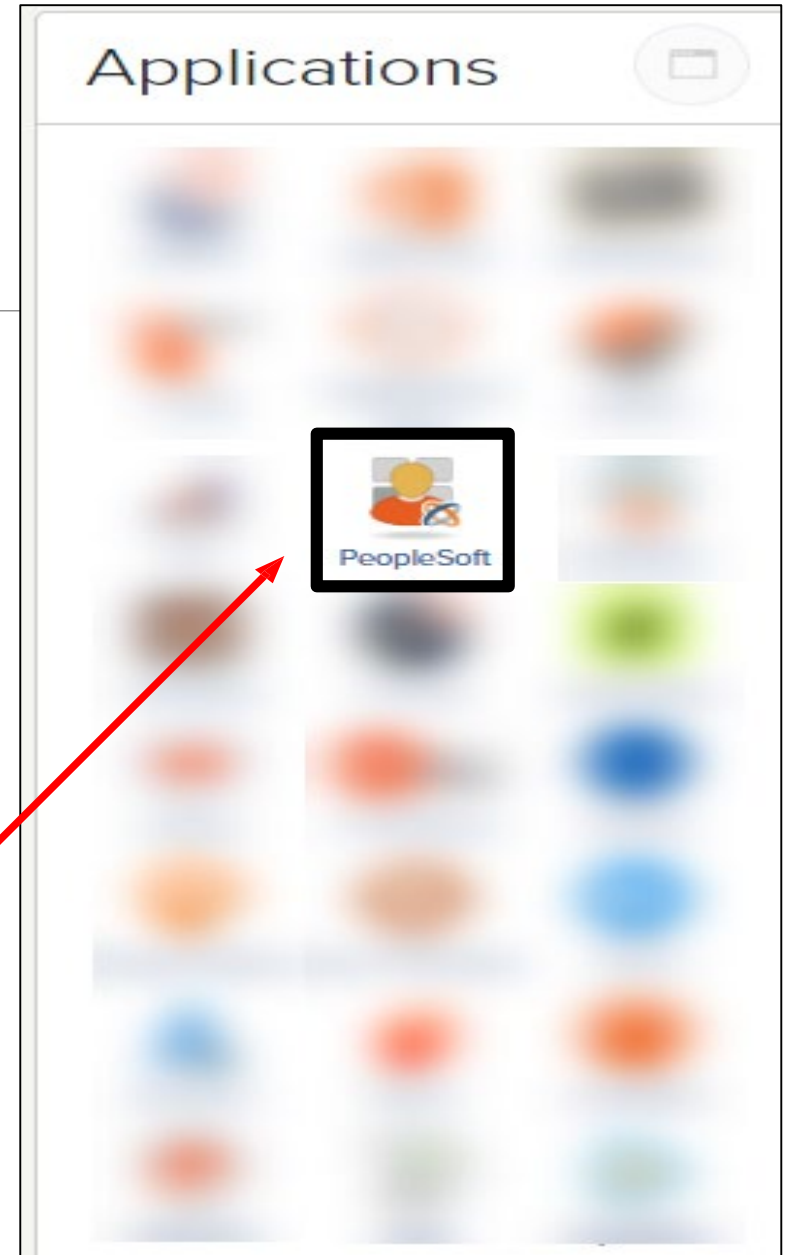


Manager Self Service- Approve Salaried Exempt Timecard

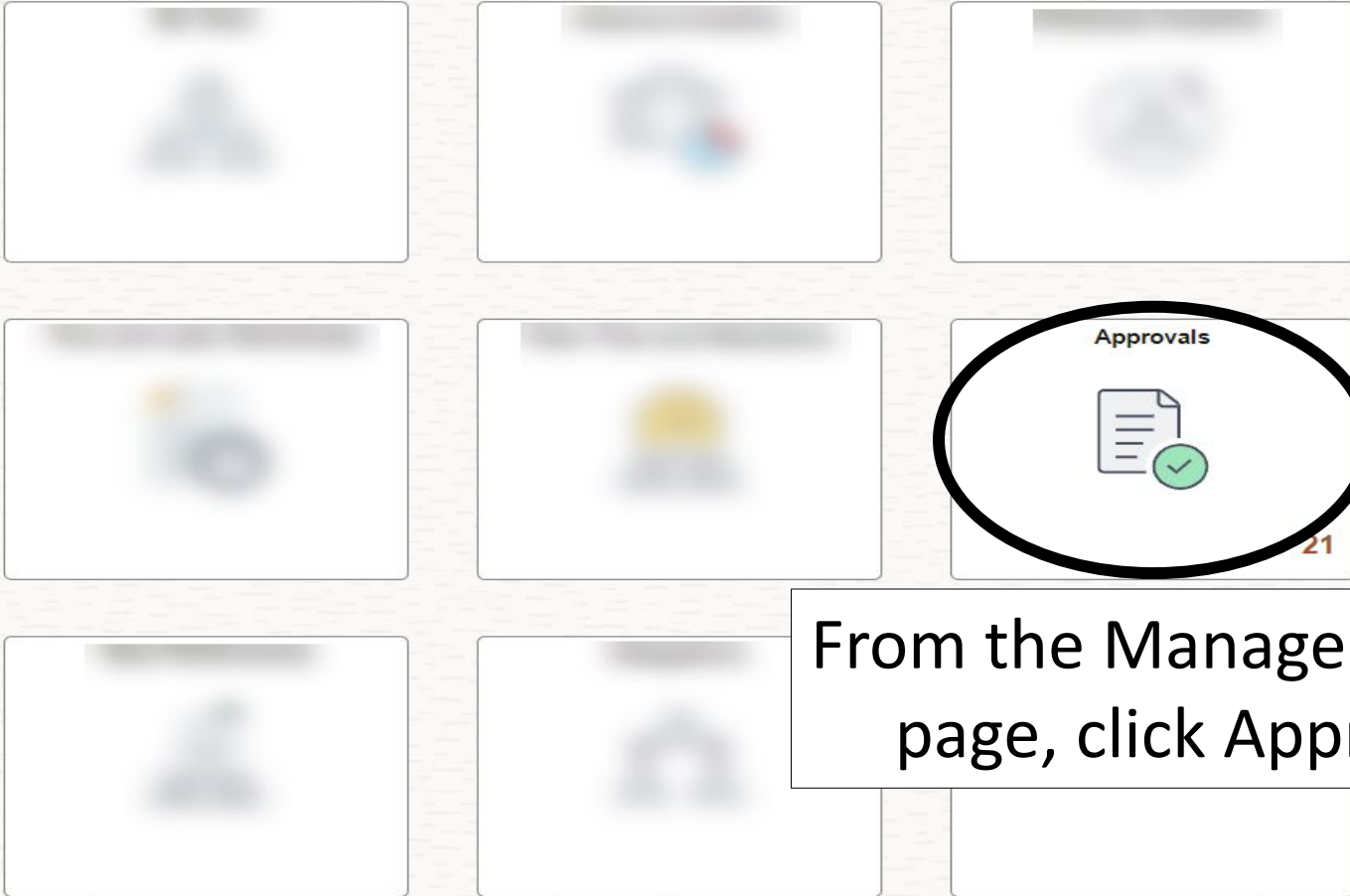
Log In

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.



⌚ ❤️ Menu Search in Menu 🔍

Manager Self Service ▾ < 5 of 13 > ⋮







Approvals
21

From the Manager Self Service page, click Approvals tile

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

Pending Approvals

View By 

-  All 21
-  Absence Request 0
-  Reported Time 1

All 1 rows

Reported Time Jane Doe	Quantity for Approval 0.00 Hours 03/01/2024 - 03/29/2024 Reassigned from Ernesto Ramirez	Routed 04/19/2024
---------------------------	--	----------------------

Click on Reported Time
to locate pending approvals and click
on pending transaction

Reported Time

Jane Doe
Academic Content Coach

Click Approve

Approve

☰ 21 line(s) are pending your approval

👤 Reassigned from Ernesto Ramirez

Summary

Time Period 03/01/2024 - 03/29/2024

Quantity for Approval 0.00 Hours

Quantity Scheduled 168.00 Hours

Quantity Submitted/ Approved 0.00 Hours

Quantity Reported 0.00 Hours

Quantity Denied 0.00 Hours

[View Legend](#)

