



# Online Timesheet

Online Timesheets are entered in PeopleSoft and submitted through the system to Payroll. Timesheets will be reviewed and approved by appropriate supervisors online.

## Self Service > Time Reporting > Report Time > Timesheet

### Timesheet

Minnie Mouse  
Job Title: Student Assistant  
EmpID: 002305810  
Empl Rcd Nbr: 0

Click for instructions  
View By: Week Date: 08/10/2009 Refresh << Previous Week Next Week >>  
Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

From Monday 08/10/2009 to Sunday 08/16/2009

Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Sat 8/15	Sun 8/16	Total	Time Reporting Code	Taskgroup
									CSU
									CSU
									CSU

Save for Later Submit

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

Reported Hours Summary - click to view  
Balances - click to view  
Go To: Self Service  
Time Reporting  
Punch Timesheet

1. Select the View By; Week, Day, or Time Period
2. If selecting by week, enter the date of the week you wish to enter.
3. Enter the hours for each day
4. Select the Time Reporting Code; REG – Regular Hours Worked
5. Click the Save for Later Button
6. At the end of the Pay Period, you must go back and click the Submit button to submit your hours.

**NOTE: If the submit button is not selected for all hours saved, you will not get paid for that time.**

### Report Time

### Timesheet

Matthew Moberly Customize | Find First 1-3 of 3 Last

Name	Empl Rcd Nbr	Department	Department Description	Position Description	Hourly Rate
<a href="#">Instructional Studnt Asst</a>	1	52100	Retention Services	Instructional Student Assist	10.550000
<a href="#">Student Assistant</a>	3	80000	Independent Operations	Student Assistant	14.380000
<a href="#">Special Consultant</a>	6	30030	Academic Affairs, Vice Provost	Special Consultant TM158	

NOTE: If you work for multiple departments as a casual worker, you will need to choose the department and pay rate for the hours you wish to log



**Timesheet**  
Minnie Mouse      EmplID: 002305810  
Job Title: Student Assistant      Empl Rcd Nbr: 0

[Click for instructions](#)

**View By:** Day      **Date:** 08/10/2009 [31] Refresh      << Previous Day      Next Day >>

Reported Hours: 0.00 Hours      Scheduled Hours: 0.00 Hours

**Monday 08/10/2009**

Timesheet [31]

Mon 8/10	Total	Time Reporting Code	Taskgroup		
			CSU	-	+
			CSU	-	+
			CSU	-	+

Save for Later      Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

- If entering hours by Day, select the day in which you want to enter for
- Enter the hours worked for that day
- Select the Time Reporting Code; REG – Regular Hours Worked
- Click the Save for Later button
- At the end of the Pay Period, you must go back and click the Submit button to submit your hours.

**NOTE: If the submit button is not selected for all hours saved, you will not get paid for that time.**

**Timesheet**  
Minnie Mouse      EmplID: 002305810  
Job Title: Student Assistant      Empl Rcd Nbr: 0

[Click for instructions](#)

**View By:** Time Period      **Date:** 07/31/2009 [31] Refresh      << Previous Time Period      Next Time Period >>

Reported Hours: 0.00 Hours      Scheduled Hours: 0.00 Hours

**From Friday 07/31/2009 to Sunday 08/30/2009**

Timesheet [31]

Fri 7/31	Sat 8/1	Sun 8/2	Mon 8/3	Tue 8/4	Wed 8/5	Thu 8/6	Fri 8/7	Sat 8/8	Sun 8/9	Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Sat 8/15	Sun 8/16

Save for Later      Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)

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- If entering hours for Time Period, select the date of the Time Period you which to enter
- Enter the hours for each day worked
- Click the Submit button

**Note: Once the submit button is used, the time period is locked from making any changes.**



Would you like to check for errors? (13504,10066)

15. Click the Yes button to check for errors.  
Note: This will happen when Save or Submit is selected.

**Self Service > Time Reporting > View Time > Payable Time Summary**

**Payable Time Summary**  
Minnie Mouse      EmplID: 002305810  
Job Title: Student Assistant      Empl Rcd Nbr: 0  
Payable Time is calculated by time for seven days prior to payable time for the date selected.

Start Date: 08/08/2009      End Date: 08/14/2009     

Time Reporting Code	Description	Type	Currency	Sat 8/8	Sun 8/9	Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Total Quantity

Go To: [Self Service](#)  
[Time Reporting](#)  
[Detail Page](#)

**NOTE: This process only needs to be done if you want to review your time submitted.**

16. Select the Date in which you want to view  
17. Click the Get Rows button