

Timesheet & Payable Time Summary

Timesheets are entered in PeopleSoft and submitted through the system to Payroll. Timesheets will be reviewed and approved by appropriate supervisors online. This process is for student assistants or hourly-intermittent employees.

Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Job Title: Info Tech Consultant 12345 Employee ID: 000006386 Employee Record Number: 0

View By: **Week** *Date: 07/31/2014 Scheduled Hours: 40.00 Hours

Thu 7/31	Fri 8/1	Sat 8/2	Sun 8/3	Mon 8/4	Tue 8/5	Wed 8/6	Total	Time Reporting Code	Taskgroup
									CSU
									CSU
									CSU

Reported Time Status - selected to hide

Date	Status	Total Time Reporting Code	Comments
		0.000000	

Reported Hours Summary - selected to view

Balances - selected to view

Save for Later Submit

Punch Timesheet
Self Service
Time Reporting

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

OR
Click Submit if entering all time for the full time period.
6. If selecting Save for Later, 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.

Once submit has been selected, no more changes can be made to your hours.

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

If you were hired in the middle of the pay period, time must be entered by the day or the week. The Time Period option will be grayed out.

Report Time Timesheet

Name	Emp. Ref. Num.	Department	Department Description	Position Description	Hourly Rate
Instructional Student Assist	1	52100	Retention Services	Instructional Student Assist	10.550000
Student Assistant	3	80000	Independent Operations	Student Assistant	14.380000
Special Consultant	6	30030	Academic Affairs, Vice Provost	Special Consultant TM158	

Timesheet

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

[Click for instructions](#)

View By: Day Date: 08/10/2009 Refresh << Previous Day Next Day >>

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Monday 08/10/2009

Timesheet

Mon 8/10	Total	Time Reporting Code	Taskgroup		
<input type="text"/>		<input type="text"/>	CSU	-	+
<input type="text"/>		<input type="text"/>	CSU	-	+
<input type="text"/>		<input type="text"/>	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

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7. If entering hours by Day, select the day in which you want to enter for
8. Enter the hours worked for that day
9. Select the Time Reporting Code; REG – Regular Hours Worked
10. Click the Save for Later button
OR
Click Submit if entering all time for the full time period.
11. If selecting Save for Later, at the end of the Pay Period you must go back and click the Submit button to submit your hours.
12. 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 EmpID: 002305810
 Job Title: Student Assistant Empl Rcd Nbr: 0

[Click for instructions](#)

View By: Time Period Date: 07/31/2009 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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Message

Would you like to validate worked time? (13504,10066)

16. Click the Yes button to validate worked time

Note: This will happen when Save or Submit is selected.

All Timesheets must be entered by the 2nd business of the following month.

Main Menu > Self Service > Time Reporting > View Time > Payable Time Summary

Payable Time Summary

April Dunham-Filson Employee ID: 000006396

Job Title: Info Tech Consultant 12 Mo Employee Record Number: 0

Payable Time Detail displayed for up to thirty-one days. There is no payable time for the date selected.

Start Date: 08/13/2014 End Date: 08/19/2014

Payable Time From 08/13/2014 To 08/19/2014											
Time Reporting Code	Description	Type	Currency	Wed 8/13	Thu 8/14	Fri 8/15	Sat 8/16	Sun 8/17	Mon 8/18	Tue 8/19	Total Quantity

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

17. Select the Dates in which you want to view

18. Click the Refresh button