Reported Time Details

Pending All

21 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	03/01/2024	NLT - No Leave Taken - Salaried	0.00 Hours	0.00 Hours / 8.00 Hours >
<input checked="" type="checkbox"/>	03/04/2024	NLT - No Leave Taken - Salaried	0.00 Hours	0.00 Hours / 8.00 Hours >
<input checked="" type="checkbox"/>	03/05/2024	NLT - No Leave Taken - Salaried	0.00 Hours	0.00 Hours / 8.00 Hours >
<input checked="" type="checkbox"/>	03/06/2024	NLT - No Leave Taken - Salaried	0.00 Hours	0.00 Hours / 8.00 Hours >
<input checked="" type="checkbox"/>	03/07/2024	NLT - No Leave Taken - Salaried	0.00 Hours	0.00 Hours / 8.00 Hours >
<input checked="" type="checkbox"/>	03/08/2024	NLT - No Leave Taken - Salaried	0.00 Hours	0.00 Hours / 8.00 Hours >

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

Enter Approver comments as needed and click Submit to complete approval

The screenshot shows a user interface for time reporting. At the top, it identifies the user as Jane Doe, Academic Content Coach, with 21 pending approval lines and a reassignment from Ernesto Ramirez. The 'Summary' section shows a time period from 03/01/2024 to 03/29/2024, with 0.00 hours for approval, submitted, or denied. A 'Reported Time Details' section is visible with 'Pending' and 'All' filters. A table lists reported time entries from 03/01/2024 to 03/07/2024, all with 0.00 hours reported. An 'Approve' dialog box is open, prompting for a comment and featuring 'Cancel' and 'Submit' buttons. The 'Submit' button is circled in red.

Select	Report Date	Time Reporting Code	Reported for Date / Scheduled for Date
<input type="checkbox"/>	03/01/2024	NLT - No Leave Taken - Salaried	0.00 Hours / 8.00 Hours
<input type="checkbox"/>	03/04/2024	NLT - No Leave Taken - Salaried	0.00 Hours / 8.00 Hours
<input type="checkbox"/>	03/05/2024	NLT - No Leave Taken - Salaried	0.00 Hours / 8.00 Hours
<input type="checkbox"/>	03/06/2024	NLT - No Leave Taken - Salaried	0.00 Hours / 8.00 Hours
<input type="checkbox"/>	03/07/2024	NLT - No Leave Taken - Salaried	0.00 Hours / 8.00 Hours

Pending Approvals

You have approved the request.

All 0

You have no pending approvals at this time.

Approval Confirmation banner will briefly appear



Click on arrow back to continue approving until all are completed

ved the request.

To review timecard status and details, go to Team Time and Attendance tile under Manager Self Service

Team Time and Attendance



Team Time and Attendance

- Timesheet
- Enter Time**
- Time Summary
- Leave / Comp Time
- Payable Time Detail
- Manage Absences
- Cancel Absences
- Multiple Absences Approval
- View Requests
- Absence Balances
- Compensatory Time
- Overtime Requests
- Assign Work Schedule
- Manager Search Options
- Absence Balance Details

Enter Time

As of Date

Filter

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Under Enter Time,
Click on filter to
search for employees

Team Time and Attendance

Timesheet

Enter Time

As of Date 04/26/2024 Apply

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options

Filter

Cancel Filters Done

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Job Description

Reports To Position Number

Workgroup

Position Number

Reset

Reports to position will default to Supervisor's position, you can narrow the search by adding more filters if needed and Click Done

Team Time and Attendance






- 👤 Timesheet ^
- Enter Time**
- Time Summary
- 👤 Leave / Comp Time
- 📅 Payable Time Detail
- 📅 Manage Absences
- 📅 Cancel Absences
- 📅 Multiple Absences Approval
- 📅 View Requests
- 👤 Absence Balances
- 📅 Compensatory Time
- 📅 Overtime Requests
- 📅 Assign Work Schedule
- 📅 Manager Search Options
- 📅 Absence Balance Details

Enter Time

As of Date

📘 Hours to be Approved and Exception counts are as of 04/26/2024.

