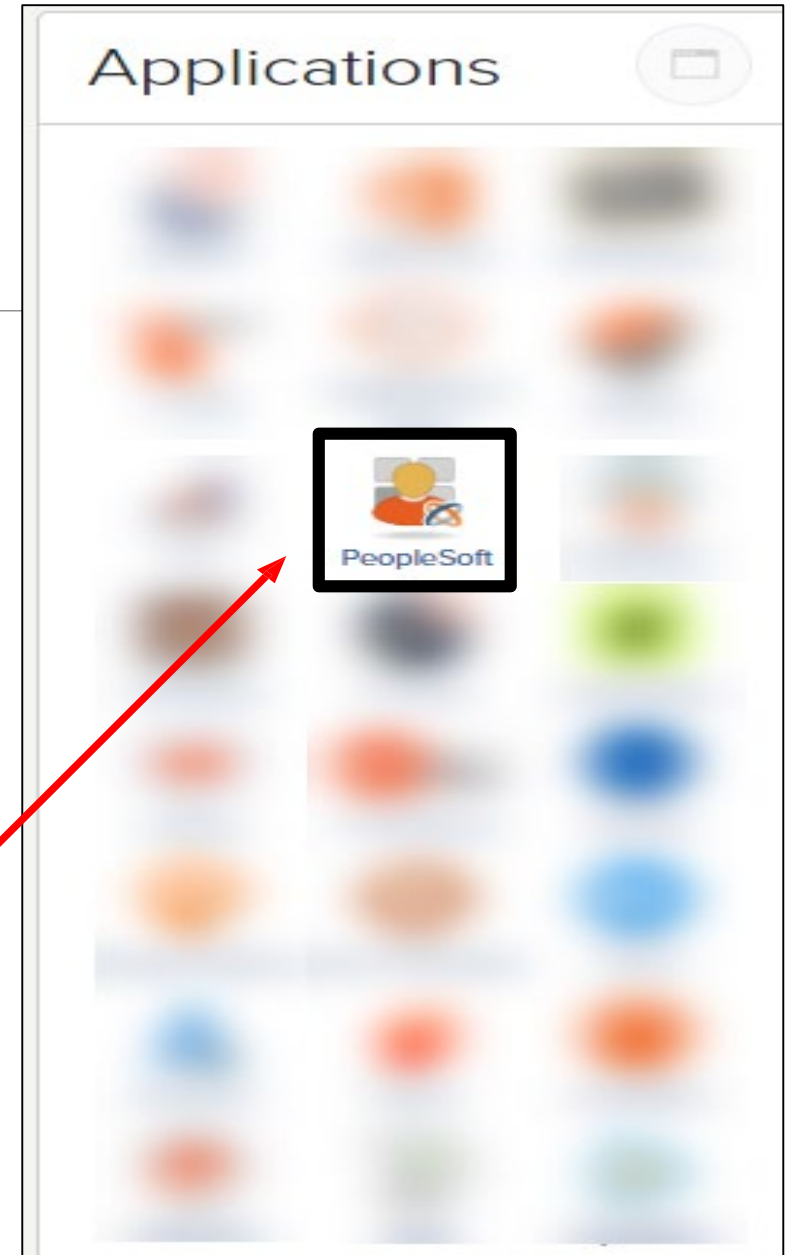


# Manager Self Service- Approve Salaried Non-Exempt Timecard

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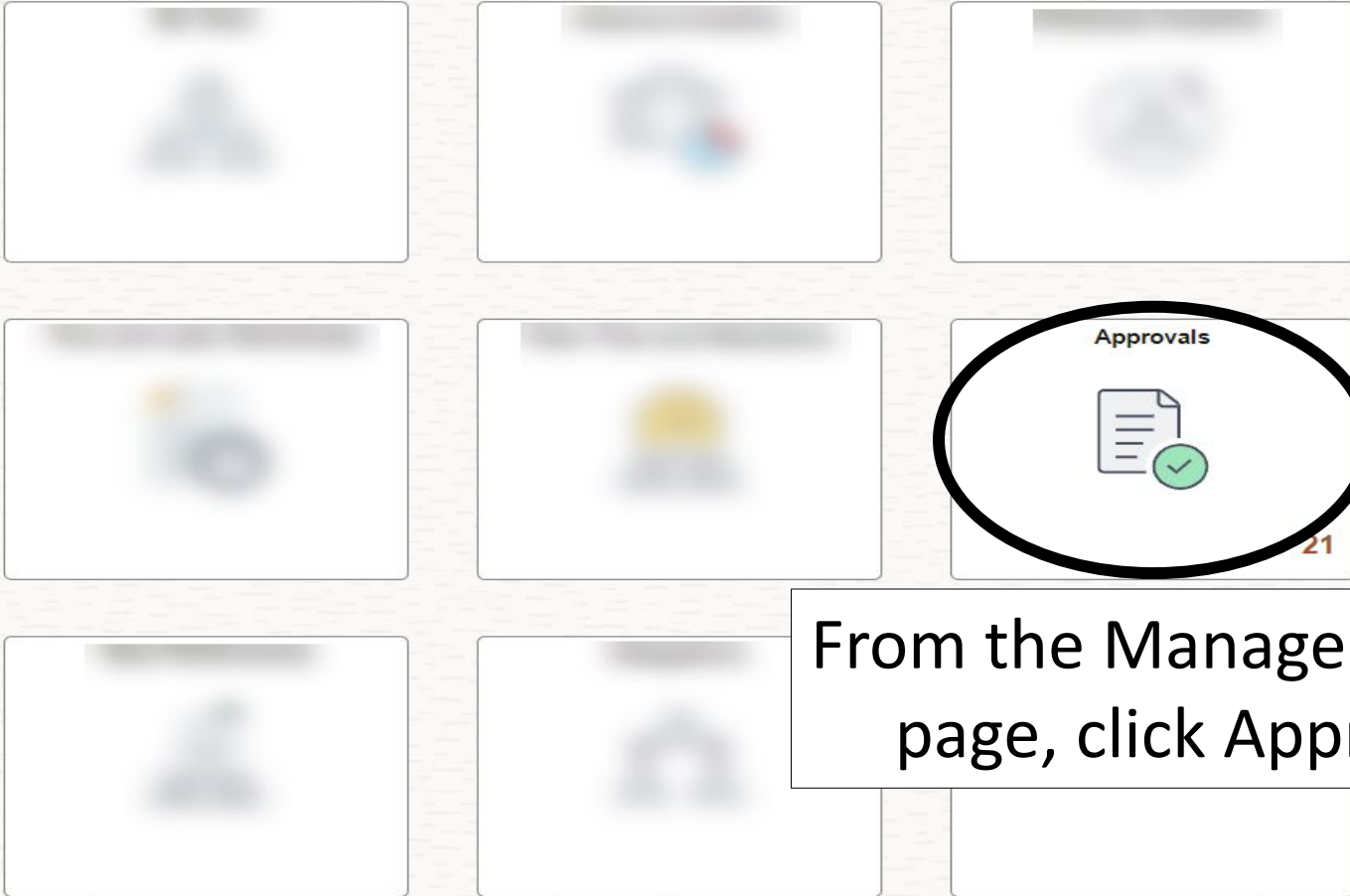
# Log In

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.



⌚ ❤️ 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

1 rows  
Routed 04/19/2024

Note: Salaried nonexempt 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

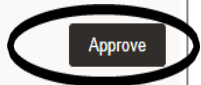
John Doe

Bldg Attendant I - Night

21 line(s) are pending your approval

Reassigned from Margarita Ivie

Click Approve



#### Summary

Time Period 02/01/2024 - 02/29/2024

Quantity for Approval 168.00 Hours

Quantity Scheduled 168.00 Hours

Quantity Submitted/ Approved 0.00 Hours

Quantity Reported 168.00 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"/>	02/01/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours >
<input checked="" type="checkbox"/>	02/02/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours >
<input checked="" type="checkbox"/>	02/05/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours >
<input checked="" type="checkbox"/>	02/06/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours >
<input checked="" type="checkbox"/>	02/07/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours >
