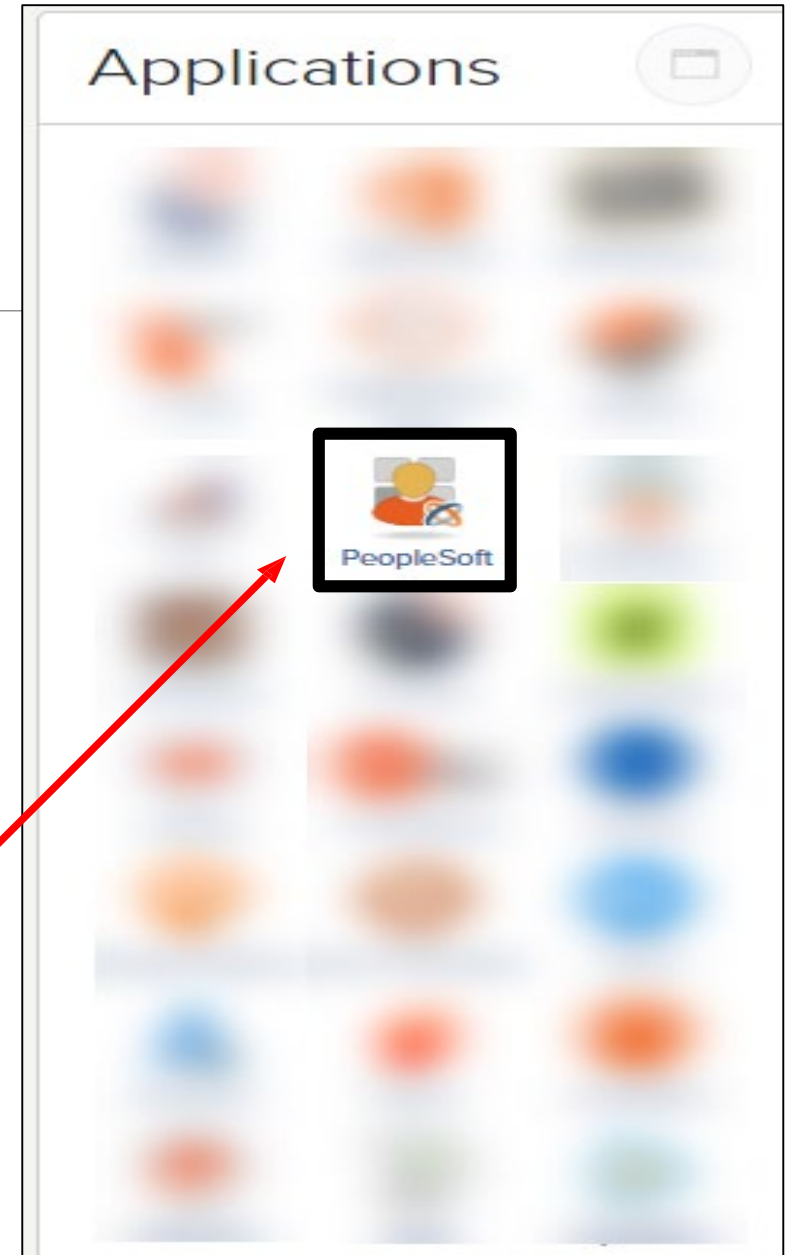


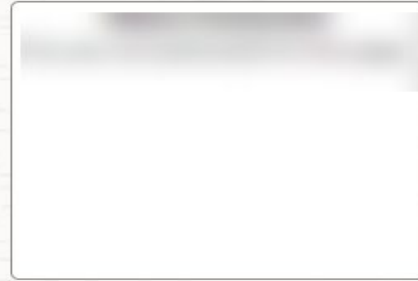
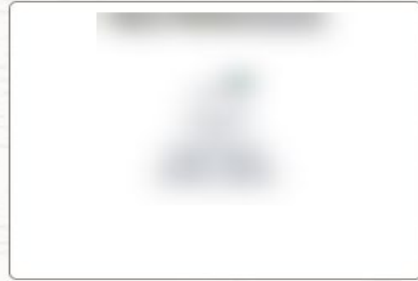
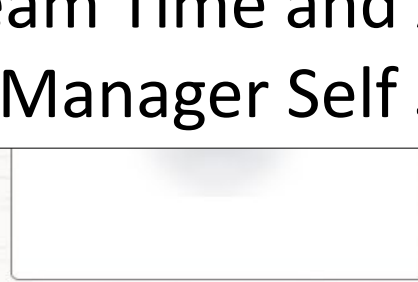
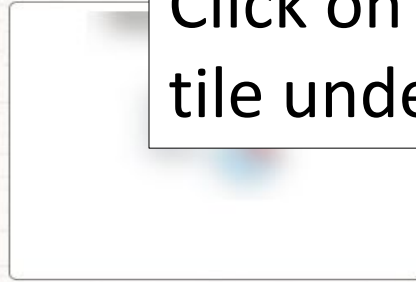
Manager Self Service- Overtime Payout

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.