Select Employee

Name/Title	Hours to be Approved
	
	
	
	
	

Select employee from the list



5 rows
↑↓

Team Time and Attendance

Timesheet

Enter Time

Time Summary

Enter Time

Employee Information

Name [redacted] FTE 1.000000

Empl ID [redacted] Type Salaried

Empl Pos: [redacted] FLSA Status: [redacted]

Legend

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

View Comp Time Balances

View Absence Balances

View Payable Time

Knowledge and that work time

Previous Next

*View By Period


Save for Later Submit Print Timesheet

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

NLT - No Leave Taken - Salarie

Manage Approvals

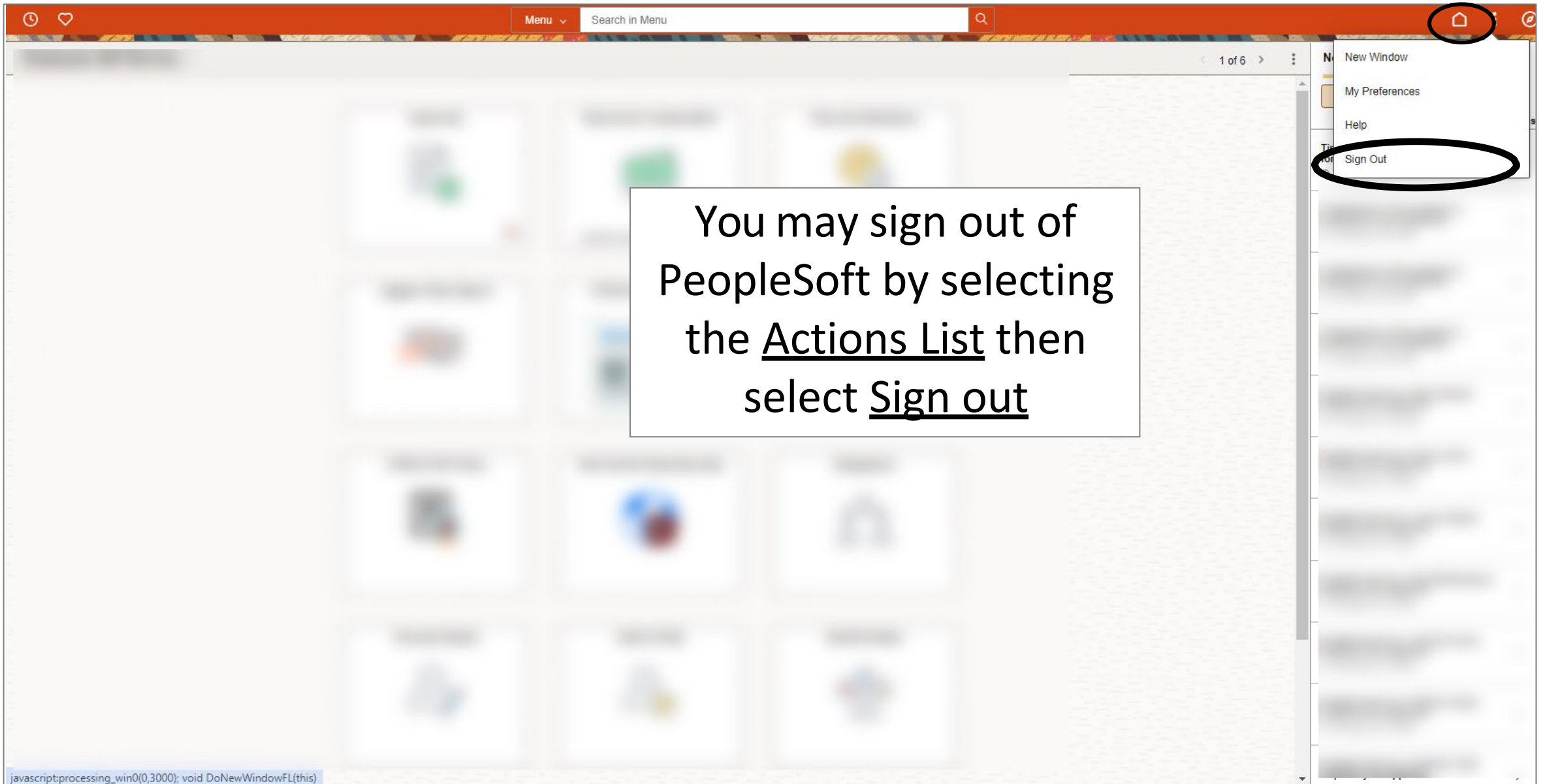
Date	Reported Status	Scheduled Work Hours
02/01/2024	Approved	8.00
02/02/2024	Approved	8.00
02/05/2024	Approved	8.00

Click on  icon to review status descriptions

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

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.