

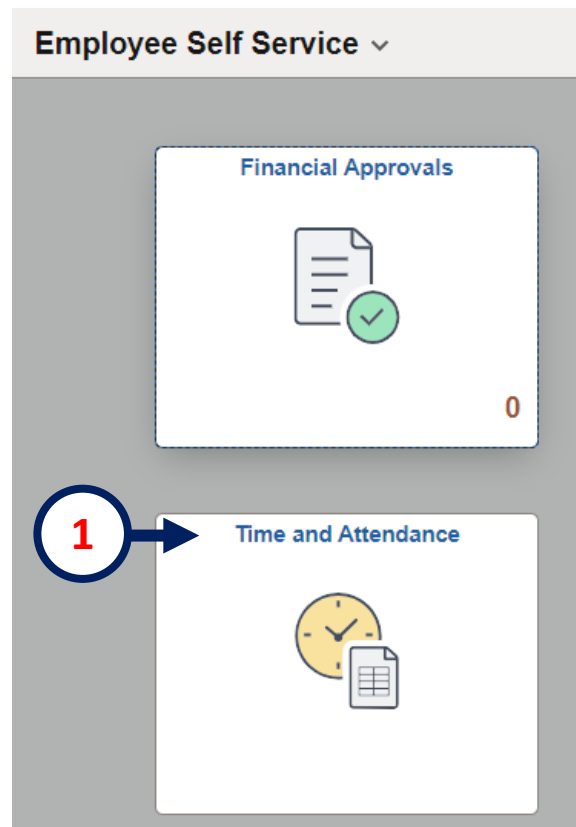


Time Reporting



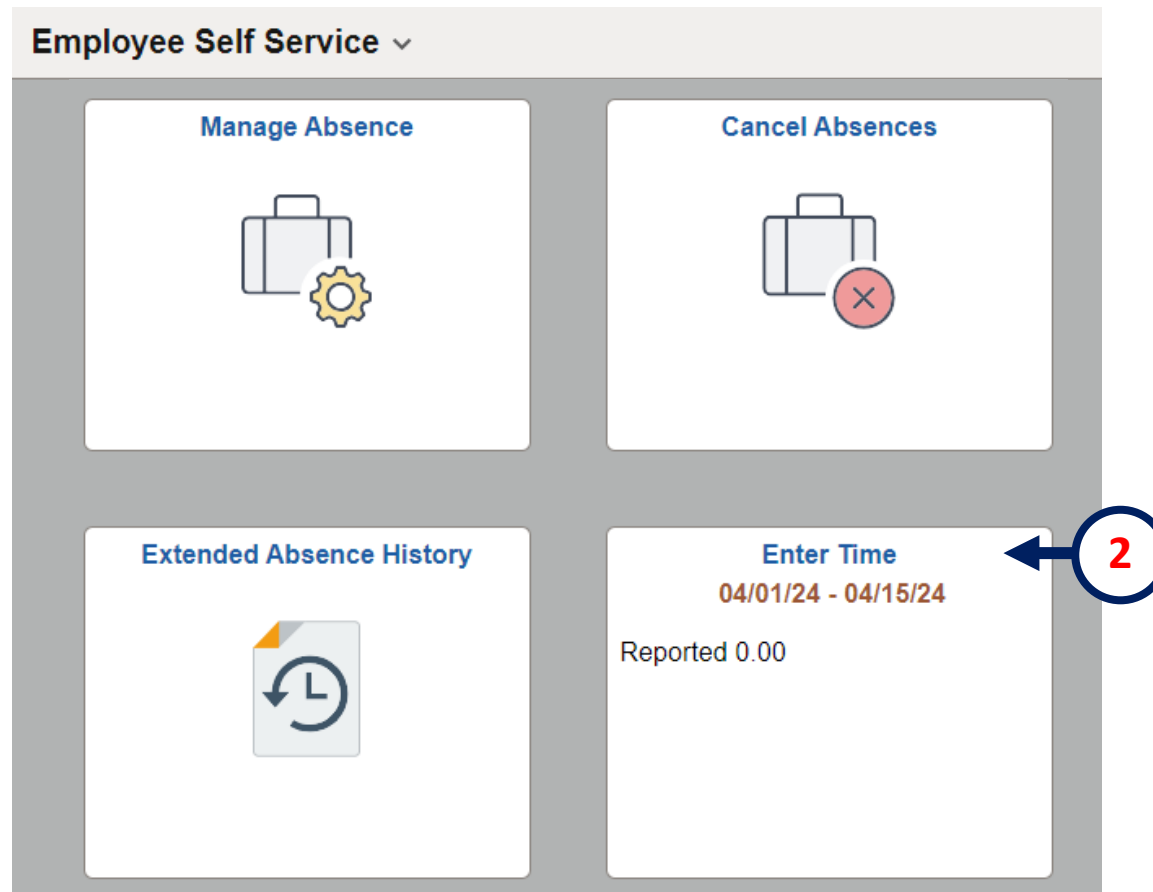
How to enter time as an hourly employee

1. On the PeopleSoft portal page, select the **Time and Attendance** tile.



How to enter time as an hourly employee

2. Select the **Enter Time** tile.



How to enter time as an hourly employee

3. Before entering time, click on ***View By**, and select **Period**.

Enter Time

Employee Information

Name Michael Jordan FTE 0.475000
Empl ID 6000000007 Type Hourly
Empl Rcd 0 FLSA Status Nonexempt
Empl Class Student Earliest Change Date 04/01/2024

Manager

Manager Tom Landy

Manager ID 6000000009

[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

Michael Jordan
Undergraduate Assistant II

   March 1, 2024 - March 15, 2024

Scheduled 88.00 | Reported 4.50Hours



Elapsed

Punch

[Save for Later](#)


[Submit](#)

[Clear](#)

[Request Absence](#)

[Print](#)

*View By

Period 
Bi-Weekly
Monthly
Period
Weekly

3

How to enter time as an hourly employee

4. On the corresponding day, enter your **In** and **Out** time on a daily basis.
5. After entering your time, always click **Save for later**.
6. After you enter the last **In** and **Out** time of the pay cycle, click **Submit**.

NOTE: If you do not click Submit, your time will not be processed.

Enter Time

Employee Information

Name Michael Jordan FTE 0.475000
Empl ID 6000000007 Type Hourly
Empl Rcd 0 FLSA Status Nonexempt
Empl Class Student Earliest Change Date 04/01/2024