Click on Team Time and Attendance tile under Manager Self Service



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



In this example employee worked 50hrs in one week and 50hrs in another week and has accrued a total of (each week = 50hrs - 40hrs=10hours X 1.5) 30hrs overtime.

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 05/01/2024

By clicking submit, I certify that the time hereon is
absence is in accordance with UT Rio Grande Vall

Return to Select Employee

May 1, 2024 - May 31, 2024

Scheduled 184.00 | Reported 184Hours|

Reported time on or after 05/01/2024 is for a future period

*Time Reporting Code / Time Details

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
1 Comp Time	OVERTIME	30.00	-9999		[icon]
2 Comp Time	STRAIGHT	15.50	-9999		[icon]
3 Comp Time	OVERTIMTRS				[icon]

Close

5 Sun 0 of 0 6 Mon 8 of 8 7 Tue 8 of 8 8 Wed 8 of 8 9 Thu 8 of 8

REG - Regular 176.00 + - 8.00 8.00 8.00 8.00 8.00 8.00 8.00
HLTKN - Holiday Taken - Salari 8.00 + - 8.00 8.00 8.00 8.00 8.00 8.00

Save for Later Submit Print Timesheet

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 05/01/2024

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.



[redacted] z

[Previous](#) [Next](#)

[Return to Select Employee](#)



April 1, 2024 - April 30, 2024

*View By [Period](#)

Scheduled 176.00 | Reported 196Hours | Unapproved Time 0.00

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

Click on plus sign to add a row

*Time Reporting Code / Time Det

	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue
Progress	10 of 8	10 of 8	10 of 8	10 of 0	0 of 0	8 of 8	8 of 8
Status	✓	✓	✓	✓		✓	✓

REG - Regular 196.00 **+** - 10.00 10.00 10.00 10.00 10.00 10.00 8.00

Manage Approvals

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 05/01/2024

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.



[Return to Select Employee](#)

April 1, 2024 - April 30, 2024

*View By Period

Scheduled 176.00 | Reported 226.00 Hours | Unapproved Time 0.00

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

*Time Reporting Code / Time Details

Row Totals

Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat
8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0

Select Time Reporting Code OCP

Enter number of hours to pay on the last day of the month

OCP - Overtime Comp Payout

30.00

30.00

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 05/0

Manager

[View Comp Time Balances](#)

[View Absence Balances](#)

Review Time Card

Time and Labor Error Messages

1

Time and Labor Warning messages

1	Hours entered more than scheduled hours 0 on 04/06/2024. (32003,7)
2	Hours entered more than scheduled hours 8 on 04/01/2024. (32003,7)
3	Hours entered more than scheduled hours 8 on 04/02/2024. (32003,7)
4	Hours entered more than scheduled hours 8 on 04/03/2024. (32003,7)
5	Hours entered more than scheduled hours 8 on 04/04/2024. (32003,7)
6	Hours entered more than scheduled hours 8 on 04/05/2024. (32003,7)
7	Total reported hours exceeds 40. (32003,11)

Note: Payroll will pay hours entered before 20th day of current month for any hours as of prior month
Example: Payroll will pay any OCP hours entered as of 09/30/2024 on 10/20/2024 for pay date of 11/01/2024

By clicking submit, I certify that the time hereon is and absence is in accordance with UT Rio Grande



[Return to Select Employee](#)