<input checked="" type="checkbox"/>	02/08/2024	REG - Regular	8.00 Hours	8.00 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 web application interface for time reporting. At the top, there is a navigation bar with a back arrow, a clock icon, and a heart icon. Below this, the user's name 'John Doe' and role 'Bldg Attendant I - Night' are displayed. A notification indicates '21 line(s) are pending your approval' and a note says 'Reassigned from Margarita Ivie'. The 'Summary' section shows the 'Time Period' as '02/01/2024 - 02/29/2024', 'Quantity for Approval' as '168.00 Hours', 'Quantity Submitted/ Approved' as '0.00 Hours', and 'Quantity Denied' as '0.00 Hours'. There is a 'View Legend' link and a 'Reported Time Details' section with a 'Pending' filter selected. A table lists reported time entries with columns for 'Select', 'Report Date', 'Time Reporting Code', and 'Reported for Date / Scheduled for Date'. The table contains five rows of data for dates from 02/01/2024 to 02/07/2024, all with 'REG - Regular' reporting code and '8.00 Hours' reported. An 'Approve' dialog box is overlaid on the table, containing a 'Cancel' button, a 'Submit' button (circled in red), a message 'You are about to approve this request', and a text input field for 'Approver Comments'. The dialog also indicates '21 rows' of data are present.

