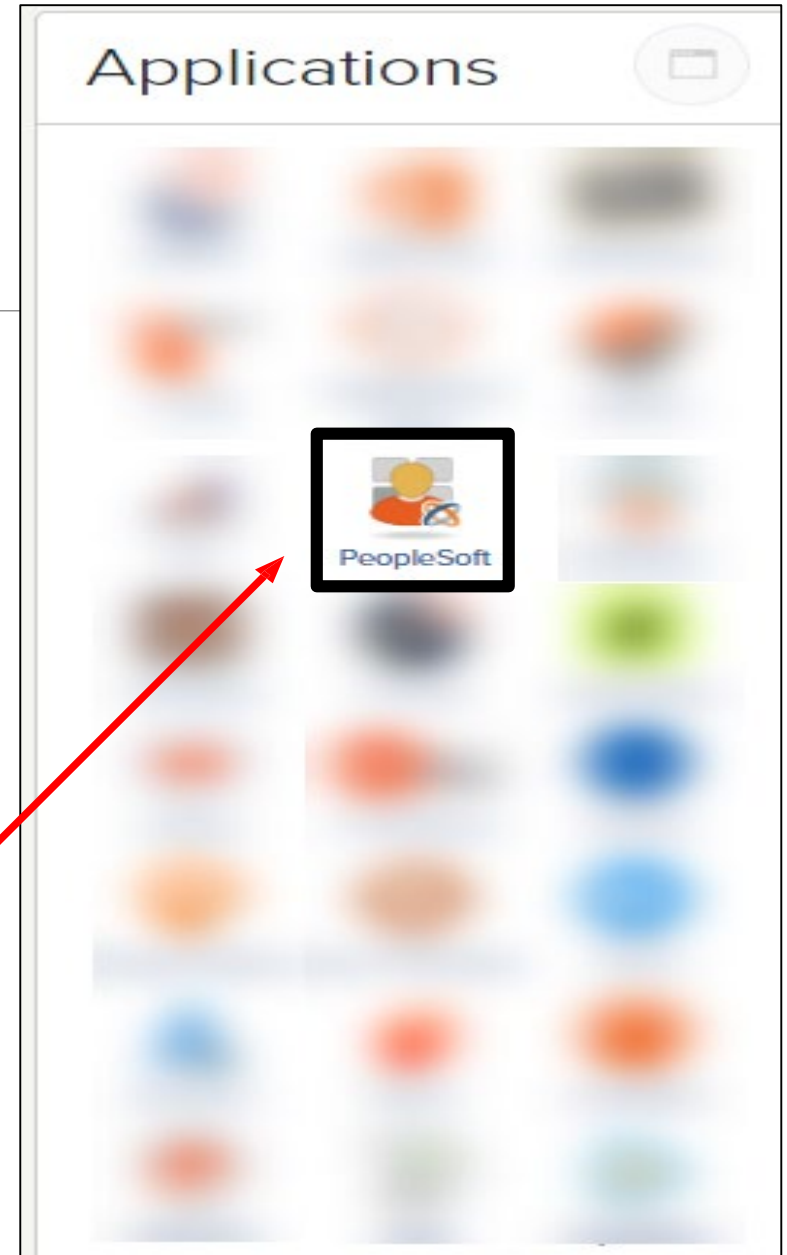


Manager Self Service- Hourly Timecard

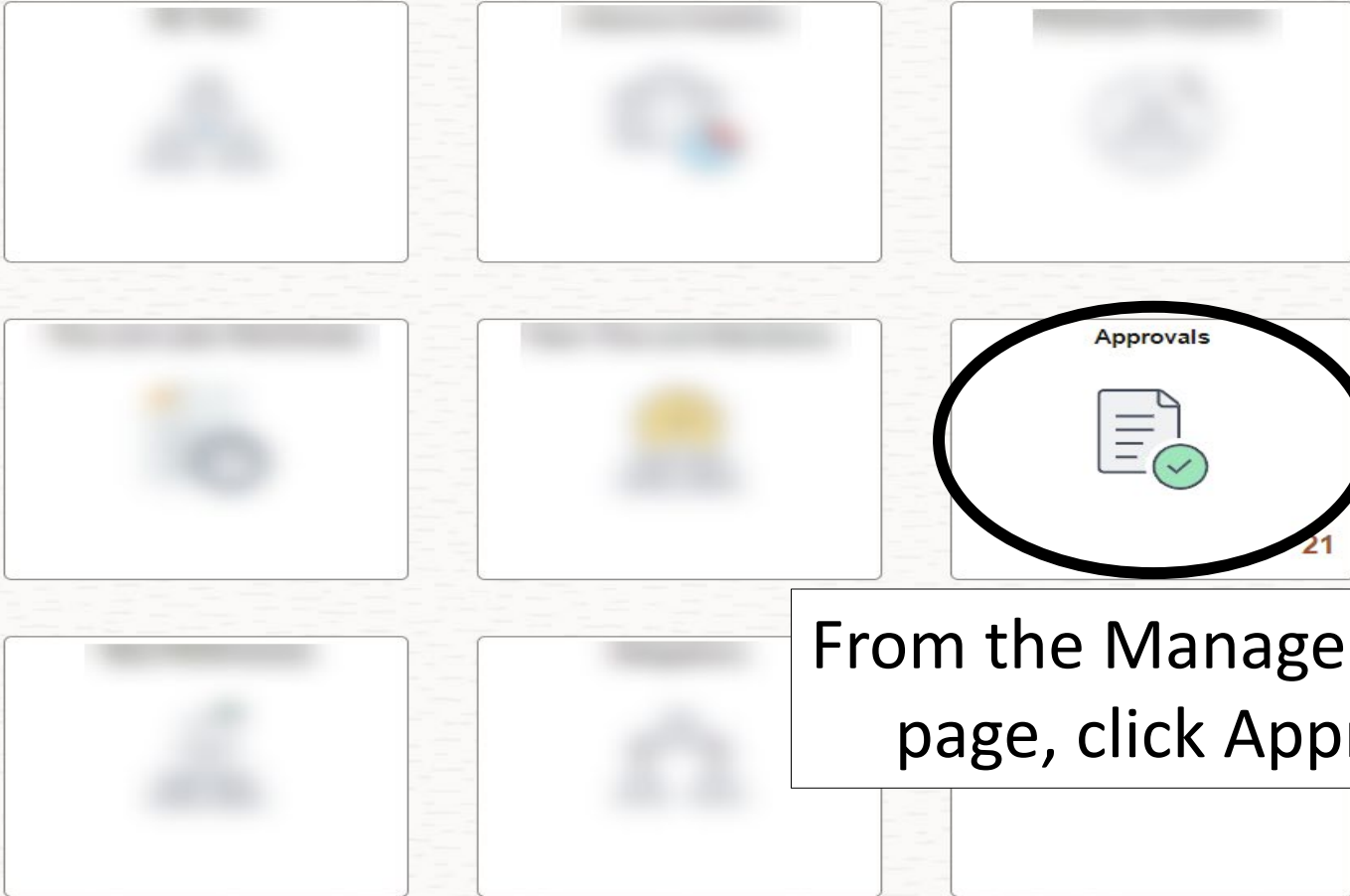
Log In

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

Pending Approvals

View By

- All 21
- Absence Request
- Reported Time 1**

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

Note: Hourly employees are now under Reported time approval and not payable time approval

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

Reported Time



[Redacted Name]

Click Approve



3 line(s) are pending your approval

Summary

Time Period 04/16/2024 - 04/18/2024

Quantity for Approval 16.50 Hours

Quantity Scheduled 0.00 Hours

Quantity Submitted/ Approved 0.00 Hours

Quantity Reported 16.50 Hours

Quantity Denied 0.00 Hours

[View Legend](#)

Reported Time Details

Pending All

3 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	04/16/2024	REG - Regular	5.50 Hours	5.50 Hours / 0.00 Hours >
<input checked="" type="checkbox"/>	04/17/2024	REG - Regular	5.50 Hours	5.50 Hours / 0.00 Hours >
<input checked="" type="checkbox"/>	04/18/2024	REG - Regular	5.50 Hours	5.50 Hours / 0.00 Hours >

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

Enter Approver comments as needed and click Submit to complete approval

The screenshot shows a web application interface for time reporting. At the top, there are navigation icons (back, refresh, heart) and a header 'Reported Time'. Below the header, a user profile picture is visible, and a notification states '3 line(s) are pending your approval'. The 'Summary' section displays the following data:

- Time Period: 04/16/2024 - 04/18/2024
- Quantity for Approval: 16.50 Hours
- Quantity Submitted/ Approved: 0.00 Hours
- Quantity Denied: 0.00 Hours
- Quantity Scheduled: 0.00 Hours
- Quantity Reported: 16.50 Hours

Below the summary is a 'View Legend' link and a 'Reported Time Details' section. It features two tabs: 'Pending' (selected) and 'All'. A table with 3 rows is displayed, showing reported time entries. An 'Approve' dialog box is overlaid on the table, containing a 'Cancel' button, a 'Submit' button (circled in red), and a text input field for 'Approver Comments'. The dialog text reads: 'You are about to approve this request.'

