Manager– Approving Timesheet Submissions

Timesheet submissions will route for approval to Managers, these types of requests will be classified as "Reported Time" and can be approved via the "HRMS Approvals" tile.

Option 1:

To: despino4@utep.edu.utz

This message is to notify you that there is a timesheet requ

Employee ID: 6001492009,   Itzel Rivas
Job Title: Undergraduate Assistant II
Date: 2020-07-06

①

https://zaih-uat.utshare.utsystem.edu/psp/ZAIHUAT/EMPLOYEE/HRMS/c/EOAWMA_MAIN_FL.EOAWMA_MAIN_FL.GBL?Action=U&EMPLID=6001492009&EMPL_RCD=0&DUR=2020-07-06&SEQ_NBR=3&PUNCH_TYPE=1&TRANSACTIONID=10&EOAWDEFN_ID=UTSHRReport

②

This is a system-generated em

③

E-mail Method:

1. Approver will receive the **approval e-mail** notification.
2. At the bottom of the e-mail, click on the **hyperlink**.
3. Enter your UTEP credentials and log into PeopleSoft; you will then be directed to HRMS Approvals, select a request to continue.

UTEP

UTEP Single Sign On

Please login

User Name   Password

Forgot password?

Login

Option 2:

1. Log into PeopleSoft, from the Employee Self Service homepage, select the **HRMS Approvals** tile.
2. Under Pending Approvals, select the **Reported Time** request from the list (each row contains:

HRMS Approvals

①

3

View By	Type				
All	8	**All**			8 rows
Absence Request	2	**Absence Request** Yvette Ruiz-Esparza	Sick Leave, 2 Hours 11/06/2020	②	Routed 11/06/2020
Reported Time	5	**Absence Request** Yvette Ruiz-Esparza	Vacation Leave, 8 Hours 11/02/2020		Routed 11/06/2020
eForms Transactions	1	**eForms Transactions**	00167215 Yvette Ruiz-Esparza		Routed 11/11/2020

Manager– Approving Timesheet Submissions

Manuel Gonzalez

Undergraduate Assistant II

Approve   **Deny**

2

☰ 3 line(s) are pending your approval

Summary

Time Period	07/01/2020 - 07/03/2020
Quantity for Approval	14.00 Hours
Quantity Submitted/ Approved	0.00 Hours
Quantity Denied	0.00 Hours

The page displayed will show full details about the **Reported Time**. If there are multiple lines pending review, select the lines and chose and action.

1. Review information and use the check box to **select** the lines.

   You can select the line item to view the punch in/out times, by selecting the "Adjust Reported Time" link on the next screen.

   The **View Legend** hyperlink provides a legend in the event that you see an icon on the line item. **Exception** is time entered is over the student's allotted 19hrs per week. **Cross Over** reflects when time entered for one day crosses over to the next day. Please make sure these entries were not submitted in error.

2. Select: **Approve** to approve the request or select **Deny** to deny the request (users can modify & resubmit denied time). Please note, comments are required when denying transactions.

View Legend

Icons Legend ✕

⚠ Exception

⏱ Cross Over

▼ **Reported Time Details**

[Pending] [All]

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
☑	07/01/2020		3.00 Hours	3.00 Hours / 0.00 Hours	›
☐	07/02/2020		5.50 Hours	5.50 Hours / 0.00 Hours	›
☐	07/03/2020		5.50 Hours	5.50 Hours / 0.00 Hours	›

1

Approver Comments

3. Click the **Submit** button to complete the process.

   If you still need to approve/deny other lines, the page will refresh and you will see the outstanding lines, follow steps 1-3 once again to review the outstanding line items.

Cancel   **Approve**   **Submit**

3

You are about to approve this request.

Approver Comments