Employee Self Service | Reporting Time

PeopleSoft 9.0 Quick Reference

The PeopleSoft Employee Self Service Timesheet enables you to report time online.

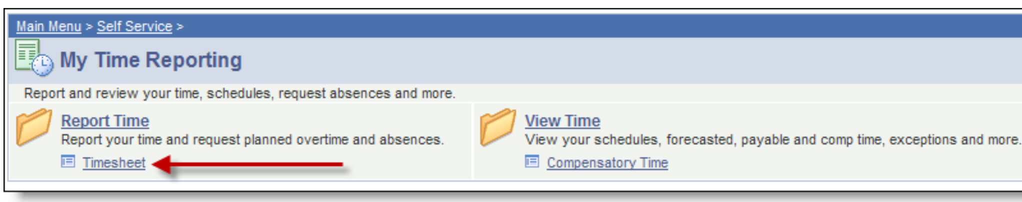
FLSA Non-Exempt (i.e. hourly; overtime eligible) employees **must enter all time** in order to be paid.

FLSA Exempt (i.e. salaried; overtime ineligible) employees **enter exception hours only** (e.g. sick leave or vacation). Regular time and holidays will be paid automatically based on the schedule assigned in PeopleSoft. Entering partial hours for any day overrides the schedule therefore all hours for that day must be entered to receive pay for the day (e.g. EE working 8 hour schedule charges 4 hours to a project other than default, must also add 4 hours of regular time to that day to be paid for the entire day). Hours worked in excess of schedule may be reported using the Proration of Labor Costing.xlsx spreadsheet link on Timesheet per agency procedures.

The following steps demonstrate how to enter and submit time using the most common version of the Timesheet:

1. Log in to PeopleSoft and navigate to: **Self Service > My Time Reporting > Report Time**.

2. Click the Timesheet link.

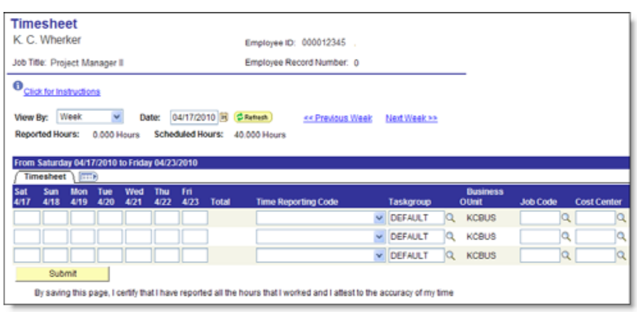


3. The Timesheet will default to the current work week (e.g. Sat-Fri); to change the dates displayed:

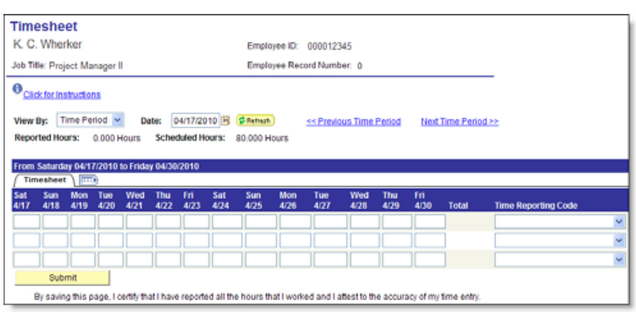
   a. In the **View By** field, choose **Week** or **Time Period** depending on preference; click the <<previous or next >> links to move back or forward a week or pay period.

   b. In the **Date** field, choose the first date of the pay period.

   c. Click the Refresh button to update the page.

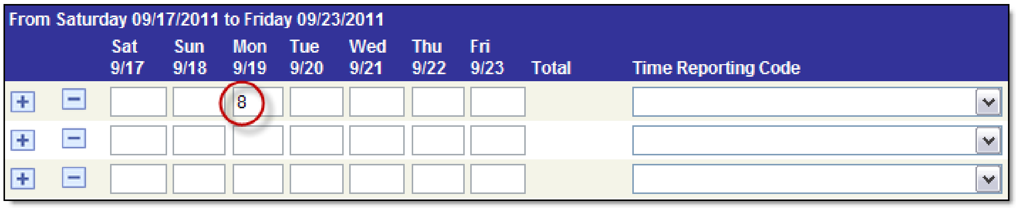


weekly view



pay period view

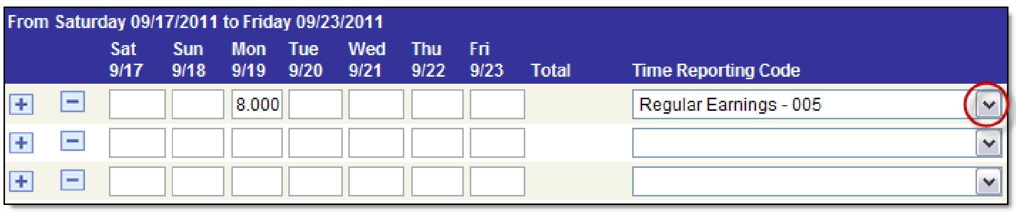
4. Enter the number of **hours** in the appropriate **date** column.



