How to Complete an Electronic Timesheet Remotely

1. Visit the My UTSA webpage.
2. Click on the Interim Workflow Solutions Menu
3. Log in with your UTSA work email and passphrase
4. The DUO two-factor Authentication page will appear and send a message to your cell phone that you must approve.
5. On the left hand column titled Current IWS System, under Employee Forms, choose either Review/Submit Timesheet, then Punch or Elapsed Timesheet based on your appointment.
6. Click: Add Document
7. Enter your Empl ID
8. Fill in the timesheet – Regular Hours
9. Fill in any absences - choose from the drop down menu
10. Choose either:
    - Apply my schedule as worked hours
    - Apply my schedule with noted exception time list above (if you have absences)
    - Or, student employees report actual hours worked
11. Your supervisor’s name should auto fill, or you can delegate the approver for your area.
12. Click Submit