Manager View Comp Time Balances
View Absence Balances
View Payable Time
Manager Tom Landry
Manager ID 6000000009

Michael Jordan
Undergraduate Assistant II

March 1, 2024 - March 15, 2024

*View By Period

Scheduled 88.00 | Reported 0.00Hours



Elapsed

Punch

4

5

6

Save for Later

Submit

Clear

Request Absence

Print Timesheet

Day Summary

In

Out

Time Reporting Code

Quantity

Time Details Comments

01

Friday

Mar

Reported 0.00



8:00:00AM

11:00:00AM



How to enter time as an hourly employee

7. To add an extra line in the entry time, just click the (+) icon.
(this is helpful if you have a lunch break in between)
8. To delete a line in the entry time, just click the (-) icon

Enter Time

Employee Information

Name Michael Jordan FTE 0.475000 Manager
Empl ID 6000000007 Type Hourly Manager Tom Landy
Empl Rcd 0 FLSA Status Nonexempt Manager ID 6000000009
Empl Class Student Earliest Change Date 02/16/2024

[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

Michael Jordan
Undergraduate Assistant II



March 1, 2024 - March 15, 2024

Scheduled 88.00 | Reported 0.00Hours



Elapsed

Punch

[Save for Later](#)

[Submit](#)

[Clear Request /](#)

7

Day Summary		In	Out	Time Reporting Code	Quantity	Time Details	Comments
04	Monday						
	Mar	Reported 0.00					

8

Understanding the reported time status

1. Understanding the icons beneath the **Reported time**
2. Click the information symbol (i) to display the icon description