From Saturday 09/17/2011 to Friday 09/23/2011

		Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total	Time Reporting Code
+	−			8						
+	−									
+	−									

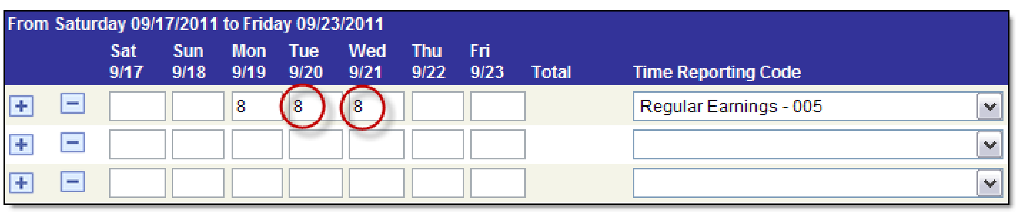
5. Choose the appropriate **Time Reporting Code** (TRC) from the list for the hours entered.



From Saturday 09/17/2011 to Friday 09/23/2011

		Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total	Time Reporting Code
+	−			8.000						Regular Earnings - 005
+	−									
+	−									

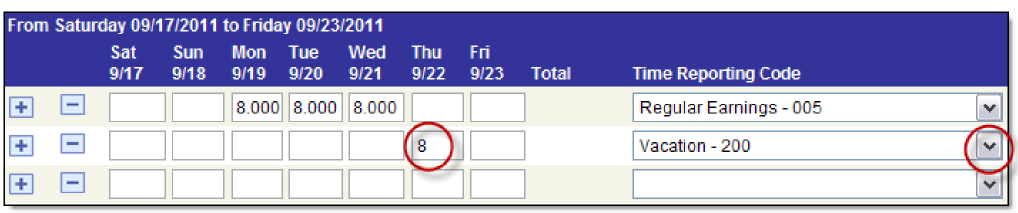
6. To add more time with the <u>same TRC</u>, enter more **hours** in the same row.



From Saturday 09/17/2011 to Friday 09/23/2011

		Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total	Time Reporting Code
+	−			8	8	8				Regular Earnings - 005
+	−									
+	−									

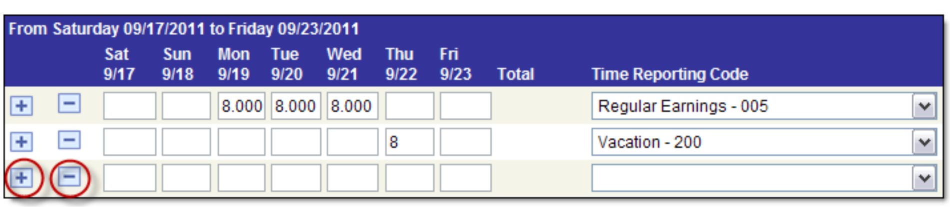
7. To add time for a <u>different TRC</u>, enter the **hours** on the next row, and select the appropriate **TRC**.



From Saturday 09/17/2011 to Friday 09/23/2011

		Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total	Time Reporting Code
+	−			8.000	8.000	8.000				Regular Earnings - 005
+	−						8			Vacation - 200
+	−									

Note: To add a row, click the **Add a row** + button; to delete a row, click the **Subtract a row** − button.



From Saturday 09/17/2011 to Friday 09/23/2011

		Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total	Time Reporting Code
+	−			8.000	8.000	8.000				Regular Earnings - 005
+	−						8			Vacation - 200
+	−									

8. To add a **Reason Code** to a TRC, select the appropriate one from the list. If none of the Reason Codes are applicable, leave the field blank.

From Saturday 09/17/2011 to Friday 09/23/2011

		Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total	Time Reporting Code	Reason Code
+	−			8.000	8.000	8.000				Regular Earnings - 005	
+	−						8.000			Vacation - 200	
+	−							8.000		Sick Leave Pay - 300	Child Illness

Note: Reason Codes are used to add detail to a TRC when appropriate (e.g. To explain why an employee is taking sick leave). Not all TRC Codes have an associated list of Reason Codes.

9. To override your base rate of pay for Intermittent Special Duty enter the **Job Code** and **Step** for the Special Duty Position. If this does not apply to you, leave this field blank.