Select	Report Date	Time Reporting Code	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	02/01/2024	REG - Regular	8.00 Hours / 8.00 Hours
<input checked="" type="checkbox"/>	02/02/2024	REG - Regular	8.00 Hours / 8.00 Hours
<input checked="" type="checkbox"/>	02/05/2024	REG - Regular	8.00 Hours / 8.00 Hours
<input checked="" type="checkbox"/>	02/06/2024	REG - Regular	8.00 Hours / 8.00 Hours
<input checked="" type="checkbox"/>	02/07/2024	REG - Regular	8.00 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



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

Filters

Cancel 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

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

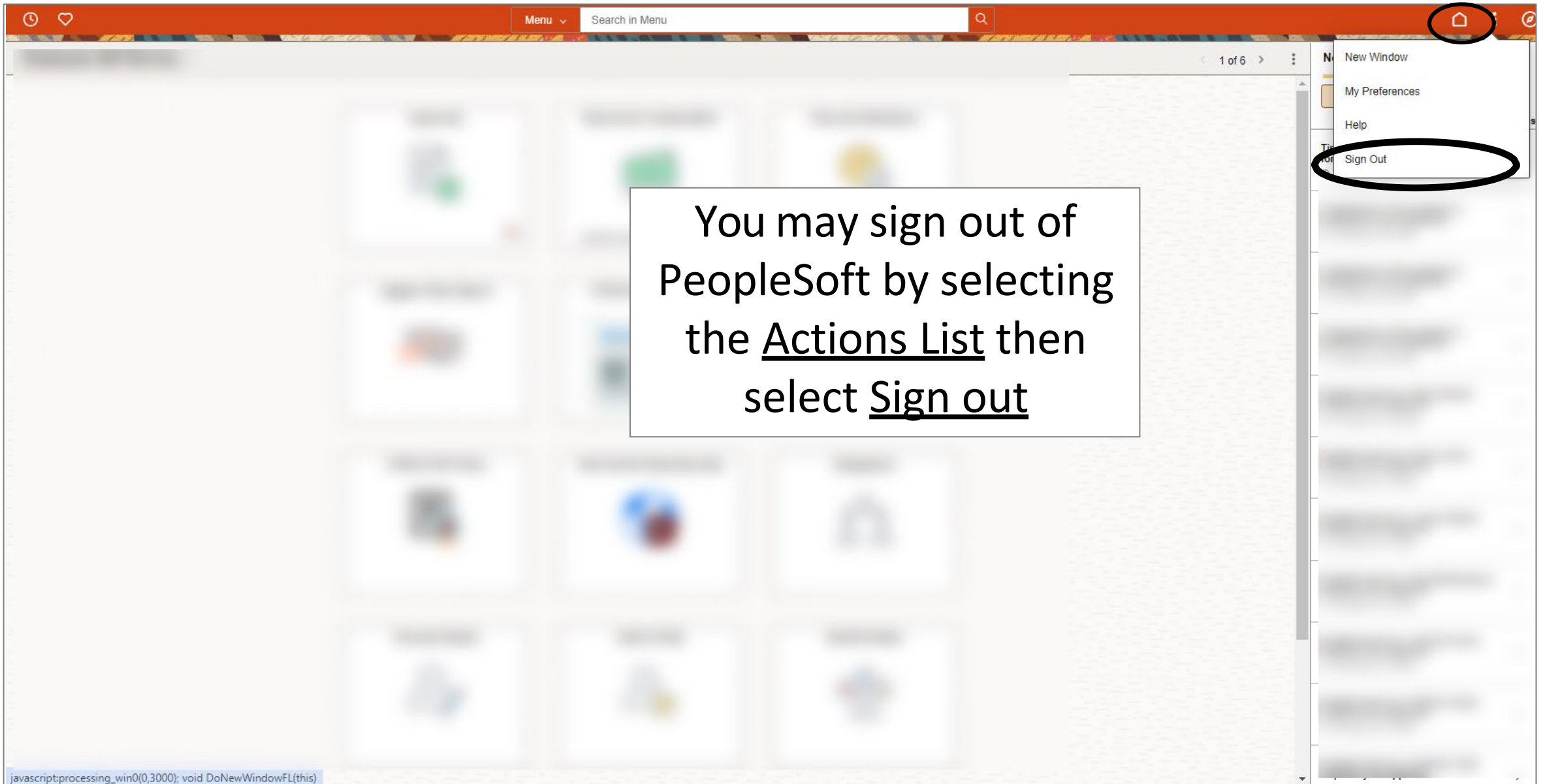
An icon will appear on each day to reflect the time status.

REG - Regular 168.00  
SICKS - Sick - Salaried 8.00  
VACS - Vacation - Salaried 8.00

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
04/01/2024	Approved	8.00 REG	Regular	8.00
04/02/2024	Approved	8.00 REG	Regular	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.**