Enter Time

> **Employee Information**

Michael Jordan

Undergraduate Assistant II



March 1, 2024 - March 15, 2024

*View By [

Scheduled 88.00 | Reported 9.00Hours

2



Elapsed

Punch

Save for Later

Submit

Clear

Request Absence

Print

1



01

Friday

Mar

Reported 6.00



8:00:00AM

12:00:00PM



+

-

1:00:00PM

3:00:00PM



+

-

02

Saturday

Mar

Reported 3.00



8:00:00AM

11:00:00AM



+

-

03

Sunday

Mar

Reported 0.00



+

-

Understanding the reported time status

3. After clicking the (i) symbol (step 2), the legend menu will appear (Legend for status of your entered time)

The screenshot displays the 'Enter Time' interface. On the left, under 'Employee Information', fields for Name, Empl ID, Empl Rcd, Empl Class, Manager, and Manager ID are visible. Below this, the date is set to March 1, 2024, and the scheduled time is 88.00. A red circle with the number '2' points to an information icon (i) next to the 'Elapsed' and 'Punch' buttons. A modal window titled 'Legend' is open on the right, listing various time status options with corresponding icons. A red circle with the number '3' points to this legend window. The legend includes: Time Details, Saved, Approved, Pending Approvals, Denied, Pushed Back, Exception, Absence, Saved Absence, Reported, Reported Under Schedule, Reported Over Schedule, and OFF Day.

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

Review time as a Timekeeper

There are three ways to review the submitted time

1. Opening the e-mail you received and
2. Click on the e-mail link notification.

1

Inbox

UTEP-TEST-MAILBOX@UTEP.EDU
Timesheet requires your approval 11:40 AM
PARTNER EMAIL: This e-mail is from a Trusted Partner/Service that collaborates with...

UTEP-TEST-MAILBOX@UTEP.EDU
You have a Timesheet Pushed Back 11:29 AM
PARTNER EMAIL: This e-mail is from a Trusted Partner/Service that collaborates with...

UTEP-TEST-MAILBOX@UTEP.EDU
You have a Timesheet Pushed Back 11:29 AM
PARTNER EMAIL: This e-mail is from a Trusted Partner/Service that collaborates with...

Workflow@utsystem.edu
Expense report for 0.01 USD has been sent back for revision. 11:27 AM
PARTNER EMAIL: This e-mail is from a Trusted Partner/Service that collaborates with...

Workflow@utsystem.edu
Expense report for 0.01 USD has been sent back for revision. 11:27 AM
PARTNER EMAIL: This e-mail is from a Trusted Partner/Service that collaborates with...

Workflow@utsystem.edu
Expense Report for 0.00 USD has been denied 11:27 AM

Timesheet requires your approval

U UTEP-TEST-MAILBOX@UTEP.EDU
To: UTEP-TEST-MAILBOX Thu 3/14/2024 11:40 AM

PARTNER EMAIL: This e-mail is from a Trusted Partner/Service that collaborates with UTEP.

This message is to notify you that there is a timesheet requiring your approval.

Employee ID: 6001595852, 0
Job Title: Undergraduate Assistant II
Date: 2024-03-01
https://zaih-uat.utshare.utsystem.edu/psp/ZAIHUAT/EMPLOYEE/HRMS/c/EOAWMA_MAIN_FL.EOAWMA_MAIN_FL.GBL?Page=EOAWMA_MAIN_FL&Action=U&EMPLID=6001595852&EMPL_RCD=0&DUR=2024-03-01&SEQ_NBR=3&PUNCH_TYPE=1&TRANSACTIONID=105&EOAWDEFN_ID=UTSHRReport
This is a system-generated email. Do not reply to this email.