Select	Report Date	Time Reporting Code	Reported for Date / Scheduled for Date
<input type="checkbox"/>	04/16/2024	REG - Regular	5.50 Hours / 0.00 Hours
<input type="checkbox"/>	04/17/2024	REG - Regular	5.50 Hours / 0.00 Hours
<input type="checkbox"/>	04/18/2024	REG - Regular	5.50 Hours / 0.00 Hours

Pending Approvals

You have approved the request.

All 0

You have no pending approvals at this time.

Approval Confirmation banner will briefly appear



Pending Approvals

Click on arrow back to continue approving until all are completed

proved 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

5 rows

Name/Title	to be Approved
 	
 	
 	
 	
 	

Select employee from the list



Team Time and Attendance


Enter Time

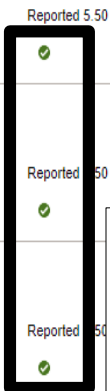
Employee Information

Name [redacted] FTE 0.475000 Manager [redacted] View Comp Tim
Empl ID [redacted] Type Hourly Manager [redacted] View Absence
Empl Rcd 0 FLSA Status Nonexempt Manager ID [redacted] View Payable T

Legend

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

Click on  icon to review status descriptions



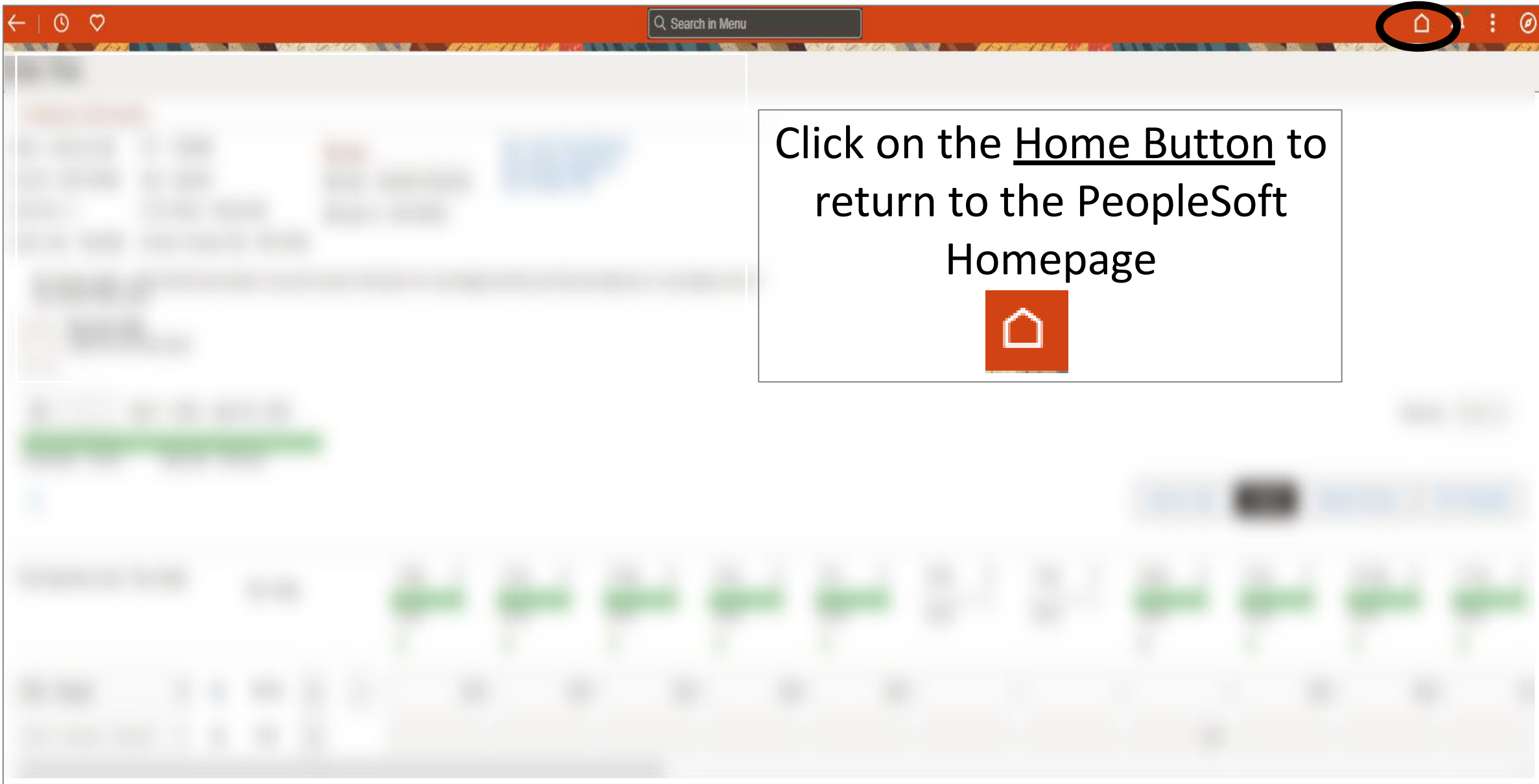
An icon will appear on each day to reflect the time status.