April 1, 2024 - April 30, 2024

Scheduled 176.00 | Reported 226.00 Hours



*Time Reporting Code / Time Details

Click OK

REG - Regular



196.00

OK

OCP - Overtime Comp Payout

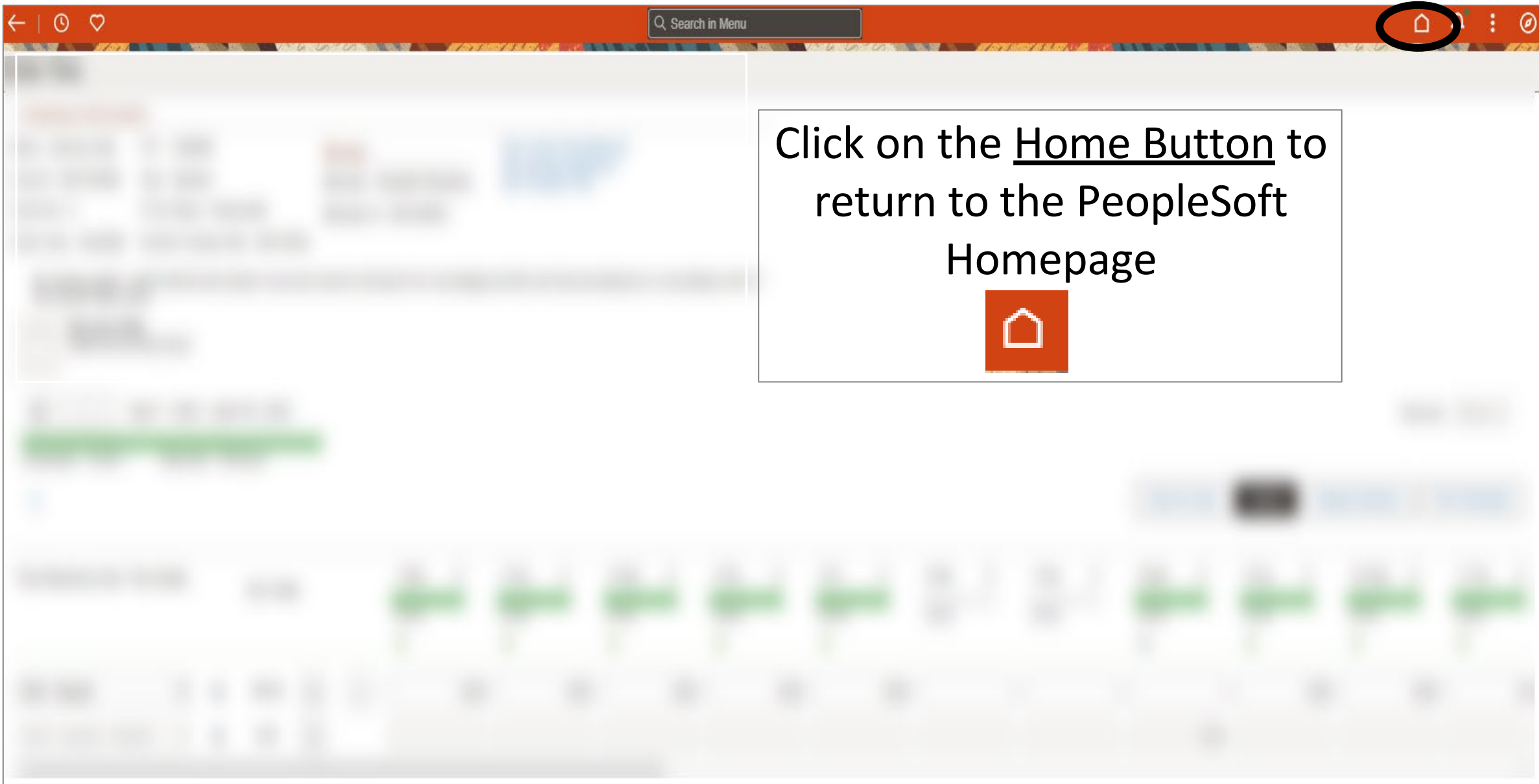


30.00

30.00

Important Information

- System will determine if overtime payment is subject to TRS or not based on the following logic.
 1. Time earned and paid on current timesheet is eligible to accrue TRS value.
 2. Time earned from prior periods and paid later is not eligible to accrue TRS value.



Click on the Home Button to return to the PeopleSoft Homepage



The image shows a screenshot of the PeopleSoft Actions List interface. At the top, there is a navigation bar with a 'Menu' dropdown and a search box labeled 'Search in Menu'. On the right side, a dropdown menu is open, showing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is circled in black. In the center of the screen, a white text box contains the following instructions: 'You may sign out of PeopleSoft by selecting the Actions List then select Sign out'. The background of the page is a grid of various application icons, which are blurred. At the bottom left of the browser window, there is a small blue box containing the text: 'javascript:processing_win0(0,3000); void DoNewWindowFL(this)'. The browser's address bar at the top right shows a home icon and a refresh icon, both of which are also circled in black.

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.