Reply Forward

2

Review time as a Timekeeper

3. Click on the **HRMS Approvals** tile
4. Click on the link under Actions

The screenshot displays the 'Employee Self Service' interface. At the top, there is a navigation bar with a dropdown menu labeled 'Employee Self Service' and a page indicator '1 of 12'. Below the navigation bar, the main content area is divided into several tiles. The 'HRMS Approvals' tile is highlighted with a red circle and the number '3', indicating the first step. To the right of the main content area, there is a 'Notifications' panel. This panel has two tabs: 'Actions' and 'Alerts'. The 'Actions' tab is selected, showing a list of notifications. The first notification in the list is 'Expense report 0000367089 for Amparan,Hector is awaiting for your...' with a timestamp of '7 minutes ago'. The second notification is 'Expense report 0000367088 for Amparan,Hector is awaiting for your...' with a timestamp of '7 minutes ago'. The third notification is 'Expense report 0000367087 for Amparan,Hector is awaiting for your...' with a timestamp of '7 minutes ago'. The fourth notification is 'Timesheet for Jazel Aguirre Escobar is awaiting for your approval.' with a timestamp of '19 hours ago'. The fifth notification is 'Delegation of Authority from Jose Flores to Raymond Joseph Lemelin is awaiting yo...' with a timestamp of '20 hours ago'. A red circle with the number '4' and an arrow points to the 'Timesheet for Jazel Aguirre Escobar' notification, indicating the second step.

Employee Self Service

1 of 12

Financial Approvals

HRMS Approvals

Payroll and Compensation

Time and Attendance

UTSIS Announcements

UT El Paso Announcements

Maintenance Window: 2/11/2024 6:00 AM to 2/11/2024 12:00 PM
SIS-Communications.

PUMS TEST
PeopleSoft.

Notifications

Actions Alerts

5 Actions

Expense report 0000367089 for Amparan,Hector is awaiting for your...
7 minutes ago

Expense report 0000367088 for Amparan,Hector is awaiting for your...
7 minutes ago




Expense report 0000367087 for Amparan,Hector is awaiting for your...
7 minutes ago

Timesheet for Jazel Aguirre Escobar is awaiting for your approval.
19 hours ago

Delegation of Authority from Jose Flores to Raymond Joseph Lemelin is awaiting yo...
20 hours ago

How to approve, deny or pushback

1. Click on the employee **Reported Time** you want to review.
2. Select the box of the Reported Time you want to Approve/Deny/Pushback
3. Click on one of the options **Approve**, **Deny**, or **Pushback**

Pending Approvals			
View By	Type	All	
 All	1		
 Reported Time	1		
1 row			
Reported Time	Quantity for Approval 6.00 Hours	Routed	
Jazel Aguirre Escobar	03/01/2024 - 03/01/2024	03/14/2024	>

Reported Time

Michael Jordan

Undergraduate Assistant II

Approve

Deny

Pushback

1 line(s) are pending your approval

Summary

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

Quantity for Approval 3.00 Hours

Quantity Scheduled 8.00 Hours

Quantity Submitted/ Approved 0.00 Hours

Quantity Reported 3.00 Hours

Quantity Denied 0.00 Hours

[View Legend](#)

Reported Time Details

Pending

All

1 row

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	03/01/2024		3.00 Hours	3.00 Hours / 8.00 Hours

2

3

How to Approve, Deny, or Pushback

4. Click **Approve** and add comments if necessary.
5. Click **Deny** and add comments if necessary.
6. Click **Pushback** and add comments if necessary.
7. **Submit** to process the selected Reported Time.