Day Summary	In	Out	Time Reporting Code	Time Details	Comments	Reported Status
16 Tuesday	9:00:00AM	2:30:00PM	00 REG - Regular			Approved
17 Wednesday	9:30:00AM	3:00:00PM	00 REG - Regular			Approved
18 Thursday			REG - Regular			Approved

Previous Next

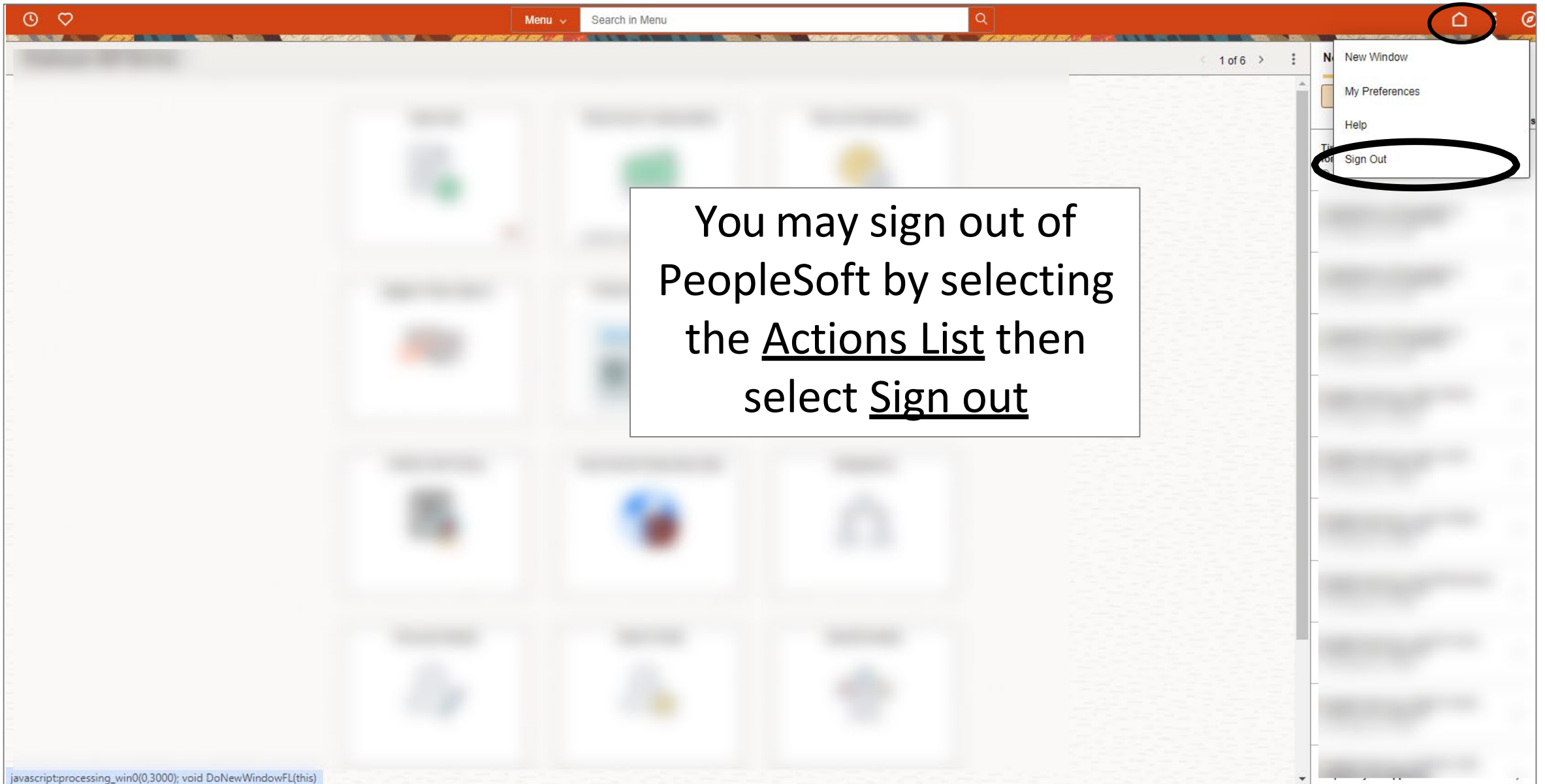
*View By Period

Save for Later Submit Clear Print Timesheet



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.