From Saturday 09/17/2011 to Friday 09/23/2011

		Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total	Time Reporting Code	Reason Code	Job Code	Step
+	−			8.000	8.000	8.000				Regular Earnings - 005		427102	3
+	−						8.000			Vacation - 200			
+	−							8.000		Sick Leave Pay - 300	Child Illness		

Note: This step is only used to override an employee's base rate of pay for short-term assignments. For long-term assignments, the base rate of pay will be adjusted by HR to include the special duty rate so this step is not needed. **Contact your HR SDM if you have questions about how to enter special duty or work out of class**.

10. To override your default home charge string (for project or grant funded work) enter either the **Project, Task,** and **Award,** <u>or</u> the **Combo Code**. If this does not apply to you, leave this field blank.

Time Reporting Code	Reason Code	Job Code	Step	Project	Task	Award	Combo Code
Regular Earnings - 005		427102	4	1000825	001	NO AWARD	
Vacation - 200							
Sick Leave Pay - 300	Child Illness						

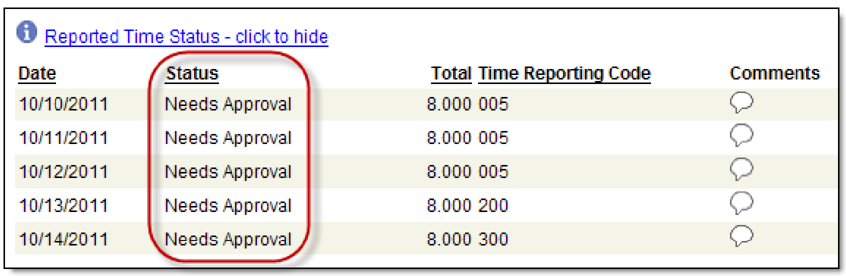
Time Reporting Code	Reason Code	Job Code	Step	Project	Task	Award	Combo Code
Regular Earnings - 005		427102	4				000000049
Vacation - 200							
Sick Leave Pay - 300	Child Illness						

Note: This step is only used to override your default home charge string. If nothing is entered, the default will be charged. If you do not know the Project, Task, and Award (or Combo Code) for your project contact your agency finance department.

11. When the timesheet is complete, click the **Submit** button to save the time entered and then **OK** to confirm.

Note: Time can be submitted as many times as needed up until the deadline for employee self time entry. After the deadline, you will be locked out of the Timesheet for that pay period however you will still be able to enter time for the current pay period.

12. The Timesheet repopulates the submitted time with a status of "Needs Approval".

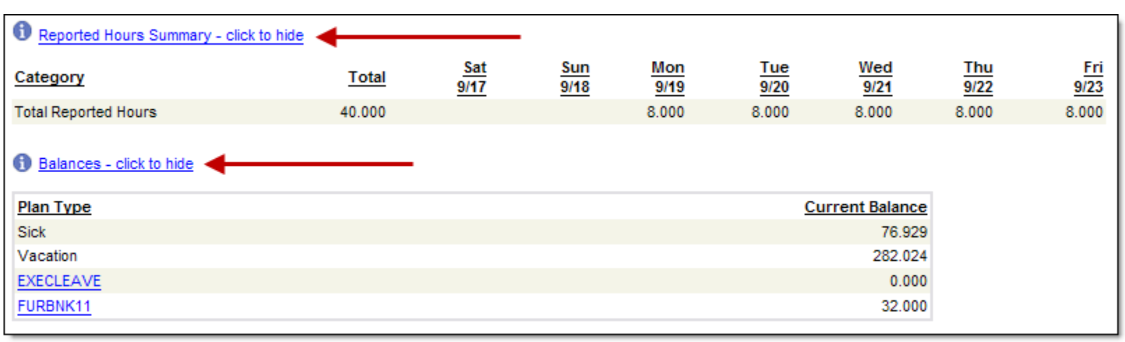


Note: You may return to the timesheet at any time to view the status of submitted time. When time has been approved, the status will change from **Needs Approval** to **Approved**.

Note: You may use the **Comments** field to add detail to reported time. Use caution when adding comments because, once saved, comments cannot be changed or deleted. Comments should always be professional and should never contain personal information, such as medical information or family member names. Comments can be seen by anyone who has access to view the Timesheet and they will appear on some reports.

13. (Optional) The **Reported Hours Summary** and leave **Balances** are updated when time is submitted.

- To view a summary of time submitted, click the Reported Hours Summary link.
- To view leave balances, click the Balances link.



Note: A leave plan will only appear if you are eligible for, and enrolled in, the plan (e.g. Comp Time or Donated Leave).