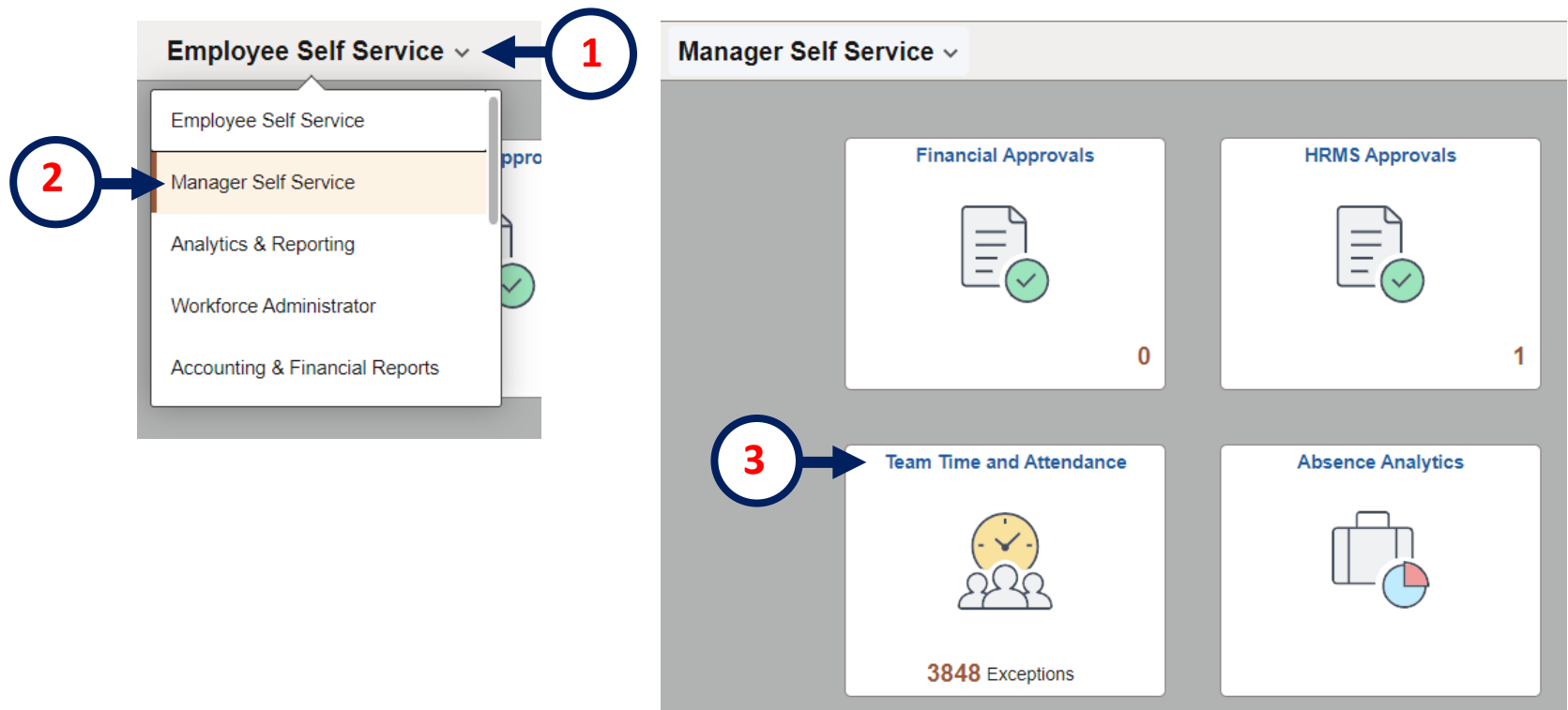
This screenshot shows the 'Approve' dialog box. At the top, there are three buttons: 'Cancel', 'Approve', and 'Submit'. The 'Approve' button is highlighted with a red border. A blue circle with the number '7' and an arrow points to the 'Submit' button. Below the buttons, the text reads 'You are about to approve this request.' followed by a label 'Approver Comments' and a large text input field. A blue circle with the number '4' and an arrow points to this input field.

This screenshot shows the 'Deny' dialog box. At the top, there are three buttons: 'Cancel', 'Deny', and 'Submit'. The 'Deny' button is highlighted with a red border. A blue circle with the number '7' and an arrow points to the 'Submit' button. Below the buttons, the text reads 'You are about to deny this request. Approver comments, if provided, will be available on Timesheet page for time reporter view.' followed by a label 'Approver Comments' and a large text input field. A blue circle with the number '5' and an arrow points to this input field.

This screenshot shows the 'Pushback' dialog box. At the top, there are three buttons: 'Cancel', 'Pushback', and 'Submit'. The 'Pushback' button is highlighted with a red border. A blue circle with the number '7' and an arrow points to the 'Submit' button. Below the buttons, the text reads 'You are about to pushback this request.' followed by a label 'Approver Comments' and a large text input field. A blue circle with the number '6' and an arrow points to this input field.

How to edit a timesheet as a timekeeper

1. log in to PeopleSoft, and on the landing page, select **Employee Self-Service**.
2. Select **Manager Self-Service**.
3. Select the **Team Time and Attendance** tile.




How to edit a timesheet as a timekeeper

4. To look for an employee, click **Filter**.
5. Search by **Employee ID**.
6. Click **Done**.

Team Time and Attendance

- Enter Time**
- Payable Time Detail
- Manage Absences
- Cancel Absences

Enter Time

As of Date: 04/01/2024  [Apply](#)

There were no employees found based upon your selection criteria.

[Filter](#) [Get Employees](#)



[Cancel](#) **Filters** [Done](#)

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Business Unit

Department

Reports To Position Number 10022005

Location Code

Company

Workgroup

[Reset](#)



How to edit a timesheet as a timekeeper

7. Click on the employee's name

Enter Time

As of Date

04/01/2024



Apply

Hours to be Approved and Exception counts are as of 04/01/2024.

Select Employee

1 row



Name/Title	Exceptions	Hours to be Approved
------------	------------	----------------------

Michael Jordan		3.00
----------------	--	------

Undergraduate Assistant II		3.00
----------------------------	--	------

Undergraduate Assistant II		3.00
----------------------------	--	------

7

How to edit a timesheet as a timekeeper

8. You can now make the necessary changes to the timesheet.
9. Once the edits have been completed, click **Submit**.

Team Time and Attendance

Enter Time

Employee Information

Name **Michael Jordan** FTE 0.475000 **Manager**
Empl ID 6000000007 Type Hourly Manager Tom Landry
Empl Rcd 0 FLSA Status Nonexempt Manager ID 6000000009
Empl Class Student Earliest Change Date 04/01/2024

[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

Michael Jordan
Undergraduate Assistant II
[Return to Select Employee](#)

April 1, 2024 - April 7, 2024

Scheduled 40.00 | Reported 3.00Hours | Unapproved Time 3.00

Elapsed **Punch**

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

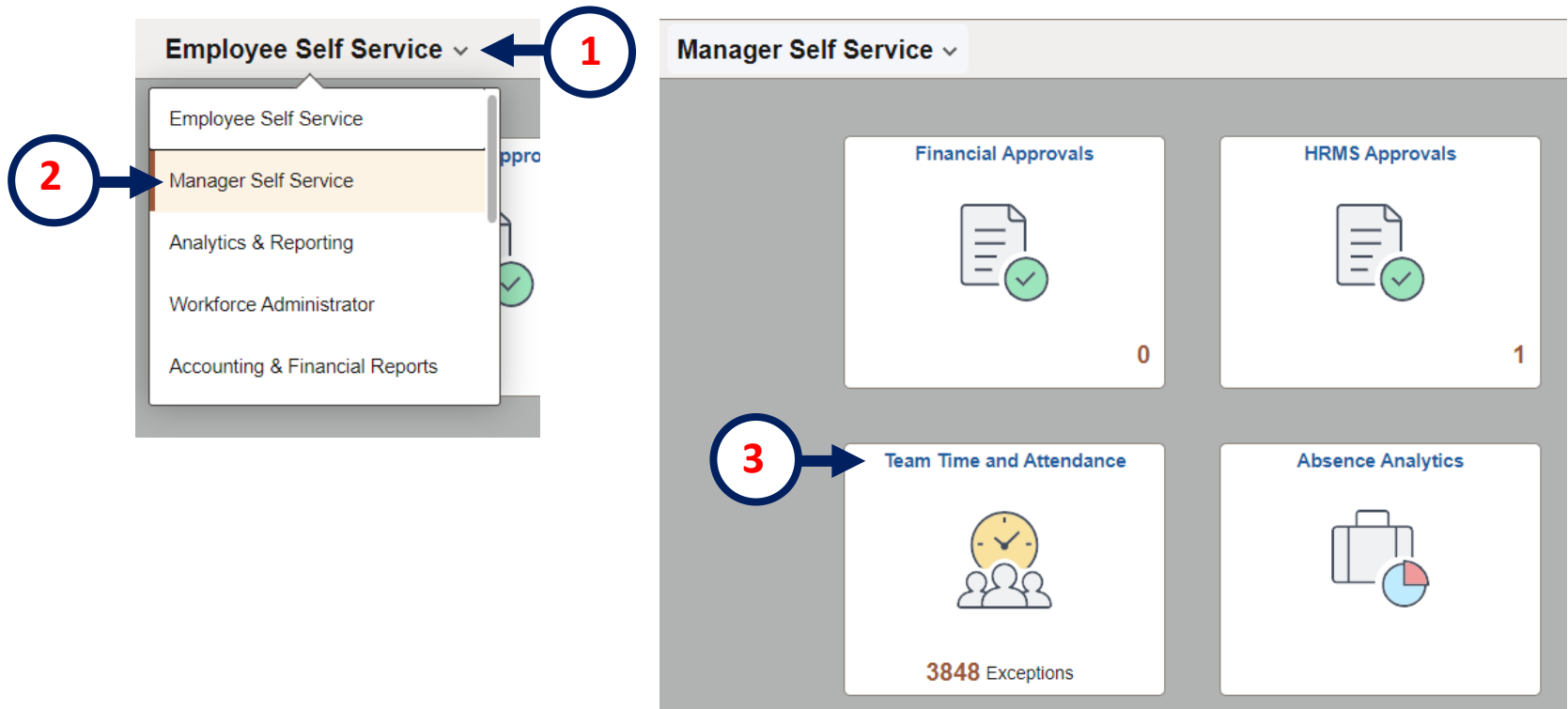
*View By Weekly

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

Day Summary		In	Out	Time Reporting Code	Quantity	Time Details	Comments	Reported Status
01	Monday							
Apr	Reported 3.00	8:00:00AM	11:00:00AM					Needs Approval
02	Tuesday							
Apr	Reported 0.00							New

How to enter retro edits

1. Log in to PeopleSoft, and on the landing page, select **Employee Self-Service**.
2. Select **Manager Self-Service**.
3. Select the **Team Time and Attendance** tile.




How to enter retro edits

4. To look for an employee, click **Filter**.
5. Search by **Employee ID**.
6. Click **Done**.

Team Time and Attendance

- Enter Time**
- Payable Time Detail
- Manage Absences
- Cancel Absences

Enter Time

As of Date: 04/01/2024  [Apply](#)

There were no employees found based upon your selection criteria.

[Filter](#) [Get Employees](#)



[Cancel](#) **Filters** [Done](#)

Time Reporter Group

5 → Employee ID

Empl Record

Last Name

First Name

Business Unit

Department

Reports To Position Number 10022005

Location Code

Company

Workgroup

[Reset](#)



How to enter retro edits

7. Click on the employee's name

Enter Time

As of Date

04/01/2024



Apply

Hours to be Approved and Exception counts are as of 04/01/2024.

Select Employee

1 row



Name/Title

Exceptions

Hours to be Approved

Michael Jordan
Undergraduate Assistant II

3.00

7

How to enter retro edits

8. Under ***View By** select **Period**.
9. You can navigate by selecting a specific date in the **calendar**
10. Or you can navigate by **Pay Period** with the arrows.

Enter Time

Employee Information

Name Michael Jordan FTE 0.475000
Empl ID 6000000007 Type Hourly
Empl Rcd 0 FLSA Status Nonexempt
Empl Class Student Earliest Change Date 04/01/2024

Manager

Manager Tom Landy

Manager ID 6000000009

[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

Michael Jordan
Undergraduate Assistant II



March 1, 2024 - March 15, 2024

Schedule 85.0

Reported 4.50Hours

Punch

*View By

Period

▼

Bi-Weekly

Monthly

Period

Weekly

Save for Later

Submit

Clear

Request

Print

How to enter retro edits

11. You can now make the necessary changes to the timesheet.

12. Once the edits have been completed, click **Submit**.

Note: Any edits will show up in the next paycheck.

Team Time and Attendance

Enter Time

Employee Information

Name Michael Jordan FTE 0.475000 Manager
Empl ID 6000000007 Type Hourly Manager Tom Landry
Empl Rcd 0 FLSA Status Nonexempt Manager ID 6000000009
Empl Class Student Earliest Change Date 04/01/2024

[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

Michael Jordan
Undergraduate Assistant II
[Return to Select Employee](#)

April 1, 2024 - April 7, 2024

Scheduled 40.00 | Reported 3.00Hours | Unapproved Time 3.00

Elapsed Punch

Previous Next

*View By Weekly

Save for Later Submit Clear Print Timesheet

Day Summary		In	Out	Time Reporting Code	Quantity	Time Details	Comments	Reported Status
01	Monday							
Apr	Reported 3.00	8:00:00AM	11:00:00AM					Needs Approval
02	Tuesday							
Apr	Reported 0.00							New

How to print a timesheet

1. Select the Pay Period you want to print using the calendar or arrow icons.
2. Then select **Print Timesheet**.

Team Time and Attendance




Enter Time

Employee Information

Name **Michael Jordan** FTE 0.475000 Manager
Empl ID 6000000007 Type Hourly Manager Tom Landry
Empl Rcd 0 FLSA Status Nonexempt Manager ID 6000000009
Empl Class Student Earliest Change Date 04/01/2024

[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

Michael Jordan
Undergraduate Assistant II
[Return to Select Employee](#)

   April 1, 2024 - April 7, 2024

Scheduled 40.00 | Reported 3.00Hours | Unapproved 11.00

 Elapsed **Punch**









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

 Previous 

*View By **Weekly**

1




2


Day Summary		In	Out	Time Reporting Code	Quantity	Time Details	Comments	Reported Status
01	Monday							
Apr	Reported 3.00	<input checked="" type="checkbox"/>	8:00:00AM 11:00:00AM	<input type="text"/>	<input type="text"/>			Needs Approval  
02	Tuesday							
Apr	Reported 0.00	<input checked="" type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>			New  

How to print a timesheet

3. Click the **printer** icon to print the timesheet.
4. Click the **download** icon to download the timesheet.

TL_PRNT_TMST.pdf

1 / 1 | - 96% + |   



1

Timesheet

Date: 2024-04-04
Employee ID: 6000000007
Name: Michael Jordan
Department: System Integration

Employee Record: 0
Jobcode: Undergraduate Assistant II

Timesheet Data:

Day	Date	In	Out	Total	Reported Status	Elements
Mon	2024-04-01	8:00 AM	11:00 AM	3.000	NA	MST, N, ONL, PSNONCATSK,
Tue	2024-04-02			0.000	NW	MST, N, ONL, PSNONCATSK,
Wed	2024-04-03			0.000	NW	MST, N, ONL, PSNONCATSK,
Thu	2024-04-04			0.000	NW	MST, N, ONL, PSNONCATSK,
Fri	2024-04-05			0.000	NW	MST, N, ONL, PSNONCATSK,
Sat	2024-04-06			0.000	NW	MST, N, ONL, PSNONCATSK,
Sun	2024-04-07			0.000	NW	MST, N, ONL, PSNONCATSK,

Total Reported Hours :

Day	4/01 Mon	4/02 Tue	4/03 Wed	4/04 Thu	4/05 Fri	4/06 Sat	4/07 Sun	Total
Reported Hours	3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00

Employee Signature: _____
Date: _____
Approver#1 Signature: _____
Date: _____

Approver#2 Signature: _____
Date: _____



Hourly Timesheets

Policies and Procedures

- The Semi-Monthly Payroll Calendar is composed of 2 calendar periods:
 - The first calendar period begins on the 1st of every month and ends on the 15th.
 - The second calendar period begins on the 16th of every month and ends on the last day of the month.
 - To view the Semi-monthly payroll Calendar, click [here](#)
- All semi-monthly paydays are the 5th working day after the end of the pay period.
- Timesheet submissions are recommended to be completed and approved weekly. (can be approved as often as needed). Managers will receive reminder notifications regarding payroll deadlines.
- Timesheets not approved by the payroll deadline must be approved and processed for payment until the next pay cycle.

Tips and Reminders

- Verify that the Reports To set up is up-to-date. If permanent changes are needed, submit a Position Attribute Change (PAC) eForm. Reminder: Reports To impacts more than just timesheets.
- If a Reports To manager is out on extended leave or unavailable to approve timesheets and leave requests, please submit a helpdesk, so we can temporarily re-route the timesheets.
- Submit a Help Desk ticket to helpdesk@utep.edu for technical issues related to hourly timesheet submissions.
- For general questions payroll related, contact the Payroll Office at payroll@utep.edu.
- To access the Semi-Monthly Payroll Calendar, click [here](#).
- To receive payment, the manager **must** approve the Timesheet by the payroll deadline.